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**Graduate Catalog 2006-2007**

**UNIVERSITY**  
**OF**  
**WEST GEORGIA**

*The University System of Georgia*

[www.westga.edu](http://www.westga.edu)

**Bulletin**

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**Announcements For 2006-2007**

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## How to Find Information Related to Academic Programs and Courses

This catalog includes directional tools customarily included in such publications. The **Table of Contents** (see page 5), the **Index to Course Listings** (see page 268), the general **Index** (see page 269), and the **Index of Abbreviations** (inside back cover) are all essential tools for anyone using the catalog. By turning to these sections, readers can find information related to the structure, policies, and procedures that govern the University's operations as well as information about programs the University offers. This section supplements those listed above by providing directions in finding and interpreting information related to academic programs, academic departments, and courses.

### Colleges

The chapter titled "Degree Programs," page 69, organizes information on programs within each of the three major academic divisions of the University: The College of Arts and Sciences, the Richards College of Business, and the College of Education. Information relevant to each college, the dean, the Web address, general information, and specific requirements and options for the college, are included in an introductory section.

### Departments

Information about each academic department with a graduate program is provided. This information includes the department Web address, phone number, location, the department graduate faculty, descriptions of programs and program requirements, and, finally, a list of courses offered by the department with a description for each course.

### Programs

All academic programs of study are listed in the general **Index** that begins on page 269. The page numbers listed after each direct readers to the description of the program.

### Courses

Though all the course descriptions in the catalog follow the same basic pattern, a number of variables determine the specific information contained in each. The following examples contain labels to illustrate how to read a course description:

Course prefix*	Course number	Course title	Lecture hours	Lab hours	Total credit hours	
ACCT	6216	Seminar in Financial Reporting			3/0/3	
		Prerequisite: ACCT 3214				
		<i>Conditions to be met before taking the course</i>				
		In-depth analysis of and research on current topics in accounting; theoretical analysis of recent accounting pronouncements and the study of current literature in accounting. Ethical issues in financial reporting are emphasized.				Course description

\*A complete list of course prefixes and the programs they refer to can be found in the **Index to Course Listings** on page 268 and the inside back cover.

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[www.westga.edu/~gradsch/](http://www.westga.edu/~gradsch/)

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Cherié Holt, *Admissions Specialist II*

Dianne Smith, *Administrative Coordinator*

Patricia Wells, *Records Section Supervisor*

Alice D. Wesley, *Admissions Specialist I*



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University of West Georgia**



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University of West Georgia*



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*Dr. Faye S. McIntyre  
Dean, Richards College of Business*



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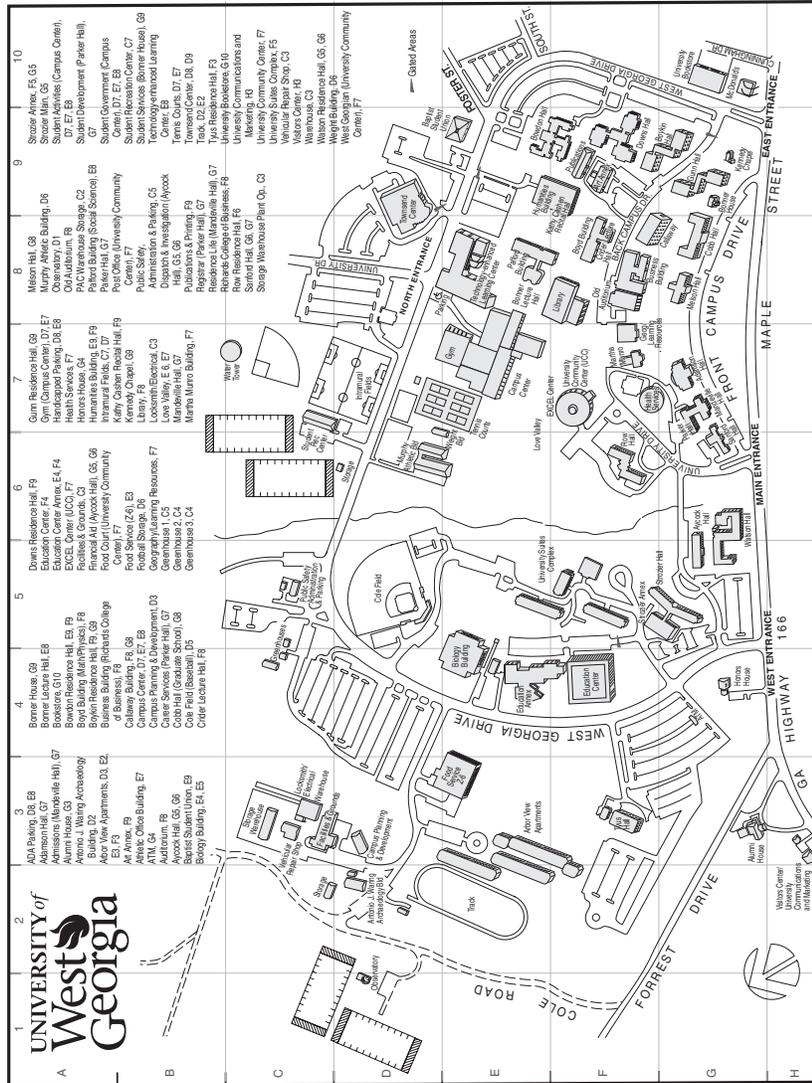
*Dr. David White  
Dean, College of Arts & Sciences*



*Dr. Donald R. Wagner  
Dean, Honors College*

# TABLE OF CONTENTS

	Page
Campus Map .....	6
Calendar.....	7
Mission Statement.....	10
Administration.....	12
General Information.....	19
Student Services.....	27
Expenses .....	39
Admission.....	47
Financial Aid .....	53
Special Programs.....	57
General Academic Policies.....	61
Degree Programs.....	69
College of Arts and Sciences.....	71
Master of Arts Degree.....	73
Master of Arts in Teaching Degree .....	102
Master of Science Degree.....	107
Master of Science in Nursing Degree.....	124
Master of Science in Rural and Small Town Planning Degree .....	131
Master of Music Degree.....	133
Master of Public Administration.....	143
Richards College of Business.....	151
Master of Business Administration Degree.....	152
Web MBA.....	154
Master of Professional Accounting Degree .....	155
College of Education.....	165
Master of Education Degree.....	165
Specialist in Education Degree .....	167
Doctor of Education Degree.....	228
Supplementary Certification.....	233
Other Courses of Instruction.....	235
Graduate Faculty .....	255
Index to Course Listings .....	268
Index.....	269
Core Mission Statement for State Universities in the University System .....	272
Mission Statement for the University System of Georgia.....	273
Index to Course Listings, Alphabetical .....	IBC



# 2006-2007

## UNIVERSITY CALENDAR

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### FALL SEMESTER, 2006

July 3	Undergraduate Application and Document Deadline
July 25	Graduate School application deadline for Fall 2006
August 7, 8	New Faculty Orientation
August 9	General Faculty meeting
August 10, 11	Department and College faculty meetings
August 11	New student registration
August 14	Classes begin
August 14-16	Drop/add and late registration
August 18	UWG's Centennial Celebration (classes cancelled)
September 1	Graduation Application Deadline for Spring 2007
September 2	No Saturday classes
September 4	Labor Day (no classes, offices closed)
October 6	Last day to withdraw with grade of W
October 9-10	Fall break (no classes, offices open)
November 21	Last day to submit theses, Ed.S. research projects, and dissertations
November 22-25	Thanksgiving recess (no classes)
November 23-24	Holiday (offices closed)
November 29	Last day of MW classes
November 29	Last day of MWF classes
November 30	Last day of T Th classes
December 1	Reading Day
December 2	Examinations, Saturday Classes
December 4-8	Examinations
December 9	Graduation, Saturday, 9:30 a.m. (order of colleges TBD); and 1:00 p.m. (order of colleges TBD)
December 11	Grades Due by 8:30 am
December 11-Jan 7	Christmas recess

**SPRING SEMESTER, 2007**

December 5	Undergraduate Application and Document Deadline
December 8	Graduate Application Deadline
January 5	New student registration
January 8	Classes begin
January 8-10	Drop/add and late registration
January 13	No Saturday classes
January 15	Martin Luther King Holiday (offices closed, no classes)
January 26	Graduation Application Deadline for Summer 2007
March 1	Last day to withdraw with grade of W
March 19-24	Spring recess, no classes
March 24	No Saturday classes
March 28	Honors Convocation (classes cancelled 1:00 – 4:00 p.m.)
April 20	Last day to submit theses, Ed.S. research projects, and dissertations
April 23	Last day of MWF classes
April 25	Last day of MW classes
April 26	Last day of T TH classes
April 27	Reading Day
April 28	Saturday Exams
April 30-May 4	Examinations
May 5	Graduation (Saturday, 9:00 a.m.)
May 7	Grades Due by 8:30 am

**SUMMER SEMESTER, 2007**

## SESSION I (11 days)

May 14	Classes begin
May 14	Drop/add and late registration
May 21	Last day to withdraw with grade of W
May 28	Holiday, no classes (offices closed)
May 29	Last day of classes
May 30	Reading Day
May 31	Examinations

## SESSION II (36 days)

May 15	Undergraduate Application and Document Deadline
May 15	Graduate Application Deadline
June 1	New student registration
June 4	Classes begin
June 4,5	Drop/add and late registration
June 22	Graduation Application Deadline for Fall 2007
June 27	Last day to withdraw with grade of W
July 4	Independence Day Holiday (no classes, offices closed)
July 13	Last day to submit theses, Ed.S. research projects, and dissertations
July 24	Last day of class
July 25	Reading Day
July 25	Graduate School application deadline for Fall 2007
July 26, 27	Examinations
July 28	Graduation (Saturday, 9:00 a.m.)

## SESSION III (17 days)

June 4	Classes begin
June 4-5	Drop/add and late registration
June 14	Last day to withdraw with grade of W
June 26	Last day of class
June 27	Reading Day
June 28	Examinations

## SESSION IV (17 days)

June 29	Classes begin
June 30-July 2	Drop/add and late registration
July 4	Independence Day Holiday (no classes, offices closed)
July 12	Last day to withdraw with grade of W
July 24	Last day of class
July 25	Reading Day
July 26	Examinations
July 28	Graduation (Saturday, 9:00 a.m.)

## UNIVERSITY OF WEST GEORGIA MISSION STATEMENT

The University of West Georgia, a charter member of the University System of Georgia, is a selectively-focused, comprehensive institution providing undergraduate and graduate public higher education in arts and sciences, business, and education, primarily to the people of West Georgia.

West Georgia offers a range of disciplinary, interdisciplinary, and professional programs at the baccalaureate level. It is also a major provider of graduate education at the master's and educational specialist's levels; further, the University offers a stand alone doctoral program in education. In addition to being accredited as an institute of higher education, the University has earned national accreditation or recognition in most undergraduate and graduate fields of specialization.

The purpose of the University of West Georgia is to provide opportunities for intellectual and personal development through quality teaching, scholarly inquiry, creative endeavor, and service for the public good. The University aspires to preeminence in providing educational excellence in a personal environment through an intellectually stimulating and supportive community for its students, faculty, and staff.

West Georgia is committed to the following areas of excellence:

- High-quality undergraduate and graduate programs in the arts and sciences, business, and education that are grounded in a strong liberal arts curriculum and that
  - impart broad knowledge and foster critical understanding needed for intellectual growth, personal and social responsibility, cultural and global literacy, and life-long learning;
  - emphasize disciplinary rigor;
  - foster the development of effectiveness in communication, critical and independent thinking, problem solving, and the use of technology.
- A learning community dedicated to instructional excellence where close student-faculty interaction enhances both teaching and learning for a diverse and academically well-prepared student body.
- Educational opportunities for exceptional students through initiatives such as the development of an honors college and, for extraordinary high school juniors and seniors, through The Advanced Academy of Georgia.
- Faculty research, scholarship, and creative endeavors which promote knowledge, enhance professional development, contribute to the quality of instruction, and provide significant opportunities for student involvement and field-based experience.
- A broad range of public service activities and proactive partnerships to promote more effective use of human and natural resources, to contribute to economic, social and technical development, and to enhance the quality of life within the university's scope of influence.

- Regional outreach through a collaborative network of external degree centers, course offerings at off-campus sites, and an extensive program of continuing education for personal and professional development.
- Student services which increase opportunities for academic success and personal development and enhance the climate of campus life.
- Affirmation of the equal dignity of each person by valuing cultural, ethnic, racial, and gender diversity in students, faculty, and staff.
- A collegial environment in the decision-making processes and supporting practices that embody the ideals of an open, democratic society.

These commitments culminate in educational experiences that foster the development of leaders and productive citizens who make positive impacts throughout an increasingly global society.



*Many of Georgia's finest teachers, principals, counselors, media and technology specialists, speech-language pathologists, and superintendents claim UWG as their alma mater. The University is one of the nation's largest producers of beginning and graduate level educators.*

## UNIVERSITY OF WEST GEORGIA

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and Elementary Education*
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and Elementary Education*



*Victory Garden at the Alumni House.*

## THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes all state-operated institutions of higher education in Georgia. These 34 public institutions are located throughout the state.

A 15-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 Chairperson, Vice Chairperson, and other officers of the Board of Regents are elected by the members of the Board. The Chancellor, who is not a Board member, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction, Public Service/Continuing Education, and Research.

**INSTRUCTION** consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, with certificates.

The degree programs range from the traditional liberal arts studies to professional and other highly specialized studies.

**PUBLIC SERVICE/CONTINUING EDUCATION** consists primarily of non-degree activities and special types of college-degree-credit courses. The non-degree activities include short courses, seminars, conferences, and consultative and advisory services in many areas of interest. Typical college-degree-credit courses are those offered through extension center programs and teacher education consortiums.

**RESEARCH** encompasses scholarly investigations conducted for discovery and application of knowledge. The research investigations cover matters related to the educational objectives of the institutions and to general societal needs.

The policies of the Board of Regents provide a high degree of autonomy for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are requested by, made to, and allocated by the Board of Regents. The largest share of state appropriations—approximately 52%—is allocated for instruction. The percentages of funds derived from all sources for instruction typically are 76% from state appropriations, 23% from student fees, and 1 percent from other internal income of institutions.

### Board of Regents

FELTON W. JENKINS., <i>Madison</i> .....	State-at-Large (2006-2013)
HUGH A. CARTER JR., <i>Atlanta</i> .....	State-at-Large (2000-2009)
WILLIAM H. CLEVELAND, <i>Atlanta</i> .....	State-at-Large (2001-2009)
DONALD M. LEEBERN, JR., <i>Atlanta</i> .....	State-at-Large (1998-2012)
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W. MANSFIELD JENNING, JR., <i>Hawkinsville</i> .....	First District (2003-2010)
JULIE E. HUNT, <i>Tifton</i> .....	Second District (2004-2011)
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WANDA YANCEY RODWELL, <i>Stone Mountain</i> .....	Fourth District (2002-2012)
ELRIDGE W. McMILLAN, <i>Atlanta</i> .....	Fifth District (2003-2010)
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RICHARD L TUCKER, <i>Lawrenceville</i> .....	Seventh District (2005-2012)
ROBERT F. HATCHER, <i>Macon</i> .....	Eighth District (2006-2013)
PATRICK S. PITTARD, <i>Atlanta</i> .....	Ninth District (2003-2008)
JAMES R. JOLLY, <i>Dalton</i> .....	Tenth District (2001-2008)
WILLIS J. POTTS, <i>Rome</i> .....	Eleventh District (2006-2013)
J. TIMOTHY SHELNUK., <i>Augusta</i> .....	Twelfth District (2000-2007)
ALLAN VIGIL, <i>Morrow</i> .....	Thirteenth District (2003-2010)

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- Michael Cole, *Assistant Director-Financial Services & Systems*
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- Rob Watts, *Senior Policy Advisor*
- Lamar Veatch, *Assistant Vice Chancellor-Georgia Public Library Service*
- Terry Durden, *Director-ICAPP Operations*
- Hal Gibson, *Assistant Vice Chancellor-Design & Constructions*
- Jim Flowers, *Special Assistant to the CIO*
- Joy Hymel, *Exec. Director-Office of Economic Development*
- Alan Travis, *Director-Planning*
- Tonya Lam, *Associate Vice Chancellor-Student Affairs*
- Marci Middleton, *Director-Academic Program Coordination*
- Lisa Striplin, *Director-Administrative Services*
- Matthew Kuchinski, *Director-System Office Systems Support*
- David Disney, *Director-Customer Services*

# INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

## Research Universities

<p>Athens 30602 <i>University of Georgia-h; B,J,M,S,D, DVM, PHARMD</i></p> <p>Atlanta 30332 <i>Georgia Institute of Technology- h;B,M,D</i></p>	<p>Atlanta 30303 <i>Georgia State University- A,B,M,S,D,J</i></p> <p>Augusta 30912 <i>Medical College of Georgia-h; A,B,M,S</i></p>
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## Regional and State Universities

<p>Albany 31705 <i>Albany State University-h;A,B,M,S</i></p> <p>Americus 31709 <i>Georgia Southwestern State Univer- sity-h; A,B,M,S</i></p> <p>Augusta 30910 <i>Augusta State University-A,B,M,S</i></p> <p>Carrollton 30118 <i>University of West Georgia-h; B,M,S,D</i></p> <p>Columbus 31992 <i>Columbus State University-A,B,M,S</i></p> <p>Dahlonega 30597 <i>North Georgia College and State University-h; A,B,M</i></p> <p>Fort Valley 31030 <i>Fort Valley State University-h; A,B,M,S</i></p> <p>Marietta 30061 <i>Kennesaw State University-h;A,B,M</i></p>	<p>Marietta 30060 <i>Southern Polytechnic State Univer- sity-h; A,B,M</i></p> <p>Milledgeville 31061 <i>Georgia College and State Univer- sity-h; A,B,M,S</i></p> <p>Morrow 30260 <i>Clayton College and State Univer- sity-A,B</i></p> <p>Savannah 31419 <i>Armstrong Atlantic State University- A,B,M</i></p> <p>Savannah 31404 <i>Savannah State University-h; A,B,M</i></p> <p>Statesboro 30460 <i>Georgia Southern University-h; B,M,S,D</i></p> <p>Valdosta 31698 <i>Valdosta State University-h; A,B,M,S,D</i></p>
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### State Colleges

Albany 31707  
*Darton College-A*  
 Atlanta 30310  
*Atlanta Metropolitan College-A*  
 Bainbridge 31717  
*Bainbridge College-A*  
 Barnesville 30204  
*Gordon College-h; A*  
 Brunswick 31523  
*Coastal Georgia Community College-A*  
 Clarkston 30021  
*Georgia Perimeter College-A*  
 Cochran 31014  
*Middle Georgia College-h; A*

Dalton 30720  
*Dalton State College-A*  
 Douglas 31533  
*South Georgia College-h; A*  
 Gainesville 30503  
*Gainesville College-A*  
 Macon 31297  
*Macon State College-A*  
 Rome 30163  
*Georgia Highlands College-A*  
 Swainsboro 30401  
*East Georgia College-A*  
 Tifton 31763  
*Abraham Baldwin Agricultural College-h; A*  
 Waycross 31501  
*Waycross College-A*




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University System of Georgia  
 244 Washington Street, S.W.  
 Atlanta, Georgia 30334

*h;-On Campus Student Housing Facilities*

**Degrees Awarded:**

*A-Associate*  
*B-Bachelor's*  
*J-Juris Doctor*

*M-Master's*  
*S-Specialist in Education*  
*D-Doctor's*

*DVM-Doctor of Veterinary Medicine*  
*PHARM.D-Doctor of Pharmacy*

# GENERAL INFORMATION

## **Graduate School**

A graduate division was created in 1967 by action of the Board of Regents of the University System of Georgia. In 1973, the division was given the status of a Graduate School in accordance with the new organizational structure approved by the Board of Regents. In June 1996, the Board of Regents of the University System of Georgia officially changed the name of West Georgia College to University of West Georgia.

Degrees offered include the Master of Arts with majors in English, history, psychology, and sociology; the Master of Music; and the Master of Public Administration. The Master of Art in Teaching degree is offered with majors in French, German, and Spanish. There is the Master of Science degree with majors in biology and applied computer science, the Master of Science in Rural and Small Town Planning, and the Master of Science in Nursing. Also offered are the Master of Professional Accounting and the Master of Business Administration. The Master of Education degree is offered with majors in administration and supervision, art education, business education, early childhood education, French Language Teacher Education, guidance and counseling, media, middle grades education, physical education, reading, secondary education (English, mathematics, science, and social science), Spanish Language Teacher Education, interrelated special education, and speech- language pathology. Also offered is the Specialist in Education degree with majors in administration and supervision, business education, early childhood education, guidance and counseling, media, middle grades education, physical education, secondary education (English, mathematics, science, and social science), and special education (curriculum specialist, leadership). In addition, a Doctor of Education in School Improvement degree is offered through the College of Education. The institution has also been approved to offer a doctorate in Psychology beginning Fall 2007.

The purposes of the graduate program are to provide well-qualified students with the opportunity to obtain a graduate degree, to provide members of the teaching profession with the opportunity to enhance their competencies and knowledge in areas associated with the profession, to equip superior graduate students for research and study at the doctoral level, and to provide college graduates who do not desire an advanced degree the opportunity to enhance knowledge and skills. Inherent in the guiding philosophy is the assumption that graduate study includes more than the passing of prescribed courses and the meeting of other minimum requirements. Any student who receives a graduate degree must possess a broad knowledge of the literature of his

field of study, be capable of sustained study, exhibit the power of independent thinking, and possess a reasonable ability in research.

All graduate work is administered by the Graduate School and the Committee on Graduate Studies. All correspondence should be addressed to the Dean of the Graduate School.

### **Accreditations and Affiliations**

The University of West Georgia is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, education specialist's degrees, and an education doctorate degree. Accreditations also include the following:

*AACSB International-The Association to Advance Collegiate Schools of Business*  
*American Chemical Society*  
*Commission on Collegiate Nursing Education*  
*Computing Accreditation Commission of the Accreditation Board for Engineering and Technology*  
*Council for Humanistic and Transpersonal Psychologies*  
*Council for Accreditation of Counseling and Related Educational Programs*  
*National Association of Schools of Art and Design*  
*National Association of Schools of Music*  
*National Association of Schools of Public Affairs and Administration*  
*National Association of Schools of Theatre*  
*National Council for Accreditation of Teacher Education*

Organizations in which the University holds institutional membership include the Council of Graduate Schools, the Conference of Southern Graduate Schools, the American Council on Education, the American Association of State Colleges and Universities, the American Association of Colleges for Teacher Education, the Georgia Association of Colleges, the National Association for Foreign Student Affairs, the National Business Education Association, National Association of Graduate Admission Professionals, and the National Collegiate Honors Council.

### **Irvine Sullivan Ingram Library**

[www.westga.edu/~library/](http://www.westga.edu/~library/)

As the academic heart of the campus, Ingram Library provides both online and in-house collections and services to meet curricular needs. The four story building of some 85,000 square feet provides seating space for 1,000, an electronic classroom, a conference room, small group study rooms, lockable faculty carrels, and computers and other equipment for accessing materials retained in print, online, recorded and micro formats. Wireless access to internet resources is available throughout the building.

The library is named in honor of Irvine Sullivan Ingram, the institution's first president. The glass enclosed lobby overlooks a study garden designed in honor of Maurice Townsend, fifth president of the university. The lobby area provides study tables and casual seating where patrons may enjoy food and drink while accessing the wireless network, working individually or in small groups, or browsing

through the new books, current newspapers and periodicals on display. Ingram Library houses a collection of student and faculty art, including "The Prophet," a bronze by Gary Coulter, presented by the Class of 1968, which stands at the entrance, and "Sporangium Disseminating Spores," a large ceramic installation by Cameron Covert and Bruce Bobick, completed in 1980. Rotating displays of student art and writing inspired by programs developed by the Thomas B. Murphy Holocaust Teacher Training and Resource Center, which is located on the second floor of the library, may be viewed in the Center and in the lobby.

Library collections include nearly 400,000 cataloged volumes, over 1,000,000 microforms, and more than 20,000 maps and charts. The library provides access to some 16,000 print and electronic serials, including magazines, scholarly journals, and newspapers. As a selective depository for federal documents, the library houses an extensive collection of United States government publications and provides access to government information available in online and other electronic formats.

The library participates in state and regional consortia, facilitating extensive access to the collective resources of university system and other libraries. The library catalog, provided through Georgia Interconnected Libraries (GIL), lists materials available in Ingram Library collections, and provides links to catalogs of other libraries. West Georgia students, faculty, and staff may request books from any university system library through the online GIL Express service, a feature of the universal catalog, and they also have check out privileges when visiting system libraries. In addition, the University of West Georgia is a member of the Atlanta Regional Council for Higher Education (ARCHE), which allows students, faculty and staff to utilize the resources of member libraries. Ingram Library provides interlibrary loan service through its web site, facilitating the borrowing of books from libraries throughout the country. Articles requested through interlibrary loan are transmitted to patrons electronically.

Library users have access to Georgia Library Learning Online (GALILEO), an online library of databases, full text electronic journals, and reference resources available to all Georgians, as well as to an extensive range of electronic materials selected to support the university's academic programs. All licensed electronic materials are available to university students and faculty through any computer with internet access. By providing access to an extensive range of online materials, developing an electronic reserve system and online request systems for obtaining materials from other libraries, the library ensures that students enrolled at the university's remote class sites and in online courses are afforded the same level of library support as those who attend classes on the Carrollton campus. Fax and courier services to off campus class sites, and arrangements with libraries in Newnan and other locations also support off campus students.

The Annie Belle Weaver Special Collections area on the third floor of Ingram Library provides access to information about the history of the university and the geographic area it serves. Photographs, family histories, and other materials associated with the west Georgia region are included in Special Collections, as are materials on sacred harp music and American psalmody. A special effort is being made to acquire the manuscript collections of individuals who have represented the region in state or national legislative bodies. One of the most notable collections is that associated with Georgia's Political Heritage Program,

begun by university faculty in 1985. The collection includes taped interviews with state and national leaders, among them most of Georgia's post-World War II governors, U.N. Ambassador Andrew Young, U.S. House Speaker Newt Gingrich and Georgia House Speaker Tom Murphy. Senator Herman Talmadge was the first interview subject for the program. The Talmadge collection is particularly significant as it includes some thirty-five interviews taped between 1985 and 1995 as well as interviews with his staff and some of his supporters.

Information about library programs and services is distributed through publications available in the building, and through the library web site. An online newsletter chronicles developments within the library, while an online announcements site outlines upcoming events, programs and classes.

The library pursues an aggressive instruction program. A for-credit course, which is part of Area B, is taught in the library's computer-enhanced classroom as well as via the web. The course is designed to orient students to doing research in academic libraries and to critically evaluating information resources. Throughout the semester students may register on the library web site to attend basic library skills classes addressing various topics. In addition, classes tailored to specific assignments and other types of customized instruction are developed for upper-level and graduate courses. Individuals seeking assistance with library resources and research needs can utilize reference services at the reference desk, via telephone, and through the online *AskAL* service available through the library web site.

The Thomas B. Murphy Holocaust Teacher Education Training and Resource Center, on the second floor of Ingram Library, is the only Holocaust center in the United States devoted to teacher training located in a state-supported institution. With the study of the Holocaust as a catalyst, the Center encourages and supports human understanding and dignity by developing programs to open minds and hearts to the appreciation of all of humankind. The Center's multimedia resource collection includes books, videotapes, archival and electronic materials, augmented by resources available within the collections of Ingram Library. Working collaboratively with academic departments and area organizations, the Center provides curriculum development assistance, teacher conferences, staff development seminars, exhibits, and other programs.

## **The Learning Resources Center**

[www.westga.edu/~lrc/lrhome](http://www.westga.edu/~lrc/lrhome)

The Department of Learning Resources provides faculty and students with instructional technology for classroom use as well as assistance with instructional design services. Learning Resources stocks and maintains a wide-ranging inventory of audio-visual technology from slide projectors and overheads to DVD players and LCD projectors. It is also responsible for installation and maintenance of technology permanently placed in classrooms such as TV/VCRs, overhead projectors, and multimedia equipment. The LRC assists in training faculty and staff in the use of instructional technology. Creation of visual aids such as color slides, overhead transparencies, computer-generated slides, and on-screen presentations are also important services of Learning Resources. The Instructional Resources area scans photos and slides, digitizes video, converts photos into slides, and provides darkroom services such as printing black and white photographs and

developing Ektachrome slides. Other production services such as lamination, black and white transparencies, and VHS tape dubbing are also available. LRC professional staff members hold advanced degrees from accredited institutions and have extensive experience in instructional technology and design. Learning Resources is located on the ground floor of the Learning Resources/Geography Building across from the Library on Back Campus Drive.

### **Information Technology Services**

[www.westga.edu/~its/](http://www.westga.edu/~its/)

Information Technology Services (ITS) provides technology leadership and support to all areas of the University of West Georgia community. ITS offers a wide variety of services — from user assistance and training to planning and maintaining the campus-wide network. Providing this range of services makes its role a very challenging one. To successfully meet the challenge, ITS is continually upgrading services and equipment that are available to the campus community.

ITS maintains support of the central Sun Microsystems Unix servers for the campus. This includes a cluster of SunFire v880s, which provides e-mail and web accounts for all students, faculty, and staff, and a Sun 4500, which supports the Banner Student System. ITS also operates the campus' central ONE CARD server in addition to providing support for approximately 25 NT and Linux file servers, which serve both the academic and administrative communities.

ITS also manages the campus' administrative and residence hall data and telephone networks. The campus data network maintained by ITS is a completely switched, high-speed network providing switched ten megabit connections to students in the computer labs and the students living in the residence halls. High-speed Internet access from the University campus is provided through a link to PeachNet, operated by the University System of Georgia.

Student microcomputer labs are located in the College of Business, the College of Arts and Sciences, the College of Education, and the University Community Center. Many of these labs are used for instruction; however, the Community Center computer lab is an open lab for general use.

### **University of West Georgia Alumni Association**

The alumni of the University of West Georgia constitute the largest single constituency and represent the most valuable resource for the University. Membership in the National Alumni Association is open to all graduates of the University of West Georgia, West Georgia College, or the Fourth District Agricultural and Mechanical School. A 36-member Board of Directors, along with several lifetime members, directs activities of the Association. The Association informs alumni of institutional plans, progress, opportunities, and needs.

Through the Alumni Office, communication with alumni is achieved through the alumni magazine, *Perspective*, other smaller publications, as well as an electronic newsletter. Major activities sponsored by the National Alumni Association include Homecoming, "On the Road" regional alumni receptions, and many other reunions and special events that involve hundreds of alumni each year.

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Christopher Maples '80 - Reno, NV  
Owen Moore '40 - Douglasville  
Andri Pilgrim '91 '94 - Carrollton  
Speer Ramsay '41 - Woodstock  
Patsy Tatum Rhodes '69 '71 '89 - Carrollton  
Jim Rowell '67 '76 '79 - Bowdon  
Judy Copeland Rowell '66 '70 '72 - Bowdon  
Joel Shipp '03 - Carrollton  
Lorelei Shipp '95 - Carrollton  
Jeff Shirey '02 - Carrollton  
Jacob Speight '02 - Douglasville  
Barbara Reed Tanner '52 - Carrollton  
Thelma Harman Turner '26 - Carrollton  
Joy White '51 - Atlanta  
Dr. David N. Wiggins '74 '76 - Carrollton  
Deaidra Wilson '89 - Carrollton  
Robie York '92 - Bowdon

### **The University of West Georgia Foundation**

The University of West Georgia Foundation, Inc. (Foundation) is a Georgia charitable corporation. It receives and manages private contributions (gifts) made for the benefit of the University of West Georgia. The Foundation has been recognized as an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code, and gifts to the Foundation are deductible as provided for in section 170 of the Internal Revenue Code. The Foundation encourages both restricted (specific purpose) and unrestricted (general use) gifts from donors.

The purpose of the Foundation is to promote the cause of higher education within the State of Georgia, to source and receive gifts for the support and enhancement of the University, and to aid the University in its development as a leading educational institution within the State of Georgia and the southeast region of the United States.

The Foundation's Board of Trustees is composed of business, professional, and community leaders plus officers elected by the Board. The Board establishes and provides oversight of the Foundation's operating financial policies and procedures. In addition, the Foundation is committed to provide for the integrity of original corpus (principal) dollars plus assure that all fiduciary commitments made to the Foundation's donors are honored for the life of their agreements. The officers and trustees of the Foundation are committed to a policy of full-disclosure.

The Board of Regents of the University System has recognized that gifts and income from endowments that provide for the private support of system institutions are not taken into account when determining the allocation of state funds to the institution. The Board of Regents recognizes that all of its institutions are dependent, in part, on private funding and encourages all of its institutions to seek the support of alumni, friends, corporations, and other private organizations.

#### ***BOARD OF TRUSTEES***

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# STUDENT SERVICES

## Student Services Departments

Residence Life

Student Judicial Affairs

Student Development Center

Disability Services

International Students

Health Service

Career Services

Career Employment

Student Employment

Professional Practice Program

Cooperative Education

Internships

Public Safety

Automobiles

Other Services

Bookstore

C-3 Convenience Store

University Mail Services

Publications and Printing

University Community Center

Weather/Emergency Closing

Student Activities

Art, Drama, and Music

Comedy, University Events

Debate

Fine Arts Festival

West Georgia Athletics

Intramurals and Recreational

Sports

Student Media

Regulations

## STUDENT SERVICES

[www.westga.edu/~stusrv/](http://www.westga.edu/~stusrv/)

### Student Services Departments

The Division of Student Services, as a complement to the academic program of the University, offers a variety of educational services, developmental programs, and student activities designed to enrich the student's university life. These activities are supervised by twelve departments under the direction of the Vice President for Student Services and Dean of Students whose office is located in the Bonner House (telephone 678-839-6423).

### Residence Life

Professional and student staff manage the residence halls and support the academic program of the University by offering programs and services that facilitate academic success and individual development. Each residence hall is supervised by a full-time residence life coordinator or part-time resident director who assumes major responsibility in the areas of administration, programming, staff training and student development. Resident assistants are undergraduate students who are trained to create a community environment for residents on each floor. Tyus Hall, because of its unique physical configuration, is the residence hall most preferred by graduate students.

### Application Procedures

(A) Fall and spring semesters: All contracts for the fall or spring semester must be returned to the Residence Life Office with a \$250 deposit in the form of a check or money order before any contract will be processed or room assignment made.

(B) Summer semester: A separate contract is required for the summer semester. The Residence Life Office will not assume that a summer semester resident will automatically continue for the fall semester.

(C) Any student admitted for the fall semester who later decides to attend the summer session must submit two contracts. The first contract should be returned to the Residence Life Office as soon as possible in order to be assured of fall semester housing. The student should then write the Residence Life Office directly to request a second contract to be used for summer semester housing.

A \$250 deposit serves as a room reservation, room damage, and room clearance deposit. Deposit refunds will be made according to the terms and conditions of the housing contract.

### Contract Terms

The residence life contract for all halls except the Arbor View apartments is a legally binding contract for the entire academic year of fall and spring semesters. The contract financially obligates a resident to the end of the contract period which for most students is the end of spring semester. A contract buy-out option is available to eligible students who wish to cancel their contracts during the academic year.

The Arbor View Apartment contract is a legally binding contract for 11 1/2

months beginning on the day the halls open for Fall semester and extending through July of the following calendar year. The contract financially obligates a resident to the end of the contract period. A contract buy-out option is not available in Arbor View. It is important that all students keep a copy of the terms and conditions of their contract and become familiar with them.

Students are reminded that the University accepts no responsibility for items which are lost or damaged in the residence halls, regardless of reason. Each student is encouraged to carry personal property insurance or check to be certain that personal property is covered under the parents' insurance policy.

Residence halls (except for Tyus Hall) and the dining hall are closed between semesters and during Thanksgiving break.

### **Assignments**

A sign-up period for the following year is held during the spring semester. Notifications of new assignments are made prior to the beginning of each semester.

Residence hall rooms are reserved on the basis of the date of receipt of the residence hall contract and deposit and space availability. The Residence Life Office will recognize preferences for a specific residence hall; however, preferred assignments cannot be guaranteed. Consideration of a roommate request will be given if the request is mutual and all requested information is complete. Room assignments will not be made until the student fulfills admission requirements; therefore, it is in the student's best interest to complete all admission requirements as soon as possible.

### **Student Judicial Affairs**

Students are expected to have a responsible attitude towards the regulations and standards of the university, the laws of the community, state, and nation, and to respect the standards of their fellow students. This office administers the campus discipline process and adjudicates alleged violations of the Student Code of Conduct as outlined in the *Student Handbook*.

### **Student Development Center**

The Student Development Center, a part of Student Services, offers a variety of programs and services, most of which are free, to all West Georgia students. To inquire about services, stop by Room 272, Parker Hall, or telephone 678-839-6428. All contacts with the Center are confidential.

### **Disability Services**

The Student Development Center coordinates special services for students with disabilities. Assistance is available for students with a temporary or permanent physical or psychological disability or with a learning disorder. Learning disorders include attention deficit disorder, acquired brain injury, and learning disability. To receive the services, a student must provide recent documentation (test evaluations that say clearly that a physical, psychological or learning disorder is present), and the documentation should be no more than three years old. The Coordinator for Disability Services is Dr. Ann Phillips.

For all types of disability, certain accommodations are provided in order to offset as far as is possible the effect the disability may have on learning, performance in class, and testing. These accommodations are determined and developed on a case by case basis by the Coordinators of Disability Services based on the student's psychoeducational or medical evaluation and on a personal interview with the student, as well as with the student's parents when appropriate. Consultations with the Coordinator of Testing and the Assistant to the Vice President for Academic Affairs may also be incorporated into the decisions about accommodations. Accommodations may include, but are not limited to, the following:

- Early registrations for all students with disabilities.
- A written, individualized Student Accommodations Report for professors, if desired.
- Classrooms moved for accessibility.
- Modification of test format.
- Substitution of English language courses for a foreign language requirement.
- Special test administrations.
- Extended test times.
- Preferred seating in classrooms.

Help in locating and acquiring necessary classroom assistance for students with a disability is provided by the Coordinators of Disability Services and includes such aids as notetakers, sign language interpreters, books on tape, readers, special furniture, student aides, visual aids equipment, and other such assistance as is needed. Call 678-839-6428 for information.

### **International Students**

The international student advisor, located in the Student Development Center, provides assistance and advice regarding housing, immigration matters, finances, personal adjustment, and referrals to appropriate members of the University and the Carrollton community. Contact Ms. Sylvia Shortt at 678-839-6428.

### **Health Service**

The University provides a student health service primarily for the diagnosis, first aid, and treatment of patients with minor or short term acute illnesses or injuries. These services are provided under the supervision of a physician. Health Service is open weekdays throughout the semester from 8 a.m. to 6 p.m. Monday through Thursday and from 8 a.m. to 5 p.m. Friday. Summer semester hours are 8 a.m. to 4 p.m. Monday through Friday. Health Service is closed during official holidays.

While most illnesses are treated by the staff in the University Health Service, sometimes it is necessary to refer a student to other medical personnel or facilities for special services such as X-ray, surgery, and dentistry. Whenever this occurs, or whenever a student chooses the services of medical personnel or facilities other than those available at Health Service, the expenses for such services are paid by the student. Prenatal and postoperative care cannot be provided by Health Service. Any prescriptions needed and not stocked at Health Service must be purchased at an outside pharmacy at the student's expense.

Many tests done within the Health Service laboratory are included in the

students' health fee. Other lab tests done in house or processed by Carrollton or Atlanta laboratories are charged to the student at cost. X-rays at Tanner Medical Center also are charged to the student.

Students may be referred by the Health Service's staff to the emergency room at Tanner Medical Center, the local hospital. In such cases, the hospital will consider the student responsible financially. Students are responsible for all medical expenses related to treatment off-campus, including ambulance transportation.

Students should remember that, if they are covered by personal or parents' insurance, it is essential that an insurance policy number be in their possession.

Students who do not have health insurance should obtain it. The University of West Georgia does not provide or sell insurance to students; however, information from an outside company which sells insurance to students is available in the Office of the Vice President for Student Services in the Bonner House at 678-839-6423.

International students are required to have health insurance. For information the student should contact the International Student Advisor in the Student Development Center at 678-839-6428.

## **Career Services**

The Department of Career Services provides a comprehensive career development and employment program for all students and alumni of West Georgia. Available services include: job search/career coaching, resume referral to employing organizations, student employment opportunities, volunteer services, and career-related learning experiences through the Professional Practice Program. Those interested in more information about these services and others available through the office may read the information below, review the information on the Internet at [careerweb.westga.edu](http://careerweb.westga.edu), or contact the department in Room 355, Parker Hall at 678-839-6431.

### **Career Employment**

Career Employment Services provides information and assistance to currently registered students as well as alumni regarding career options and full-time employment opportunities. Services include the following:

- A credentialing service for Education majors where students and alumni may keep on file an updated resume, current transcripts, letters of recommendation as well as any other related material which can be sent to prospective employers upon request.
- An on-campus recruitment program.
- A job listing and candidate referral service.
- A career resource library containing both information on specific careers as well as background information on various companies, state and federal government agencies, and many other organizations, as well as a computer lab.
- Orientation seminars and workshops presented every semester on writing a professional resume and cover letter, successfully preparing for an employment interview, and effective job search strategies are offered at no cost to students or alumni.

- A series of job fairs and career days scheduled throughout the academic year to assist students in making informed career decisions and establishing contacts with employers.
- A listing of Career/Job Fairs in the South UWG students may attend.
- Individual appointments designed to refine career plans and investigate employment opportunities.
- A job listing and resource service is available through the department's Web site at [careerweb.westga.edu](http://careerweb.westga.edu)

For additional information please contact Career Employment Services, Room 355, Parker Hall, call 678-839-6431, or go to [careerweb.westga.edu](http://careerweb.westga.edu).

### **Student Employment (SE)**

The Student Employment Office assists students in locating part-time, temporary, and seasonal (e.g., summer or Christmas) employment both on and off campus.

Student Employment advertises on-campus job openings, at the request of department supervisors, throughout the academic year. Students are given a referral card and are responsible for visiting these departments directly and talking with faculty or staff about open positions.

Student Employment also lists off-campus (non-work study) academic year part-time and summer jobs, including community service positions. All students are encouraged to take advantage of this important service which provides them with valuable work experience, as well as potential references when seeking full-time employment after graduation.

For additional information, call or come by the SE office in Parker Hall, Room 359, or call 678-839-6433.

### **Professional Practice Program (PPP)**

The Professional Practice Program at UWG has two basic components: Cooperative Education and Internships. These programs are crucial in enabling students to gain practical experience in their chosen majors and/or career fields.

### ***Cooperative Education (Co-op)***

Cooperative Education is an educational strategy that provides a well-balanced combination of university study and periods of hands-on experience in a work setting related to the student's major/or career goals.

West Georgia offers two types of Co-op work schedules: Alternating and Parallel. Students participating in the Parallel program work 20-25 hours weekly while attending classes. The Alternating program provides work during alternating semesters.

Cooperative Education provides many benefits for students, including practical work experience, clarification of educational and professional goals, valuable contacts in the employment market, and help in defraying university expenses through salaries earned from Co-op employment.

While on work assignment, Co-ops are regarded as full-time students and may participate in student activities and utilize the campus health services through payment of appropriate fees, if they desire. Matriculation fees are paid during the work semester only if the student receives academic credit for the Co-op work

assignment. Students wishing to explore the possibility of credit for the learning which takes place while Co-oping should contact their major department to determine departmental policy regarding this aspect of Co-op.

Applicants should have a minimum 3.0 grade point average and must have attended UWG at least one semester. Graduate Co-ops must be willing to work at least two work semesters. Students are encouraged to make inquiries early to begin the application process.

Students interested in Cooperative Education should seek information on this program from the Professional Practice Office in Parker Hall, Room 363, or call 678-839-6630. Many jobs are posted on the office's website ([careerweb.westga.edu](http://careerweb.westga.edu)) and the Georgia Hire System ([www.georgiahire.com](http://www.georgiahire.com)).

### ***Internships***

West Georgia students in all majors are eligible to participate in a number of intern programs. Internships broaden the scope of the graduate curricula by offering students a new type of community-based learning experience. Students work in business, public service agencies, and governmental institutions on a full-time basis (generally for one semester or part-time) and may earn academic credit. Internships prepare students for service in their chosen field of study, develop the student's intellectual capacity, help students understand and appreciate democratic institutions, and stimulate students toward the examination and development of personal and professional values. The internship program offers students an opportunity to address real-life problems under the supervision of professionals.

Internships may or may not be paid experiences which occur any semester of the year. Information, applications, and/or interviews can be obtained through the Professional Practice Office. Arrangements for academic credit must be made through the academic department chair. Internships may be paid or unpaid. While on assignment, students are regarded as regularly enrolled students of the institution.

Numerous listings of internship opportunities are maintained in the Professional Practice Office and are publicized regularly through the office's Web site at [careerweb.westga.edu](http://careerweb.westga.edu). Students desiring further information should call or come by Room 363 Parker Hall, 678-839-6630.

Volunteer Services is a campus-based community service center matching volunteers' interests with community needs. Services include:

- Information and assistance to currently registered students, as well as alumni, and faculty and staff regarding volunteer opportunities both off and on campus
- Promotes and facilitates opportunities to build partnerships between UWG and the community through service
- Encourages a sense of civic responsibility among students through critical engagement and participation in the West Georgia community
- Serves as a clearinghouse for local and national outreach programs
- Assists students with the planning and execution of projects
- Encourages students, faculty, and staff to learn and serve through individual volunteer placements and group service projects
- Has been designed to be as flexible as possible, recognizing that the amount

of time available to volunteer will vary from student to student. The program allows students to choose to participate in one-time or on-going projects

A listing of opportunities is available through the department's web site at [careerweb.westga.edu](http://careerweb.westga.edu). For additional information, call or come by the Volunteer Service Office in Parker Hall, Room 355, 678-839-6431.

### **Public Safety**

The University of West Georgia Department of Public Safety is a state-certified police agency which provides police services to the campus 24 hours a day, seven days a week. The Department is responsible for investigating and prosecuting all crimes that occur on the campus. In addition to its law enforcement responsibilities, Public Safety provides various services to the campus community including operating a lost and found, assisting stranded motorists, and presenting educational programs on fire and crime prevention.

The Parking Service Division of Public Safety controls parking on the campus through vehicle registration and parking code enforcement. The Division also operates the campus shuttle bus system, which serves all of the residence halls, parking facilities, academic buildings, and some off-campus apartments.

The Department of Public Safety is located on West Georgia Drive across from the baseball field. Criminal Investigations and 24-hour Dispatch Center are located in Aycock Hall. Additional department information is available at [www.bf.westga.edu/pubsafe](http://www.bf.westga.edu/pubsafe).

24 HOUR EMERGENCY/SERVICE REQUESTS 678-839-6000 or Ext. 96000

### **Automobiles**

Any student, faculty, or staff member who operates a motor vehicle on the West Georgia Campus must register the vehicle with the Department of Public Safety. Any person who brings a vehicle on campus is expected to operate and park it in accordance with the University's parking code. Failure to comply with the provisions of the code can result in the vehicle being cited or impounded at the owner's expense.

Vehicles may be registered, citations appealed or paid, and impound releases obtained between 8:00 a.m. and 5:00 p.m., Monday through Friday, at Public Safety North, located on West Georgia Drive across from the baseball field. Tickets may also be appealed on-line by going to [www.bf.westga.edu/pubsafe](http://www.bf.westga.edu/pubsafe) and clicking on Parking and following the directions. After normal business hours, temporary parking authorization can be obtained by calling 678-839-6629 and providing the information requested on the voice mail. Failure to obtain the temporary registration may result in the vehicle being cited and a fine levied for failure to register. After normal business hours and on the weekends, impound releases may be obtained from the Dispatch Center located on the lower level of Aycock Hall. The 24-hour Dispatch number is 678-839-6000.

### **Other Services**

#### **Bookstore**

For the convenience of the students, the University maintains a bookstore

located at 120 Cunningham Drive, adjacent to the campus. The University Bookstore carries all textbooks, materials, and school supplies necessary for students' use in their classes. The Bookstore also offers a wide selection of imprinted gifts and clothing, office supplies, general books, and art supplies. The Bookstore is a pick-up station for UPS.

The cost of textbooks depends on the courses taken and the choice of new or used books. The Bookstore offers used texts whenever available, with costs about 25-33% less than new texts. Store hours are 8:00 a.m. to 7:00 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Fridays, 10:00 a.m. to 2:00 p.m. on Saturdays, and extended hours at the beginning of each semester.

As an added service to the students, the University Shuttle Bus has a stop directly in front of the University Bookstore.

New and used textbooks along with university clothing and gifts are available on-line at [www.bookstore.westga.edu](http://www.bookstore.westga.edu). Orders are normally delivered to students' homes in 2-5 business days.

### **C-3 Store**

The C-3 Store, a convenience store operated by Aramark Campus Services, is located on the third floor of the University Community Center. The C-3 Store carries a variety of beverages, snack foods, and microwave meals, as well as toiletries, grocery and household items. Testing materials and a variety of school supplies are available in the store.

The C-3 Store is open 7:30 a.m. until 10:00 p.m. Monday through Thursday, 7:30 a.m. to 4:30 p.m. on Friday, and from 6:00 p.m. to 10:00 p.m. on Sunday.

### **University Mail Services**

The University Mail Services is located on the main floor of the University Community Center (UCC). All students who live on campus are assigned a mailbox. Residence Life Coordinators will hand out mailbox keys to new students as they check into their dorms.

Mail should be addressed in this form:

JOHN DOE  
P O BOX 13500  
CARROLLTON GA 30118

Through the interoffice and mailbox service, mail may be sent free of charge to other students (name and box number required) and faculty (name and department required).

The University Mail Services is an USPS Contract Postal Unit. We offer most window services (i.e. express, global priority, registered, certified, and insured mail). A variety of stamps are available. Money orders (international and domestic) may be purchased Monday through Friday from 8 a.m. to 4:30 p.m.

Mail Services window schedule is Monday through Friday from 8 a.m. to 4:30 p.m. Mail is dispatched each business day at 4:00 p.m. Mail is scheduled for delivery in mailboxes by approximately 10:00 a.m. If a late delivery is received, that mail will be placed in the box by 5:00 p.m.

### **Publications and Printing**

The Department of Publications and Printing offers publications design, full-

color and black-and-white copying and printing, and fax and resume services. A full-time professional staff is available to assist students, faculty, and staff with printing needs, including brochures, softbound and hard cover books, letterheads, envelopes, business cards, multi-part forms, flyers, and posters. The print shop is networked to receive copy jobs electronically. Located off Back Campus Drive on Pub and Print Drive, behind the Art Annex, the print shop's hours of operation are Monday through Friday, 8 a.m. to 5 p.m.

### **University Community Center**

The University Community Center is the hub of the campus — the cultural, social, recreational, and service center for the students, faculty, administration, staff, alumni, and guests of the University.

Included in the building are the Centre Food Court, the post office, student organization offices, and multi-purpose rooms for meetings and other activities. The Student Activities Office is located on the main floor of this building.

The top floor contains the Auxiliary Services Office, the Centre Café, The Card Headquarters, the C-3 Convenience Store, and a Quizno's. A television lounge with a big screen TV is located in this space as well as a lounge area with comfortable seating. The area also offers a game/study area with tables and chairs for card or board games or group study sessions. This area houses a computer lab as well as computers strictly available for surfing the Internet and checking e-mail.

Student Activities provides a large meeting room as well as a state of the art programming room on this floor. The space provides an inviting area for events and activities for the University.

### **Weather/Emergency Closing**

Because of the difficulty in making up lost time, unscheduled closing of the University occurs only in extreme circumstances, particularly when it involves cancellation of classes or examinations. In the event of an emergency University closing, announcements will be made over radio stations in Carrollton and the surrounding area and radio and television stations in Atlanta.

During times of bad weather or other emergencies, University officials make decisions on whether or not to close the campus based on public safety reports and other considerations. In such cases, the safety and security of the majority of students and faculty/staff colleagues is a prime consideration; however, we recognize that there may be special circumstances that pertain to individual students, faculty, and staff that are more serious than those that apply to the majority. Students, faculty, and staff are advised, therefore, to use their best judgment about their safety and that of their families in those situations. Students should consult with individual faculty members about making up lost time, and faculty and staff should be in touch with their department chairs and heads.

Official announcements about University closings and class/examination cancellations will be made only by the President and/or the office of University Communications and Marketing.

The University reserves the right to schedule additional class or examinations-sessions should some be cancelled.

Information on cancelled or rescheduled class or examination sessions may also be obtained by calling the Department of Public Safety, 678-839-6000 (day

and night); the office of University Communications and Marketing, 678-839-6464 (daytime only); or visiting the University Web site at [www.westga.edu](http://www.westga.edu).

## **Student Activities**

### **Art, Drama, and Music**

The Departments of Art, Music, and Mass Communications and Theatre Arts sponsor a wide variety of activities, including exhibitions of art by students and faculty as well as occasional traveling exhibits.

The Department of Music offers students numerous opportunities to perform. Whether music majors or non-music majors, students participate in a wide range of music performance activities for university credit. Vocal ensembles include the Concert Choir, Chamber Singers, and Opera Workshop. The bands include the Marching Band, Basketball Band, Wind Ensemble, Wind Symphony, Jazz Ensemble, Jazz Combos, and a variety of small woodwind, brass, and percussion ensembles.

The Department of Mass Communications and Theatre Arts stages major productions each semester and one-act plays during the spring. The Department of Music presents an opera each year as well. The two departments jointly produce staged musicals on an occasional basis.

All students are eligible to audition for major theater productions and musical performance groups.

### **Comedy, Music, University Events**

West Georgia students have many opportunities to experience the varied aspects of a university education. Each year the Student Activities Council sponsors many programs for the enjoyment of the University and Carrollton communities. Among these programs are comedy shows, hypnotists, music, outdoor events, and homecoming.

### **Debate**

West Georgia has an outstanding debate program. In 2002, for the thirtieth consecutive year, a West Georgia team qualified for the National Debate Tournament. Only four other colleges in the nation have qualified as many or more times consecutively for this tournament: Harvard, University of Kansas, Northwestern University, University of Southern California. The West Georgia Debate Team placed third in the nation at the National Debate Tournament in 2002, the highest UWG has ever finished at the NDT.

### **Fine Arts Festival**

The annual Fine Arts Festival was inaugurated at West Georgia in the spring of 1964. This event, scheduled in the Spring Semester of each year, presents a varied program featuring students, faculty members, and professional artists and musicians. The Festival includes art exhibits, music recitals and concerts, drama productions, lectures, book reviews, and films.

### **West Georgia Athletics**

West Georgia's history of excellence includes a rich tradition in athletics. The

University's eight-sport intercollegiate athletics program is among the most successful in all of the Gulf South Conference and NCAA Division II.

West Georgia fields teams in eight intercollegiate sports. Women's offerings at UWG are volleyball, cross country, basketball, and softball. Men's sports include football, cross country, basketball, and baseball.

Over the past decade, each West Georgia team has advanced to post season play. Highlights include the men's basketball team's appearance in the 2002 Division II Elite Eight, the baseball team's appearance in the 1998 Division II World Series, and the football team winning Gulf South Conference titles in 1997, '98, and 2000. Also, in women's sports, the 2000 cross country team captured the NCAA Southeast Region Title.

Athletic policy at West Georgia is set by the University's Faculty Athletic Committee.

Athletic grants-in-aid are available in all eight sports offered at West Georgia. Students interested in a particular sport should contact the appropriate coaching staff. Also, information on all West Georgia sports is available at the Braves' Web site – [www.uwgbraves.com](http://www.uwgbraves.com).

### **Intramurals and Recreational Sports**

Opportunities for recreation, social contacts, and healthful exercise are provided by the University through an excellent intramural program. All students and faculty are urged to participate in this program, which provides a variety of team, co-ed, and individual sports. The Old Auditorium houses a gymnasium, fitness room, and a game room. Adventure outings are offered each semester to students, faculty and community participants.

### **Student Media**

Student publications include two campus-wide media, *The West Georgian*, an award-winning weekly campus newspaper, and *The Eclectic*, a literary magazine published each spring semester. Each of these publications has a student editor and student staff.

WUWG-FM, the university radio station and a Peach State Public Radio affiliate, is staffed by students and provides entertainment and information for the campus and surrounding area as well as valuable instruction and experience for students in the mass communications field. Students interested in television production create programs at UTV which air over the local cable channel.

### **Regulations**

Though West Georgia basically is concerned with the educational growth of its students, it must also be concerned with violations of its standards of behavior and with offenses against societal laws. The student handbook, as well as this catalog, contains detailed information regarding student regulations and standards and student rights. A separate brochure contains traffic and parking regulations. All students should familiarize themselves with this information.

The student handbook, published annually as a guide for students, is called *Connection and Student Handbook*. Copies of *Connection and Student Handbook* are available from the offices of Student Activities and the Vice President for Student Services.

## **EXPENSES**

### **Business Policy**

The University year is divided into two semesters of approximately fifteen weeks each and a summer semester of approximately eight weeks. Expenses are charged and payable by the semester since each semester constitutes a separate unit of operation. A student may enroll at the beginning of any semester.

Students are responsible for meeting all financial obligations to the University when they fall due. West Georgia reserves and exercises the right to deny admission, to withhold transcripts and other educational records, to cancel the enrollments of students, and to delay the graduation of students who fail to meet promptly their financial obligations to the institution. Each student is responsible for keeping informed of all registration and fee payment dates, deadlines, and other requirements by referring to the official calendar and announcements published in the course bulletin and other printed and posted announcements. Students are responsible for any additional changes necessary for the collection of past due tuition, fees, and returned checks.

To insure that financial operation is in conformity with the policies of the Board of Regents, certain regulations must be observed. Fees and charges must be paid by the published deadlines. Fees and charges may be paid in cash, by VISA or MasterCard, or by check in the exact amount of the students' bill. If any check is not paid on presentation to the bank on which it is drawn, a service charge of \$25 or 5%, whichever is greater, will be made. When one fee check or two non-fee checks have been returned by any student's bank without payment, his check cashing privileges will be suspended. Registration at the beginning of each semester is not complete until all fees and charges have been paid. If a student's fee check is returned for non-payment by his bank, his registration is subject to cancellation and a late fee of \$75 will be due in addition to a service charge of \$25 or 5%, whichever is greater.

Personal checks made out to "CASH," with proper identification, may be cashed at the cashier's window in an amount not to exceed \$40.

### **Application Fee**

An application fee of \$20 is required for all students applying for the first time. This should be submitted with the official application. It is non-refundable.

**Tuition, Health, Activity, Athletic, Technology and Transportation Fees**

All students pay the established tuition, health, athletic, technology, activity, campus center, and transportation fees which are included in the figures shown below. Each student is entitled to admission to most of the entertainment and athletic events sponsored by the University. The university newspaper is available to all students. The shuttle bus is available to all students.

**Breakage Deposits and Special Fees**

There are no general laboratory fees, but a few courses require special fees, such as private music lessons, aquatic, and science courses. The catalog description of a course indicates the amount of any special fee that may be required.

No laboratory breakage deposit fees as such are charged. However, students will be held responsible for any breakage they cause.

**Table of Charges**

Registration at the beginning of each semester is not complete until all fees and charges have been paid. Fees and charges are due by the published deadlines. A late fee is charged beginning the day after new student registration. The student should NOT bring a lump-sum check for all his expenses. It is advisable to make separate checks as follows:

1. payable to University of West Georgia for fees, room, and board,
2. payable to University of West Georgia for books (cost approximately \$600).

**Note: The following are semester rates that are in effect for the 2006/2007 academic year.**

**Fees Per Semester (12 Hours or More On-Campus)**

<i>Regular Students</i>	<i>Resident</i>	<i>Non-Resident</i>
Tuition In State	\$1,522	
Tuition Out of State		6,086
Health	71	71
Athletic/Student Activity	183	183
Technology Fee	50	50
Transportation	46	46
Campus Center Fee	<u>100</u>	<u>100</u>
Total	\$1,972	\$6,536

**All tuition charges, board, room rent, or other charges are subject to change at the end of any academic term. (See issue of the bulletin for current fees and charges.)**

Fees for Graduate Teaching and Graduate Research Assistants who are providing at least one-third time service to the institution, and who are paid through the institutional payroll, are \$25 per semester plus health, student activity, athletic, technology campus center fee and transportation fees.

Student technology fees support the use of technology in the academic areas on campus. This includes the campus network, campus Internet access, computer labs used for teaching classes, and other technology support used in the academic process.

### Special Students and Auditors

In state students or auditors registering for less than twelve semester-hours are charged \$122 per semester hour for tuition. Out of state students are charged for out-of-state tuition at the rate of \$488 per semester hour.

Students registering for programs conducted at off-campus centers should note that:

- a. In the case of full-time students taking classes off and on campus, the maximum tuition is the full-time rate for on campus. For students taking less than a full-time load, the above hourly rates apply.
- b. Off-campus students are required to pay the technology fee of \$50.

### Health, Athletic, Activity, Technology and Transportation Fees

The transportation, technology, activity, athletic, and health fees are assessed as follows: a \$3.84 transportation fee per credit hour not to exceed \$45 per semester, \$3.75 activity fee per credit hour not to exceed \$45.00 per semester, \$11.50 athletic fee per credit hour not to exceed \$138 per semester, \$8.33 campus community center fee per credit hour not to exceed \$100 per semester and a \$50 technology fee. The health fee is assessed at \$71 for any student registered for 5 or more hours on the main campus.

### Room Charges Per Semester

Arbor View Apartments ..... \$1800-\$1900  
 Payment Plans: \$1800 per semester  
                           \$370 per month (subject to approval)  
<http://www.westga.edu/~reslife/halls/arborview.html>

### Meal Charges Per Semester

Six meal plans are available on an optional basis to all students.

Food service is available in the Center Café on a cash basis to students arriving on campus prior to registration for orientation and other purposes. Meals are served to holders of meal plans at the dining hall beginning on the day following residence hall opening and throughout the semester until noon of the last day of final exams, except for scheduled holidays.

1. Debit Plan (cash only) ..... \$200
2. Wolves Membership, 10 meals weekly  
    (includes \$200 debit dollars)..... \$1352
3. Pack Unlimited, unlimited meals (includes \$150 debit dollars)..... \$1460
4. 5 meals per week (includes \$100 cash)..... \$514
5. Block 50 (50 meals per semester) ..... \$254
6. Block 20 (20 meals per semester) ..... \$108

Special attention should be given in the selection of meal plans since changes will not be permitted after the drop-add period at the beginning of each semester.

**Other Charges**

Late Registration Fee .....	(non-refundable) \$75
Graduation Fees: Graduate .....	\$15
<i>(must be paid at the time of application)</i>	
Transcript Fee (each copy) .....	\$3
Walk-in service .....	\$10
I.D. Card (Replacement) .....	\$20
HigherOne Card (Replacement) .....	\$15
Return Check Service Charge .....	5% or \$25
	whichever is greater
Meal Ticket Replacement .....	\$20
Aquatics Courses .....	\$8 per course
Science Lab Courses .....	\$19 per course
Education: Student Teaching Internship Fee.....	\$250 per course
Education: Practicum Fee .....	\$50 per credit hour
Applied Music Fee .....	\$38 per credit hour
Studio Art Fee .....	\$15-60 per course
eCORE Fees .....	\$138 per credit hour
Web MBA.....	\$546 per credit hour
Teacher Education Background Checks.....	\$10 per course
Mass Communications Fee.....	\$10-40 per course
Nursing Practicum Fee .....	\$50 per course
Nursing Testing Fee .....	\$304 per course

**Refunds**

The refund amount for students who formally withdraw from the Institution shall be based on a pro rata percentage determined by the number of calendar days in the semester that the student completed along with the total number of calendar days in the semester. The unearned portion shall be refunded up to the 60% point in time. Students who withdraw after the 60% point in time are not entitled to a refund of charges.

When a student withdraws from school during the semester, the damage deposit is refunded on the same basis as the matriculation refund. If a student leaves the residence hall and does not withdraw from school, he/she is still held responsible for the remainder of the yearly room charge. Students desiring to be considered for a housing release must apply at the Office of Residence Life.

If a student withdraws during a semester, refund of board charges is made on a prorated basis, determined by the date of official withdrawal.

Refunds will be made approximately at the end of the ninth week of the semester.

A refund of all non-resident fees, matriculation fees, and other required fees shall be made in the event of the death of a student at any time during an academic semester.

Students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive emergency orders to active military duty are entitled to a full refund of matriculation fees paid for that semester, in

accordance with guidelines previously listed.

For Financial Aid recipients, in order to meet Federal regulations, all refunds are credited back to the Federal Title IV programs, state programs, private, and institutional programs in the following order: Direct Stafford Loans, Federal Perkins Loans, Direct PLUS Loans, Federal Pell Grants, Federal SEOG, and other Title IV assistance, state, private, or institutional aid. Any refund remaining after these programs have been reimbursed goes to the student. All refunds will be issued via the student's UWG HigherOne debit card.

### **What is the HigherOne Card?**

The West Georgia OneCard functions as a MasterCard Debit Card, which is accepted by more than 31 million merchants worldwide. It can serve as a primary bank account while allowing cardholders to get cash from ATM's, write checks, send and receive money electronically, and monitor their accounts online. Students will also be able to receive their financial aid refunds electronically through this system.

You will receive your HigherOne cash card in the mail approximately 10 days after you register.

**Do not throw this away!** You must activate this card in order to receive the following financial disbursements from West Georgia:

- any financial aid balance refunds
- refunds from dropped classes
- refunds from early withdrawals from the university
- scholarships
- other refunds

The HigherOne card is a true debit card in that any funds that reside on this card can be spent at any worldwide merchant that accepts debit cards. However, the only locations currently on campus where you can use the funds on this card are:

- University Bookstore
- Pay fees at Business Office
- All campus food locations
- The Card Office (card replacements and faxes)

If you order a replacement HigherOne card via the web, with HigherOne customer service, or at The Card Office located in the UCC, you will be assessed a \$15 replacement fee by The Card Office. The replacement fee is non-refundable.

For any questions about HigherOne, please call 1-866-894-1141 or go online to <https://westgeorgiaone.higheroneaccount.com/>.

### **Reduced Loads**

Partial refunds for reduced loads are not made unless such reduction results from action of the University.

### **Constitutional Amendment No. 23**

Pursuant to the provisions of an amendment to the Georgia Constitution adopted on November 2, 1976, the Board of Regents established the following

rules with respect to enrollment of persons 62 years of age or older in units of the University System. Persons 62 years of age or older who meet the following provisions are exempt from payment of certain fees for resident credit:

1. Must be residents of Georgia, 62 years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age to enable the registrar to determine eligibility.
2. May enroll as regular students in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory, or shop fees. Space available will be determined by the institution. Students enrolled for credit who elect to participate in the campus health program, student activities program, or to use the parking facilities may be required to pay the appropriate fees.
3. Must meet all System and institutional admission requirements to include high school graduation, SAT scores, and Developmental Studies.

### **Regents' Policies Governing the Classification of Students as In-State and Out-Of-State for Tuition Purposes**

- A. (1) If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration. Exceptions:
  - i. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
  - ii. A student who previously held residency status in the State of Georgia but moved from the state then returned to the state in 12 or fewer months.
  - iii. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.
 (2) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
- B. If a parent or legal guardian of a student changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
- C. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
- D. Aliens shall be classified as nonresident students, provided, however, that an alien who is living in this country under an immigration document

permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

#### **TUITION DIFFERENTIAL WAIVERS**

An institution may waive out-of-state tuition and assess in-state tuition for:

- A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- D. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
- E. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- F. Military Personnel. Military personnel, their spouses, and their dependent children stationed in Georgia and on active duty, unless such military personnel are assigned as students to System institutions for educational purposes. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status.
- G. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution is located.
- I. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children.
- J. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Trade & Tourism as being part of a competitive economic development project.
- K. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- L. Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which

will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution.

- M. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in a program for teacher certification and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

A student whose reclassification petition is denied by the Registrar may, within five working days or a calendar week, appeal that decision. Complete appeal procedures are available from the Offices of the Registrar and the Vice President for Student Services, both in Mandeville Hall.



*The first phase of the new Campus Center opened Fall Semester 2006. The Campus Center offers a 48-foot climbing wall, fitness facilities, aerobics rooms, 1/8 mile track, basketball courts, TV room, meeting rooms, a ballroom, and more. Anticipated completion of the second phase is scheduled for Fall Semester 2007.*

# ADMISSION

## Requirements

Upon recommendation of the program director or chair of the department concerned and approval of the Dean of the Graduate School, a person holding a bachelor's degree from any accredited college or university or a qualified foreign student may be admitted to a graduate degree program. The applicant must submit transcripts of all previous work completed, satisfactory scores on the appropriate admission test (see degree requirements), three letters of recommendation from previous colleges attended and/or employers, and, when deemed necessary, take validating examinations or preparatory work. Students seeking certain nondegree status must submit appropriate documents specified by the Graduate School. Students may also be required to meet other criteria such as showing proof of immunity to mumps, measles, rubella, hepatitis B, tetanus, chicken pox, and meningitis.

## International Students

Students from other countries must meet all the requirements listed above and also meet an English language requirement. Any student whose native language is not English must submit satisfactory scores on the Test of English as a Foreign Language (TOEFL). If the student has graduated from a college in the United States or completed an intensive English language program and can show proficiency in the language, the TOEFL may be waived.

Because the University provides only limited financial aid through a small number of graduate assistantships, only those students who can demonstrate their financial solvency will be considered for admission, and some students may be required to deposit funds with the University before they are given final approval to enroll.

## Out-of-State Fee Waivers

In order to attract international students with high academic ability, the University waives non-resident tuition for graduate students who meet the following criteria: TOEFL score of 550 and at least 480 on the GMAT (for programs leading to the MBA and MPACC), and at least 450 on the appropriate sections of the GRE. Students receiving this waiver will be required to maintain a minimum grade point average of 3.5. A limited number of out-of-state waivers are also available for United States citizens.

## Procedure

Application forms may be obtained from the Graduate School office by calling 678-839-6419 or e-mailing the office at [gradsch@westga.edu](mailto:gradsch@westga.edu). Applicants may also apply online by going to the Graduate School's Web page at [www.westga.edu/~gradsch](http://www.westga.edu/~gradsch), clicking on "Admissions" and then clicking on "Online Application." Completed paper applications should be accompanied by a \$20 application fee (non refundable). Persons who are former University of West Georgia graduate students do not have to pay the fee a second time. Individuals applying online should submit their application fee as soon as possible. The application fee may be submitted directly to the Graduate School office with a check or money order made payable to the University of West Georgia or applicants can call the Business Office at 678-839-6390 and pay by credit card.

All materials (completed forms, fee, transcripts, and test scores) should be sent directly to the Graduate Office. To ensure proper consideration, all documents should be on hand at least 20 days prior to the proposed time of enrollment. International applicants should submit all documents required for admission at least 60 days prior to the proposed time of enrollment. All documents become the property of the University and will not be returned. Transcripts and test scores are not considered official unless sent directly from the school or agency providing the test score (e.g., ETS) to the Graduate School Office.

If an applicant does not choose to enter the Graduate School in the semester indicated on his or her application, s/he should inform the Graduate Office of his or her plans in writing and indicate a new date of entrance, if applicable.

If a prospective student's application for admission is denied, s/he may request the Dean of the Graduate School to take procedurally appropriate steps to have the denial of admission reconsidered by the appropriate subcommittee of the Committee on Graduate Studies. Such appeals must be submitted in writing within 10 days after receipt of notice that admission has been denied. Admission to the Graduate School does not imply ultimate acceptance as a candidate for an advanced degree. For information on admission to candidacy, please see this catalog's section on "Admission to Candidacy" found on page 63.

Information concerning the administration of the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or TOEFL may be obtained from the Graduate Office or through links found on the Graduate School's web page at [www.westga.edu/~gradsch](http://www.westga.edu/~gradsch). Scores from out-of-state administrations of the Miller Analogies Test (MAT) taken from October 1990-August 1991 are unacceptable. MAT scores from tests taken after June 30, 1996 will not be accepted. The Graduate School accepts scores from the new MAT. These are scores from tests that have been taken during or after October 1, 2004. The Graduate School rules for acceptance with old test scores still apply as stated above. Please be aware that not all graduate programs accept the old and/or new MAT scores. Please contact the Graduate School Office for information concerning the graduate program to which you are applying for more information. Note: MAT scores are unacceptable for admission into the Ed. D. i n School Improvement program. Scores from the PRAXIS series test are unacceptable, except that the PRAXIS I which must be submitted for admission to initial certification programs by those who do not hold initial certification in any area.

All students admitted or readmitted fall semester 2004 and onward are required to sign an Honors Pledge.

### Types of Admission

The following criteria for admission, based upon undergraduate grade point average and test scores, represent *minimal* admissions standards for students seeking entry to post-baccalaureate (i.e., master's degree, basic certification, or personal enrichment) programs. Specific graduate programs may establish higher standards if they so choose. Grades and test scores are only two of the criteria used for admission. Other information such as letters of recommendation (for all programs), narrative statements, art portfolios, departmental qualifying examinations, interviews, and musical performances are also used to determine the ultimate admissibility of students. In addition, programs may reject otherwise qualified students due to space limitations; therefore, meeting minimal grade point average and test score criteria are no guarantee of admission.

1. **Regular** (Master's). A student who has a cumulative undergraduate grade point average of at least 2.5 on a 4.0 scale on all work taken at all colleges/universities, satisfactory scores on the appropriate admission test, the recommendation of the department or program concerned, and who has completed all prerequisites required for admission into the proposed field of specialization satisfies minimal regular admission standards for the Graduate School. Some programs have higher standards. See Master of Education degree requirements for specific admission standards for M.Ed. programs. See Specialist in Education degree requirements for admission standards in Ed.S. programs. The M.B.A., Web MBA, and M.P.Acc. programs have other special requirements for admission. (See pages 152, 154, and 155 respectively). No credit earned in this classification may be applied toward the Specialist in Education degree.
2. **Provisional** (Master's). A person failing to meet one or more of the standards required for admission as a regular student or a qualified senior (as defined below) may be eligible for admission under conditions specified at the time of admission by the appropriate department chair or program director and approved by the Dean of the Graduate School. Graduate courses completed by the provisional student may be counted toward a degree after the student has been reclassified as a regular student. See Master of Education degree requirements for specific admissions standards for M.Ed. programs. A prospective candidate for the Specialist in Education degree will not be admitted under this classification. No credit earned in this classification may be applied toward the Specialist in Education degree. Applicants must meet certain minimal grade point average and test score requirements to be considered for provisional admission. Individuals applying to masters degree programs (except the MBA and MPACC) must submit GRE scores of at least 350 on appropriate areas and must also have a grade point average of at least 2.2. Applicants submitting GRE analytical writing scores must obtain a score of at least 3.0 on this test as a further requirement for provisional admission. Applicant's grades and GRE scores meeting test score and grade point average minimums are entered into the following formula:  $100 \times \text{the student's grade point average plus the}$

student's GRE score (verbal plus quantitative or verbal plus quantitative or analytical [taken prior to October 1, 2002] for some programs) must total 1000 points. These are minimal criteria for provisional admission. Programs may have higher grade point average or test score requirements. Meeting test score and grade point average requirements is no guarantee of admission. Applicants may also be admitted provisionally for reasons other than, or in addition to, grades and GRE test scores.

3. **Transient.** An applicant in good standing at another recognized graduate school may be accepted as a transient student provided an approved transient letter or transient form is obtained from the dean or appropriate college official of the school where the student is currently enrolled. Enrollment as a transient student is limited to one semester. Applications as a transient student for a second semester must be submitted to the Dean of the Graduate School. If a transient student later elects to transfer to West Georgia, a formal application for admission must be submitted to the Graduate School. A petition must be made to have credit earned as a transient student applied toward the master's degree. No credit earned in this classification may be applied toward the Specialist in Education degree.
4. **Nondegree/Master's.** Applicants whose clear purpose is to seek a master's degree may be admitted in this category temporarily to take a limited number of courses while awaiting admission to the master's degree program of their choosing. The number of hours students will be allowed to take in a Nondegree status will be determined by their likelihood of admission to a master's degree program. Likelihood of admission is determined by undergraduate grade point average, graduate admission test scores, and other criteria required for admission by the program a student seeks to enter. Under normal circumstances, the maximum number of hours students will be allowed to take as a nondegree student will be 9; however, some students will not be allowed to take 9 hours. **Those students attempting to gain admittance to a degree program should make every effort to take the appropriate admissions test as soon as possible.** The Graduate School Office maintains a supply of applications for the GRE. **No more than 9 semester hours of credit earned in this category may subsequently be applied toward meeting the requirements of the master's degree provided that provisional or regular admission requirements are met.** Students will have a hold placed on their registration after they have registered for their 9th hour. No credit earned in this classification may be applied to programs of study leading to the Specialist in Education degree. Students admitted under this category will not be allowed to register for graduate courses in the College of Business. No credit earned in this classification may be applied toward the Specialist in Education degree.
5. **Nondegree/Certification.** Individuals admitted under this category must have at least a 2.7 cumulative grade point average (Physical Education requires a 2.5 GPA, and Speech-Language Pathology requires a 3.0) on all undergraduate work attempted and be admitted to Teacher Education, which includes a satisfactory score on the PRAXIS I test if applying for initial certification. Students seeking certification should contact the

- appropriate department in the College of Education. **No more than 9 hours of credit earned in this category may subsequently be applied toward meeting the requirements of the Master's degree provided that provisional or regular admission requirements are met.** Students must submit a copy of their certification programs to the Graduate School Office. A hold will be placed on students' registration once they have completed their certification programs. Students admitted under this category will not be allowed to register for graduate courses in the College of Business. Students whose transcripts must be evaluated by the College of Education will be charged \$25. West Georgia does not permit additional course work to be taken during Internship. No credit earned in this classification may be applied toward the Specialist in Education degree.
6. **Nondegree/Personal Enrichment.** Individuals admitted under this category must have at least a 2.0 undergraduate grade point average on all undergraduate work attempted. Individuals clearly in a position to seek a graduate degree will not be admitted under this category and must meet the criteria set forth in the **Nondegree/master's** admissions category. **No more than 9 hours of credit earned in this category may subsequently be applied toward meeting the requirements of the master's degree provided that provisional or regular admission requirements are met.** Students admitted under this category will not be allowed to register for graduate courses in the College of Business. No credit earned in this classification may be applied toward the Specialist in Education degree.
  7. **Senior West Georgia Student/Nondegree.** A senior within 6 hours of completing requirements for a bachelor's degree may be permitted to enroll in courses for graduate credit provided that (1) he or she has the permission of the chair of the department or program director concerned and the Dean of the Graduate School, (2) he or she is otherwise qualified for admission to graduate study except for the degree, and (3) his or her total load does not exceed 9 hours. Under no circumstances may a course be used for both graduate and undergraduate credit. Students admitted under this category will not be allowed to register for graduate courses in the College of Business. No credit earned in this classification may be applied toward the Specialist in Education degree.
  8. **Alternative Master's Degree Programs.** Applicants to alternative master's degree programs may be admitted under the same categories as other master's degree program applicants. However, applicants lacking a 2.7 undergraduate grade point average, and failing to be admitted to Teacher Education, will not be admitted since alternative master's degree programs result in initial and level-5 certification. West Georgia does not permit additional course work to be taken during the Internship. No credit earned in this classification may be applied toward the Specialist in Education degree.
  9. **Post-Graduate Admission.** Students in this category who have not applied for another degree program but wish to take courses for certification or personal enrichment must have a graduate degree from an accredited college. **No more than 9 hours of graduate credit earned in this classification may be applied toward meeting the requirements of a graduate degree at**

**an institution in the University System.** No credit earned in this classification may be applied toward the Specialist in Education degree. Students admitted under this category will not be allowed to register for graduate courses in the College of Business.

### **Changing Degree Programs**

A student wishing to enter another degree program instead of the one to which she or he has been admitted **must** apply to the other program through the Graduate School.

### **Readmission**

Students who were previously enrolled but who have not been in attendance within the last three semesters must apply to the Graduate School for readmission. Students should be advised that those readmitted to a program of study will be required to complete the program in place at the time of readmission.

### **Second Graduate Program**

A student who has completed one degree program must apply to the Graduate School for readmission to any second degree program. The approval of the department concerned and the Graduate School must be secured before the



*Dr. Beheruz N. Sethna, Professor of Business Administration, and President of the University, congratulates a student at graduation.*

# FINANCIAL AID

[www.westga.edu/~finaid/](http://www.westga.edu/~finaid/)

## **Graduate Assistantships**

Assistantships are available in departments offering degrees. Students classified as graduate research assistants and graduate assistants employed at least one-third time also pay a reduced tuition rate. If you receive a Graduate Assistantship, you must notify the Financial Aid Office. It could have an effect on your eligibility. Students interested in graduate assistantships may obtain further information by writing the Dean of the Graduate School.

## **Resident Directors**

Resident Director positions are periodically available to a very limited number of students. Students awarded these positions receive compensations based upon work done and responsibilities. Detailed information regarding these positions can be obtained from the Director of Residence Life, University of West Georgia, Carrollton, Georgia, 30118.

## **Loans and Part-Time Employment**

The Federal Ford Direct Stafford Student Loan program is available to both undergraduate and graduate students. The program is designed to help students who may not qualify for other forms of financial aid. The student may borrow from the federal government at a simple interest rate which is variable. To qualify and receive a Federal Ford Direct Stafford Loan, a student must:

- *Submit a Free Application for Federal Student Aid.*
- *Be accepted as a regular graduate student or post-baccalaureate accepted by the College of Education for certification.*
- *Be at least a half-time student. (6 hours for certification, provisional, or 5 hours regular graduate)*
- *Maintain satisfactory progress in pursuing a degree.*

Students admitted as post-baccalaureate (non-degree) are not eligible for federal aid.

A student may borrow up to \$138,000 for combined graduate and undergraduate studies.

## **Ford Direct Subsidized Stafford Loan**

The Ford Direct Subsidized Stafford Loan program allows students to borrow money from the federal government at a low interest rate. Interest rates are variable, but will not exceed 8.25%.

No repayments are due and no interest accrues until six months after the student graduates, drops below half-time, or leaves the University.

Origination and processing fees of approximately three percent are deducted from the loan amount borrowed. If the loan is for only one semester, the student will receive two installments.

Listed below is the maximum amount a student may borrow each year of college:

Provisional/Certification Students .....	\$5,500
Graduate Students .....	\$8,500

An independent student may borrow the following amounts from the unsubsidized loan in addition to the Ford Direct Subsidized Stafford Loan limits:

Provisional/Certification Students .....	\$5,000
Graduate Students .....	up to \$10,000*

*\*not to exceed UWG budget for the academic year.*

**Service Cancelable State Direct Student Loan**

A limited number of service-cancelable loans are available to Georgia residents preparing for professions in Nursing. The maximum loan amount is dependent on state allocations up to \$4,500 per year for undergraduate or graduate students.

Nursing students must be formally accepted into the Nursing program. Students may cancel one year’s loan by practicing full time for one calendar year at an approved site within the State of Georgia.

For further information about service cancelable loan programs, contact the Georgia Student Finance Authority, 2082 East Exchange Place, Suite 200, Tucker, Georgia 30084, telephone 1-800-505-4732 or [www.GACollege411.org](http://www.GACollege411.org).

**State Grants-in-Aid**

Teachers seeking state grants-in-aid should write: Consultant, In-Service Education, State Office Building, Atlanta, Georgia, 30334. All applicants must complete the financial aid process which includes the Free Federal Application for Student Aid (FAFSA).

**Veterans Administration Benefits**

The Registrar’s Office at the University of West Georgia completes enrollment certification procedures for students enrolling under any of the Veterans Administration educational assistance programs. As early as possible, and preferably at least one month before entering the University of West Georgia, any student planning to enroll under one of these programs should visit the Registrar’s Office on the the University of West Georgia campus to initiate enrollment certification procedures. Students who request enrollment certification should anticipate a four- to six-week delay in the receipt of the first benefit check. Veterans should be prepared to sustain initial university costs since benefits may not begin for several weeks after enrollment.

Veterans and dependents of veterans planning to study using veterans’ benefits at the University of West Georgia should apply for admission as any other student. Eligibility for Veterans Administration benefits has no direct relationship to the institution. All financial transactions are directly between the student and the

Veterans Administration. The institution serves only as a source of certification and information to the Veterans Administration.

Students receiving V.A. benefits should adhere strictly to a planned program of study as indicated on their appropriate school and V.A. forms. Program changes must be reported promptly on appropriate V.A. forms through the Registrar's Office at the University of West Georgia.

All students receiving V.A. educational benefits are also required to report to the Registrar's Office changes in course load, withdrawals, or interruptions in attendance in order to minimize personal liability resulting from overpayment of benefits. Veterans Administration regulations indicate that students receiving benefits are expected to attend classes regularly. The Registrar's Office therefore asks faculty members to report prolonged and excessive class absences so that the affected students' enrollment certifications may be terminated.

#### **Ted and Maryon Hirsch Scholarship**

This scholarship was established by Mr. and Mrs. Theodor R. Hirsch of Carrollton. Mr. Hirsch was the Chief Business Officer at the College for several years. The annual award is given to a graduating senior who continues studies at the University of West Georgia as a graduate student. The recipient is selected on the basis of superior scholarship by a committee under the direction of the Committee on Graduate Studies.

#### **Elizabeth Gellerstedt Wright Scholarship**

The Elizabeth Gellerstedt Wright Scholars in Music are undergraduate or graduate students selected by audition to receive scholarship monies derived from an endowment established by Dr. and Mrs. J. Carter Wright in memory of Elizabeth Gellerstedt Wright.

#### **Hope Teacher Scholarship Program**

Individuals seeking advanced degrees in critical education fields of study may be eligible for a service cancellable loan. For additional information, contact the UWG College of Education or Visit the HOPE Teacher Scholarship program at [www.GAcollge411.org](http://www.GAcollge411.org).



*Melson Hall, home of the Department of Psychology and the Debate Team, was built in 1907. It is one of the original buildings of the A&M School plant.*

## **SPECIAL PROGRAMS**

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*Donald R. Wagner, Director*  
*678-839-6636*

[www.westga.edu/~vpaa/special.html](http://www.westga.edu/~vpaa/special.html)

Evening and Weekend University

Distance and Distributed Education

External Degree Program

Newnan Center

The Office of Special Programs is responsible for the administration of the Distance and Distributed Education, Evening/Weekend University, and the Newnan Center. The Office of Special Programs also provides administrative support for other off-campus graduate and undergraduate courses and programs. The offices of Special Programs are located on the Carrollton campus in the Honors House and in the Newnan Center.

### **Evening/Weekend University**

Evening/Weekend University is designed for students attending the Carrollton campus who are unable to attend class during traditional daytime hours. The University offers selected undergraduate and graduate degrees that may be earned in their entirety during evenings and weekends.

With appropriate prerequisites satisfied and with careful scheduling, the following graduate degrees may be earned in approximately three years:

College of Arts and Sciences

Master of Arts-Psychology

Master of Public Administration

College of Business

Master of Business Administration

Master of Professional Accounting

College of Education

Master of Education and Education Specialist in

Administration and Supervision

Early Childhood

Guidance and Counseling

Media

Middle Grades Education

Physical Education

Secondary Education

Special Education

Certification Endorsements in

Directors of Media Services

Director of Special Education

English to Speakers of Other Languages

Instructional Supervision

Reading Endorsement

Teacher Support Services

Non-Degree Programs for Teachers Holding Provisional Certification Secondary Education in

Broad Field Science Education

English Education

Mathematics Education

Broad Field Social Science Education

Non-Degree Programs for Teachers Holding Provisional Certification – P12 Education in

French

Spanish

Special Education – Learning Disabilities/Behavior Disorders

**Admission**

Credit programs require admission to West Georgia before registration for classes. Applications for admission may be obtained in the Graduate Office.

**Registration**

Representatives of West Georgia conduct registration at selected off-campus locations every semester. A schedule of registration dates and locations is available in the Registrar's Office.

Fifty percent of the credit hours required in a graduate program may be earned in West Georgia off-campus instruction.

**Expenses**

All fees and charges for registration are due and payable at the beginning of each semester for new students. For continuing students, fees are due at specified dates prior to the semester. Consult the Table of Charges in the Expenses Section for specific charges and fees.

Individuals on a company employee education plan must present completed papers of authorization at registration. Students who have applied for or who are receiving Veterans Administration benefits should be prepared to pay all fees and charges when they register.

Registration at the beginning of each semester is not complete until all fees and charges have been paid. For more information about Evening/Weekend University, please telephone 678-839-6250.

**Distance and Distributed Education**

Distributed Education is the new term used to describe alternative learning environments whereby faculty draw on appropriate technology to provide instruction outside the traditional classroom. The distributed model can be used in combination with traditional classroom-based courses or it can be used to create distance education courses, in which most learning occurs independent of time and/or place. In the University System of Georgia, if more than 50 percent of instruction in a course is delivered via distance technologies, it is classified as a Distance Education course.

Through its Distance and Distributed Education Center, the University offers credit classes to students at times and locations outside of the traditional classroom. The University of West Georgia was one of the first institutions in the University System of Georgia to offer full or partial online credit courses, courses which utilize the Internet to deliver course materials and assignments, and to facilitate discussion and other appropriate interactions. Distance or Distributed credit courses are currently delivered fully or partially online, through two-way live videoconferencing, or through a combination of these technologies.

A primary function of the Distance and Distributed Education Center is to provide support services and training for faculty members and students participating in these courses. The Center also provides opportunities for collaboration and research for those who manage and administer Distance and Distributed Education programs throughout the nation through its online academic journal, its online non-credit certificate program, and its annual conference. For more

information about Distance or Distributed Education, please visit the Honors House, telephone 678-839-6248, or visit the University Web site.

### **Newnan Center**

The Board of Regents approved and established a West Georgia satellite campus in Newnan, Georgia in August, 1988. The University began offering courses in the Georgia Power Company's Shenandoah Center in 1990. In 1998 Coweta County purchased the Shenandoah Center from Georgia Power as a permanent location for the University's exclusive use. West Georgia's Newnan Center is located off Amlajack Boulevard in the Shenandoah Industrial Park in Newnan, Georgia.

The Center currently offers complete Master of Education degree programs in Early Childhood Education, Special Education, Education Leadership, and Middle Grades Education at the Center. Courses leading to the Master of Public Administration degree are also offered on a regular basis.

### **Admission**

The requirements for admission to the Newnan Center are the same as admission to the University on its Carrollton campus. Applicants for admission should consult the "Admissions" section in this catalog and the particular requirements of the degree program for which they are applying.



*The University of West Georgia offers both undergraduate and graduate courses at its Newnan Center.*

# GENERAL ACADEMIC POLICIES

## **Registration**

Registration dates for each semester are listed in the Graduate School Calendar of this publication. Several weeks before the beginning of each semester, students may obtain from the Registrar's Office and the Graduate School detailed instructions about registration in that particular semester. Course schedules may be obtained via BANWEB.

## **Course Requirements**

Each student is responsible for completion of all requirements of his or her program. Advisors simply provide guidance. Any exception to a published program of studies is not valid unless specifically authorized in writing by the dean of the college in which the major is housed. Courses numbered 6000 and above are open only to students admitted for graduate study. At least half of the courses in the program of study of each degree candidate must be chosen from such courses. Students should consult with their academic departments for specific program requirements. Courses with 4000/5000 numbers are for undergraduates or graduates; graduate students, however, are expected to do more extensive reading, prepare additional reports, and produce papers or other projects requiring more intensive research.

## **Course Loads and Course Overloads**

A full-time load of graduate coursework or any combination of graduate and undergraduate coursework is 9 credit hours per semester. A student may take up to 13 credit hours per semester without permission. However, graduate assistants and graduate research assistants are expected to carry a reduced load (i.e. less than 12 hours per semester). In any instance, overloads must be approved by the Graduate Dean. In no case shall overloads exceed 16 graduate hours or 18 hours where undergraduate courses are at least one-half of the course load. Very few overload requests for 16 graduate hours are granted, and situations leading to their approval have been preapproved by the Committee on Graduate Studies. Audited courses are considered a part of a student's course load. A person working more than 30 hours per week is expected to carry a reduced load. In all cases, the graduate student is urged to register for only that number of hours which he or she can successfully complete. College of Education graduate students please see next section.

## **College of Education Policy on Graduate Course Load for Summer Semesters**

During Summer Session, which includes Maymester, 9 hours (graduate

or undergraduate/graduate combination) is considered a full graduate load for students in the College of Education. Special permission may be sought by the faculty advisor and the department chair for students to enroll for 12 hours. Moreover, it is expected that any department chair who decides to support a 12-hour load will consult carefully with the student, explaining to him or her the College's position as well as the workload challenges associated with a 12-hour load. Additionally, students should be apprised that instructors will not be expected to reduce course requirements for students enrolling in 12 hours. No student will be allowed to exceed 12 hours.

### Grading System

The quality of work of most courses taken in a graduate program is indicated by the grades A, B, C, and F; however, the quality of work on the thesis, practicum, and internships is indicated by the grades S and U. Listed below are the standard requirements for each of these grades:

- A — Excellent, with four quality points for each credit hour
- B — Good, with three quality points for each credit hour
- C — Poor, with two quality points for each credit hour (passing, subject to Academic Standards below).
- F — Failing
- S — Satisfactory
- U — Unsatisfactory
- I — This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. Such a grade must be removed by the completion of work within one calendar year or the I will become an F.
- IP — This symbol indicates that credit has not been given in courses that require a continuation of work beyond the semester for which the student signed up for the course. The use of this symbol is approved for dissertation and thesis hours and project courses. With the exception of Developmental Studies courses, this symbol cannot be used for other courses. This symbol cannot be substituted for an "I" (incomplete). **IP grades may not be changed to other grades.** Students should be careful not to enroll for courses such as thesis or Ed.S research project courses in which a paper must be submitted to the Graduate School until such time as they are relatively certain they will complete their studies.
- W — This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint of the semester except in cases of hardship.
- WF — Withdrew, Failing
- WM — This symbol indicates a student was permitted to withdraw under the Board of Regents policy for military service refunds. The use of this symbol indicates that this student was permitted to withdraw without penalty at any time during the term.
- V — This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa.

The institution grade point average is calculated by dividing the number of hours scheduled in courses attempted in which a grade of A, B, C, F, or WF was received into the number of grade points earned on those hours scheduled. A grade of WF counts as an F.

### Academic Standards

Graduate students must meet the following academic standards:

1. To be eligible for admission to candidacy and graduation, a student must maintain a cumulative GPA of 3.0 or higher on all graduate and undergraduate courses. No grade below C will be accepted as part of a program of study for a graduate degree.
2. Students with a cumulative GPA below 3.0 for two consecutive semesters are placed on academic probation by the Graduate School. Then, they must make a 3.0 or higher semester GPA each succeeding semester that their overall cumulative GPA is below 3.0. These students are no longer on probation when their cumulative GPA is 3.0 or above. If they fail to make a 3.0 semester GPA while on probation, they are dismissed from the Graduate School.

In addition to these minimum academic standards, students must also meet all academic standards and retention policies which have been adopted by the department and reported to the Graduate School.

3. **Students wishing to appeal either denial of admission or dismissal should contact the Dean of the Graduate School. Students who are dismissed from the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School.**

### Academic Honor

At West Georgia, the student is expected to achieve and maintain the highest standards of academic honesty and excellence. Not only does academic honesty preserve the integrity of both the student and the institution, but it is also essential in gaining a true education. The West Georgia student, therefore, pledges not to lie, cheat, plagiarize, or steal in the pursuit of his or her studies and is encouraged to report those who do.

### Admission to Candidacy

Admission to candidacy may be granted by the Graduate School to any regular graduate student when the following requirements have been met: (1) completed at least 9 hours of acceptable graduate work at West Georgia; (2) filed an application for candidacy in the office of the Dean of the Graduate School; (3) been recommended by the major department; (4) has on file in the Graduate Office a program of study approved by the advisor, the appropriate department chair, the Dean of the Graduate School and, if applicable, an approved plan for thesis or research project; (5) completed the language requirement, if applicable.

Students must be admitted to candidacy no later than the first week of the last semester in which they are enrolled. The advisor will be notified by the Dean of the Graduate School when the student has been admitted to candidacy. Admission to candidacy is no guarantee or promise that the student *will* receive his or

her degree; however, it is a procedure that moves the student closer to receipt of the degree he or she hopes to attain.

### **Applicability of Courses Towards a Degree**

Courses applied towards another degree at West Georgia or another institution are not eligible for credit towards a graduate degree at this institution, except where approved for the Ed.D. In-School Improvement Program.

### **Residence Requirements**

In any graduate program requiring a total of 36 semester hours, at least 18 semester hours of graduate work must carry on-campus credit. In a graduate program requiring a total of 27 hours of graduate work, at least 15 semester hours must carry on-campus credit. Each course in a program must be approved by the advisor prior to registering for the course.

### **Time Limit**

In any graduate program, except education, all work (including the comprehensive examinations) must be completed within a six-year period. For degree programs in education, all work must be completed within seven years. It is expected that students will complete the program with reasonable continuity. Students called into military services or students with other extraordinary circumstances may apply for an extension of time.

### **Transfer, Extension, Correspondence Credit**

In any graduate program a maximum of 6 semester hours of graduate credit (9 hours for the Ed.D. program) may be transferred from another accredited institution subject to the following conditions: (1) work already applied toward another degree cannot be accepted (except for the Ed.D. program); (2) work must have been completed within the six or seven-year period allowed for the completion of degree requirements; (3) work must have been applicable toward a graduate degree at the institution where the credit was earned; (4) work offered for transfer must have the approval of the Dean of the Graduate School and the chair of the department of the student's major or the Ed.D. program director; (5) acceptance of the transfer credit does not reduce the residency requirement stated above.

Under no circumstances may credit earned through correspondence work be applied toward satisfaction of degree requirements.

### **Change of Program**

**Before a graduate student may transfer from one degree program to another, he or she must submit his or her request in writing to the Graduate Office. This request must then be approved by the new major department and the Dean of the Graduate School.**

### **Institutional Review Board**

Any research proposals involving human subjects must be approved by the Institutional Review Board. All student research projects must have a faculty

sponsor. Information about the IRB, required forms, and instructions can be found at [www.westga.edu/~irp](http://www.westga.edu/~irp).

### **Comprehensive Final Examinations**

A comprehensive final examination or its equivalent is required of all candidates for a graduate degree. The following regulations govern the administration of the comprehensive examinations:

- Each student is required to take an examination. Whether it is oral, written, or in some other format is determined by the student's major department.
- The examinations are administered by the advisory committee and such other members of the graduate faculty as may be appointed by the Dean of the Graduate School.
- The timing and content of the examination is determined by the student's advisory committee and their department. The examination is comprised mainly of work covered by the program of study, including transferred and/or extension work and research projects. A department may limit the number of times a student may take comprehensives and/or require proof of additional study between administrations of the exam. Students should consult with their departments concerning their policies in this area.

### **Enrollment Required to Utilize Certain Library Resources**

Often students completing their master's thesis, specialist degree research project, MPA research project, or dissertation need to make use of library resources such as computer literature searches during a period in which they are not enrolled. Licensing agreements require that students who make use of certain data bases be enrolled. Students needing to make full use of library resources during a semester when they are not enrolled must enroll in a course designated by the academic department housing the student's graduate degree program. Students should see their advisor to determine which course to take.

### **Graduation**

A candidate must make application for the degree with the Graduate School Office and must attend the graduation exercise at which the degree is to be conferred unless excused by the Dean of the Graduate School.

No student will be issued a diploma or transcript of credits if in default of any payment due the University.

### **Supplementary Certificates**

Applicants who wish to add a new teaching field or endorsement to an educator certificate should contact the chair of the department in which the new field or endorsement is located. See page 233 for information regarding the curriculum for certification endorsements.

### **Confidentiality of Student Records**

Under the provisions of the Family Educational Rights and Privacy Act of 1974, West Georgia has established policies concerning the confidentiality of student education records. In accordance with the Act, students of West Georgia

are notified that, among other rights, they have the right to seek correction of the contents of these records, to place an explanatory note in a record when a challenge is not successful, and to control (with certain exceptions) the disclosure of the contents of their records. For a full statement of the institutional policy regarding confidentiality of student records see *Connection and Student Handbook*, the student handbook.

Directory information concerning an individual student, including name, address, telephone number, date and place of birth, height and weight of members of athletic teams, major, participation in athletic and student activities, dates of attendance, degrees, awards and honors, and most recent institution attended, is generally available for release unless a student specifically requests in writing that this information not be released. This request must be submitted in writing to the Registrar's Office by October 1, annually.

### **Withdrawal**

Formal withdrawal from the University must begin with written approval from the Registrar's Office. At the time approval is granted, specific instructions are given the student for the completion of formal withdrawal. The student is not withdrawn until clearance has been obtained from the Registrar's Office, Parker Hall, 678-839-6438. Failure to officially withdraw may result in grades of F for the semester.

A student may be administratively withdrawn from the University when in the judgment of the Vice President for Student Services, in consultation, when appropriate, with the student's parents or spouse, the Director of the Student Development Center, and the University Physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which (a) poses a significant danger or threat of physical harm to the student or to the person or property of others, or (b) causes the student to interfere with the rights of other members of the university community or with the exercise of any proper activities or functions of the University or its personnel, or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the University.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning continued enrollment at the University.

### **Hardship Withdrawal Policy**

Students may request a hardship withdrawal after the official withdrawal ("W" date) deadline published in the schedule of classes until the day before the scheduled Reading Day of the term. A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student's control.

A hardship withdrawal may be granted based upon special circumstances. The following conditions apply:

- The student must initiate a hardship withdrawal through the Assistant/Associate Dean of the college to which the student belongs. The student should be prepared to present documented evidence to substantiate the hardship being claimed. If a psychological assessment is required, the

Assistant/Associate Dean may require the student to meet with the Director of Student Development (in Room 187, Parker Hall).

- The student must withdraw from all classes during the current term. He or she may not select only certain classes from which to withdraw.
- If recommended for hardship withdrawal by the student's Associate/Assistant Dean, for each course a student will receive a W.
- Hardship withdrawals requested on or after the scheduled Reading Day will be treated as a retroactive hardship withdrawal. Retroactive hardship withdrawals will not be allowed if the student has completed all course requirements such as a final examination and/or a final project. Students seeking a retroactive hardship withdrawal must initiate the withdrawal through the student's Assistant/Associate Dean. If recommended for a hardship withdrawal, the grade will be changed to a W through the official Grade Appeal process involving a Change of Grade form for each course taken. (See Grade Appeal process, <http://www.westga.edu/documents/studentHandbook2006.pdf> or *Connection and Student Handbook* Appendix E.)

Documentation for a hardship withdrawal is based upon the category of hardship being claimed by the student. Examples of documentation might include:

- Medical: Physician's report, including name, address, phone, nature of illness or accidents, dates of treatment, prognosis, and recommendation.
- Psychological: Memo from a Student Development Center counselor, letter from private psychological or psychiatric service, illness, dates.
- Personal/Familial: Copy of divorce papers, police reports, obituaries, other as relevant.

Under *unusual* circumstances, a student may be granted a hardship withdrawal from only one class, while being allowed to remain in others. An example would be a student who is passing an applied piano course and injures a finger, thus being unable to play the piano the rest of the semester. A student would be allowed to complete other courses being taken concurrently. The student requesting a hardship withdrawal from one course must take all documentation to the Assistant/Associate Dean of the college offering the course.

The following list is illustrative of invalid reasons for a hardship withdrawal. A request using these reasons will not be approved.

- Poor performance in one or more courses.
- Registration for the wrong course.
- Preference for a different professor or class section.
- Failure to drop course during the drop/add period.
- Failure to withdraw by the published deadline using normal procedures.

## Appeals and Grievance Procedure

Students should consult the most current edition of the institution's *Connection and Student Handbook* for information on grade and disciplinary appeals. *Connection and Student Handbook* is available from the Student Services office located in Bonner House on Front Campus Drive. It is also available from the University of West Georgia's web site located at <http://www.westga.edu/documents/studentHandbook2006.pdf>. Go to the Student Services website and proceed from there.

Students wishing to appeal either denial of admission or dismissal should contact the Dean of the Graduate School. Students who are dismissed from the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. Appeals of decisions made by faculty members, other academic departmental personnel, or other university staff should be handled in this manner:

- A. First attempt to resolve the issue with the faculty member or department staff member by appealing the decision in writing to the faculty/staff member within ten days of its occurrence.
- B. If a student is unable to resolve his/her problem with the faculty or staff member, s/he may wish to write a letter concerning the problem to the Chair/Head of the department in which the faculty member holds an appointment or the staff member is employed. This must be done within ten days of the decision rendered by the faculty/staff member.
- C. If a student is unable to resolve the problem with the Chair/Head of the department, s/he can then appeal to the next highest supervisor of the individual who made the initial decision. If it is a faculty member, the supervisor above the department chair is the dean of the respective College. If it is a nonacademic office, then the next highest supervisor is the vice president in charge of his/her division.
- D. If need be, within ten days of the rendering of a decision by the dean or vice president of a unit, the student's next option is to appeal to the Vice President for Academic Affairs (VPAA) in the case of an appeal of a decision made by a faculty member or staff member in Academic Affairs, or to the President if the staff member is in a nonacademic unit.
- E. For those who appeal to the Vice President for Academic Affairs, if a resolution of the problem is not reached at this level, the next level of appeal is to the President of the University. The appeal should be made in writing within ten days of the rendering of the decision by the VPAA.
- F. The final level of appeal is to the Board of Regents of the University System of Georgia. Once again, the appeal must be made in writing and within ten days of the rendering of the President's decision.

For appeals of decisions made by any dean, the next level of appeal is to the Vice President for Academic Affairs, then the president, then the Board of Regents. For appeals of decisions made by vice presidents, individuals should first appeal to the President, then to the Board of Regents if they so choose.

### **Technology Access Policy**

The University of West Georgia requires all students to have ready access to a computer as students will be expected to use a computer for coursework. Purchasing a new or used computer is not required, but is recommended. The University provides some computer labs on campus; however, access to these labs at times may be limited. Students are responsible for making plans necessary for timely completion of their class assignments. All students must have access to e-mail, word processing, spreadsheet, and web browsing software. For more details on what is recommended see the TechLife Web site, [www.westga.edu/~techlife](http://www.westga.edu/~techlife)

## **DEGREE PROGRAMS**

The University of West Georgia offers the degrees listed below. Majors or areas of concentration available under each degree are also listed.

### **MASTER OF ARTS**

English  
History  
    Including an Emphasis in Public History  
Psychology  
    Including an Emphasis in Organizational Development  
Sociology  
    Emphasis in Criminology  
    Emphasis in General Sociology  
    Emphasis in Resources and Methods  
    Emphasis in Women's Studies

### **Secondary Education**

English  
Mathematics  
Science  
Social Studies  
Spanish  
Special Education  
    Interrelated  
Speech-Language Pathology

### **MASTER OF ARTS IN TEACHING**

French  
German  
Spanish

### **MASTER OF MUSIC**

Music Education  
Performance

### **MASTER OF PROFESSIONAL ACCOUNTING**

### **MASTER OF PUBLIC ADMINISTRATION**

### **MASTER OF BUSINESS ADMINISTRATION**

### **WEB MBA**

### **MASTER OF EDUCATION**

Administration and Supervision  
Art Education  
Business Education  
Early Childhood Education  
French Language Teacher Education  
Guidance and Counseling  
Media  
Middle Grades Education  
Physical Education  
Reading Instruction

### **MASTER OF SCIENCE**

Applied Computer Science  
Biology

### **MASTER OF SCIENCE IN NURSING**

### **MASTER OF SCIENCE IN RURAL & SMALL TOWN PLANNING**

### **SPECIALIST IN EDUCATION**

Administration and Supervision  
Business Education  
Early Childhood Education  
Guidance and Counseling  
Media

Middle Grades Education  
 Physical Education  
 Secondary Education  
     English  
     Mathematics  
     Science  
     Social Studies  
 Special Education  
     Curriculum Specialist  
     Leadership

**DOCTORATE IN EDUCATION**  
 School Improvement

**DOCTORATE IN PSYCHOLOGY**  
 Individual, Organizational, and  
 Community Transformation: Society  
 and Consciousness  
*(proposed start date Fall 2007)*

**NON-DEGREE INITIAL CERTIFICATION PROGRAMS IN  
 EDUCATION**

Art (P-12)	History (7-12)
Behavior Disorders (P-12)	Learning Disabilities (P-12)
Biology (7-12)	Mathematics (7-12)
Broad Field Science (7-12)	Media Specialist (P-12)
Business Education (7-12)	Mental Retardation (P-12)
Chemistry (7-12)	Middle Grades Education (4-8)
Early Childhood Education (P-5)	Music (P-12)
Earth/Space Science (7-12)	Physical Education (P-12)
English (7-12)	Physics (7-12)
French (P-12)	School Counseling (P-12)
	Spanish (P-12)

**NON-DEGREE ADD-ON CERTIFICATION PROGRAMS AND  
 ENDORSEMENTS IN EDUCATION**

Administration and Supervision	Interrelated Special Education
Behavior Disorders	Learning Disabilities
Director of Media Centers	Media Specialist
Director of Pupil Personnel	Reading Endorsement
Director of Special Education	Reading Specialist
ESOL Endorsement	School Counseling
Gifted Endorsement	Teacher Support Specialist
Instructional Supervision	

**CERTIFICATION PROGRAMS IN THE COLLEGE OF ARTS  
 AND SCIENCES**

*(These graduate programs do not lead to certification in teacher education.)*

Graduate Certificate programs in Computing *(offered through the Department of Computer Science)*

Certificate in Museum Studies *(offered through the Department of History)*

Certificate in Public History *(offered through the Department of History)*

Post Graduate Certification in Nursing *(offered through the Department of Nursing)*

Graduate Certificate in Public Management *(offered through the Department of Political Science and Planning)*

# COLLEGE OF ARTS AND SCIENCES

*Dr. David White, Dean*

678-839-6405

[www.westga.edu/~artsci/](http://www.westga.edu/~artsci/)

## **Degrees Offered**

The Master of Arts degree is offered with majors in English, History, Psychology, and Sociology. The Master of Arts in Teaching degree is offered with majors in French, German and Spanish. The Master of Science degree is offered with majors in Biology, Applied Computer Science, and Rural and Small Town Planning. The Master of Science in Nursing, the Master of Music, and the Master of Public Administration degrees are also offered. Satisfactory scores on the verbal, quantitative and analytical writing sections of the Graduate Record Exam are required.

Two options are offered in the Master of Arts degree and Master of Science degree programs: Plan I (with thesis) and Plan II (without thesis).

## **Language Requirement**

Students seeking the Master of Arts degree or the Master of Science degree must satisfy the Department of Foreign Languages and their major department with a reading knowledge of an approved language. Alternately, students may secure approval from their major professor, department chair, and the Dean of the Graduate School for the substitution of a working knowledge of computer science. The language requirement may be satisfied by testing (passing a standardized test administered by the campus Testing Office) or by completion of specified courses under the direction of the Department of Foreign Languages. A student who had received credit as an undergraduate at West Georgia in a language 2002 course with a grade of B or better within five years of admission to the Graduate School at West Georgia shall be deemed to have fulfilled this requirement. Students may also satisfy the requirement by passing GRMN 5300 (German Civilization) with a grade of B or better. No course taken to satisfy the foreign language requirement will count as one of the 27, 36, or 45 hours of course work in the student's program of study.

Students who wish to substitute computer science for the foreign language requirement must have their proficiency certified by the Department of Computer Science. Proficiency in computer science will be certified when a student makes a grade of A or B in CS 1301, Computer Science I, or a student can be certified by earning CLEP credit for "Information Systems

and Computer Application.” A student who has earned proficiency in Computer Science with an undergraduate degree at West Georgia will be given certification of proficiency if a written request for exemption is received by the Department of Computer Science within five years of the date on which credit was earned. With departmental approval, students may also satisfy the language requirement by passing Sociology 5003 (Statistics for the Social Sciences) with a grade of “B” or better.

Students may also satisfy the language requirement in psychology by way of a supervised foreign cultural experience or a supervised subcultural experience or the substitution of a course established by the Department of Foreign Languages in conjunction with the Department of Psychology, which would be more suited to cultural experience. Students who intend to satisfy the foreign language requirement by way of supervised cultural experience must obtain the approval of the chair of Psychology and the Dean of the Graduate School **before** undertaking the cultural experience. In some cases, with the concurrence of the major professor, the department chair, and the Dean of the Graduate School, the language requirement may be waived.

### **Thesis Requirement**

Every thesis presented in partial fulfillment of the requirements for a master’s degree must involve independent study and investigation, explore a definite topic related to the major field, and conform to the format for research writing approved by the Graduate School.

The following regulations apply regarding the completion of the thesis: the subject must be approved by the major professor and the department chair and submitted to the Graduate Office prior to admission to candidacy; two weeks prior to graduation, three copies (original and two copies) of the thesis (signed by the thesis advisor, and the Dean of the Graduate School) with abstracts attached to each must be filed in the Graduate Office. Following approval, three copies of the thesis will be bound as specified by the Graduate School at the expense of the student. A copy will be placed on microfilm. Students must adhere to the appropriate discipline style manual and the “Rules of Form for Preparation of a Master’s Thesis” of the Graduate School. Where conflicts between the “Rules of Form” and a style manual exist, the “Rules of Form” must be followed. Students must also comply with all institutional policies involving research.

### **Other Topics**

For courses on the following topics, see page 235: Anthropology, Chemistry, Chinese, Classical Studies, Educational Research, Foreign Languages, French, Geography, Geology, German, Mathematics, Natural Science, P-12 Education, Philosophy, Physics, and Spanish. For Art Education, see page 180.

## MASTER OF ARTS DEGREE

### English – M.A.

Department of English and Philosophy

TLC 2255 678-839-6512 [www.westga.edu/~engdept/](http://www.westga.edu/~engdept/)

**Professors**, F. Chalfant, L. Crafton, M. Crafton, R. Hendricks, J. Hill (Chair), R. Snyder; **Associate Professors**, M. Doyle (Graduate Director), D. MacComb, D. Newton; **Assistant Professors**, B. Brickman, C. Davidson, T. Dvorske, P. Erben, G. Fraser, E. Hipchen, N. Leacock, M. Mitchell, A. Umminger

The M.A. program in English is designed to cultivate advanced mastery of content within the discipline, refined skills in scholarly writing, comprehensive knowledge of critical practices, and a keen awareness of contemporary issues in the study of literature. For regular admission to the program, a student must present an undergraduate major in English or equivalent course work in English (3.20 GPA) from an accredited institution, three letters of recommendation from sources qualified to address the candidate's specific disciplinary strengths, and a persuasive narrative statement that articulates the candidate's reasons for pursuing a graduate degree in English. Applicants should also demonstrate proficiency by achieving a minimum score of 500 on the verbal portion of the GRE and 4.5 on the GRE analytical writing test. All decisions on admission will be made by the Director of Graduate Studies in consultation, as needed, with members of the graduate program committee, **subject to final administrative approval**.

Students accepted into the program may choose either a thesis (Plan I) or a non-thesis (Plan II) option. Students enrolled in either Plan I or II must take at least 80% of their coursework at the 6000-level. Plan I consists of 30 credit hours, of which 27 are course work and 3 are thesis (ENGL 6399). Within the 27 hours of course work (9 courses), a minimum of 7 courses (21 hours) must be 6000-level seminars. The 3 hours of thesis work cannot be used to satisfy this requirement for work at the 6000-level. A minimum of 24 hours of the course work must be in English, and students wishing to use courses from other disciplines for credit toward the degree must get approval from the Director of Graduate Studies in English. Plan II consists of 36 credit hours (12 courses), of which a minimum of 30 hours must be in English. Students in this plan must also get approval from the Director of Graduate Studies in English to take courses outside the department. For non-thesis students, a minimum of 9 courses (27 hours) must be 6000-level seminars. For both Plans I and II, students must get the approval of the Director of Graduate Studies for their course selections prior to registration. All students are strongly encouraged to take a course in literary theory.

Under both plans, a reading knowledge of one foreign language (ordinarily Latin, French, German, or Spanish) is required. One may meet this requirement by one of the following: 1) completing a language course numbered 2002 with a grade of B or better during the course of study (no course or courses in a foreign language will count toward the required number of hours for the degree); 2) presenting an undergraduate transcript that indicates completion of a language course numbered 2002 (or its equivalent) with a grade of B or better within five years of the time the student enters the program; or 3) passing a standardized

test administered by the testing office and the Department of Foreign Languages and Literatures.

Students who have taken an ENGL 4XXX course as an undergraduate at West Georgia cannot receive credit toward the M.A. degree in English for the concurrent ENGL 5XXX course unless the student and/or instructor can provide evidence that the content of the course (readings, topics, etc.) is significantly different than when he/she took it as an ENGL 4XXX course.

Upon completion of all course work, the candidate for the M.A. must pass a comprehensive oral exam based on a reading list given out to students at the time of their acceptance into the program. This oral examination may be retaken once. For students completing a thesis, a separate oral defense of the thesis is also required. See the Director of Graduate Studies in English for details and for required advisement before registering for classes each term.

### **Learning Outcomes**

Graduate students will be able to demonstrate:

- Advanced mastery of content within the discipline by answering comprehensive questions about specific writers, genres, texts, and literary periods that they have studied
- That they have achieved refined skills in professional and scholarly writing presuming a command of pertinent critical assumptions, methodologies, and practices
- A facility in relating the facts and ideas of the discipline to cognate fields and exploring their correspondence, particularly within the context of western intellectual history
- A keen awareness of contemporary issues in the study of literature, including those which emanate from an understanding of the differences among cultural value systems

### ***ENGLISH COURSES (ENGL)***

*(All courses except ENGL 5381 and 5383 carry three hours credit.)*

#### **ENGL 5106 Studies in Genre**

An intensive examination of the formal, social, cultural, and historical contexts of a single literary genre as well as the theoretical concerns that underlie its analysis. May be repeated for credit as genre or topic varies.

#### **ENGL 5108 Studies in the Novel**

An investigation of the development of the British novel from the seventeenth through the twentieth centuries or the American novel from the late eighteenth through the twentieth centuries in relation to literary, cultural, intellectual, technological, and aesthetic changes in Britain or America.

#### **ENGL 5109 Film as Literature**

An intensive examination of films as texts through historical, aesthetic, thematic, and/or cultural questioning and analysis. Typical offerings may include *Film and the Novel*, *Representations of Women in Film*, *Public and Private Fathers in Film*, etc. May be repeated for credit as topic varies.

**ENGL 5110 Medieval Literature**

An in-depth study of medieval English literature in its various aspects, considering texts in their historical context.

**ENGL 5115 Renaissance Literature**

An in-depth investigation of Renaissance literature in its various aspects, including, but not limited to, poetry, prose, and drama, and a consideration of that literature as a part and product of its historical period.

**ENGL 5120 Seventeenth-Century British Literature**

An in-depth investigation of significant issues, themes, and ideologies in selections of seventeenth-century British literature studied in terms of their original cultural context.

**ENGL 5125 Colonial and Early American Literature**

An intensive examination of representative literary works from the era of exploration and discovery through the era of the new American republic.

**ENGL 5130 Eighteenth-Century British Literature**

An intensive examination of drama, fiction, poetry, and other textual expression from Restoration and eighteenth-century Britain. Works may be studied in their historical, political, cultural, and aesthetic contexts.

**ENGL 5135 British Romanticism**

An in-depth investigation of significant issues, themes, and ideologies in selections of British Romantic literature studied in terms of their original cultural context.

**ENGL 5140 American Romanticism**

An intensive examination of representative American literary works of the nineteenth century through the Civil War.

**ENGL 5145 Victorian Literature**

An in-depth analysis of Victorian literature in its original historical, political, cultural, and aesthetic contexts.

**ENGL 5150 American Realism and Naturalism**

An intensive examination of the American literary arts based in an aesthetic of accurate, unromanticized observation/representation of life and nature that flourished in the post-Civil War era.

**ENGL 5155 Twentieth-Century British Literature**

An in-depth examination of selected twentieth-century texts from the British Isles studied in the context of relevant social, political, and cultural issues.

**ENGL 5160 Twentieth-Century American Literature**

An in-depth examination of ideas and issues prevalent in twentieth-century American literature in their historical, political, cultural, and aesthetic contexts.

**ENGL 5165 Contemporary British and American Literature**

An in-depth examination of selected texts produced in the last thirty years in the British Isles and the United States.

**ENGL 5170 African-American Literature**

An in-depth examination of the African-American tradition in literature.

**ENGL 5180 Studies in Regional Literature**

An in-depth examination of the literature of a specific region and the forces that shape its regional literary identity within the larger national contexts of the British Isles or the United States. Frequent offerings in Southern literature will rotate with other topics. May be repeated for credit as topic varies.

**ENGL 5185 Studies in Literature by Women**

An in-depth investigation of aesthetic and cultural issues pertinent to the production of literature by women. Typical offerings will rotate among topics related to literature by women in the United States, the British Isles, or other parts of the world. May be repeated for credit as topic varies.

**ENGL 5188 Individual Authors**

An examination of the career of a single literary figure in the context of literary history. Frequent offerings in Shakespeare and Chaucer will rotate with courses in a variety of other figures from several literary traditions. May be repeated for credit as topic varies. Shakespeare may be taken for up to six (6) hours, if topic varies, with department chair's permission.

**ENGL 5210 Advanced Creative Writing**

Prerequisite: ENGL 3200 or equivalent

An intensive experience in writing in one of the following genres: short story, poetry, the novel, screenwriting, or creative nonfiction.

**ENGL 5300 Studies in the English Language**

A sustained analysis of a particular linguistic theme, an approach to, or a regional expression of the English language. Regular offerings in the history of the English language and its development from Anglo-Saxon to contemporary varieties of world English and in English grammar will rotate with other topics. May be repeated for credit as topic varies.

**ENGL 5310 Studies in Literary Theory**

An examination of a particular facet of or approach to literary theory and/or criticism. Typical offerings may include History of Literary Theory, Cultural Studies, Feminist Theory, Comparative Literature, etc. May be repeated for credit as topic varies.

**ENGL 5381 Independent Study**

**var. 1-3**

Guided investigation of a topic not addressed by regularly scheduled courses. Students must propose a detailed plan of readings, articulating precise learning objectives, and secure the written consent of both a supervising instructor and the department chair. Not more than one (1) Independent Study may count toward the M.A. in English without the chair's permission.

**ENGL 5383 Reading for the Comprehensive Exam var. 1-3**

This course allows students to participate in regular colloquia conducted by faculty and in one-on-one study sessions with faculty in preparation for the comprehensive oral exam which is based on a reading list approved by the graduate faculty in English. Designed to supplement the student's independent reading for the comprehensive exam, this course may be taken as often as the student chooses, but does *not* count toward the M.A. English degree. Students must see Director of Graduate Studies for permission to register.

**ENGL 5385 Special Topics**

An examination of a topic in literature, theory, and/or writing that transcends the boundaries of the fixed curriculum. Typical offerings might include Literary Representations of the War in Vietnam, Nature Writing and the Environment, and Representations of Aging in Literature. Requires permission of the department chair to repeat.

**ENGL 5386 Internship**

A supervised practicum within a career-related setting that is writing-, editing-, tutoring-, and/or teaching-intensive. Enrollment is contingent on approval of proposed internship activities by both instructor and department chair.

**ENGL 6105 Seminar in British Literature I**

A tightly focused examination of some aspect of pre-nineteenth-century British literature in its historical, ideological, and/or cultural context. May be repeated for credit as topic varies.

**ENGL 6110 Seminar in American Literature I**

A tightly focused examination of some aspect of pre-Civil War American literature in its historical, ideological, and/or cultural context. May be repeated for credit as topic varies.

**ENGL 6115 Seminar in British Literature II**

A tightly focused examination of some aspect of post-eighteenth-century British literature in its historical, ideological, and/or cultural context. May be repeated for credit as topic varies.

**ENGL 6120 Seminar in American Literature II**

A tightly focused examination of some aspect of post-Civil War American literature in its historical, ideological, and/or cultural context. May be repeated for credit as topic varies.

**ENGL 6385 Seminar in Special Topics**

Study of a specific theme, critical approach, and/or concept that transcends boundaries established by the other 6000-level offerings in the program. May be repeated for credit as topic varies.

**ENGL 6399 Thesis**

Prerequisite: Completion of all other M.A. requirements.  
Research and preparation of an M.A. thesis under the supervision of an approved faculty advisor.

## History—M.A.

Department of History

TLC 3200 678-839-6508 [www.westga.edu/~history/](http://www.westga.edu/~history/)

**Professors**, C. Clark, J. Goldstein, S. Goodson (Chair), E. MacKinnon, D. White; **Associate Professors**, F. Cook, R. Love, A. MacKinnon, A. McCleary; **Assistant Professors**, J. Anderson, K. Bohannon, M. deNie, K. Pacholl (Graduate Coordinator), T. Schroer, J. Stephens, D. Williams, G. Van Valen, S. Wright

The Master of Arts program in History guides students in developing familiarity with issues and literature in selected major and minor fields of history; an understanding of the fundamentals of historiography and its variations over time; and skills in historical research, analysis, and writing. The program emphasizes opportunities for both independent and collaborative learning. Areas of particular strength include American History, Southern History, Early Modern and Modern European History, Comparative Global History, and Public History. We welcome students seeking admission to a doctoral program in history or similar professional studies, a career teaching history in secondary schools or community colleges, work as a professional public historian, or simply a greater understanding of the historical development of our society and world. We expect our graduates to function effectively as professionals in their chosen fields of history.

For admission to the program, a student must ordinarily have a degree in history with a 2.75 in the major. If his or her degree is in social studies or in a social science other than history, a student may be admitted provisionally with the permission of the Department of History.

Students interested in public history may pursue a public history concentration under Plan I. The program requires fifteen hours in public history, twelve hours in a history concentration, an internship, the historiography class, and a choice between a traditional thesis or a thesis/applied history project.

This History Department also offers two graduate certificate programs. The Museum Studies Certificate, offered in association with the Atlanta History Center, requires three museum studies seminars, the Material Culture Seminar, and museum internship. Students may elect to take the majority of these classes as part of the M.A. program, plan I or they may add this certificate to an existing M.A. degree in history or in a museum field they would like to curate.

The Public History Certificate is designed for individuals who already hold an M.A. in History or a related field and would like to gain additional training in public history to prepare for a career. Students must take Introduction to Public History, nine hours of public history seminars, and the Public History Internship.

Under Plan I, a student must complete at least 36 hours in history, including a course in historiography and at least four seminars, in addition to a thesis or applied research/thesis project in public history which carries 6 hours credit (36 hours total). Under Plan II, a student must complete a total of 36 hours of course work with at least 27 hours in history, including a course in historiography and at least five seminars. Under both plans, the student must demonstrate a reading knowledge of a foreign language and competence in research and writing consistent with graduate-level work in history. The comprehensive examination may be oral, written, or both at the discretion of the department.

**Learning Outcomes**

Students completing the Master of Arts Degree in History will:

- Demonstrate the ability to undertake advanced historical research
- Show basic familiarity with historical literature in major and minor fields of study
- Demonstrate an understanding of historiography and its permutations over time
- Identify and describe career options in the field of history
- Demonstrate a knowledge of the theory and ethics of public history [for public history concentration]
- Demonstrate knowledge of the standards and practices for at least two fields in public history [for public history concentration]
- Apply practical skills in at least two fields of public history [for Public History concentration]

***HISTORY COURSES (HIST)***

*(All courses carry three hours credit unless otherwise noted.)*

**HIST 5400 Introduction to Public History**

An examination of the development, philosophies, and activities in the field of public history and the ethical issues which public historians face.

**HIST 5401 Theory and Practice of Oral History**

An examination of the philosophy, ethics, and practice of oral history with specific training in interview and transcription techniques, and in the use of oral history in historical research and analysis.

**HIST 5402 Introduction to Archival Theory and Practice**

An introduction to the principles of archival theory and management from appraisal and acquisitions through arrangement, description, preservation, and public access. Includes a practicum experience.

**HIST 5403 Introduction to Museum Studies**

An introduction to the philosophy, theory, and practice of museum work and a survey of various functions of a museum, including collections, research, education and interpretation, exhibits, and administration.

**HIST 5404 History of American Architecture**

A survey of American architecture in its social and cultural context from colonial America through the present day, with particular focus on how to analyze and document historic buildings.

**HIST 5411 European Renaissance in Global Perspective**

Europe in the early modern era; focuses on the cultural and political history of the Renaissance, the development of overseas empires, and the evolution of a scientific world view.

**HIST 5412 The Reformation**

The development of the Roman Catholic and Protestant Christian traditions as seen within the context of 16th-century Europe.

- HIST 5417 Nineteenth Century Europe: 1798-1914** 3/0/3  
Study of the European social, cultural and political history from 1789 to 1914, with particular emphasis on how different cultures and classes understood and experienced Europe's lurch into modernity.
- HIST 5418 20th Century Europe**  
A study of the political and social history of Europe in the 20th century with emphasis on the continuity of events and their interrelation.
- HIST 5419 The Cold War**  
A political and social survey of the origins, development, and conclusion of the Cold War.
- HIST 5420 The Holocaust**  
An analysis of the Holocaust, emphasizing aspects of modern European and Jewish history, the origins of European anti-Semitism, and the varied experiences of camp inmates, resisters, perpetrators, bystanders, and liberators.
- HIST 5421 Mexico Since Independence**  
An introduction to the history of Mexico since independence with special emphasis on selected political, economic, and social themes including U.S.-Mexico relations.
- HIST 5424 Conflict and Interdependence in South Africa**  
An introduction to the history and historiography of South Africa through selected economic, environmental, social, and political themes.
- HIST 5430 The Vietnam War**  
An examination of the historical background, events, and impact of the Vietnam War.
- HIST 5433 Introduction to Modern China**  
An introduction to the modernization process within China from 1500, emphasizing East-West conflict and the emergence of the People's Republic of China.
- HIST 5436 French Revolution—Napoleon**  
Europe from 1789-1815 with particular emphasis upon France. A study of the French Revolution as the classic model for modern revolutions.
- HIST 5437 France Since 1815**  
A survey of French history from Napoleon's defeat at Waterloo in 1815 to the present Fifth French Republic. An examination of the role of French influence on European and world cultures over the last two centuries.
- HIST 5440 Modern Germany**  
A political and social study of Germany since unification with heavy emphasis on the 20th century (1871-Present).
- HIST 5441 Modern Ireland: 1780-Present** 3/0/3  
A political, social, and cultural study of Ireland since 1780 with special emphasis on the evolution of Irish nationalism, Anglo-Irish relation, and "the Troubles" in Northern Ireland.

**HIST 5443 Introduction to Modern Japan**

An introduction to the history of Japan, emphasizing the nineteenth and twentieth centuries, Japanese immigration to the United States, and Japanese-American relations.

**HIST 5446 Soviet Russia**

An analysis of Soviet history from the October Revolution of 1917 to the collapse of the Soviet Union in 1991 with an emphasis on Stalinism and post-Stalin developments.

**HIST 5451 Colonial America, 1492-1763**

The history of early America from the Age of Discovery through the establishment and growth of England's New World colonies with emphasis on the evolution of American society and culture.

**HIST 5452 The American Revolution, 1763-1783**

A study of the origin of America's break with Great Britain with emphasis on the causes of the Revolution, the course of the War of Independence, and the establishment of the new nation's political, social, and cultural institutions.

**HIST 5453 The New American Republic, 1783-1815**

The political, diplomatic, economic, and social history of the United States from the end of the American Revolution through the War of 1812.

**HIST 5454 Jacksonian America, 1815-1848**

American history from the end of the War of 1812 to the Mexican War with emphasis on politics and society. Western expansion will also be emphasized.

**HIST 5455 Civil War and Reconstruction: 1848-1877**

American history from the end of the Mexican War to the Compromise of 1877 with special attention to the political, military, and social history of the Civil War.

**HIST 5461 Environmental History**

A study of American understanding of ecology, wilderness, resource usage, conservation, agriculture, technology, and natural hazards from colonial times to the present.

**HIST 5463 American Military History**

The history of American warfare from the colonial conflicts through the wars of the 20th century with emphasis on society's impact on warfare and warfare's impact on American society.

**HIST 5464 American Sports History**

Traces the history of the development of American sports from the Colonial period to the present with emphasis on the social, cultural, economic, and political factors that influence American society.

**HIST 5465 U.S. Society and Culture to 1865**

Examines the most important social and cultural trends in America from the colonial period to the end of the Civil War.

**HIST 5466 U.S. Society and Culture Since 1865**

Examines the most important social and cultural trends in the U.S. since the Civil War.

**HIST 5467 Women in American History to 1890**

An examination of the experiences of different women and their impact on American History up to 1890.

**HIST 5468 Women in American History Since 1890**

An examination of the experiences of different women and their impact on the history of the United States since 1890.

**HIST 5469 The Civil Rights Movement**

The history of the Civil Rights Movement with emphasis on major leaders, organizations, and events in the twentieth-century Black freedom struggle.

**HIST 5471 The Gilded Age and Progressive Era, 1877-1920**

Prerequisite: 3 credits global history, 3 credits U.S. history, or permission  
Explores the social, political, cultural, economic, and diplomatic history of the U.S. from the end of Reconstruction to the aftermath of World War I.

**HIST 5472 The Rise of Modern America, 1920-1945**

Explores the social, political, cultural, economic, and diplomatic history of the U.S. from the end of World War I to the end of World War II.

**HIST 5473 Recent America: The U.S. Since World War II**

Explores the social, political, cultural, economic, and diplomatic history of the U.S. in the second half of the twentieth century.

**HIST 5474 History of Georgia**

A survey of Georgia history from prehistory to the present, emphasizing politics and society.

**HIST 5475 Southern Families and Communities**

A study of the approaches to researching and analyzing the history of the varied families and communities in Southern history.

**HIST 5476 The Old South**

A study of the American South from the Colonial Period through the Reconstruction with special attention to nineteenth-century politics and society. Ideas and events leading to secession and Civil War are particularly emphasized.

**HIST 5477 The New South**

A study of the American South since 1865, including the interaction of economic, political, social, and cultural factors, especially in the context of struggles in rural and urban communities and in the textile industry.

**HIST 5485 Special Topics**

Courses on topics not usually offered by the department.

**HIST 6201 Archives Arrangement and Description Practicum**

Prerequisite: Introduction to Archival Theory and Practice or approval of instructor

Advanced training in arranging, describing, and processing archival collections for graduate students interested in archives work.

**HIST 6202 Theory and Method of Material Culture Studies**

Examines methods and theories for studying material culture from an interdisciplinary perspective, analyzing what material culture reveals about the culture and society in which it was created with an emphasis on America. This course is required for the Museum Studies Certificate.

**HIST 6203 Studies and Research Methods in American Folklife**

An examination of the traditional, expressive, shared culture of various groups in the United States throughout its history, emphasizing analysis of regional folklife traditions and folklife research and fieldwork methods.

**HIST 6283 Continuing Research**

1

Prerequisite: Permission of Department Chair

This course is for students completing degree requirements who will be using staff time or University facilities and for whom no regular course is appropriate.

**HIST 6301 Administration of Museums and Historic Sites**

Prerequisite: Permission of instructor

An examination of the administrative functions of a museum including governance, financing, grant-writing, public relations, marketing, human resources, accreditation, and museum law and ethics. This class will be taught in association with the Atlanta History Center.

**HIST 6302 Collections Management in Museums**

Prerequisite: Permission of instructor

An examination of the processes by which a museum manages its collections, from acquisition and collections development, to the creation of collections policies, to the registration, cataloging, conservation, and care of collections. This class will be taught in association with the Atlanta History Center and will involve practicum experience.

**HIST 6303 Education and Interpretation at Museums**

Prerequisite: Permission of instructor

An examination of the educational functions of a museum, including interpretive principles and techniques, school programs, adult and community programs, staffing, marketing, and other programming logistics. This class is taught in association with the Atlanta History Center.

**HIST 6304 Exhibits at Museums and Historic Sites**

Prerequisite: Permission of instructor

An examination of how museums create exhibits using various interpretive techniques, from planning and research through exhibit design, display techniques, script-writing, and installation. This class is taught in association with the Atlanta History Center.

**HIST 6481 Independent Study**

var. 1-3

Individual study with the instructor taken by majors with permission of the chair and instructor on a topic not regularly offered by the department. May involve a research paper, field research, or reading and discussion.

**HIST 6486 Public History Internship** 0/6/3

Prerequisite: permission from Public History Coordinator  
 Experience in applying history in a museum, historical society, archive, historic preservation agency, or other public history setting. Students must maintain a journal and develop a portfolio of their work.

**HIST 6684 Historiography**

Prerequisite: Admission to M.A. program  
 Historiography, or the historian's craft, is an introduction to the history of historical thought from its emergence in the classical world to the present. The course will cover many of the major historiographical schools and ideas that have developed over time. Students will study the tools and methods of various historians, how they formulate hypotheses from gathering of information, and how different historians write about the same era or subjects. Required of all M.A. history graduates.

**HIST 6685 Special Problems** var. 1-6

Prerequisite: Special permission only  
 Assignments by major professors, which could involve special lectures, research, and readings. Approval of major professor and department chair needed before enrolling.

**HIST 6686 Topics in European History**

A seminar class with specific titles announced at time of its offering. Transcript entries carry different nomenclatures to correspond to material taught. Seminars will vary according to topic and the specialty of the professor offering the course.

**HIST 6687 Topics in United States History**

A seminar class with specific titles announced at time of its offering. Transcript entries carry different nomenclatures to correspond to material taught. Seminars will vary according to topic and the specialty of the professor offering the course.

**HIST 6688 Topics in Latin American History**

A seminar course with specific titles announced each term. Transcript entries carry different nomenclatures to correspond to the materials taught.

**HIST 6689 Topics in Georgia History**

Prerequisite: HIST 4474/5474 History of Georgia  
 A seminar class with specific titles announced at time of its offering. Transcript entries carry different nomenclatures to correspond to material taught. Seminar will vary according to topic and the speciality of the professor offering the course.

**HIST 6699 Thesis**

Prerequisite: Completion of course work

## Psychology—M.A.

Department of Psychology

Melson 123 678-839-6510 [www.westga.edu/~psydept/](http://www.westga.edu/~psydept/)

**Professors**, C. Aanstoos, T. Hart, J. Jenkins, K. Malone, D. Rice (Chair); **Associate Professors**, J. Dillon, E. Dodson, D. Helminiak, M. Kunkel, L. Osbeck, J. Reber, L. Schor; **Assistant Professor**, A. Pope

**(The Department of Psychology has been approved to offer a Doctorate in Psychology in Individual, Organizational, and Community Transformation: Society and Consciousness scheduled to begin fall semester 2007. Please contact the Department of Psychology for more information.)**

*The Master of Arts program in Psychology offered by West Georgia is accredited by the Council for Humanistic and Transpersonal Psychologies.*

Applicants for graduate study in psychology are required to have an interview as part of the admission process. Considering the humanistic orientation of this program, the potential for self-awareness, exploratory research, and some knowledge of the humanistic tradition in psychology is given considerable weight in selection of applicants and program planning.

There are two required gateway courses in the Master's Program. All students are required to take PSYC 6000, Foundations of Humanistic Psychology, and PSYC 6010, Human Growth and Potential. The Foundations course will explore and examine the conceptual bases of contemporary humanistic psychology, while Human Growth and Potential will emphasize personal growth and awareness in an experiential context. Besides these two courses, students can choose classes consistent with their interests and plans. For example, some students may select courses to fulfill the basic requirements for becoming licensed, while others may be interested in further graduate study.

There are two options to complete requirements toward graduation. Under **Option I**, students must complete a minimum of 33 hours of course work plus an acceptable original thesis. Thesis will result in additional hours. Up to **9 hours** of course work can be taken in graduate courses in departments other than psychology without special permission. Under **Option II**, students must complete a total of 45 hours of course work. Up to **12 hours** can be taken in graduate courses in departments other than psychology without special permission.

Under both options, the student must demonstrate his or her ability to conduct exploratory research, design appropriate projects, and engage in creative reflection within the field of psychology. In addition, students must pass an oral comprehensive exam based on course work and individual research or projects developed over the student's course of study. The thesis fulfills this requirement under Option I because the student must defend his or her thesis orally. Under Option II, a student must submit a written document as directed by his or her committee. Also, a language requirement or cross-cultural experience acceptable to the department is required.

An emphasis in organizational development may also be obtained through the M.A. in Psychology program. The program is designed to equip the graduate with the skills needed to diagnose organizational problems of an interpersonal nature, counsel the affected individuals in an effort to resolve the problem(s),

consult with management on systematic ways of resolving the problem(s), instruct the organization's leaders on how effectively to avoid similar problems in the future, give the organization's leaders the tools to manage this process on their own should the need arise again, and act as a source of wisdom within his or her organization. There is no thesis option for this emphasis.

Students desiring Professional Counselor Licensure should take the recommended courses in the following areas after consulting with an advisor:

1. **Counseling Theory**  
PSYC 6200 (Theoretical Approaches to Counseling & Psychotherapy)
2. **Counseling Practicum or Internship**  
PSYC 6287 (Clinical Practicum I)  
PSYC 6387 (Clinical Practicum II)
3. **Human Growth and Development**  
PSYC 7102 (Lifespan Development)
4. **Social and Cultural Foundations**  
PSYC 6400 (Psychology, Culture, and Society)
5. **The Helping Relationship**  
PSYC 6220 (The Counseling and Psychotherapy Process)
6. **Group Dynamics, Processing, and Counseling**  
PSYC 6230 (Group Counseling and Psychotherapy)
7. **Appraisal/Evaluation of Individuals**  
PSYC 6280 (Theory and Practice of Clinical Assessment)
8. **Research and Evaluation**  
PSYC 6083 (Research Methods)
9. **Professional Orientation**  
PSYC 5085 (Horizon Seminar: Professional Orientation)

### ***PSYCHOLOGY COURSES (PSYC)***

*(All courses carry three hours credit unless otherwise noted.)*

#### **PSYC 5003 Statistics for the Social Sciences**

Provides a systematic, precise, and rational perspective based on probability theory. Learnings involve descriptive and inferential statistics and computer application of statistical packages. Same as SOCI 5003.

#### **PSYC 5030 History and Philosophy of Psychology** **4**

A intense exploration of the major theoretical themes in psychology in historical and contemporary contexts.

#### **PSYC 5040 Psychology of Dreams**

An exploration of the content analysis of dreams as a vehicle for personal growth. Classical theories (e.g. Freudian, Jungian, Gestalt) will be covered, as well as contemporary physiological, phenomenological, and cognitive theories. Emphasis will be placed on personal understanding of one's dreams as they relate to everyday life.

#### **PSYC 5070 Psychology of Myth and Symbol**

A study of myths and symbols in human expression.

- PSYC 5085 Horizon Seminar** var. 3- 4  
A special series of topical seminars meant to explore subjects at the leading edge of contemporary psychology which are of special interest to students and faculty. May be repeated for credit.
- PSYC 5090 Group and Group Process**  
An involvement in small group processes offering the opportunity to increase skills in group participation. Principles of group process are discussed not in the abstract but in relation to actual group experience.
- PSYC 5130 Eastern and Transpersonal Psychologies** 4  
Introduction to spiritual experience and its understanding in Hinduism, Buddhism, and Transpersonal.
- PSYC 5140 Psychology of Gender**  
Gender-related perspectives on human psychology. Emphasis on helping men and women re-examine their self-images in the light of contemporary gender-based movements.
- PSYC 5160 Psychology of Love**  
An exploration of the dynamics involved in building an intimate relationship that is fulfilling to all parties. By way of definition, the important aspects of a love relationship are discussed.
- PSYC 5200 Parapsychology**  
An examination of the ways scientists and psychologists investigate unusual experiences such as telepathy, pre-cognition, psycho-kinesis, remote viewing, and clairvoyance. Parapsychology's impact on consciousness studies, research design, and medicine and healing is discussed.
- PSYC 5230 Phenomenological Psychology**  
A study of the foundations, method and applications of phenomenology in psychology with special attention to the nature of the self and the scientific attitude.
- PSYC 5270 Psychology of Childhood**  
A psychological study of the pre-adult world, emphasizing psychological growth from the pre-natal period up to puberty. Developmental issues will be examined from psychoanalytic, psychosocial, phenomenological, and transpersonal perspectives.
- PSYC 5280 Psychology of Adolescence and Adulthood**  
A psychological study of the adolescent and adult world, emphasizing psychological growth from adolescence through old age. Developmental issues will be examined from psychoanalytic, psychosocial, phenomenological, and transpersonal perspectives.
- PSYC 5290 Moral and Social Development**  
Prerequisite: PSYC 3010 or equivalent and simultaneous enrollment in graduate 1 credit tutorial.  
Explores the cross-cultural structure and psychological dimensions of the moral self, and its evolving relationship with the interdependent social world.

- PSYC 5300 Seminar in Global Studies** **var. 3-12**  
 An interdisciplinary study of a selected culture, involving history, politics, sociology, and economics, as well as literature, art, music, and spiritual life. The course includes a trip to the area studied. Same as FORL 5300.
- PSYC 5500 Explorations into Creativity**  
 An experiential exploration into the nature of creativity. Relevant research will be related to the students' attempts to discover their own creative potential.
- PSYC 5660 Advanced Topics in Abnormal Psychology**  
 An in-depth examination of a topic within abnormal psychology. Subject matter will change from semester to semester.
- PSYC 5670 Values, Meanings, and Spirituality**  
 A study of the human need to structure living around sets of values and meanings and a consideration of the spiritual nature and implications of this need.
- PSYC 6000 Foundations of Humanistic Psychology** **4**  
 An examination of the paradigm of psychology as a specifically humanistic discipline. Its focus is on the historical origins and philosophical foundations of this approach. Required for M.A. students.
- PSYC 6010 Human Growth and Potential** **4**  
 Self-disciplined inquiry to facilitate greater awareness of where one is coming from so as to attain greater freedom in relation to where one is going. Required for M.A. students.
- PSYC 6020 Transpersonal Development**  
 An overview of the farther reaches of human development, including consideration of consciousness studies, altered states, spiritual growth, and ways of knowing.
- PSYC 6030 Introduction to Organizational Development**  
 Provides a working understanding of organizational development (OD) and change including the process of change, the forces (internal and external) which impact organizations, and the role of OD and intervention strategies. Students will also gain an understanding of the impact that personality and consulting style may have in an organizational environment.
- PSYC 6050 Consciousness Studies**  
 Examines selected topics in consciousness studies, such as the history of consciousness, the phenomenology of consciousness and society, etc. May be repeated for credit.
- PSYC 6083 Research Methods**  
 An introduction to research methodology and development of research projects. Potential benefits and limitations of quantitative approaches and ethical considerations will provide a ground for theoretical and applied exploration of research methods particular to the human sciences.
- PSYC 6151 Psychological Appraisal**  
 Techniques for understanding individual personality and behavior such as observation, interviewing, and tests of ability, achievement, interest, motivation, and social characteristics. Same as CEPD 6151.

**PSYC 6161 Counseling Methods**

An overview of various counseling theories, the counselor as a person, and skill building through the use of video tape feedback in developing personal strengths in counseling.

**PSYC 6180 Advanced Counseling Methods**

Emphasizes the mastery of attending, responding, action, and termination strategies necessary to assist client's progress through the stages of counseling. Focuses on the counseling skills which facilitate client self-understanding, client goal-setting, and client action. Same as CEPD 6161.

**PSYC 6200 Theoretical Approaches to Counseling and Psychotherapy 4**

A comprehensive approach to the basic paradigms of the major systems of individual psychotherapy. The emphasis will be upon bringing light to the cardinal issues that are always at stake in any form of therapeutic praxis. This exploration of basic counseling models is aimed at understanding the art and science of therapy.

**PSYC 6220 The Counseling and Psychotherapy Process**

A practical introduction to the methods of initiation, facilitation, and termination of the counseling and psychotherapeutic process. The course emphasizes understanding the philosophic bases of helping processes, helper self-understanding and self-development, and facilitation of psychological and spiritual growth among clients.

**PSYC 6230 Group Counseling and Psychotherapy**

Prerequisite: PSYC 6180/CEPD 6161

The history, philosophy, principles, and practice of group counseling and group psychotherapy. Includes pertinent research in the dynamics of group interaction in group counseling settings. Same as CEPD 6160.

**PSYC 6240 Principles of Family Therapy**

An exploration of principles, basic concepts, theoretical assumptions, and a variety of therapeutic techniques in the field of family therapy from both historical and contemporary perspectives. Major approaches such as inter-generational, structural, strategic, and constructionist are highlighted.

**PSYC 6250 Foundations of Psychoanalysis**

Addresses fundamental concepts in psychoanalysis through a return to Freud's texts and exploration of the basic schools in psychoanalysis after Freud. The emphasis is on clinical practice and the relationship between psychoanalysis and psychology. Course will require clinical and/or research applications.

**PSYC 6260 Clinical Hypnosis**

This course combines lecture, demonstration, and supervised practice to develop skills in clinical hypnosis. Topics include phenomena of hypnosis, methods and techniques of induction, self-hypnosis, and application to clinical practice along with professional and ethical issues. Students will be given the opportunity to practice in small group settings.

**PSYC 6270 Foundations of Clinical Interviewing**

A gateway course to our offerings in clinical psychology. Introduces the student to a phenomenologically-based approach and methods toward gathering and writing up descriptive data derived from initial intake interviews. Also serves as a foundation for approaching psychological assessment in psychotherapy situations.

**PSYC 6280 Theory and Practice of Clinical Assessment**

An introduction to basic principles, concepts, theoretical assumptions, and various assessment approaches from both historical and contemporary perspectives, as well as factors influencing appraisal. Emphasis on validity, reliability, and analysis of psychometric data will be contrasted with more subjective, existential, and phenomenologically grounded approaches to understanding people. Students will learn to write reports based on information gathered from interviews, projective strategies, and other data sources.

**PSYC 6283 Continuing Research****1**

Prerequisite: Permission of department chair or major research advisor

This course is for students completing degree requirements who will be using staff time or university facilities and for whom no regular course is appropriate.

**PSYC 6284 Psychopathology and Health**

A seminar designed to explore theoretical and practical issues of psychological difficulty and well-being.

**PSYC 6287 Clinical Practicum I**

Prerequisite: permission of the instructor

Structured supervised experience in counseling and psychotherapy in agency settings. Licensure as a Professional Counselor requires a minimum of 300 hours in the practice of counseling. This requirement can be met in either 1 or 2 semesters. May be repeated for credit.

**PSYC 6390 Psychological Suffering and Disorders**

An introduction to those milder forms of psychological disorders, including anxiety reactions, phobias, depression, dissociative and conversion hysteria, obsessive-compulsive disorders, and paranoid reactions. Nature, etiology, and dynamics explored through traditional and phenomenological approaches.

**PSYC 6393 Personality Disorders**

An exploration of the nature, dynamics and etiology of those psychological disorders termed "personality disorders." Overall description and subtype classification will be discussed from traditional and phenomenological approaches.

**PSYC 6397 Psychotic Disorders**

An exploration of those serious psychological disorders termed the psychoses. Both affective and thinking disorders will be considered with attention given to their nature, dynamics, and origins. Traditional and phenomenological approaches will be used.

- PSYC 6400 Psychology, Culture, and Society** 4  
An intensive exploration of the effects of culture on psychological life that works with recent ideas on the interrelationship of history, culture, and the psychological. The course draws upon theory and research approaches derived from feminism, qualitative research paradigms, cultural studies, discursive analysis, psychoanalysis, and critical theory.
- PSYC 6430 Cross-Cultural Communication** var. 3-12  
This course is a combination of on-campus experiences, travel to foreign countries, and other appropriate experiences specifically designed to thematically explore cultural and ethnic dimensions in order to deepen psychological understanding. Three hours may be used to satisfy the Psychology Department's foreign language requirement.
- PSYC 6460 Advanced Organizational Development**  
An analysis of the processes for organizational development and renewal with emphasis on individual and organizational health. Special attention will be given to effective processes for change agent in the organizational context.
- PSYC 6490 Phenomenology of Social Existence**  
An exploration of the phenomenology of intersubjectivity as a horizon of human existence.
- PSYC 6500 Existential Psychology**  
An inquiry into the influences of selected existential themes—such as anxiety, being-in-the-world, being-for-others—with an emphasis on their appearance in psychology.
- PSYC 6584 Seminar in Phenomenological Psychology**  
This seminar will provide either an in-depth focus on a particular phenomenological thinker (such as Husserl, etc.), or a theme of phenomenological study (such as perception, memory, imagination, etc.).
- PSYC 6600 Personality and Motivation**  
Survey of theories of personality and motivational factors from a sampling of psychological, spiritual, and philosophical traditions.
- PSYC 6650 Buddhist Psychology**  
An introduction to the teachings and psychospiritual methods of the major schools of Buddhism.
- PSYC 6670 Music and the Mind**  
An inquiry into the relationship between sound and the mind, including music and therapy.
- PSYC 6700 Advanced Experiential I**  
Experiential activities aimed at developing a capacity for empathy. Examples: cross-cultural experience where the student can live in a significantly different culture or sub-culture to enter the phenomenological framework of this group, survival experiments, or other ventures decided on by the professor and student.

**PSYC 6710 Advanced Experiential II**

Prerequisite: PSYC 6700

Experiential activities aimed at developing a capacity for empathy. Examples: cross-cultural experience where the student can live in a significantly different culture or sub-culture to enter the phenomenological framework of this group, survival experiments, or other ventures decided on by the professor and student.

**PSYC 6720 Advanced Experiential III**

Experiential activities aimed at developing a capacity for empathy. Examples: cross-cultural experience where the student can live in a significantly different culture or sub-culture to enter the phenomenological framework of this group, survival experiments, or other ventures decided on by the professor and student.

**PSYC 6750 Group Project I****var. 1-3**

Discipline-related, long-term project that is initiated, planned, and cooperatively carried out, culminating in tangible, original, professional-level production, or recognized contribution to the field. Examples: educational film, new research avenues, book, journal, newsletter, or new field applications.

**PSYC 6760 Group Project II****var. 1-3**

Continuation of Group Project I (PSYC 6750) into following semester.

**PSYC 6785 Advanced Horizon Seminar****var. 3-4**

A special series of topical seminars meant to explore subjects at the leading edge of contemporary psychology which are of special interest to students and faculty.

**PSYC 6800 Psychology of Mind/Body**

Examines the effects of psychological experiences on bio-physiological processes. Topics discussed include psychoneuroimmunology, state-dependent learning, mind/body therapies (e.g., biofeedback, meditation, hypnosis, guided imagery, etc.), and mind/body disciplines (e.g., yoga, tai chi, etc.).

**PSYC 6810 Tutorial****1**

Students meet in small groups with instructor once a week to discuss a research topic. Subject matter varies each semester. May be repeated for credit up to 12 times.

**PSYC 6820 Workshop****1**

This course is offered over three consecutive weekends, 4.25 hours each weekend. Subject matter varies each semester. May be repeated for credit up to 12 times.

**PSYC 6830 Invited Lectures****1**

Invited lectures by a visiting professor. Subject matter varies each semester. May be repeated for credit up to 12 times.

**PSYC 6881 Independent Project****var. 1-3**

Preparation of an independent project under the direction of the professor. May be repeated for credit.

- PSYC 6882 Directed Readings in Psychology** var. 1-3  
Concentrated readings and review of research studies and literature relative to areas of significance in psychology. May be repeated for credit.
- PSYC 6887 Practicum: Experiences in Human Services** var. 1-3  
Prerequisite: Permission of the instructor  
Individually designed program of supervised experience in the field of human services aimed at providing opportunities for field-related practice and development of sensitivity, awareness, and skills relevant to provision of human services. May be repeated for credit.
- PSYC 6899 Thesis** 3  
Independent study and investigation exploring a definite topic related to the field of psychology. Required for completion of M.A. degree under the thesis option. May be repeated for credit.
- PSYC 7102 Lifespan Development** 4  
A study of human growth and development from birth through aging and death. The course focuses on areas of physical, cognitive, social, personality, and emotional development as a series of progressive changes resulting from the biological being interacting with environment. It will study factors affecting these changes within historical, multicultural, and special needs contexts of development.
- PSYC 7132 Gestalt**  
An introduction to Gestalt therapy as a conceptual theory and a psychotherapeutic practice. This course will cover the historical and theoretical development of Gestalt therapy as well as specific therapeutic strategies. Same as CEPD 7132.
- PSYC 7133 Transactional Analysis**  
An overview of transactional analysis with emphasis on application for personal and professional development. This course will cover the historical and theoretical development of transactional analysis as well as specific strategies for personal and professional development. Same as CEPD 7133.
- PSYC 8884 Psychology Proseminar** var. 1-3  
This post-master's-level seminar introduces students to advanced study in psychology by critical examination of key issues in contemporary psychology. Particular topics will vary. May be repeated for credit.
- PSYC 8887 Advanced Practicum in Psychology** var. 1-3  
Post-master's-level supervised practicum in an applied setting. May be repeated for credit.

## **Sociology—M.A.**

**Department of Sociology and Criminology**

**Pafford 217 678-839-6505 [www.westga.edu/~soccrim/](http://www.westga.edu/~soccrim/)**

**Professors**, J. Fuller, M. LaFountain, J. McCandless (Chair), S. Stone; **Associate Professors**, L. Holland (Director of Graduate Studies), D. Jenks, C. Williams; **Assistant Professors**, S. Carter, S. Houvarous, P. Luken

For admission to the program, a student is ordinarily expected to have a degree in sociology or another social or behavioral science. Students can, however, be admitted without such a degree, and, where necessary, the department could stipulate that selected graduate-level courses be completed. In addition to fulfilling the requirements for admission to the Graduate School, admission requirements for Regular status include 1) 2.5 overall GPA, 2) 800 on GRE (Verbal and Quantitative), 3) three strong letters of recommendation, 4) 750- word intellectual biography that includes reasons for seeking a Master's degree in Sociology, and 5) an interview.

The Master's program offers the following areas of concentration: General Sociology, Criminology, Resources and Methods, and Women's Studies. All concentrations require a core of three courses: SOCI 6013, SOCI 6305, and one of the following, SOCI 5373, 5613, 5913. If a student has not had a theory and/or a method course in Sociology, then she or he must enroll in SOCI 5000 and/or SOCI 5053 prior to enrolling in the core courses listed above. All concentrations have a list of approved courses for completion of the degree.

Students accepted into the program may choose either Plan I (Thesis) or Plan II (Position Paper). Under Plan I, a student must complete a minimum of 30 hours, one half of which must be at the 6000 level. A total of 6 hours may be selected from courses outside the Sociology Department. A thesis is required.

Under Plan II, a student must complete a minimum of 36 hours, one half of which must be at the 6000 level. A total of 6 hours may be selected from courses outside the Sociology Department. A Position Paper is required.

In addition to either plan, a student must satisfy the Graduate School's foreign language requirement. SOCI 5003 may be used to satisfy this requirement.

### **Learning Outcomes**

Upon completion of this degree program, students will be able to:

- Understand and apply quantitative and qualitative research methodologies.
- Understand and apply sociological theories.
- Think critically about the craft of sociology and about issues of social inequality.
- Understand one area of sociology in depth.
- Communicate effectively orally and in writing.

### ***CRIMINOLOGY COURSES (CRIM)***

*(All courses carry three hours credit unless otherwise noted.)*

#### **CRIM 5230 Ethics and Criminal Justice**

Prerequisite: Graduate-level standing or consent of instructor

Focuses on major moral theories and ethical decision making in the field of criminal justice. Conflicting loyalties, competing social demands, and sub-cultural strains specific to criminal justice will be explored.

**CRIM 5231 Women in the Criminal Justice System**

Prerequisite: Graduate-level standing or consent of instructor

This course will focus on the participation of women in the criminal justice system. Offenses committed by females, laws peculiar to females, and the treatment of females by the system will be explored. Women as professionals and their impact on the system will also be discussed.

**CRIM 5232 Family Violence**

Prerequisite: Graduate-level standing or consent of instructor

This course will examine family violence from both a personal and social perspective. Research and theory in family violence will be discussed, along with types of relationships, incidence, prevalence, inter-personal dynamics, contributing factors, consequences, social response, and services. Prevention strategies will be explored.

**CRIM 5233 Gangs**

Prerequisite: Graduate-level standing or consent of instructor

This course will examine the history of youth gangs in the United States and how gangs have changed over time. Students will learn about contemporary gangs and their activities, why youths join gangs, and how gangs relate to the larger society.

**CRIM 5255 Youth, Crime and Community**

Prerequisite: Graduate-level standing or consent of instructor

This course will examine juvenile crime within a larger social context, exploring the positive and negative contributions of the individual, the family, peer, schools, and the larger community. Intervention strategies will be assessed, and a model will be presented for community action that can reduce/prevent juvenile crime.

**CRIM 5279 Race and Crime**

Prerequisite: CRIM 1100 or consent of instructor

This course examines the relationship between race, ethnicity, and crime. It examines racial issues confronting the criminal justice system. Students will explore how minority groups (e.g. Hispanics, Asian-Americans, and Native Americans) are treated by the criminal justice system. Finally, this course critically examines how classical and contemporary theories are used to explain racial biases in the criminal justice system.

**CRIM 5280 Contemporary Issues in Criminal Justice**

Prerequisite: Graduate-level standing or consent of instructor

This course will focus on a particular issue being dealt with by the criminal justice system today. Students will critically examine the issue and related research and theories. The social context of the issue will be explored as well as possible actions to address the problem.

**CRIM 5981 Directed Readings****var. 1-3**

Prerequisite: Graduate-level standing or consent of instructor

Title and description of the type of independent study to be offered will be specified on the variable credit form students must complete before being permitted to register for this class. Transcripts carry different nomenclature to indicate the topic taught. May be repeated three times for credit.

**CRIM 6222 Conflict Resolution**

Prerequisite: Graduate-level standing or consent of instructor

This course covers a broad range of activities aimed at resolving differences in effective, but non-violent ways. This class will include coverage of negotiation, mediation, and arbitration as ways of developing peaceful agreements. Special emphasis will be given to conflict resolution issues of the criminal justice system such as hostage negotiations.

**CRIM 6241 Legal Theories**

Prerequisite: Graduate-level standing or consent of instructor

An interdisciplinary exploration of classical and contemporary texts in legal theory. The primary focus will be to discover those things for which legal theory must account as well as to examine contemporary critiques of legal theory such as is entailed by the critical legal studies movement. For a research project, students are encouraged to either explore in-depth one of the theories covered in this course or to cover additional theories or theorists in legal studies.

**CRIM 6266 Perspectives on Violence**

Prerequisite: Graduate-level standing or consent of instructor

This course looks at the problem of violence from an interdisciplinary perspective. It is designed to allow the student to become familiar with the social, psychological, biological, and public policy issues that surround this social problem. Particular attention will be paid to issues of domestic violence, gangs, and suicide.

**CRIM 6275 Planning and Evaluation**

Prerequisite: Research Methods (undergraduate or graduate) and Statistics (undergraduate or graduate)

This course demonstrates how social science research methods are applied to determine program/policy effectiveness. Students will learn skills in process and outcome evaluation and how to utilize evaluation findings for future planning. Students will also learn basic grant writing skills.

**CRIM 6340 Advanced Criminological Theory**

Prerequisite: Graduate-level standing or consent of instructor

An examination of the major conceptual and propositional developments in criminological theory and the role particular theorists played in those developments.

***SOCIOLOGY COURSES (SOCI)***

*(All courses carry three credit hours unless otherwise noted.)*

**SOCI 5000 Research Methodology**

Prerequisite: Graduate-level standing or consent of instructor

An introduction to the logic and procedures of quantitative and qualitative research methods. Focuses on research design, use of computer and statistical packages, data interpretation, the relation of research and theory, and the writing of scientific research reports.

**SOCI 5003 Statistics for the Social Science**

Prerequisite: Graduate-level standing or consent of instructor

Provides a systematic, precise and rational perspective based on probability theory. Learn descriptive and inferential statistics and computer application of statistical packages. Same as PSYC 5003.

**SOCI 5053 Sociological Theory**

Prerequisite: Graduate-level standing or consent of instructor

Examines the contributions of major classical and contemporary sociological thinkers and schools of thought and the contexts in which they developed with a special emphasis on applying their ideas to the analysis of various social issues. Course begins with selected classical thinkers, but emphasizes current perspectives and developments.

**SOCI 5103 Women and Work**

Prerequisite: Graduate-level standing or consent of instructor

A course designed to familiarize students with the history of women and work, the present role of women in the workplace, and current issues affecting working women, and to develop in students skills and strategies for dealing with issues related to women and work. Same as MGNT 5626.

**SOCI 5153 Women and Aging**

Prerequisite: Graduate-level standing or consent of instructor

This course will focus upon the realities of being an aging woman in a youth-oriented society. Contemporary personal and social issues facing older women will be explored and long held beliefs about the aging process challenged.

**SOCI 5182 Aging Families****3/0/3**

Prerequisite: Graduate-level standing or consent of instructor

This course is a study of intergenerational family life. The course will examine the ways in which gender, social class, and race/ethnicity shape our experiences of family life. Topics include grandparenting, intergenerational relations, family caregiving, theories, and methods for studying families. This is a service learning course and requires 15 hours of service with older adults.

**SOCI 5203 Women in American Society**

Prerequisite: Graduate-level standing or consent of instructor

This course will concentrate upon the theories and analyze the research that is of interest to scholars who focus upon the lives of American women.

**SOCI 5300 Housing and Homelessness****3/0/3**

Prerequisite: SOCI 1101

A sociological examination of the places in which we live, how we are housed, and what it is like to live without a place to call home. The focus is housing development in the United States throughout the twentieth century with special attention to its association economic, gender, race, and family relations, along with public policy. Consideration is given to problems and controversies surrounding the "American Dream," including segregation, overcrowding, affordability, urbanization, suburbanization, accessibility, and alternative housing. Special attention will be given to the problem of homelessness.

**SOCI 5323 Cultural and Racial Minorities**

Prerequisite: Graduate-level standing or consent of instructor

Comparative study of racial and ethnic groups in America. The disciplinary base of this approach is sociological, but observations and interpretations from different perspectives will be examined. Special attention will be given to the nature of prejudice, discrimination, and inequality as related to historical, cultural, and structural patterns in American society. Topics include ethnocentrism and racism, interracial violence, theories of prejudice and discrimination, immigration and immigrant experiences, the origins and nature of racial/ethnic stratification, and ideologies and programs to assist or resist change. African American experiences are emphasized and contrasted with those of other racial/ethnic groups.

**SOCI 5333 Urban Sociology**

Prerequisite: Graduate-level standing or consent of instructor

The demography, ecology, and social organization of American cities and sociological aspects of urban planning and development. Problems of contemporary American and Global cities will be explored.

**SOCI 5373 Visual Sociology**

Prerequisite: Graduate-level standing or consent of instructor

A qualitative research course focusing on the interpretation and analysis of photographic and other static images as a means for studying and critiquing social life. Student photographic projects are a major component of course work. Technical photographic skills are not necessary. Course combines ethnographic research and critical sociology to develop visual literacy skills.

**SOCI 5440 Sociology of Medicine**

Prerequisite: Graduate-level standing or consent of instructor

This course includes the sociological study of physical health and illness, therapy, rehabilitation, and the organization of health care systems in the United States. It will examine help-seeking behaviors, utilization of health care services, issues of bioethics, and the roles of health care service providers. Race, class, and gender stratification within the health care system will also be explored.

**SOCI 5445 Sociology of Childhood****3/0/3**

Prerequisite: Graduate-level standing or consent of instructor

This course will examine the influence of societal structure in the socialization of children and the sociological theoretical framework for the study of childhood. Students will be introduced to the complexity and diversity of sociological issues related to children, this includes family, parenting, school, and other socialization issues.

**SOCI 5503 Individual and Society**

Prerequisite: Graduate-level standing or consent of instructor

A study of the social character of individual experience. Comparative sociohistorical and cultural analyses of the social nature of psychological phenomena and human meanings as they are constructed by individuals in the process of interaction. Comparisons of classic and modern sociological theories on communicative actions, social organization, and the language-mediated nature of human consciousness and sociality. Application of these sociological models to selected social issues and problems will be included.

**SOCI 5543 Deviant and Alternative Behavior**

Prerequisite: Graduate-level standing or consent of instructor

Analysis and evaluation of sociological conceptions and research on deviant and unconventional thought and action. Focuses on contemporary, multicultural society.

**SOCI 5613 Qualitative Research**

Prerequisite: Graduate-level standing or consent of instructor

An alternative to quantitative sociology. Focuses on the interpretive tradition within sociology where the meanings individuals construct for their social worlds are the topic of analysis.

**SOCI 5623 Art, Media, Cultural Politics**

Prerequisite: Graduate-level standing or consent of instructor

The study of various sociological interpretations of what art is, how it is produced, disseminated, and utilized and how it organizes, produces, and transforms the life of a society and its members, particularly in a media-oriented culture. Special attention will be given to the role of art and artists in cultural politics.

**SOCI 5700 Sociology of Emotions****3/0/3**

Prerequisite: Graduate level standing or consent of instructor

Examines the ways in which feelings and emotions are socially and culturally produced, defined, and learned, how they are embedded in and emblematic of societies, and the consequences of emotions in socially constructed avenues, including self-identity, gender, race, aging, health, ethics, and the law.

**SOCI 5734 Social Work Skills**

Prerequisite: Graduate-level standing or consent of instructor

This course is intended to 1) help students learn the complexity and diversity of social work practice and 2) help students learn the basic skills necessary to carry out social casework and social group work. A major part of class time will be devoted to practicing skills in group and individual exercises. Graduate students will be expected to assume leadership roles.

**SOCI 5803 Environmental Sociology**

Prerequisite: Graduate-level standing or consent of instructor

Studies how societal practices and organization produce varying types of ecological degradation. Analyzes various forms of environmental activism. Analyzes selected cases and issues as well as critically examines and compares various sociological viewpoints themselves. Considers global problems and everyday situations with a focus on modernity as risk society.

**SOCI 5913 Sociology of Everyday Life**

Prerequisite: Graduate-level standing or consent of instructor

Qualitative research course examining how existentialism and phenomenology have influenced sociological interpretations of the everyday lived social world traditionally studied through symbolic interactionism. Focuses on social features of life/world experiences such as aging, the body, emotions, health and illness, art, gender, identity, race, domination, and inequality.

**SOCI 5981 Directed Readings**

var. 1-3

Prerequisite: Graduate-level standing or consent of instructor

Title and description of the type of independent study to be offered will be specified on the variable credit form students must complete before being permitted to register for this class. Transcripts carry different nomenclature to indicate the topic taught.

**SOCI 6013 Social Research**

Prerequisite: Graduate-level standing or consent of instructor

This course examines the process of sociological research with a specific focus upon designing and conducting quantitative research and writing empirical research reports. Students will learn how to evaluate quantitative research published in academic journals and spend some time discussing the procedural stages for completing a thesis or position paper.

**SOCI 6182 Special Seminars**

Prerequisite: Graduate-level standing or consent of instructor

Title and description of the instruction to be offered will be specified on a variable credit form. The variable credit form must be completed before a student will be allowed to register for this course. Transcript entries carry different nomenclature to correspond with material taught. May be repeated on different content at least two times for credit.

**SOCI 6201 Group Dynamics**

Prerequisite: Graduate-level standing or consent of instructor

This course will combine the theories of group dynamics with interactive classroom exercises to build skills in group leadership and participation. Students will assess their own personal interaction style, examine how their individual styles manifest in a group situation to produce predictable patterns of interaction, and learn more effective verbal and non-verbal communication skills, more effective problem-solving and conflict management techniques, basic group leadership skills, and ways to create and maintain effective work groups.

**SOCI 6286 Internship**

Prerequisite: Graduate-level standing and approval by Internship Coordinator

Students will be placed in an agency compatible with their area of concentration to gain applied experience prior to graduation.

**SOCI 6305 Critical Social Analysis**

Prerequisite: Graduate-level standing or consent of instructor

Highlights theory as applied practice. Selected aspects of postmodernist, Frankfurt School critical theory, critical and conflict sociology, and feminist theories are used to analyze and critique selected contemporary issues (e.g., identity, body, media, ethics, aging, law, gender, art, etc.), as well as selected issues within the discipline of sociology itself.

**SOCI 6363 Sociology of the Family**

Prerequisite: Graduate-level standing or consent of instructor

This course will concentrate upon the theories and critically analyze the research that is of interest to scholars in the area of family studies. Contemporary issues facing the American family will be explored.

**SOCI 6400 Body and Society**

Prerequisite: Graduate-level standing or consent of instructor

Analyzes the emerging centrality of the body and embodied experience in contemporary sociology. Focuses on the practices which produce the varying social significances of the body, the processes of control and regulation, and the ways these are embodied, reproduced, and resisted. Possible topics include emotion, health, childhood, aging, diet, punishment, gender and sexuality, desire and eroticism, consumption, media, art, cultural politics, race and ethnicity, class, education, leisure, technology, ethics and law, and others.

**SOCI 6623 Inequality in Society**

Prerequisite: Graduate-level standing or consent of instructor

An examination of inequality within the American society. A focus will be placed upon classical and contemporary social theories and the various dimensions and consequences of stratification.

**SOCI 6700 Social Movements, Protest and Change**

Prerequisite: Graduate-level standing or consent of instructor

Social change is a common thread that runs through the history of sociological development. The first part of this course will examine the history of social change from the classical perspective to contemporary theories. Collective behavior and social movement theory will then be explored as we move toward an understanding of how movements emerge in order to promote or resist social change. Particular attention will be given to the investigation of who participates in movements, movement strategies and tactics, and movement outcomes. Finally, several movements from American history will be explored including the civil rights movement, the women's movement, the worker's movement, the gay and lesbian movement, and the environmental movement.

**SOCI 6803 Seminar in Social Psychology**

Prerequisite: Graduate-level standing or consent of instructor

To explore the sociological relevance of selected areas within social psychology such as group dynamics, leadership, collective behavior and symbolic interaction.

**SOCI 6982 Directed Study** var. 1-3

**SOCI 6983 Continuing Registration** 1

Must be taken by those who are finishing course work to remove an incomplete while not enrolled for other courses or those who are not enrolled for thesis hours but are completing thesis or position papers.

**SOCI 6999 Thesis**

Prerequisite: Completion of course work  
May be repeated for credit.

## MASTER OF ARTS IN TEACHING DEGREE

### French, German, Spanish – M.A.T.

Department of Foreign Languages and Literatures

Cobb 107 678-839-6515 <http://www.westga.edu/~forlang/>

**Professors:** C. Lee; **Associate Professors:** J. Blair, M. Cormican, D. Overfield (Chair); **Assistant Professors:** I. Chatzidimitriou, A. Echarri, B. Gunnels, E. Hall, M. A. Hall, M. Hamil, G. Schmidt.

The minimum qualifications for admission into the MAT program will be: minimum of a Bachelor's Degree from an accredited institution, a cumulative GPA of at least 2.7 on all work taken at all institutions, and a combined GRE score of 1030. Students with a Bachelor's degree in a field other than French or Spanish may be granted provisional admission with the requirement that they take nine (9) semester hours in undergraduate French or Spanish courses (or the equivalent) as stipulated by the department's Director of Graduate Studies and earn no grade lower than a B in those courses. All students, both native and non-native speakers of the language to be taught, will have to submit the results of an oral proficiency test such as the OPI, TOPT, or FSI. Students must show evidence of the equivalent of an OPI Advanced low score. Failure to produce evidence of this score will result in provisional admission with the requirement that the student take undergraduate-level content area classes. The Department of Foreign Languages and Literatures strongly advises all teacher candidates to study abroad.

#### Learning Outcomes

Graduates of the program will demonstrate:

- Advanced mastery of disciplinary content by answering in-depth questions and preparing expanding analyses of writers, filmmakers, genres, texts, and historical periods
- Ability to prepare culturally and linguistically appropriate learning opportunities for students of all ages, as well as the ability to assess the outcomes of these opportunities
- Awareness of the multiple issues that affect student learning in public school classrooms
- Mastery of research tools in both the discipline and pedagogical areas of the profession

**FOREIGN LANGUAGES (FORL)****FORL 5300 Seminar in Global Studies**

An interdisciplinary study of a selected culture, involving history, politics, sociology, and economics, as well as literature, art, music, and spiritual life. The course includes a trip to the area studied.

**FORL 6001 Action Research in the Foreign Language Classroom 3/0/3**

Prerequisite: Admission to Teacher Education

Provides an advanced introduction to the principles of action research in the foreign language classroom. Students learn techniques for action research and complete a research proposal.

**FORL 6010 Topics in Language Education 3/0/3**

Prerequisite: Admission to Teacher Education and FORL 4502 (or equivalent)

Content variable. Focuses on issues related to applied linguistics, foreign language acquisition, and/or pedagogical approaches. Topics include: Foreign Language Curriculum Planning, Discourse in the Foreign Language Classroom, Community-Based Learning, and Culture in the Classroom. Course may be repeated for credit as topic varies.

**FORL 6100 Issues in Applied Linguistics and Secondary Language Acquisition 3/0/3**

Prerequisite: Admission to Teacher Education

Advanced introduction to the principles of applied linguistics to teachers with limited background in linguistics who will be working with second and foreign language learners.

**FORL 6501 Foreign Language Teaching and Curriculum in the Elementary School**

Prerequisite: Permission of instructor

This course is designed for students seeking a degree in Foreign Language Education. It treats the disciplines of foreign language methodology and curriculum design applied to elementary school teaching and includes class observation, planning of instruction, and field experience.

**FORL 6502 Methods of Foreign Language Teaching**

Prerequisite: Permission of instructor

A course designed for students to develop skills and strategies in teaching and planning foreign language instruction at the P-12 levels.

**FORL 6699 Master's Thesis 1-3/0/1-3**

Prerequisite: Consent of instructor/Graduate level standing

Open only to MAT enrolled students who wish to write a Master's Thesis. The student will explore a topic related to the discipline they wish to teach. Candidates who choose this option will be required to defend the thesis.

**FRENCH (FREN)***(All courses carry three hours credit unless otherwise noted.)***FREN 6150 Linguistics and Literary Theory 3/0/3**

Prerequisite: Consent of instructor

A study of the intersection of theoretical linguistics and literary theory. Examines ways in which language as a broadly defined linguistic category interrelates to literary and cultural documents as viewed through the lens of twentieth century Francophone theorists and linguists.

**FREN 6210 French Literature and Film**

Prerequisite: Consent of instructor

A comparative approach to the study of French literature and its cinematic adaptation and/or a thematic approach to selected literary texts and films.

**FREN 6220 Contemporary French Literature**

Prerequisite: Consent of instructor

A study of selected works by major French writers of the twentieth century.

**FREN 6230 French Drama 3/0/3**

Prerequisite: Consent of instructor

A study of the major trends in French dramatic art with critical study and discussion of representative plays from a variety of centuries and literary movements.

**FREN 6240 Seminar in French Poetry 3/0/3**

Prerequisite: Consent of instructor

Introduces the French textual analysis method, "explication de texte." Focus on art of versification and the technical terms used in in-depth literary analysis of works selected from major literary movements.

**FREN 6250 Translation**

Prerequisite: Consent of instructor

An introduction to the theory and practice of translation. Intensive practice in the translation of texts in French representative of various academic disciplines.

**FREN 6310 Francophone Civilization**

Prerequisite: Consent of instructor

An introduction to the cultural diversity of the French-speaking world through the study of authentic materials from Europe, Africa, the Caribbean, and Canada.

**FREN 6320 French Civilization and Culture**

Prerequisite: Consent of instructor

An exploration of French civilization and culture through the literature and arts of France. This course shows the relevance of literature and the arts in expressing the most fundamental aspects of French civilization. Students are afforded a tour of the French-speaking world through the reading of selected literary works ranging from the Middle Ages through the twentieth century. Lectures on major cultural aspects of twentieth century life in France complement this study.

**FREN 6785 Special Topics in French**

Prerequisite: Consent of Department Chair  
Readings, reports, and/or directed study abroad.

***SPANISH (SPAN)***

*(All courses carry three hours credit.)*

**SPAN 6003 Latin American Novel**

Prerequisite: Consent of Instructor  
A detailed study of early and contemporary Spanish-American novels. Students will study contemporary ideas in art and expression as well as social and economic issues illustrated in these texts. Readings will vary, but might include works by Lizardi, Azuela, Asturias, Cortázar, Fuentes, Carpentier, García Márquez, Allende, Esquivel, and others.

**SPAN 6004 Hispanic Drama**

Prerequisite: Consent of Instructor  
An introduction to Hispanic theater through the ages. It includes readings from the works of Lorca, Buero Vallejo, Casona, Sastre, Buenaventura, Solórzano, Carballido, Gorostiza, and others. These will be considered in their historical and contemporary contexts.

**SPAN 6006 Latin American Poetry**

Prerequisite: Consent of Instructor  
An introduction to some of the major poetry produced in Spanish-America. A complete study of major trends in Spanish-American poetry from Spanish Modernism to Postmodernism. Analysis of representative works by Mistral, Vallejo, Huidobro, Guillén, Neruda, Paz, and others.

**SPAN 6007 Latin American Short Story**

Prerequisite: Consent of Instructor  
A study of the short story in Spanish America with representative readings from different countries and different literary periods. Authors include Quiroga, Borges Rulfo, Cortázar, García Márquez, Ferré, Valenzuela, Bombal, and others.

**SPAN 6012 Spanish Culture and Civilization**

Prerequisite: Consent of Instructor  
A study of ancient and modern history, culture, and contemporary lifestyle in Spain. Readings and discussion on the cultural contributions of Spain to Western civilization.

**SPAN 6013 Latin American Culture and Civilization**

Prerequisite: Consent of Instructor  
A study of ancient and modern history, culture, and contemporary lifestyle in Spanish America.

**SPAN 6040 Spanish Linguistics**

Prerequisite: Consent of Instructor  
A study of linguistics as applied to the Spanish language with a concentration in phonetics, morphology, and semantics.

**SPAN 6170 Advanced Language Skills**

Prerequisite: Consent of Instructor

A comprehensive course designed to promote proficiency in speaking, listening, reading, and writing.

**SPAN 6200 Hispanic Film and Literature**

Prerequisite: Consent of Instructor

A comparative approach to the study of Spanish and Spanish-American literature and its cinematic adaptation and/or a thematic approach to selected literary text and films.

**SPAN 6205 Hispanic Literature and Cultural Context**

Prerequisite: Consent of instructor

Textual analysis of various genres representing contemporary Hispanic texts. Topics include: Boom and Post-Boom, Modernity, Post Modernity, Representations of Childhood, Ecocritical Approaches to Hispanic Literatures, Latin American Women, etc.

**SPAN 6210 Modern Spanish Novel**

Prerequisite: Consent of Instructor

A study of nineteenth- and twentieth-century novels, including Valera, Galdós, Unamuno, Valle-Inclán, and Azorín. Also includes post-war and contemporary novels by Cela, Laforet, Matute, Goytisolo, Delibes, C. Rojas, Mayoral, Rosa Montero, Muñoz Molina, and Luis Landero.

**SPAN 6240 Spanish Short Story**

Prerequisite: Consent of instructor

A historical perspective of the evolution of the short story (analyzed through a variety of theoretical frameworks).

**SPAN 6250 Translation**

Prerequisite: Consent of Instructor

An introduction to the basic principles of translation. Exercises will include translation from the basic level (phrases and sentences) to intermediate (paragraphs) and advanced levels (short stories and other texts representative of various academic disciplines).

**SPAN 6260 Modern Spanish Poetry**

Prerequisite: Consent of Instructor

Selected readings of Unamuno, Juan Ramón Jiménez, Antonio Machado, Generation of 1927, Aleixandre, Pedro Salinas, Jorge Guillén, Federico García Lorca, Dámaso Alonso, Rafael Alberti, and Miguel Hernández, as well as poetry of the post-war period and democratic Spain.

**SPAN 6280 The Spanish Golden Age**

Prerequisite: Consent of Instructor

A study of the poetry, prose, and drama of the Golden Age (16th and 17th centuries) in Spain, including works by Fray Luis, Garcilaso, Góngora, Quevedo, Cervantes, Calderón, and Lope de Vega.

**SPAN 6785 Special Topics in Spanish**

Prerequisite: Consent of instructor

Readings, reports, and/or directed study abroad.

## MASTER OF SCIENCE DEGREE

### Applied Computer Science—M.S.

Department of Computer Science

TLC 2200 678-839-6485 [www.cs.westga.edu/](http://www.cs.westga.edu/)

**Professor**, A. Abunawass (Chair); **Associate Professors**, W. Lloyd, J. Matocha; **Assistant Professors**, L. Baumstark, M. Rahman, A. Remshagen, D. Rocco, J. Rowan, L. Yang, D. Yoder

The M.S. in Applied Computer Science program offers individuals holding Bachelors of Arts or Science degrees the opportunity to pursue advanced skills in the exciting and dynamic field of computer science and information technology. The program offers courses in the areas of software engineering, database systems, networking, operating systems, artificial intelligence, as well as traditional computational theory. Students have great flexibility in choosing a course of study that best fits their needs, whether they are interested in entering the industry after degree completion, or in pursuing further graduate studies in computer science or other related fields. In addition to coursework, interested students have the opportunity to work directly with computer science faculty on various application- and research-oriented projects.

A student entering this program is normally expected to have an undergraduate degree in Computer Science; however, the program is open to all students holding Bachelor of Arts and Bachelor of Science degrees. Students without a degree in Computer Science or students lacking certain background courses are expected to complete undergraduate and/or graduate course work to compensate for deficiencies. All students must have: 1) a 2.5 overall GPA in undergraduate work, 2) taken the GRE general test (see Graduate School admission requirements for score requirements), 3) three letters of reference, and 4) an intellectual biography, not to exceed 500 words, which includes the reason for seeking the degree.

Students are required to select an advising committee after being admitted to the candidacy of the degree, after completing 9 graduate hours and before completing 16 graduate hours. Failure to select an advising committee will delay the completion of the degree. The Chair of the Department of Computer Science shall serve as the advisor for all students prior to the selection of an advising committee. The chair of the advising committee shall serve as the advisor for the student.

There are two plans for degree completion. The first plan, Plan I (with Thesis), is designed for students who plan to pursue further graduate education, or who plan to enter research-oriented careers. The second plan, Plan II (without Thesis), has two options. The first option, Project Option, is designed for students who wish to pursue further studies of an applied area of computer science and plan to join the workforce as computer specialists upon graduation. The second option, All-Course-Work option, is designed for students who wish to enter industry upon graduation. Persons wishing to have a broad background in computer science often prefer the All-Course-Work Option of Plan II. In all cases, the student, in consultation with her/his advising committee, shall design a course of study specifically to meet the needs of the individual student. Students are expected

to successfully complete 36 hours of graduate work for the Master of Science degree with a major in Applied Computer Science. The specifics of the various plans are provided below.

Students without a degree in Computer Science or students lacking certain background courses are expected to complete one of the following two sets of courses (A or B):

**Set A**

CS 5201: CS Fundamentals I

CS 5202: CS Fundamentals II

*Each course must be completed at West Georgia with a minimum letter grade of B, and only 3 hours, for both courses combined, may apply toward the degree. No hours shall be counted if only one of the courses is completed at West Georgia or if the minimum grade has not been earned in one of the two courses.*

**Set B**

*Students may elect to take the following courses in lieu of CS 5201 and CS 5202 (above):*

CS 1301: Computer Science I

CS 1302: Computer Science II

CS 3151: Data Structures & Discrete Mathematics I

CS 3152: Data Structures & Discrete Mathematics II

*No hours may apply toward the degree. Students must complete the course with a minimum letter grade of B.*

**Required Courses for All Students**

CS 6261: System and Network Administration I 3

Select one of the following two sequences: 6

CS 6241: Software Development I

CS 6242: Software Development II

-OR-

CS 6251: Web Technologies I

CS 6252: Web Technologies II

**Plans (Students must choose one of the following plans)**

Plan I: Thesis

CS 6999: Thesis 6 – 9

Plan II: Non-Thesis

Option 1: Project (up to 6 hours with a change in topic)

CS 6900: Project 3 – 6

Option 2: All Course Work

Students take CS approved graduate electives.

Electives 18-27

TOTAL 36

Students may take CS graduate elective courses approved for Computer Science graduate students to complete the required 36 hours for the degree. The advising committee and the Chair of the Department must approve all non-CS electives on a case-by-case basis. Additionally, each student must complete a Comprehensive Personal Portfolio in lieu of a Comprehensive Examination. The portfolio shall be reviewed by the student's advising committee and shall be modified, when necessary, for the committee's approval. Each student will

complete the Comprehensive Personal Portfolio under the guidance of the student's advising committee Chair. General recommendations and guidelines for the length and the content of the portfolio are available from the Department of Computer Science.

### Graduate Certificates in Computing

The Department of Computer Science offers several Graduate Certificates in Computing designed to provide individuals holding an undergraduate degree in any discipline the opportunity to gain advanced knowledge and skills in selected areas of applied computing through a focused program of study consisting of 15 semester hours of coursework (5 courses). In addition to specific courses required for a particular certificate, students may also choose elective courses, in consultation with their advisor, that allow flexibility to study additional topics related to their certificate program and that fit their individual career goals. Certificates are currently available in the areas of Human-Centered Computing, System and Network Administration, Software Development, and Web Technologies.

The certificate programs are distinct from professional and vendor-specific technical certifications in that they focus on skills and knowledge that can be applied to a variety of technologies, are vendor-neutral, and that form a foundation for adapting to unfamiliar and/or new technologies. Each certificate program does, however, form an excellent basis upon which students may build, should they wish to pursue additional professional certifications on their own.

Students successfully completing all requirements for the program will receive a certificate from the University, and the student's official transcript shall include the courses taken as well as an indication of successful completion and award of the certificate.

Students deciding to apply for admission to the Master of Science in Applied Computer Science degree program after successfully completing a certificate program must take the Graduate Record Examination (GRE) and meet all other admission requirements for the M.S. in Applied Computer Science. All credits earned in the certificate program (15 hours) may be applied toward the M.S. degree within six years of completion and award of the certificate. **Students must be accepted into the M.S. in Computer Science program by their ninth hour should they wish to utilize all 15 hours towards a master's degree.** If CS 5201 and CS 5202 were taken as a pre-requisite to the certificate program, only 3 of those hours may be applied toward the M.S. degree. The capstone project for the certificate, CS 6900, may also count as a project toward the M.S., should the student choose the Non-Thesis/Project Option of the M.S. program.

### Admission

All of the graduate certificates in computing are open to students with an undergraduate degree in any discipline, with an overall undergraduate GPA of at least 2.5. Students without an undergraduate degree in computer science or equivalent experience, as determined by the Department of Computer Science, must complete CS 5201 and CS 5202 as a pre-requisite to courses in the program (no hours from these courses will apply toward the certificate).

Upon admission to the program, the Department of Computer Science will assign a faculty advisor to each student. The advisor will supervise the student's progression in the program as well as the student's capstone project.

**Specific Requirements for all Graduate Certificates in Computing:**

- A minimum overall GPA of 3.0 in all courses for the certificate is required.
- Students must meet with their advisor at least twice during each semester of enrollment.
- The selection of elective courses must be made in consultation with the student's faculty advisor and be approved by the Department.
- Students must complete an exit interview with the Department during the final semester of enrollment.

**Graduate Certificate in Human-Centered Computing**

This certificate offers students the opportunity to gain knowledge and skills in the design and development human-centered computing systems. Through a focused program of study covering fundamentals, principles, and techniques involved in human/computer interaction and user interface design, students will develop an ability to apply HCI design principles and techniques in the analysis, design, and development of computing systems, as well as evaluate HCI factors and issues in existing systems.

**Learning Outcomes**

Upon completing the certificate program, students will be able to:

1. Apply human/computer interaction principles and techniques in the analysis, design, development, and testing of a moderately sized software system.
2. Evaluate human/computer interaction factors and issues in an existing computing system, and develop a plan of action to include the implementation of technical solutions to address those issues.

**Required Courses**

	<u>Hours</u>
CS 6281 Human/Computer Interaction I	3
CS 6282 Human/Computer Interaction II	3
Choose one of the following courses:	3
CS 6241 Software Development I	
CS 6251 Web Technologies I	
CS 6291 Interactive Media and Game Development I	
One additional CS-approved graduate elective	3
CS 6900 Capstone Project	3
<b>TOTAL</b>	<b>15</b>

**Graduate Certificate in Software Development**

This certificate offers students the opportunity to gain the knowledge and skills needed to pursue entry-level careers as software designers, developers, and systems analysts. Through a focused program of study covering fundamental principles and practices involved in software design and development, students will develop an ability to effectively analyze user requirements for a moderately sized software system and design, develop, and document a software system that addresses those requirements.

**Learning Outcomes**

Upon completing the certificate program, students will be able to:

1. Analyze user requirements and apply the principles and practices of software design and development to design, implement, test, and document a moderately sized software system that addresses those requirements.
2. Demonstrate an understanding of at least one technical area outside of software development and apply software development processes and methodologies in that area (i.e., web technologies, human/computer interaction).

**Course Requirements**

	<u>Hours</u>
CS 6241 Software Development I	3
CS 6242 Software Development II	3
Choose one of the following courses:	3
CS 6251 Web Technologies I	
CS 6281 Human/Computer Interaction I	
CS 6311 Programming Languages I	
One additional CS-approved graduate elective	3
CS 6900 Capstone Project	3
<b>TOTAL</b>	<b>15</b>

**Graduate Certificate in System and Network Administration**

This certificate offers students the opportunity to gain the knowledge and skills needed to pursue entry-level careers in computer and network systems administration and support. Through a focused program of study covering the fundamentals of operating systems and networks; principles and practices of systems and network administration; and computer security, students will develop an ability to effectively analyze user requirements for a computing infrastructure and design, deploy, maintain, and document systems and networks that address those requirements.

**Learning Outcomes**

Upon completing the certificate program, students will be able to:

1. Analyze user requirements and apply the principles and practices of systems and network administration to design, deploy, maintain, and document an appropriate computing infrastructure that addresses those requirements.
2. Demonstrate an understanding of current issues in computer and network security and be able to apply technical solutions to address security needs and vulnerabilities.
3. Discuss professional and ethical issues relevant to the profession of systems and network administration.
4. Demonstrate a working technical knowledge of at least one current enterprise technology, such as database systems or web technologies, and demonstrate an understanding of the role of system and network administration in the support of that technology.

**Required Courses**

	<u>Hours</u>
CS 6261 System and Network Administration I	3
CS 6262 System and Network Administration II	3
Choose one of the following courses:	3
CS 6231 Database I	
CS 6251 Web Technologies I	
One additional CS-approved graduate elective	3
CS 6900 Capstone Project	3
TOTAL	15

**Graduate Certificate in Web Technologies**

This certificate offers students the opportunity to gain the knowledge and skills needed to pursue entry-level careers as webmasters and web developers. Through a focused program of study covering the fundamentals of the Internet and the World Wide Web; principles and applications of current web technologies; web design and software development methodologies; and an introduction to computer and network security issues related to web technologies and systems, students will develop an ability to effectively analyze user requirements for web-based software systems and design, develop, document, and support websites and web technologies that address those requirements.

**Learning Outcomes**

Upon completing the certificate program, students will be able to:

1. Analyze user requirements and apply the principles and practices of web software design and development to design, develop, test, and document a web-based software solution that addresses those requirements.
2. Demonstrate an understanding of current issues in computer and network security related to web technologies and systems and be able to apply technical solutions to address security needs and vulnerabilities.

**Required Courses**

	<u>Hours</u>
CS 6251 Web Technologies I	3
CS 6252 Web Technologies II	3
Choose one of the following courses:	3
CS 6231 Databases I	
CS 6261 System and Network Administration I	
CS 6291 Interactive Media and Game Development I	
One additional CS-approved graduate elective	3
CS 6900 Capstone Project	3
TOTAL	15

**COMPUTER SCIENCE COURSES (CS)**

- CS 1301 Computer Science I** 2/2/3  
 Prerequisite: MATH 1112 or MATH 1113, and CS 1300 or Departmental Consent  
 This course explores the three fundamental aspects of computer science - theory, abstraction, and design - as the students develop moderately complex software in a high-level programming language. It will emphasize problem solving, algorithm development, and object-oriented design and programming. The course assumes prior experience in programming.
- CS 1302 Computer Science II** 2/2/3  
 Prerequisite: CS 1301 with a minimum grade of C  
 This course continues the exploration of theory, abstraction, and design in computer science as the students develop more complex software in a high-level programming language.
- CS 3151 Data Structures and Discrete Mathematics I** 2/2/3  
 Prerequisite: CS 1302 and MATH 1634  
 An integrated approach to the study of data structures, algorithm analysis, and discrete mathematics. Topics include induction and recursion, time and space complexity, and big-O notation, propositional logic, proof techniques, sorting, mathematical properties of data structures, including lists.
- CS 3152 Data Structures and Discrete Mathematics II** 2/2/3  
 Prerequisite: CS 3151  
 A continuation of CS 3151. Topics include sets, relations and functions, graphs, state spaces and search techniques, automata, regular expressions, context-free grammars, and NP completeness.
- CS 5201 Computer Science Fundamentals I** 4/2/5  
 Prerequisite: Graduate Standing  
 Introduction to basic computing fundamentals and software engineering, with emphasis on linear data structures, algorithm development and problem solving. Students are expected to complete a small-scale project in this course.
- CS 5202 Computer Science Fundamentals II** 4/2/5  
 Prerequisite: CS 5201  
 Advanced computing fundamentals and software engineering, with emphasis on non-linear data structures and computer architecture. Students are expected to complete a medium scale project in this course.
- CS 6211 Computer Architecture and Machine Organization I** 2/2/3  
 Prerequisite: CS 5202 or equivalent  
 An introduction to computer organization and principles of computer design. Topics include: machine language, assembly language programming, organization of the processor, main and secondary memory, representation of data types, linkers and loaders, addressing methods, machine program sequencing, processing unit, cache, and pipelining.

- CS 6212 Computer Architecture and Machine Organization II** 2/2/3  
Prerequisite: CS 6211  
Advanced topics in computer architecture. Students will also be introduced to current professional certification processes and standards.
- CS 6231 Database Systems I** 2/2/3  
Prerequisite: CS 5202 or equivalent  
Fundamental concepts of database systems, hierarchical, network, and relational database management systems, data definition and manipulation languages, security and integrity, and implementation considerations. Students are expected to complete a project in database administration and development.
- CS 6232 Database Systems II** 2/2/3  
Prerequisite: CS 6231  
Advanced concepts in database systems, object-oriented systems, distributed database systems, and concurrency control. The course includes special emphasis on current applications of web-based database management systems. Students will also be introduced to current professional certification processes and standards.
- CS 6241 Software Development I** 2/2/3  
Pre-requisite: CS 5202 or equivalent  
This course introduces the software development process while improving programming skills. Topics include object-oriented programming, test-driven development, class design, GUI design and programming, and incremental, iterative development. The coursework assumes that the student has fundamental programming, debugging, and code-interpretation skills in an object-oriented programming language.
- CS 6242 Software Development II** 2/2/3  
Pre-requisite: CS 6241  
This course continues the introduction of the software development process begun in CS 6241. Topics include software development process models, process management, requirements specification, and software modeling.
- CS 6250 Graphics** 2/2/3  
Prerequisite: CS 5202 or equivalent  
An introduction to the concepts of computer graphics and their applications. Techniques of graphical display software including display files, windowing, slipping, and two- and three-dimensional transformations. The course places a special emphasis on the use of graphical environments and their applications.
- CS 6251 Web Technologies I** 2/2/3  
Prerequisite: CS 5202 or equivalent  
An introduction to enterprise, organizational, programming, and system issues in building and maintaining a modern website with emphasis on use of professional grade website-development systems, programming in markup and scripting languages, creation, access, and maintenance of networked databases, and use of multimedia Authorware. Students are expected to complete a major project in the development and maintenance of web sites as well as web services.

- CS 6252 Web Technologies II** 2/2/3  
 Prerequisite: CS 6251  
 The course covers advanced website administration, advanced use of networked databases across different platforms, and automation of administrative and accounting tasks. Integration of cross-platform objects through use of various protocols is also examined. Students will also be introduced to current professional certification processes and standards.
- CS 6261 System & Network Administration I** 2/2/3  
 Pre-requisite: CS 5202 or equivalent  
 This course explores principles and practices in systems and network administration, with an emphasis on small-scale computing environments. The course will focus on practical aspects of managing a local area network consisting of servers, clients, network devices, and associated software services and tools running on multiple platforms. Fundamental theoretical concepts in operating systems and networks will be discussed in the context of system and network administration.
- CS 6262 System & Network Administration II** 2/2/3  
 Pre-requisite: CS 6261  
 This course explores advanced principles and practices in systems and network administration. Topics include backups and disaster recovery; automating tasks with scripts; performance analysis; troubleshooting; security; wireless networking; and internetworking architectures. Current professional and ethical issues as well as certification standards and processes relating to systems and network administration will be introduced.
- CS 6271 Artificial Intelligence I** 2/2/3  
 Pre-requisite: CS 5202 or equivalent  
 A study of symbolic artificial intelligence. The course includes application and survey of problem-solving methods in artificial intelligence with emphasis on heuristic programming, production systems, simple robotic systems, and ethical and professional implications of intelligent systems.
- CS 6272 Artificial Intelligence II** 2/2/3  
 Pre-requisite: CS 6271  
 A study of sub-symbolic artificial intelligence. The course includes sub-symbolic processes in artificial intelligence with emphasis on machine learning, neural networks, and genetic algorithms.
- CS 6281 Human/Computer Interaction I** 2/2/3  
 Pre-requisite: CS 5202 or equivalent  
 This course investigates the importance of the human/computer interface in the design and development of computing systems. Topics include the theoretical foundations of human/computer interface design; cross-disciplinary issues; and methodologies used in the design, development, and evaluation of human/computer interfaces.

- CS 6282 Human/Computer Interaction II** 2/2/3  
 Pre-requisite: CS 6281  
 This course expands on HCI foundations from CS 6281 with extensive readings and practice of HCI design, development, and evaluation methodologies and techniques. Students will be expected to complete a significant project involving an investigation of an HCI related domain through application of design and evaluation techniques covered in the course.
- CS 6291 Interactive Media & Game Development I** 2/2/3  
 Pre-requisite: CS 5202 or equivalent  
 This course will explore the basic design principles and practices employed in developing interactive media and simple games. Topics will include human-computer interaction factors, the animation of images, and the game development process from conception to implementation.
- CS 6292 Interactive Media & Game Development II** 2/2/3  
 Pre-requisite: CS 6291  
 This course will cover advanced topics in interactive media and game development including more advanced game development concepts such as artificial intelligence and network games. The creation, animation, and incorporation of 3D images in games and interactive web sites will be a major component of the course.
- CS 6311 Programming Languages I** 2/2/3  
 Pre-requisite: CS 6311  
 The course will investigate theoretical and practical aspects of programming languages while improving programming and problem solving skills. Theoretical topics will include the analysis and evaluation of programming languages, while the practical aspect will focus on problem solving, defensive programming, and debugging techniques.
- CS 6312 Programming Languages II** 2/2/3  
 Pre-requisite: CS 6312  
 A continuation of programming language pragmatics with focus on current languages, constructs, and methodologies that are widely used in current software development; more recent languages and cutting-edge approaches to writing and developing software will also be covered.
- CS 6900 Project** 3/0/3  
 Prerequisite: Graduate Standing and permission of student's advising committee  
 May be repeated with a change in subject matter to a total of six hours. This course is designed for special project work under the supervision of the student's advising committee in lieu of CS 6999. Grading S/U.
- CS 6983 Seminar** 1/0/1  
 Prerequisite: Graduate Standing and permission of instructor  
 This course is designed to introduce students to research topics in computer science. May be repeated with a change in subject matter to a total of three hours. Grading S/U.

- CS 6985 Topics in Computer Science var. 1-3**  
 Prerequisite: Graduate Standing and permission of instructor  
 This course is designed to give students knowledge at the frontier of a rapidly changing field. May be repeated with a change in subject matter to a total of nine hours.
- CS 6999 Thesis var. 6-9**  
 Prerequisite: Graduate Standing and permission of the student's advising committee.  
 This is a traditional Master of Science thesis course. Thesis work is done under the supervision of the student's advising committee. Grading S/U.
- CS 7300 Introduction to Computers for Teachers 3/0/3**  
 An algorithmic approach to problem solving using two high-level programming languages.
- CS 7331 Computer Science Advanced Placement Preparation for Teachers I 3/2/4**  
 This course covers computer science topics needed for the Advanced Placement Program for Computer Science A examination.
- CS 7332 Computer Science Advanced Placement Preparation for Teachers II 3/2/4**  
 Prerequisite: CS 7331  
 This course is a continuation of CS 7331 and covers computer science topics needed for the Advanced Placement Program for Computer Science AB examination.

## **Biology—M.S.**

**Department of Biology**

**Biology 160 678-839-6547 [www.westga.edu/~biology/](http://www.westga.edu/~biology/)**

**Professors**, J. Hendricks, G. Payne, S. Swamy-Mruthinti, H. Zot (Chair);  
**Associate Professors**, L. Kral, D. Osborne, C. Tabit; **Assistant Professors**, H. Banford, J. Huff, N. Penceo; **Instructor**, L. Payne

A student entering this program is normally expected to have an undergraduate degree in biology. Students without a degree in biology or students lacking certain background courses in biology and related sciences may be expected to complete undergraduate courses to compensate for deficiencies. All students must take the GRE general test.

Graduate students must select an advising committee by the first pre-registration period following admission on any basis, or one will be selected for them by the Department Chair.

There are two plans for degree completion. The first plan, the thesis track, is designed for students who plan to continue on with further graduate education or who plan to enter research-related careers. The second plan, the non-thesis track, is designed for students who do not plan to continue their education in biology. This plan is often preferred by secondary educators, persons interested

in scientific sales, or those interested in laboratory management positions. In either case, the student, in consultation with her or his advising committee, will design a course of study to specifically meet the needs of the individual student. The specifics of the two degree programs are provided below.

#### Learning Outcomes

- To develop a strong diversified background in modern biology appropriate to the individual student's goals. The anticipated outcome will be a student with an appreciation for the areas of modern biology and the inter-relatedness of these areas.
- To develop critical-thinking and problem based learning skills. The anticipated outcome will be a student with the ability to develop new ideas, to explore new areas of science or other academic endeavors, to design, implement, and evaluate scientific investigations, and to assess, interpret, and understand data and its meaning.
- To develop the ability to communicate scientific ideas in both written and oral formats. The anticipated outcome will be a student who can organize and present his or her scientific ideas in both written and oral formats.

#### Thesis Track for the M.S. Degree in Biology

BIOL 6984 (One credit hour per semester)	4 hr.
BIOL 6983 (Minimum)	9 hr.
Seven 3-Hour Graduate Courses in Biology	21 hr.
BIOL 6999	2 hr.

A combination of 5000-level and 6000-level courses may be used to complete graduate degree requirements, but a substantial portion of the degree program should be at the 6000 level. A topic for thesis research should be identified before the end of the second semester of the degree program. The degree candidate should submit a brief thesis proposal to the advisory committee at this time and should schedule qualifying exams before the end of the third semester. The advising committee may approve up to two course substitutions from departments other than biology if such substitutions are appropriate to the research interests or career goals of the student.

#### Non-Thesis Track for the M.S. Degree in Biology

BIOL 6984 (One credit hour per semester)	4 hr.
BIOL 6995	2 hr.
Ten Three-Hour Graduate Courses in Biology*	30 hr.

\*Up to three of these courses may be in a minor field (i.e., Education or Business) with permission of the advisory committee. A combination of 5000-level and 6000-level courses may be used to complete graduate degree requirements, but a substantial portion of the degree program should be at the 6000 level. The comprehensive examination will be administered by the advisory committee before the end of the last semester of the degree program.

### **Evening Studies Option**

The faculty of the Department of Biology recognizes that the field of biology is constantly expanding and changing. Professional biologists and educators cannot always complete graduate degree programs that require attendance of daytime courses. To provide for the continuing education needs of these persons, the Department of Biology offers an Evening Studies program. Each semester at least one graduate-level course in biology will be offered after 5:00 p.m. For the most part, the course (or courses) offered will involve laboratory instruction; consequently, the course (or courses) will be offered on a two-night per week schedule (either a Monday/Wednesday or a Tuesday/Thursday). If more than one course is offered in a given semester, then, generally, the classes will be scheduled so as not to conflict with each other. A five-year rotation schedule for graduate biology courses has been prepared, allowing students to complete the non-thesis M.S. degree in Biology without day classes. Contact the Department of Biology for additional details.

### **Professional School Transition Plan**

The M.S. degree in biology typically requires two years for completion by full-time students. Occasionally students who begin the M.S. degree in biology are accepted to professional schools (medical school, dental school, veterinary school, etc.) before they can complete the degree. The Department of Biology offers an option for students who are accepted to professional school prior to completion of the M.S. degree that allows transfer of credits back to West Georgia for basic science courses completed as a part of the professional school curriculum. Students pursuing this option will typically pursue the non-thesis track, although under exceptional circumstances it may be possible for students to complete a thesis-track degree through this route. To qualify, students must complete at least 60% of their graduate course work at West Georgia, and must complete their comprehensive examination before beginning the professional school program. Official transcripts from the first year of professional school should be forwarded to the Graduate Coordinator for the Department of Biology who will request application of appropriate courses toward completion of the M.S. degree. Contact the Department of Biology for additional details.

### ***BIOLOGY COURSES (BIOL)***

*(All courses carry three hours credit unless otherwise noted.)*

#### **BIOL 5241 Entomology**

Prerequisite: BIOL 1108

The study of insects. This course is designed to provide students with a basic understanding of insect taxonomy, morphology, physiology, behavior, and evolution. The relationships between insects and humans, other animals, and plants will be examined. The influences of insects on culture, religion, art, history, and colonization will be discussed. The laboratory will be devoted primarily to developing an understanding of insect identification.

**BIOL 5242 Invertebrate Zoology**

Prerequisite: BIOL 1108

This course is designed to provide students with a basic understanding of taxonomy, morphology, physiology, and evolution of the more common invertebrate phyla. The distribution and interspecific relationships among invertebrates and other forms of life will be presented and discussed. The laboratory will be devoted primarily to developing an understanding of insect identification.

**BIOL 5245 Ichthyology**

Prerequisite: BIOL 1108

The biology, systematics, and taxonomy of fishes with an emphasis on the biodiversity/biogeography of fishes in the state of Georgia.

**BIOL 5315 Microbial Physiology and Genetics**

Prerequisite: BIOL 3310

Microbial physiology is designed to illustrate that procaryotic organisms follow the same physiological rules and restrictions as eucaryotes. The course will illustrate the value of biophysical, biochemical, and thermodynamic principles to bacterial growth and function and will utilize mathematical formulae to illustrate the basic principles of microbial reproduction. Microbial physiology will utilize problem solving to strengthen the ability of students to design, conduct, and evaluate biological experiments and data.

**BIOL 5321 Applied and Environmental Microbiology**

Prerequisite: One course in microbiology or consent of instructor

The applied and environmental microbiology course is designed to expose students to the importance of microorganisms in industry and in the environment.

**BIOL 5325 Advanced Medical Microbiology**

Prerequisite: BIOL 3310 or consent of instructor

Advanced medical microbiology is designed to inform students of current developments in the areas of clinical and medical microbiology. The course will focus on mechanisms of pathogenesis and host defense. Discussion of new and emerging infectious agents will be addressed.

**BIOL 5440 Aquatic Ecology**

Prerequisite: BIOL 2134, 2135 and CHEM 1212

A study of biological, chemical, and physical components and interactions in freshwater systems. Field labs include a study of reservoirs and streams in western Georgia.

**BIOL 5441 Animal Behavior**

Prerequisite: BIOL 2134 and 2135

A study of the mechanisms and adaptive functions of behaviors. The genetics, development, physiology, and ecology of behaviors are investigated with an evolutionary approach.

**BIOL 5445 Marine Biology**

Prerequisite: BIOL 2135

The biology, systematics, and taxonomy of marine organisms with an emphasis on the ecological principles that influence their biogeography and distribution.

**BIOL 5450 Terrestrial Ecology**

Prerequisite: BIOL 2135

This course is designed to give the student an overview of the structures and functions of populations, communities, and ecosystems in the major terrestrial biomes on Earth. Emphasis will be placed on ecological analyses and disturbance impact assessments in the dominant terrestrial ecosystems of the southeastern United States.

**BIOL 5520 Developmental Biology and Embryology**

Prerequisite: BIOL 2134

A course combining the fundamentals of embryology with the genetic and molecular analysis of embryonic development.

**BIOL 5539 Comparative Physiology**

Prerequisite: BIOL 3513 or consent of instructor

This course is designed to study the similarities and differences in how various animals have solved a wide variety of physiological problems imposed by the natural world in which they exist. The student will investigate the functions of the different organ systems in invertebrates and vertebrates. The main goal of this class is to focus on the observation of how problems in nature are solved by various organisms. A complete understanding of the physiology of the human is an absolute prerequisite for this course as this will be the point of reference for most discussions.

**BIOL 5541 Plant Physiology**

Prerequisite: BIOL 2134, 2135, CHEM 2411

This course is intended to give students an overview of the processes which allow plants to function as living organisms. Emphasis will be placed on how plants interact with their environments.

**BIOL 5631 Eukaryotic Molecular Genetics**

Prerequisite: BIOL 2134

This course thoroughly examines the molecular aspects of nuclear structure and function. A special emphasis will be placed on understanding the experimental methods and interpretation of data on which current understanding is based.

**BIOL 5727 Essentials of Immunology**

Prerequisite: BIOL 2134

Essentials of immunology is designed as an introduction to the immune response. The student will obtain a broad, comprehensive understanding of the principles of immunology. The course will focus on a detailed study of antigen-antibody interactions, humoral immunity, and cell-mediated immunity. Medically important syndromes, including AIDS, will be discussed to reinforce the principles of immunology.

**BIOL 5729 Medical Virology**

Prerequisite: BIOL 3310 or consent of instructor

Medical virology is designed as an introduction to viruses that are involved in human disease. The student will obtain a broad, comprehensive understanding of the principles of virology using specific medical examples. The course will focus on a detailed study of the viral structure, replication, gene expression, pathogenesis, and host defense.

**BIOL 5730 Emerging Pathogens** 3/0/3

Prerequisite: BIOL 3310

The emerging pathogen course is designed to inform students of the dramatic changes and current developments in the area of infectious disease. The course will focus on the evolving microorganisms and the reasons that the pathogens emerged. Also the course will include discussions on the mechanisms of pathogenesis and the host defense.

**BIOL 5731 Introduction to Toxicology**

Prerequisite: BIOL 3513 or consent of instructor

The primary objective of the course is to present students with the concepts and practical applications of the science of toxicology. This course is designed to provide students with a basic understanding of the principles of toxicology, focusing on the biochemical, physiological, and ecological effects of various toxicants. The use of toxicology in biomedical, pharmaceutical, agrochemical, and environmental research will be examined and discussed.

**BIOL 5732 Biology of Aging** 3/0/3

Prerequisite: BIOL 2134, BIOL 2134L, BIOL 3513, BIOL 3513L

Since the beginning of time, the fear of aging has preoccupied mankind. Only recently are we gaining insight into the biological process of aging. In this course, we will focus on some of the ideas about aging put forward by early alchemists to modern molecular biologists. We will discuss biological principles behind anti-aging and aging intervention agents, as well as lifestyle options. The graduate students are expected either to do independent research in the area of aging or to collect literature on case studies and present in the form of oral presentations and written reports.

**BIOL 5985 Special Topics in Biology** var. 1-3

Prerequisite: Consent of instructor

Specific titles will be announced for each term in class schedules and will be entered on transcripts.

**BIOL 6150 Scientific Integrity and Propriety**

A course designed to inform students of the ethical and professional obligations of scientific investigation and communication. Students will be instructed in proper methods for record keeping and for reporting scientific discoveries. Topics such as scientific integrity, authorship, peer review, ethical use of animals in research, conflict of interest, ownership of data, and intellectual property will also be addressed. Case studies will be used heavily as teaching tools. This course is recommended for all graduate students conducting research in the department and is required for all students who are supported by federal funds for their research or degree program.

**BIOL 6325 Prokaryotic Biology**

Prerequisite: Cell and Molecular Biology and Organic Chemistry

This course is intended to introduce graduate students to the complexity and diversity of prokaryotic organisms, including the eubacteria and archaea. The course will involve both lecture and laboratory learning, will engage problem-solving skills, and will require extensive written and oral communication components.

**BIOL 6503 Biological Perspectives: Biochemistry**

Prerequisite: BIOL 2134, 5 hours of Biology at 3000 or above, and CHEM 2422 or 3422

This course is designed to study the interactions of biochemical pathways and the control systems that function to regulate cell and whole body metabolism. This course emphasizes the regulation of biochemical pathways as opposed to the mechanisms involved in each enzymatic step within a given pathway.

**BIOL 6513 Human Physiology**

Prerequisite: BIOL 2134 or consent of instructor

A survey of the mechanisms involved in the function of the human body. Study is approached from the organ system level to address muscular, neural, hormonal, cardiovascular, respiratory, digestive, renal, and reproductive functions. Correlation will be made to the similarity between the demands placed on living systems regardless of whether the organism is multicellular or a single cell.

**BIOL 6526 Histology**

Prerequisite: BIOL 2134

A microanatomical study of cell and tissue structure. Emphasis is on the complex nature of tissues and how the cellular associations within the tissue contribute to the overall functions of the tissues. Laboratory is devoted to preparation and interpretation of tissue samples.

**BIOL 6981 Graduate Independent Study var. 1-3**

Independent study of topics not offered in the current term. Independent study is only available for topics addressed by current courses if the topical course will not be offered during the academic year, or if the scheduling of the topical course is such that it will require a delay in timely completion of the degree for the student.

**BIOL 6982 Directed Readings var. 1-3**

Directed readings are available for graduate students who need to conduct an independent review of the literature in a topic not addressed by the curriculum of the department. Students must complete a statement of understanding and expectation and must have the topic approved by their major professor and either the graduate coordinator or the department chair. Selected readings are appropriate for topics related to thesis research or for topics that provide a foundation for comprehensive examinations for non-thesis track students.

**BIOL 6983 Graduate Research var. 1-12**

The research course is designed to teach students methods for biological research. Students will conduct research under the supervision of a faculty mentor and will learn proper methods for record keeping and report writing. Each student will work on a unique research project to be selected by the faculty mentor and the student. The research conducted is expected to provide the basis for the thesis for students in a thesis track degree program.

- BIOL 6984 Graduate Biology Seminar** **1**  
 Graduate seminar will meet each term. Each offering will have a different topical focus, to be determined by the faculty discussion leader. All students will select an area to present that is consistent with the topic for the term. Students are also expected to fully participate in the discussions generated by student presentations. Graduate students should enroll in graduate seminar each term.
- BIOL 6985 Graduate Special Topics in Biology** **var. 1-3**  
 Prerequisite: Consent of instructor  
 Specific titles will be announced for each term in class schedules and will be entered on transcripts.
- BIOL 6995 Comprehensive Exam** **2**  
 Comprehensive examination should be taken by all students in a non-thesis track program during the last term in their graduate degree program. The student will complete an examination of a body of biological work as determined by the graduate committee. The student must submit to an examination to be coordinated by the student's major professor and composed by the graduate committee. The examination will generally be of an oral format; however, the graduate committee and student may elect an alternative format with sufficient justification.
- BIOL 6999 Thesis** **2**  
 Prerequisite: Completion of qualifying examination  
 Thesis should be taken during the final term of a student's program. Students should complete a statement of understanding with endorsements by the major professor and department chair or graduate coordinator verifying that thesis completion is probable during the term of enrollment for this course. Students must submit and revise the research thesis to the satisfaction of all committee members and to the satisfaction of the graduate coordinator. In addition, the student must present an oral defense of the thesis in an open forum. Successful completion of the thesis and successful performance in the defense, as determined by the graduate committee for the student, will be used to determine satisfactory performance in this course.

## **Nursing—M.S.N.**

### **Department of Nursing**

**Ed. Annex 267 678-839-6552 [www.westga.edu/~nurs/](http://www.westga.edu/~nurs/)**

**Professors**, K. Grams (Chair), L. Taylor (Graduate Coordinator), M. Kosowski, C. Wilson; **Associate Professors**, C. Epps, L. Reilly; **Assistant Professors**, S. Ashford, N. Chadwick, C. Crenshaw,

The Department of Nursing at the University of West Georgia offers a Master of Science in Nursing degree with role options in either education or health systems leadership. The nursing education track is a program of study that addresses innovations in curriculum, instructional skills and strategies, the development and use of educational technology, and educational assessment and evaluation. Students will develop expertise in health education and promotion, patient education, professional development, or college/university teaching. The health

systems leadership track is a program of study designed to increase knowledge and skills needed to succeed in a variety of nursing leadership positions in an evolving healthcare environment. Courses will focus on nursing leadership/management, managed care/case management strategies, outcome measurement, quality improvement, cost effectiveness, and implementing change in the health delivery system.

Courses in the curriculum build upon courses in the baccalaureate program in nursing. Students apply research concepts, theories, and skills in the development of the role components of the program. The Master of Science in Nursing Program is designed to meet the need for nurse educators, and leaders/managers, and clinical nurse leaders in a variety of health care settings. Students may complete the course of study in four semesters of full time course work (9 hours/semester), or students may pursue the degree on a part-time basis.

The mission of the MSN Program is to offer high quality graduate education that:

- Prepares registered nurses for advanced practice roles in diverse health care settings in Georgia and the surrounding region
- Provides regional outreach related to graduate nursing education through off-campus programs
- Provides a caring, supportive, personal environment for learning that:
  - Affirms the holistic nature of individuals
  - Reflects caring as the essence of nursing
  - Expects that nurses use critical thinking in decision making
  - Utilizes disciplinary rigor to support MSN student progress toward assuming leadership and education roles

The purpose of the MSN program is to prepare registered nurses for advanced practice in the areas of health systems leadership and nursing education. Students in the nursing education track will identify one of four clinical specialty areas for focus: adult health, family health, mental health, or community health. Graduates of the program will be able to:

1. Utilize theoretical models, information systems and technology to perform effectively in a variety of nursing practice, leadership, and educational roles (competence and critical thinking).
2. Critically appraise original research for practice implications in the context of evidence-based practice (critical thinking).
3. Examine influences on nursing practice and education, including social, economic, ethical, legal, and cultural diversity issues (conscience and critical thinking).
4. Implement evidence-based practice competencies to achieve quality outcomes and enhance nursing care delivery, leadership and education (critical thinking).
5. Demonstrate critical thinking skills in implementing changes and making decisions in the delivery of healthcare or in nursing education (change and critical thinking).
6. Develop and implement practice, leadership, management, and teaching strategies for the improvement of healthcare or nursing education (commitment).
7. Communicate effectively using a collaborative approach to improve nursing

- education, the quality of professional nursing practice and the healthcare system (collaboration and communication).
8. Attain a level of scholarship congruent with preparation for doctoral study (commitment).
  9. Practice nursing in leadership and education roles in a manner that reflects caring as the essence of nursing (caring).
  10. Engage in advanced nursing practice that reflects a holistic view of self and others and respect for diverse cultures (holism).

### Accreditation

The MSN program is accredited by the Commission on Collegiate Nursing Education. Information about accreditation may be obtained from the following:

Commission on Collegiate Nursing Education  
 One Dupont Circle, NW  
 Suite 530  
 Washington, DC 20036-112  
[www.AACN.NCHE.edu](http://www.AACN.NCHE.edu)  
 202-897-8476

### Admission Requirements

Admission is based on several criteria including the following:

- Applicant's score on the Graduate Records Examination (GRE) or Miller Analogies Test (MAT)
- Completion of a basic undergraduate statistics course with a grade of C or higher prior to enrollment or during the first semester of the program
- Evidence of current licensure as a registered nurse (RN) in the United States and eligibility for licensure in the state of Georgia
- Earned Bachelor of Science in Nursing (BSN) degree from an NLNAC or CCNE accredited program
- Official transcript from each college or university attended
- Satisfactory certificate of immunization (for a new student)
- GPA of 3.0 (4.0 scale) for all upper division nursing courses
- Professional resume that provides evidence of one year of recent full-time practice as a registered nurse
- Three letters of recommendation from individuals who are knowledgeable of the applicant's professional and academic abilities

Upon receipt of all application materials by the UWG Graduate School and determination by the Department of Nursing that all admission criteria are met, including minimum GRE or MAT scores and grade point average, the Department of Nursing will notify selected applicants regarding admission status.

These criteria represent minimal standards and provide no guarantee of acceptance. Admission to the Master of Science in Nursing program is competitive and granted by the Graduate Committee of the Department of Nursing and the University of West Georgia Graduate School.

\*Please Note: Criminal background checks may be required for participation in clinical learning opportunities by health care agencies. Inability to complete clinical requirements may interfere with successful completion of degree requirements.

**Curriculum**

The M.S.N. program is a professional degree program requiring 36 semester hours of credit. The degree requires course work as follows:

<b>MSN Core Courses</b>		11
NURS 6000	2	
NURS 6100	3	
NURS 6300	3	
NURS 6400	3	
<b>Nurse Educator Track Courses</b>	16	<b>Health Systems Leadership Track</b> 13-21
NURS 6487	4	NURS 6601 3
NURS 6501	2	NURS 6602 3
NURS 6502	3	NURS 6603 2
NURS 6503	3	NURS 6687 2
NURS 6587	2	NURS 6887 2
NURS 6787	2	and
		Leader/Manager
		NURS 6687 2
		NURS 6887 2
		OR
		Clinical Nurse Leader
		NURS 6287 2
		NURS 6387 4
		NURS 6401 3
		NURS 6402 3
<b>Supporting Courses</b>		3-6
Cognates	0-6	
Graduate Statistics	3	
<b>Research</b>		1-6
NURS 6987 or	1-3	
NURS 6999	6	
<b>Total Hours</b>		36

**Post-Graduate Certificates in Nursing Education and Health Systems Leadership**

The purpose of the Department of Nursing post-master's certificate programs in Nursing Education and Health Systems Leadership is to prepare advanced practice registered nurses for careers in nursing education and health systems leadership. Admission is limited to registered nurses licensed in Georgia with an earned master's degree in nursing from an NLNAC or CCNE accredited program.

<b>Nurse Educator Post-Graduate Certificate Courses</b>	<b>(12 credit hours)</b>
NURS 6501 Role of the Nurse as Educator (2-0-2)	
NURS 6502 Assessment and Instruction in Nursing Education (3-0-3)	
NURS 6503 Outcomes Evaluation in Nursing Education (3-0-3)	

NURS 6587 Nurse Educator Role Practicum I (0-4-2)  
 NURS 6787 Nurse Educator Role Practicum II (0-4-2)

**Health Systems Leadership Post-Graduate**

**Certificate Courses (13 credit hours)**

NURS 6601 Role of the Nurse as Leader/Manager (3-0-3)  
 NURS 6602 Problem Solving in Health Systems Leadership (3-0-3)  
 NURS 6603 Outcomes Evaluation in Health Systems Leadership (3-0-3)  
 and  
 NURS 6687 Health Systems Leadership Role Practicum I (0-4-2)  
 NURS 6887 Health Systems Leadership Role Practicum II (0-4-2)  
 or  
 NURS 6287 Clinical Nurse Leader Role Practicum I (0-10-2)  
 NURS 6387 Clinical Nurse Leader Role Practicum II (0-20-4)  
 NURS 6401 Health Promotion and Advanced Health Assessment (3-0-3)  
 NURS 6402 Advanced Nursing Management of Health and Disease (3-0-3)

***NURSING COURSES (NURS)***

*(All courses carry three hours credit unless otherwise noted.)*

**NURS 6000 Caring and the Advanced Practice of Nursing 2/0/2**

Prerequisite: Admission to program

An in-depth examination of the concept of caring as the essence of nursing practice and its relationship to the role of advanced practice nursing. Scholarly writings, including research, will be explored. Ethical issues related to the advanced practice of nursing will be examined in the context of providing a caring environment for nursing care delivery.

**NURS 6100 Theoretical Foundations of Nursing Practice**

Prerequisite: Admission to program

An exploration of various nursing theories and the utilization of nursing theory to health care delivery and to the role of the advanced practice nurse. Additionally, this course includes an examination of nursing theory and its relationship to providing comprehensive and holistic nursing care.

**NURS 6287 Clinical Nurse Leader Role Practicum I 0/10/2**

Prerequisite or Co-requisite: NURS 6401 AND NURS 6402

This practicum focuses on the initial transition of students into the clinical nurse leader role of clinician, outcomes manager, client advocate, educator, information manager, systems analyst/risk anticipator, team member, member of the profession, and lifelong leader. Students will function under the guidance of a faculty member and clinical preceptor.

**NURS 6300 Health Care Delivery Systems**

Prerequisite: Admission to program

An examination of health care policy, organization, and finance. This course also explores the role of the advanced practice nurse in providing high quality, cost-effective nursing care, and it addresses issues related to the delivery of health care.

**NURS 6387 Clinical Nurse Leader Role Practicum II 0/20/4**

Prerequisite: NURS 6287

This course is an immersion experience in the role of the clinical nurse leader. Opportunities are provided for students to integrate theory, research, and evidence-based practice in the clinical setting under the guidance of a faculty partner and clinical preceptor.

**NURS 6400 Scholarly Inquiry in Nursing**

Prerequisite: NURS 6000 and NURS 6100

A course designed to prepare advanced practice nurses with the skills and knowledge needed to use nursing research to provide high quality nursing care, initiate change, and promote evidence-based practice.

**NURS 6401 Health Promotion and Advanced Health Assessment**

Prerequisite: Graduate Standing

This course is designed to prepare nurses with advanced health assessment and health promotion skills and knowledge focusing on various physiologic systems across the life span and within special populations.

**NURS 6402 Advanced Nursing Management of Health and Disease**

Prerequisite: Graduate Standing

This course is designed to address pathophysiological changes across the lifespan associated with illness and disease as well as management of pharmacologic and other therapeutic interventions.

**NURS 6487 Specialty Nursing Practicum 1/6/4**

Prerequisite: NURS 6000, 6100, 6300

This course focuses on the development of advanced clinical knowledge in specialty nursing. Opportunities are provided for students to integrate theory, research, and practice in the clinical setting under the direction of a nursing faculty mentor with clinical specialty expertise. Students will select one of the following clinical specialty areas for study: adult health nursing, family health nursing, mental health nursing, or community health nursing.

**NURS 6501 The Role of the Nurse as Educator 2/0/2**

Prerequisite: NURS 6000 and NURS 6100; Co-requisite: NURS 6200

An exploration of the role of advanced nursing practice related to teaching. Specific theories related to teaching, health promotion, and prevention will be included. Emphasis will be on theoretical bases of teaching adults.

**NURS 6502 Assessment and Instruction in Nursing Education**

Prerequisite: NURS 6501, NURS 6200, and NURS 6300; Co-requisite: NURS 6587

Using a case study approach, this course provides an in-depth examination of assessing adult learning needs and identifying specific theory-based and/or research based interventions designed to meet identified needs. Assessment will include both individual and group assessment strategies. Teaching/learning interventions will include face-to-face techniques as well as technology-enhanced techniques.

**NURS 6503 Outcomes Evaluation in Nursing Education**

Prerequisite: NURS 6502; Co-requisite: NURS 6787

Using a case study approach, students will examine methods/processes to assess learning outcomes. Individual and group outcomes will be addressed. Students will also explore ways to document and present evidence of outcome evaluation. Additionally, the student will explore the outcome evaluation as an essential role of the advanced practice nurse.

**NURS 6587 Nurse Educator Role Practicum I** 0/4/2

Prerequisite: NURS 6501; Co-requisite: NURS 6502

The focus of this course is on the application of theory and research in the educational practice setting. Opportunities are provided for students to demonstrate competencies in the selected role of nurse educator in a variety of educational and/or healthcare settings.

**NURS 6601 The Role of the Nurse as Leader/Manager**

Prerequisite: NURS 6000 and NURS 6100; Co-requisite: NURS 6200

An exploration of the role of advanced nursing practice related to health systems leadership. Specific theories related to leadership, quality improvement, and outcomes management will be included.

**NURS 6602 Problem Solving in Health Systems Leadership**

Prerequisite: NURS 6601, NURS 6200, and NURS 6300; Co-requisite: NURS 6687

Using a case study systems approach, this course provides an in-depth examination of identifying health systems leadership problems and identifying specific theory-based and/or research based interventions designed to solve identified problems.

**NURS 6603 Outcomes Evaluation in Health Systems Leadership**

Prerequisite: NURS 6601; Co-requisite: NURS 6887

Using a case study approach, students will examine methods/processes to assess outcomes related to health systems leadership. Individual and group outcomes will be addressed. Students will also explore ways to document and present evidence of outcomes evaluation. Additionally, the student will explore the outcome evaluation as an essential role of the advanced practice nurse.

**NURS 6687 Health Systems Leadership Role Practicum I** 0/4/2

This practicum course focuses on decision-making and problem solving in the healthcare delivery system by utilizing theory and research. Opportunities are provided for students to demonstrate competencies in selected roles of health systems leader/manager in a clinical setting.

**NURS 6787 Nurse Educator Role Practicum II** 0/4/2

Prerequisite: NURS 6587; Co-requisite: NURS 6503

This course extends the knowledge developed in the Nurse Educator Role Practicum I course. Opportunities are provided for students to evaluate educational programs planned and implemented in the previous practicum course.

- NURS 6887 Health Systems Leadership Role Practicum II** 0/4/2  
Prerequisite: NURS 6687; Co-requisite: NURS 6603  
This practicum course focuses on outcomes evaluation and builds upon the role practicum course I. Opportunities are provided for students to demonstrate analysis and synthesis of the outcome evaluation process.
- NURS 6981 Independent Study** var. 1-3  
Prerequisite: Approval of professor and department chair  
Independent study involving in-depth, individual research and study of a specific nursing problem and/or issue.
- NURS 6985 Special Topics in Nursing** var. 1-3  
Prerequisite: Approval of professor and department chair  
This course is related to a specific topic in healthcare systems leadership or nursing education. The title and description of the course will be specified at the time of the offering.
- NURS 6987 Scholarly Project** var. 1-3  
Prerequisite: Graduate Statistics and NURS 6200  
This scholarly project provides an opportunity for students to address problems in health systems leadership or nursing education.
- NURS 6999 Thesis** var. 1-6  
Prerequisite: Graduate Statistics and NURS 6200  
The thesis provides an opportunity for students to participate in research in order to address problems in health systems leadership or nursing education.

## RURAL AND SMALL TOWN PLANNING

Department of Political Science and Planning  
Pafford 140 678-839-6504 [www.westga.edu/~polisci/](http://www.westga.edu/~polisci/)

**Professors**, S. Caress, R. Sanders; **Associate Professors**, L. Howe, G. Larkin, S. Sewell; **Instructor**, R. Dobbin

The Master of Science degree in Rural and Small Town Planning is designed to prepare students for a planning career in rural, regional, public, and private planning agencies. Specifically, the program is structured to provide a base in planning theory and analytical skills together with extensive preparation in the formulation and implementation of rural plans, policies, and programs.

Admission to the program is open to students with an undergraduate degree in geography, political science, sociology, planning, or a related discipline. Students entering the program must meet admission guidelines established by the Graduate School and the requirements set forth by the department. Departmental requirements include evidence of superior academic ability, and evidence of an interest in planning.

M.S. Rural and Small Town Planning students will demonstrate advanced knowledge and understanding of:

- The theoretical foundations of public planning.
- The methods and techniques of contemporary planning practice.

- The substantive knowledge base necessary to study and practice in the field of planning.

### **Program of Study**

The Master of Science in Rural and Small Town Planning requires the completion of 36 semester hours of graduate credit. All students must take six core courses (18 hours):

- Environmental Policy (POLS 5209)
- Planning Seminar (PLAN 5784)
- Capstone Project or Internship (PLAN 5786)
- Planning Theory and Practice (PLAN 5704)
- Research Methods for Public Administration (POLS 6202)
- Public Policy Analysis and Evaluation (POLS 6204)

For the remaining 18 hours, students may choose graduate-level courses from Planning, Political Science, Geography, Geology, or other related disciplines.

### ***PLANNING COURSES (PLAN)***

#### **PLAN 5701 Technology and Sustainable Economic Development**

Examines economic development policy at all levels of government and the roles technology can play in promoting sustainable economic development.

#### **PLAN 5704 Planning Theory and Practice**

The course provides an overview of the development of planning theory and practice and its usefulness in addressing the challenges facing the practice of public planning in modern society.

#### **PLAN 5705 Computers in Politics, Planning, and Management**

This course will acquaint students with computer-based methods that are used in the fields of political science, planning, and public administration. Same as POLS 5705.

#### **PLAN 5784 Planning Seminar**

This course will cover topics in contemporary planning through review of recent books and periodical literature. Various planning theories and the history of planning in the United States will be explored and discussed.

#### **PLAN 5785 Topics in Planning**

An in-depth analysis of specialized planning topics with the specific titles announced in the class schedule and entered on the students' transcripts. Students may repeat the course for credit as topics change.

#### **PLAN 5786 Capstone Project or Internship**

3-6

Prerequisite: Approval of instructor and chair

Experience working with an agency/organization in which planning knowledge can be utilized. A research paper on the internship or another planning topic approved by the student's faculty advisor is required.

## MASTER OF MUSIC DEGREE

Department of Music

Humanities 105 678-839-6516 [www.westga.edu/~musicdpt/](http://www.westga.edu/~musicdpt/)

**Professors**, D. Bakos, L. Frazier, K. Hibbard (Chair); **Associate Professors**, J. Bleuel, C. Gingerich, D. Overmier; **Assistant Professor**, E. Kramer, D. McCord

The Department of Music at the University of West Georgia is an accredited institutional member of the National Association of Schools of Music. Master of Music degrees are offered with majors in Music Education and Performance. Each major offers a comprehensive curriculum of study designed to meet the needs of both the full-time and the part-time graduate student. All instruction is delivered by a distinguished artist-teacher faculty with extensive credentials and professional experience.

Through its programs and associated activities, the Department of Music provides opportunities for the graduate student in music to:

- Develop an advanced level of musical understandings and performance abilities
- Foster the advancement of creative and critical skills
- Develop sophisticated pedagogical insights and advanced communicative skills
- Produce scholarly and creative works in the fields of music and music education

### Departmental Admission Requirements

In addition to meeting the Graduate School's Regular Admission requirements, the applicant must hold a degree in music or music education (or the equivalent). Applicants seeking to enroll in the Master of Music in Music Education program must hold an undergraduate degree in music education or professional teacher certification in music. New and transfer students must submit a transcript of all college work to the Chair of the Department of Music and be prepared to validate achievements in music.

Once an applicant has met the standards for graduate admission, he or she will be required to meet all departmental admission requirements for a Master of Music degree program. Any graduate courses completed prior to Regular Admission **may** apply to a Master of Music degree program **after** a student has successfully met all departmental admission requirements.

Before enrolling beyond 9 hours of graduate credit, all persons who seek departmental admission to the Master of Music degree program must:

A. Pass the *Music Qualifying Examination* in music history and music theory.

The exam must be passed prior to registering for MUSC 6210, Music History and Literature, or MUSC 6220, Music Theory. It examines competencies in the following areas:

- Musical Styles (aural identification)
- Music Theory
- Music History
- Analysis of Score Excerpts

- Aural Skills
- Foreign Language Translation\*

\*Required only of vocalists seeking the Master of Music degree in Performance. The applicant is required to write an English translation of one short poem from song texts written in the original French, German, or Italian language. A text in one of the three languages must be translated. The applicant may use foreign-language dictionaries when taking the examination.

A minimum score of **60%** correct response on each section of the examination is required for passage. Examinees will receive notification of their test results within one week after taking the examination. The exam is administered during the final examination period of each term and prior to each fall semester. It may be taken a **maximum of three times**.

- B. Meet minimum standards in applied music appropriate to the chosen major area of study as determined by an *Applied Performance Evaluation*. Minimum standards are evaluated using the following methods:
- **Performance majors** perform a 20-30-minute entrance recital for the faculty either prior to the first term of enrollment or no later than the end of the first term of applied music study.
  - **Music Education majors** show the ability to perform at the graduate level either prior to the first term of enrollment or no later than in the jury held at the end of the first term of applied music study.

### Graduate Advising

Because the *Music Qualifying Examination* and the *Applied Performance Evaluation* are used to determine readiness for graduate study in music and to advise an appropriate plan of study, applicants are strongly urged to complete school and departmental admission requirements prior to taking the first course in graduate music studies.

### Proposed Plan of Study

After being admitted to the Master of Music degree program, the student must schedule an advisory conference with the department chair and complete a proposed plan of study. This plan of study officially documents and notifies the student of his or her degree major and the emphasis that he or she wishes to pursue.

### Learning Outcomes

The learning outcomes for all programs can be viewed at the Web site [www.westga.edu/~musicdpt/gradprog.html#outcomes](http://www.westga.edu/~musicdpt/gradprog.html#outcomes).

## MASTER OF MUSIC DEGREE

### Major in Music Education

MUSC 6083 Research Methods and Materials	3
MUSC 6110 History and Philosophy of Music Education	3
MUSC 6120 Factors of Musical Learning	3
MUSC 6184 Seminar in Music Education	3
MUSC 6210 Music History and Literature	3

MUSC 6220 Music Theory	3
MUSC 6600 Principal Applied	2
MUSC 5850 Applied Conducting or 6610 Secondary Applied	2
MUSC 5700 Wind Ensemble, MUSC 5710 Symphony Band, MUSC 5720 Marching Band, MUSC 5740 Chamber Winds, MUSC 5750 Concert Choir, MUSC 5760 Chamber Singers, MUSC 5770 Opera Workshop or 5800 Small Ensemble	2
Electives in Supportive Graduate Courses:	12
Electives must be approved by the advisor. Electives include studies in music history/literature, music theory, analysis, composition, music technology, music education, education, performance, peda- gogy, thesis, and recital. Up to nine credit hours may be taken in MUSC 6999 Thesis in Music.	
Total	36

**Major in Performance**

MUSC 6083 Research Methods and Materials	3
MUSC 6210 Music History and Literature	3
MUSC 6220 Music Theory	3
MUSC 6600 Principal Applied	9
MUSC 5850 Applied Conducting or 6610 Secondary Applied	1
MUSC 5700 Wind Ensemble, MUSC 5710 Symphony Band, MUSC 5720 Marching Band, MUSC 5740 Chamber Winds, MUSC 5750 Concert Choir, MUSC 5760 Chamber Singers, MUSC 5770 Opera Workshop or 5800 Small Ensemble	2
MUSC 6800 Graduate Recital	3
Electives in Supportive Graduate Music Courses:	12
Electives must be approved by the advisor. Electives include studies in music history/literature, music theory, analysis, composition, music technology, music education, performance, pedagogy, and thesis. Up to nine credit hours may be taken in MUSC 6999 Thesis in Music.	
Total	36

**Graduate Recital**

The recital, for which 3 credits are earned, is required in the performance-major program and may be considered for one of the approved electives in the music education program. The recital must consist of 40-60 minutes of music based on studies in Principal Applied. Each recital must be approved in a hearing normally scheduled during applied juries in the semester prior to the performance. The student is expected to demonstrate a concert-ready level of performance on all selections, as determined by a majority vote of three or more music faculty members. The performance of the recital is evaluated by the student's graduate faculty committee. A principal-applied voice recital must include works sung in English, French, German, and Italian.

**Ensemble Requirements**

Each graduate student must participate in a conducted or coached ensemble for

a total of 2 credit hours, usually for one credit per semester. The ensemble requirement may be satisfied by participation in any approved graduate instrumental and/or vocal ensemble. The ensemble must meet a minimum of one hour per week with a faculty member and culminate in public performance. The ensemble experience for performance majors must be in the principal-applied area.

#### **Approved Electives**

All Master of Music degree programs require 12 hours of approved elective courses at or above the 5000 level, which must be selected in consultation with the student's advisor and/or the department chair. Students may elect to take courses related to their major area of study or other approved supportive courses.

#### **The Faculty Committee and Admission to Candidacy**

The graduate music student must apply for admission to candidacy one semester prior to the proposed graduation semester. Before the student applies for admission to candidacy, a committee of graduate music faculty is determined in consultation with the Chair of the Department of Music. The committee must consist of three graduate faculty members, including the student's major professor and two additional graduate faculty members who have worked with the student during his or her program of study.

Upon establishing the graduate faculty committee, the student must complete an Application for Admission to Candidacy to be forwarded to the Dean of the Graduate School for approval. Each of these forms are available in the Department of Music office or the Graduate School.

#### **Comprehensive Final Examination**

A comprehensive final examination is administered during the semester of graduation to all candidates seeking a Master of Music degree. In the Department of Music, the examination takes the form of a one-hour discussion between the candidate and the student's graduate faculty committee to help determine the student's ability to synthesize the knowledge gained through graduate study.

The student is responsible for contacting the members of his or her faculty committee to schedule the examination. No later than one semester prior to the examination, the student must request examination questions from each member of his or her committee.

Candidates for the Master of Music in Music Education must prepare a written report based on these questions. A copy of this report must be given to each member of the faculty committee at least one week prior to the examination.

Candidates for the Master of Music in Performance are not required to prepare a written report as part of their comprehensive final examination; rather, selections performed on the student's graduate recital serve as a basis for answering general and specific questions relating to historical, theoretical, stylistic, and pedagogical areas of concern.

#### **Thesis Option**

Students in the Master of Music program who plan to pursue additional graduate study are strongly urged to consider selecting the Thesis Option as part of

their degree requirements. The completion of a Master's Thesis is documentation of one's scholarship and generally is considered to indicate expertise in a given area of study. Students pursuing the thesis option may register for 3, 6, or 9 hours of credit in MUSC 6999, Thesis in Music, as approved electives.

Prior to selecting the Thesis Option, the student must establish his or her graduate faculty committee. The student will work with the committee to develop a thesis topic proposal and complete the thesis document under the direct guidance of the committee chairperson. It is expected that the manuscript will demonstrate high standards of scholarship. Once the topic has been chosen, a formal proposal is prepared. The proposal, when fully developed, must be approved by the candidate's committee. During the research and writing of the thesis document, the candidate is advised to consult regularly with the major professor and the other members of the committee. Following approval of the committee, the document must be defended orally.

#### **Application for Graduation**

The student must apply for graduation one semester prior to the graduating semester. Students are urged to consult the Schedule of Classes Bulletin for all University deadlines.

#### **Graduate Assistantships**

Graduate Assistantships and Graduate Research Assistantships in Music are available on a competitive basis to qualified graduate students. In the College of Arts and Sciences, Graduate Research Assistants are employed as either full-time assistants or half-time assistants. Both in-state tuition and out-of-state tuition are waived for qualified Graduate Research Assistants.

### ***MUSIC COURSES (MUSC)***

*(All courses carry three hours credit unless otherwise noted.)*

#### **MUSC 5150 Vocal Pedagogy and Literature**

Prerequisite: Vocal proficiency

The study of the methodology of teaching voice and a survey of standard vocal literature.

#### **MUSC 5160 Instrumental Pedagogy and Literature**

Prerequisite: Proficiency on a non-keyboard instrument

The study of instrumental teaching methods and materials and a survey of standard literature for non-keyboard instruments.

#### **MUSC 5171 Keyboard Literature before 1825**

**2**

Prerequisite: Permission of the instructor

A survey of standard keyboard literature before 1825.

#### **MUSC 5172 Keyboard Literature after 1825**

**2**

Prerequisite: Permission of the instructor

A survey of standard keyboard literature after 1825.

**MUSC 5175 Collaborative Keyboard Skills I** 1/2/1

Prerequisite: Piano proficiency or permission of the instructor

The study of ensemble techniques, score preparation, rehearsal skills, coaching techniques, and performance strategies for performing standard vocal/choral literature. Sight reading is emphasized, and students participate in an on-campus accompanying practicum. Graduate students meet additional research, and/or performance requirements.

**MUSC 5176 Collaborative Keyboard Skills II** 1/2/1

Prerequisite: Piano proficiency or permission of the instructor

The study of ensemble techniques, score preparation, rehearsal skills, coaching techniques, and performance strategies for performing standard instrumental literature. Sight reading will be emphasized and students participate in an on-campus accompanying practicum. Graduate students meet additional research and/or performance requirements.

**MUSC 5181 Piano Pedagogy I** 2

Prerequisite: Piano proficiency or permission of the instructor

An introduction to the basic materials and pedagogical strategies for teaching private and class, early and mid elementary piano students. Pedagogy students will participate in a supervised teaching practicum. Graduate students meet additional research and/or teaching portfolio requirements.

**MUSC 5182 Piano Pedagogy II** 2

Prerequisite: MUSC 5181 or permission of the instructor

This is a continuation of Pedagogy I with a special focus on the late elementary student and group teaching. Pedagogy students will participate in several supervised teaching situations. Graduate students meet additional research and/or teaching portfolio requirements.

**MUSC 5183 Piano Pedagogy III** 2/1/2

Prerequisite: MUSC 5182 or permission of the instructor

An examination of the materials and methods for teaching intermediate and early advanced level piano students. Authentic performance practice style for standard Baroque and Classical music will be discussed. Students will participate in a teaching practicum. Graduate students meet additional research and/or teaching portfolio requirements.

**MUSC 5184 Piano Pedagogy IV** 2/1/2

Prerequisite: MUSC 5183 or permission of the instructor

This is a continuation of Pedagogy III, teaching of the intermediate and early advanced student, but this course will focus on authentic performance practice style for standard Romantic and Modern repertoire. Students will participate in a teaching practicum. Graduate students meet additional research and/or teaching portfolio requirements.

**MUSC 5300 Jazz History and Styles**

Prerequisite: Ability to read musical scores

The history and styles of jazz from its origins to fusion.

- MUSC 5311 Applied Jazz Composition and Arranging** var. 1-2  
 Prerequisite: Permission of the instructor.  
 Lessons in composition and scoring techniques for jazz combos and big bands. Students complete assignments by using traditional methods and by using the tools of music technology. All courses are repeatable for one or two hours of credit—one 25-minute lesson per week per credit hour.
- MUSC 5321 Applied Jazz Improvisation** var. 1-2  
 Prerequisite: Permission of the instructor  
 Lessons in jazz improvisation on an instrument or voice including an introduction to basic principles of jazz improvisation through lecture, demonstration, listening, writing, and performing. Students complete assignments by using traditional methods and by using the tools of music technology. All courses are repeatable for one or two hours of credit—one 25-minute lesson per week per credit hour.
- MUSC 5400 Counterpoint** 2  
 Prerequisite: Permission of the instructor  
 Analysis and writing in the contrapuntal styles of the sixteenth through the eighteenth centuries. Students complete counterpoint projects by using traditional methods and by using the tools of music technology.
- MUSC 5410 Applied Composition** var. 1-2  
 Prerequisite: Permission of the instructor  
 Compositional techniques taught in a combination of group and individual sessions. Students complete composition projects by using traditional methods and by using the current tools of music technology.
- MUSC 5500 Accompanying** 2  
 Prerequisite: Permission of the instructor  
 Principles, problems, and techniques of accompanying music for opera, theatre, and the concert stage.
- MUSC 5700 Wind Ensemble** 1  
 Prerequisite: Technical proficiency on a wind or percussion instrument.  
 The study and performance of wind band literature from original, transcribed, contemporary, and diverse cultural sources. Includes on-campus and sometimes off-campus performances. Open by audition to music-major and non-music-major students.
- MUSC 5710 Symphony Band** 1  
 Prerequisite: Technical proficiency on a wind or percussion instrument  
 The study and performance of wind band literature from original, transcribed, contemporary, and diverse cultural sources. Includes on-campus and sometimes off-campus performances. Open to music-major and non-music-major students.

- MUSC 5720 Marching Band** **1**  
 Prerequisite: Technical proficiency on a band instrument or in an auxiliary performance area  
 The study and performance of musical and visual programs for marching band. Includes the presentation of performances for home football games and for selected out-of-town games and exhibitions. Pre-season band camp required. Open to music-major and non-music-major students.
- MUSC 5730 Jazz Ensemble** **1**  
 Prerequisite: Technical proficiency on an appropriate instrument  
 The study and performance of literature composed for jazz ensembles from original, transcribed, contemporary, and diverse cultural sources. Includes on-campus and sometimes off-campus performances. Open by audition to music-major and non-music-major students.
- MUSC 5740 Chamber Winds** **1**  
 Prerequisite: Technical proficiency on an orchestra wind or percussion instrument  
 The study and performance of literature composed for chamber wind and wind/percussion ensembles from original, transcribed, contemporary, and diverse cultural sources. Includes on-campus and sometimes off-campus performances. Open by audition to music-major and non-music-major students.
- MUSC 5750 Concert Choir** **1**  
 Prerequisite: Vocal proficiency  
 The study and performance of choral literature from traditional, contemporary, and diverse cultural sources. Includes on-campus and sometimes off-campus performances. Open to music-major and non-music-major students.
- MUSC 5760 Chamber Singers** **1**  
 Prerequisite: Vocal proficiency  
 The study and performance of literature composed for vocal chamber ensembles from traditional, contemporary, and diverse cultural sources. Includes on-campus and sometimes off-campus performances. Open by audition to music-major and non-music-major students.
- MUSC 5770 Opera Workshop** **1**  
 Prerequisite: Vocal proficiency  
 The study and performance of operatic literature from traditional, contemporary, and diverse cultural sources. Includes on-campus and sometimes off-campus performances. Open by audition to music-major and non-music-major students.
- MUSC 5800A-Q Small Ensemble** **1**  
 A Keyboard Ens., B Collegium Musicum, C Guitar Ens., D Flute Choir, E Clarinet Choir, F Saxophone Choir, G Woodwind Ens., I Horn Choir, J Trumpet Choir, K Trombone Choir, L Tuba/Euphonium Ens., M Brass Ens., N Percussion Ens., O Jazz Combo, P Basketball Band  
 Prerequisite: Technical proficiency in an applied performance area  
 The study and performance of literature composed for small ensembles from traditional, original, transcribed, contemporary, and diverse cultural sources. May include on-campus and sometimes off-campus performances. Open by permission to music-major and non-music-major students.

**MUSC 5850 Applied Conducting** var. 1-2

Prerequisite: Permission of the instructor

Advanced lessons in choral or instrumental conducting, score reading and analysis, rehearsal techniques and ensemble development, problems in tempo, balance, style, and phrasing, mixed meters and other contemporary problems. Students have the opportunity to conduct ensembles.

**MUSC 5890 Marching Band Techniques** 2

A study of principles and practices of the marching band including show design, literature, and teaching techniques. Intended for Music Education majors or individuals who work with marching bands. Students will use computer software to create the visual design of a marching band show.

**MUSC 5981 Directed Independent Study** var. 1-3

Prerequisite: Permission of department chair and instructor

A study conducted by the student independently with the supervision and guidance of the instructor. Title and description of topic to be specified at time of offering.

**MUSC 5985 Special Topics in Music** var. 1-3

Prerequisite: Permission of department chair and instructor

A special topic course offering. Title and description of topic to be specified at time of offering.

**MUSC 6083 Research Methods and Materials**

Prerequisite: Graduate standing in Music

A study of research materials, methods, procedures, and designs in music and music education including research and data analysis techniques and the application of findings. Students have the opportunity to examine research topics that explore their professional interests and goals. Includes a research project component.

**MUSC 6110 History and Philosophy of Music Education**

Prerequisite: Graduate standing in Music and MUSC 6083 Research Methods and Materials

Philosophical and historical foundations of music education with concentration on trends, influences, developments, personalities, and materials in school music teaching in America.

**MUSC 6120 Factors of Musical Learning**

Prerequisite: Graduate standing in Music and MUSC 6083 Research Methods and Materials

Philosophies, theories, principles, and concepts of learning and their implications for the teaching and learning processes in music education. The basic orientations of Associationist and Field theories will be investigated, and the current status of learning theory applied to music education will be evaluated. Specific theories are those by Skinner, Piaget, Bruner, Gagne, Ausubel, Maslow, Rogers, and Gardner, the Gestalt Theory, and applications by Bruner, Gordon, and Mursell.

**MUSC 6184 Seminar in Music Education**

Prerequisite: Graduate standing in Music and MUSC 6083 Research Methods and Materials

Focus on important and timely topic in music education. May be repeated with a change of subject matter.

**MUSC 6210 Music History and Literature**

Prerequisite: Graduate standing in Music and successful completion of the Music Qualifying Examination

In-depth study of selected topics in music history and literature ranging from studies on specific style periods to studies of individual composers or genres.

**MUSC 6220 Music Theory**

Prerequisite: Graduate standing in Music and successful completion of the Music Qualifying Examination

In-depth study of musical elements (i.e., pitch, duration, texture, timbre, form, and intensity) and their interaction with works of all styles. Includes visual and aural analytical studies on the music of various composers.

**MUSC 6600A-Q Principal Applied var. 1-3**

A Piano, B Organ, C Voice, D Strings, E Guitar, F Flute, G Oboe, I Clarinet, J Bassoon, K Saxophone, L Horn, M Trumpet, N Trombone, O Euphonium, P Tuba, and Q Percussion

Prerequisite: Admission to the Master of Music degree program or consent of the department chair and instructor

Private lessons for music majors on the principal instrument or voice. Lessons include studies in technical, stylistic, and aesthetic elements of artistic performance. Repertory studied is from the standard literature. All courses are repeatable for one, two, or three hours of credit—one 25-minute lesson per week per credit hour. An applied music fee is charged per credit hour enrolled.

**MUSC 6610A-Q Secondary Applied var. 1-3**

A Piano, B Organ, C Voice, D Strings, E Guitar, F Flute, G Oboe, I Clarinet, J Bassoon, K Saxophone, L Horn, M Trumpet, N Trombone, O Euphonium, P Tuba, and Q Percussion

Prerequisite: Admission to the Master of Music degree program or consent of the department chair and instructor

Private lessons for graduate music majors on a secondary instrument or voice. Lessons include studies in technical, stylistic, and aesthetic elements of artistic performance. Repertory studied is from the standard literature. All courses are repeatable for one, two, or three hours of credit—one 25-minute lesson per week per credit hour. An applied music fee is charged per credit hour enrolled.

- MUSC 6800 Graduate Recital** **3**  
 Prerequisite: Passing the degree-recital hearing and permission of the principal applied instructor  
 Preparation and presentation of a Graduate Recital. A Performance-major recital consists of 40-60 minutes of music; a Music Education-major recital consists of 20-40 minutes of music. Must be performed before a public audience.
- MUSC 6982 Directed Readings** **var. 1-3**  
 Prerequisite: Graduate standing and/or permission of department chair and instructor  
 A study of directed readings conducted by the student independently with the supervision and guidance of the instructor. Title and description of topic to be specified at time of offering.
- MUSC 6987 Music Practicum** **var. 1-3**  
 Prerequisite: Graduate standing and/or permission of department chair and instructor  
 A practicum conducted by the student independently with the supervision and guidance of the instructor. Title and description of topic to be specified at time of offering.
- MUSC 6999 Thesis in Music** **var. 3-9**  
 Prerequisite: Graduate standing in music or music education and admission to candidacy  
 Development, preparation, and completion of a thesis document. It is expected that the manuscript will demonstrate high standards of scholarship. Once the topic has been chosen, a formal proposal is prepared. The proposal, when fully developed, must be approved by the candidate's thesis committee. During the research and writing of the thesis document, the candidate is advised to consult regularly with the major professor and the other members of the thesis committee. Following approval of the committee, the document must be defended orally.

## MASTER OF PUBLIC ADMINISTRATION DEGREE

**Department of Political Science and Planning**  
**Pafford 140 678-839-6504 [www.westga.edu/~polisci/mpa](http://www.westga.edu/~polisci/mpa)**

**Professors**, P. Campbell, S. Caress, R. Sanders; **Associate Professors**, L. Howe, G. Larkin, S. Sewell; **Assistant Professors**, H. Mbaye, T. Hunter, **Instructor**, R. Dobbin

The Master of Public Administration degree program is designed to augment the skills and knowledge of those already in the public service, to provide a professional graduate degree program to meet the growing need for many additional skilled, knowledgeable public administrators, to encourage students

to pursue careers in government by providing public administration education, and to equip superior students for research and study at the doctoral level. The M.P.A. program is accredited by the National Association of Schools of Public Affairs and Administration.

M.P.A. students will demonstrate knowledge and understanding of:

- Public service values including ethics, democracy, and constitutional principles
- Generalist management techniques and skills
- The linkage between theory and practice

### **Regular Admission**

Applicants must hold an undergraduate degree from an accredited college or university. Students with any undergraduate major may apply. Those students with no prior public administration education or public service experience will be required to take POLS 5200, Principles of Public Administration. This course does not count toward the 36 hours required for the degree.

Admission will be based on the M.P.A. Committee's evaluation of three factors: GRE scores, the student's undergraduate record, and letters of recommendation. When appropriate, an oral interview may be required.

### **Program of Study**

The M.P.A. degree is a professional program requiring the completion of 36 semester hours of graduate credit. While an exit paper is required in the Professional Seminar, the program is a non-thesis program. There is no foreign language requirement. The curriculum for the M.P.A. degree places major emphasis upon courses in the area of public administration and policy. All pre-service students will be required to substitute an internship for 3 hours of the elective track. The program is built on three tiers of course work:

1. **The Professional Core** (21 hours): All students must complete the professional core. The courses in the core are: POLS 6200, Public Budgeting; POLS 6201, Theory of Public Administration; POLS 6202, Research Methods for Public Administration; POLS 6203, Theories of Public Organization; POLS 6204, Public Policy Analysis and Evaluation; POLS 6205, Administrative Law and Procedures; POLS 6206, Public Personnel Administration.
2. **The Elective Track** (12 hours): With the approval of the program advisor, each student must select 12 hours beyond the core courses. The track courses may be taken from any graduate program in the University. Generally, electives should form a coherent whole. Examples of track emphasis include planning, management, and particular areas of public policy.
3. **The Professional Seminar - POLS 6286** (3 hours): This seminar normally will be taken at the completion of the students' degree program. For those not employed in the public service, it will include a three-month internship in a government agency. A research paper on the internship or on the agency of employment for the in-service student will be required. The paper will analyze an actual problem which confronts the student's agency, describe the problem-solving approach taken, and evaluate the supportive evidence for the decision made. Finally, the paper will evaluate linkages between the internship or work experience, classroom experiences, and

public administration literature. An oral defense of the paper before each student's committee is required.

## **GRADUATE CERTIFICATE IN PUBLIC MANAGEMENT**

### **Purpose**

The Public Administration Program at the University of West Georgia offers a 12 hour course of study leading to a Graduate Certificate in Public Management (GCPM). The GCPM is designed to meet the needs of practicing public administrators who already have a bachelor's degree and who desire to:

- broaden their understanding of the concepts and techniques of public management; or
- pursue the certificate with the goal of career advancement but do not find it necessary or feasible to complete the MPA degree; or
- continue their education with the goal of earning a graduate degree in public administration (MPA).

### **Learning Outcomes**

Certificate students will demonstrate the knowledge and understanding of:

- Public service values including ethics, democracy, and constitutional principles
- Generalist management techniques and skills
- The linkage between theory and practice

### **Admission**

The GCPM is open to all professionals who have a bachelor's degree with a GPA of 2.5 or above. Any bachelor's degree meets the requirements for admission. Prospective students must complete a Graduate School application form and submit it along with an official college transcript prior to being accepted into the GCPM. Students seeking admission to the GCPM register as non-degree seeking. Courses taken by GCPM students are the same as those taken by MPA students. Students must complete their program of study within four years from the date of admission and receive no less than a 3.0 GPA.

All courses for the GCPM are offered regularly and can be taken in any order. Courses are offered in Carrollton and Newnan at night and on the weekends.

Students deciding to apply for admission to the Masters in Public Administration (MPA) Program after completing the GCPM must take the Graduate Record Examination (GRE) and meet all other MPA admission requirements. Students who have completed the GCPM may apply up to 9 credit hours toward the MPA degree within six years of completion and award of the certificate.

## ***POLITICAL SCIENCE COURSES (POLS)***

### **POLS 5101 Legislative Process**

A study of the role, functions, and organization of the U.S. Congress and state legislatures with special attention to the Georgia General Assembly. Theories of representation and legislative voting patterns are examined, and comparisons between the American political process and that of parliamentary systems are made.

**POLS 5102 The Presidency**

This course focuses not only upon the institutional and legal frameworks set out in the constitution regarding the Presidency, but also upon the historical, philosophical, psychological, and sociological aspects of the office. The American system of checks and balances is compared to that of parliamentary democracies.

**POLS 5103 Public Opinion**

This course examines the nature and development of public opinion in America and the interaction between public opinion and government. The influence of public opinion on government institutions and public policy formulation in America and the impact of government upon citizens' attitudes and opinions are explored.

**POLS 5200 Principles of Public Administration**

An introductory examination of the characteristics of the public organization and its impact on society. Analysis of the theories of public administration, personnel issues, budgetary activities, legal dynamics, as well as historical development of the field are included.

**POLS 5202 Interorganizational Behavior**

An examination of the interactions between various levels of government, nonprofit, and private organizations in the federal system.

**POLS 5204 Public Finance**

A study of the equity and economic effects of government spending programs, taxes, and debt. The course is primarily applied microeconomics. Same as ECON 4440.

**POLS 5207 Technology Policy**

This course will emphasize the development of national and state energy, manufacturing, information, and medical technology policies and how they structure society, business, and, in turn, government. Interactive exercises foster student understanding of the issues, groups involved, and the dynamics of change.

**POLS 5208 Health Policy**

This course examines the health policy process at the national, state, and local levels with a detailed look at the steps in the process, groups involved, and resultant policies. Through group exercises, each student will experience the policy process, gain an understanding of the dynamics of change, and develop the ability to form coherent policies.

**POLS 5209 Environmental Policy**

This course will emphasize the national and state policy-making process, focusing on the dynamics of pluralist change, policy implementation, and current environmental status.

**POLS 5210 Modern Public Management**

Various changes in the management of public organizations are identified and analyzed. Includes the role of technology, modification of the relationship between public and private spheres, and current trends in the management of change and supervision of a diverse work force.

**POLS 5211 State and Local Politics and Administration**

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 actors and strategies across the states is incorporated.

**POLS 5212 State and Local Government Finance**

Exploration of rationale for public revenues and expenditures with emphasis on practical application and current state and local finance issues.

**POLS 5213 Comparative Public Administration and Policy**

This course is an introduction to comparative public administration and policy. Focusing primarily on democratic states, it explores recent innovation in public administration and policy evolution and transformation within the context of the modern welfare state. It examines the institutions and political setting in several countries, which include both advanced industrial countries and developing nations, and it addresses policy areas ranging from social welfare to environmental politics.

**POLS 5214 Urban Politics**

This course provides an in-depth examination of the major areas of scholarly inquiry in urban politics. The course begins with an overview of theoretical foundations and systems model of urban politics. Contemporary approaches to studying urban politics from a political economy or regime perspective are given special attention. The remainder of the course is divided into two major areas of inquiry: (1) urban political institutions and (2) political behavior and political processes in urban settings

**POLS 5301 Constitutional Law I**

Study of the constitutional divisions of power among the branches of the national government and between the national and state governments.

**POLS 5302 Constitutional Law II**

Study of the application and interpretation of constitutional protections by the American courts.

**POLS 5501 International Law**

An introductory course designed to familiarize students with the body of international law, its applicability, and the existing organs of arbitration and adjudication. The course examines the role of international courts, laws of war and peace, human rights law, migration law, and the role of the individual in international law.

**POLS 5502 Gender and Ethnicity in International Politics**

The course introduces students to the interconnectedness of gender roles and ethnic classifications with international relations. Thus, this course takes an interdisciplinary approach to the study of colonialization, war and peace, revolutionary theory, social movements, development, and human interaction with the environment.

**POLS 5503 International Organization**

An analysis of international organizations with an emphasis on the United Nations. The course examines the role of the UN in peacekeeping, collective security, economic development, and human rights.

**POLS 5601 Ancient and Medieval Political Thought**

A critical reading of selected works by major ancient and medieval western political thinkers, e.g., Sophocles, Thucydides, Plato, Aristotle, Augustine, Aquinas, and Machiavelli.

**POLS 5602 Modern Political Thought**

A critical reading of the major works which form the basis for political thinking in modern times. Authors include such thinkers as Hobbes, Rousseau, Marx, Engel, and Nietzsche, exploring issues like freedom, family, community, order, and the modern state.

**POLS 5603 American Political Thought**

A critical reading of selected essays, speeches, and literary works from America's great and unique political traditions. The course will focus on various major themes, such as commerce, freedom, justice, race, democracy, representation, community, or family life.

**POLS 5701 Technology and Sustainable Economic Development**

Examines economic development policy at all levels of government and the roles technology can play in promoting sustainable economic development.

**POLS 5705 Computers in Politics, Planning, and Management**

This course will acquaint students with computer-based methods that are used in the fields of political science, planning, and public administration. Same as PLAN 5705.

**POLS 5985 Problems in Politics**

Specialized areas of analysis in a subfield of political science with the specific titles announced in the class schedule and entered on the students' transcripts. Students may repeat the course for credit as topics change.

**POLS 6200 Public Budgeting**

Public Budgeting is a hands-on practical course in how governments collect and spend tax dollars and with what effects. Theories of budgeting are examined for their usefulness in the daily realities of the governmental budget setting. Through in-class group assignments, each student will learn to construct budgets using economic data, write policy statements, and demonstrate an understanding of capital budgeting, cash, and accounting principles.

**POLS 6201 Theory of Public Administration**

What is a good administrator? An examination of dilemmas and hard choices in public administration looked at from three conflicting perspectives: the good person, the good administrator, and the good citizen. Topics include personal versus organizational responsibility, professional experience versus democratic accountability, authority and culpability, and the relation between bureaucratic knowledge and the power it fosters.

**POLS 6202 Research Methods for Public Administration**

Research techniques and computer applications relevant to public and non-profit agencies. The design, data collection, and analysis components of the research process are emphasized.

**POLS 6203 Theories of Public Organization**

A survey of the major theories of organizational design and behavior with an emphasis on comparisons of public, private, and nonprofit agencies.

**POLS 6204 Public Policy Analysis and Evaluation**

Concepts, techniques of analysis, and evaluation methods for the design and assessment of public policy programs.

**POLS 6205 Administrative Law and Procedures**

A study, by way of cases and controversies, of the constitutional, legal, and administrative principles, which regulate the actions of public servants. The course examines cases from both federal and state administrative experience.

**POLS 6206 Public Personnel Administration**

An examination of the processes, policies, and laws pertaining to public personnel. An analysis of issues concerning personnel administrators including employee protection, motivation, and efficiency.

**POLS 6208 Scope of Public Policy**

An in-depth analysis of policy issues and the decision processes leading to the formulation of government policy. This course provides an examination of the effects of public policy on society as well as social factors that influence the creation and implementation of policy. Credit will not be given to undergraduates who have successfully completed POLS 3201 (Public Policy).

**POLS 6209 Management of Nonprofit Organizations**

This course is designed to explore the theoretical principles and practical applications of management for charities and/or nonprofit organizations. The underlying thesis of this course is that by understanding fundamental principles such as developing effective mission and objective statements, fundraising, marketing, and accounting strategies, nonprofits can become more effective and responsive to their constituency's needs. The course will include a field research component.

**POLS 6210 Politics of Government Change**

Seminar examines the theoretical and practical implications of a new public management model frequently called "reinventing government." The course is designed to create an understanding of how "reinventing government" principles can be used to analyze and address management problems in large scale organizations.

**POLS 6283 Continuing Research**

1

Prerequisite: Permission of Department Chair

This course is for students completing degree requirements who will be using staff time or University facilities and for whom no regular course is appropriate. Repeatable to a maximum of 3 hours.

**POLS 6285 Special Topics in Public Policy**

Specific titles announced in class schedules and entered on transcripts. Course may be repeated as topics change.

**POLS 6290 Practicum/Assessment Center 0/0/3**

Prerequisite: Approval of MPA Director and completion of all other certificate courses

Students gain practical knowledge and skills in a program of policy and administration by applying the latest and most effective theory and practice to real-world problems. Students identify and offer alternate approaches to meet the needs of a service, community, or public organization.

**POLS 6286 Professional Seminar 0/0/3**

This course will be taken at the completion of the student's degree program. Students not employed in the public service will complete a three-month internship in a governmental agency under the joint supervision of the agency supervisor and a faculty advisor. A research paper on the internship or agency of employment for the in-service student will be required. It will analyze an actual problem which confronts the agency, describe the problem-solving and decision-making process involved in the solution, and evaluate the supportive evidence for the decision made. Finally, the paper will evaluate linkages between the internship or work experience, classroom materials, and public administration literature. An oral defense of this paper before each student's committee is required. In-service students will receive three hours of credit. Pre-service students may receive either three or six hours.

**POLS 6981 Directed Reading in Political Science 1-3**

In-depth, individualized research on specific political problems and issues using recent, up-to-date public administration research work and journal articles.

# RICHARDS COLLEGE OF BUSINESS

*Faye S. McIntyre, Dean*  
678-839-6467

[www.westga.edu/~busn/mba.html](http://www.westga.edu/~busn/mba.html)

## MISSION STATEMENT

[www.westga.edu/~busn/SP.pdf](http://www.westga.edu/~busn/SP.pdf)

The mission of the Richards College of Business is to educate and prepare students for positions of responsibility and ethical leadership in society.

The RCOB provides quality business and professional education in a personal environment, built upon a common body of knowledge, and prepares students primarily from the West Georgia and Atlanta areas for positions of responsibility and ethical leadership in organizations by:

- Admitting quality local, regional, national, and international students and providing them with an educational experience that will prepare them to achieve future career excellence.
- Providing students with dynamic and up-to-date bachelor and master level curricula that are supported by an innovative technological base.
- Providing a solid business foundation for our students to compete successfully in a work environment, engage in lifelong learning opportunities, and apply high standards of ethical conduct.
- Recruiting high quality faculty and staff and providing them with sufficient resources to support excellence in teaching, primarily applied and pedagogical research, and service.
- Building internal and external partnerships that will create value for all parties.

The Richards College of Business offers graduate programs in business administration, business education (working with the College of Education), and professional accounting.

These programs are administered through four departments: (1) Accounting and Finance, (2) Economics, (3) Management, and (4) Marketing and Real Estate.

The Richards College of Business at West Georgia provides students a high-quality business education at both undergraduate and graduate levels. Graduates aim to secure entry level managerial/professional employment, advance in their current employment or continue graduate studies.

The faculty members are committed to professional development through intellectual activities. The primary means by which instructors can enhance and update the content of their present courses and design new ones is through

research and other professional development activities. Intellectual activities are also essential to enhance the status of the Institution among accredited member schools, potential employers, and other publics.

Service to the Institution and to the professional community supports the activities necessary to accomplish the mission. This involvement promotes the design of a superior curriculum, placement of graduates, discovery of new ideas for intellectual activities and classroom instruction, and the procurement of external funding for College activities.

*Note: All Richards College of Business students must see their advisors and get their schedules approved before attempting to register.*

**Professors**, R. Best, B. Bird, J. Burton, J. Colley, L. Gustafson, J. Haynes, C. Hodges, D. Hovey, W. Lankford, H. McCraw, F. McIntyre, K. Moffeit, A. North, S. Salter, W. Schaniel, S. Talpade, J. Yoder, M. Zachary; **Associate Professors**, D. Boldt, T. Gainey, J. Gaytan, S. Hazari, F. Parsa, R. Pearce, D. Turner, D. Webb; **Assistant Professor**, J. Anderson

## MASTER OF BUSINESS ADMINISTRATION DEGREE

**Richards College of Business – Adamson Hall  
678-839-6467**

The M.B.A. program educates students with a broad knowledge of business in order for them to perform effectively in management positions or to pursue further studies.

The overall objectives of the program are to provide students with a learning environment that enhances their ability to:

- Communicate at a professional level in oral presentations and in writing
- Work effectively with others and lead in organizational situations
- Identify how globalization affects organizations and their environment
- Recognize the importance of ethical decision making
- Use technology effectively
- Integrate analytical and problem solving skills with concepts and theories from all functional areas of business

The M.B.A. program serves a contingency composed of part-time students who are employed full-time in the region, full-time students who enter graduate school with little or no work experience, and full-time international students who usually return to their own country after graduation.

Admission is based on several criteria, including the applicant's score on the Graduate Management Admission Test (GMAT) and undergraduate grade point average. An applicant will not be admitted until a GMAT score of 450 or higher, an analytical writing score of 3.0 or higher, and a transcript of all undergraduate courses have been supplied. To be considered for regular status, an applicant must have a minimum of at least 950 points based on this formula:  $200 \times$  the undergraduate GPA (4.0 system) + the GMAT score; or at least 1000 points based on the following formula:  $200 \times$  the upper division GPA (4.0 system) + the GMAT score. In all cases, the final admission decision will be made by the College of Business Graduate Admissions Committee.

The program is open to all students, including international students (a minimum score of 550 paper-based or 213 computer-based on the TOEFL is required) who qualify, regardless of undergraduate major; however, applicants may be required to take preparatory courses. The Master of Business Administration from West Georgia will be granted to selected individuals who have demonstrated skills and abilities to meet the challenges of contemporary management. These skills and abilities can be demonstrated by making a grade of "B" or higher in specified courses.

The program requires study at two levels. The first level, or preparation level, involves 24 semester hours of study in specific courses. The student who holds the Bachelor of Business Administration degree from West Georgia or from most other major universities will likely have already demonstrated proficiency in each subject at this level. Students who hold a degree other than the Bachelor of Business Administration will have their academic records and experiences evaluated for credit against the requirements at this level.

The second level includes study in 30 or 33 semester hours of graduate courses. This level also presents elective options. Courses at this level may not be taken until credit has been received for the corresponding course(s) at the preparatory level.

The student who successfully studies for the M.B.A. degree will have proven proficiency in each area (or course) of the preparation level and the graduate level and will have completed at least 30 semester hours of graduate study at West Georgia. Thus, an individual program may vary from 30 to 57 semester hours of study at West Georgia (not including MATH 1413).

The MBA program at West Georgia is accredited by the AACSB International-The Association to Advance Collegiate Schools of Business.

**Prerequisites Required:**

MATH 1413 - Survey of Calculus (or equivalent)

**Preparatory Courses:**

**(24 hours)**

MGNT 3600 - Management  
 MKTG 3803 - Principles of Marketing  
 ECON 3402 - Statistics for Business and Economics  
 CISM 3330 - Management of Information Systems  
 FINC 3511 - Corporate Finance  
 BUSA 2106 - Legal Environment of Business  
 ACCT 4201 - Survey of Accounting Theory and Practice  
 ECON 4400 - Survey of Micro- and Macro- Economics

**Graduate Courses: (30 or 33 hours)**

**Required Courses: (24 or 27 hours)**

MKTG 6815 - Marketing Strategy  
 ABED 6100 - Managerial Communications  
 ACCT 6232 - Advanced Managerial Accounting  
 ECON 6450 - Managerial Economics  
 FINC 6532 - Advanced Financial Management  
 MGNT 6670 - Organizational Theory and Behavior/A Managerial Perspective

- MGNT 6681 - Seminar in Strategic Management
- MKTG 6820 - International Business Strategy
- \*MGNT 6604 - Production/Operations Management Fundamentals with Quantitative Applications
- \*MGNT 6604 will be required for those who did not complete this body of knowledge at the undergraduate level with a "C" or above.*

**Elective Courses: (6 hours)**

- ACCT 6233 - Seminar in Cost Accounting
- ECON 6430 - Business Cycles and Forecasting
- CISM 6331 - Strategic Management of Information Technology
- FINC 6542 - Investment Analysis and Portfolio Management
- ECON 6461/FINC 6521 - International Finance
- MGNT 6672 - Theory and Philosophy of Management
- FINC 6561 - International Management of Financial Institutions
- MGNT 6611 - Business and Society

One 5000-level business course may be used as an elective, subject to approval by the M.B.A. Director.

## **WEBMBA**

**678-839-6467**

**[www.westga.edu/~busn/webmba.html](http://www.westga.edu/~busn/webmba.html)**

The WebMBA Program encourages work force development by Georgia citizens who recognize the correlation between education and more sophisticated levels of market structures.

The WebMBA Program provides bachelor degreed students a high quality, management based, distance learning business education to secure middle and upper management positions in local, regional, and national organizations or to continue studies at the doctoral level. All WebMBA courses are taught online over the web.

A work experience requirement is the only special admission criteria over and above the traditional MBA standards. Students enrolled in this program will be required to have at least two years of documented professional work experience. Students will be admitted to a cohort group and will progress through the program with that group.

The curriculum consists of ten graduate courses. A student must complete all ten graduate courses, thirty (30) semester hours, and WMBA 1000, WebMBA Student Orientation, to satisfy the degree requirements.

Students must complete all foundation courses before registration in the WebMBA courses. Prerequisite courses include:

- Business Statistics
- Micro and Macro Economics
- Financial and Managerial Accounting

Legal Environment of Business  
 Corporate Finance  
 Management and Marketing

WebMBA Program tuition is posted on the web at: [www.westga.edu/~busn/webmba.html](http://www.westga.edu/~busn/webmba.html)

**Required Courses**

WMBA 1000	WebMBA Student Orientation (Two days)
WMBA 6000	Human Behavior in Organizations
WMBA 6010	Managerial Accounting
WMBA 6020	Managerial Communications
WMBA 6030	Global and International Business
WMBA 6040	Managerial Decision Analysis
WMBA 6050	Strategic Marketing
WMBA 6060	Managerial Finance
WMBA 6080	Management Information Systems
WMBA 6100	Production and Operations Management
WMBA 6110	Business Strategy (Prerequisites: WMBA 6010, 6050, 6060)

WMBA 1000 is required of all students and must be completed before enrolling in any other course.

## MASTER OF PROFESSIONAL ACCOUNTING (MPAcc) RCOB 007 678-839-6469

[www.westga.edu/~accfin/mpacc.htm](http://www.westga.edu/~accfin/mpacc.htm)

Accounting permeates the fabric of modern society. It is the discipline that provides financial information that is necessary for the management, control, and evaluation of business enterprises, governmental units, and not-for-profit institutions. Accounting provides the measures of economic activity for our society and for our individual lives. It is the language used to communicate financial information.

The study of accounting requires a serious commitment. Students are expected to dedicate themselves to becoming accounting professionals. Discipline and integrity are essential ingredients for success. Our students are taught that being a professional means putting forth whatever effort is needed to get the job done.

An effective accountant must understand the tax law, securities regulation, accounting, auditing, and other assurance standards, as well as how to motivate employees, how to measure business processes, how to design efficient systems to achieve shareholders' goals and assess the risks involved, how to prevent manipulation of such plans, and how to communicate those plans to the firm and to outsiders. Furthermore, an accounting professional must be able to explain the confusing data to those with less familiarity with financial complexities or little time to delve into tremendous detail.

Graduate professional education is not just training, just skill development, or just preparation to pass a licensing exam. It is far more than all of these combined. While focusing on the integration of technical expertise and ethical judgment, a graduate education in accounting must develop the student's analytical skills, which will be tested by difficult and often unanticipated economic arrangements. This education must also develop the written and oral skills that proficient communication demands.

Learning goals for the MPAcc program may be accessed at [www.westga.edu/~accfin/mpaLG.htm](http://www.westga.edu/~accfin/mpaLG.htm)

The MPAcc program serves students graduating from liberal-arts-based B.B.A. programs both at West Georgia and other comparable institutions. In addition, students graduating from non-business degree programs are served. The majority of students are from the local/regional area served by West Georgia. The program also attracts students from outside the University's regional service area, including other states and countries. The program aims to attract students with liberal arts degrees, and women and minority candidates are especially encouraged to apply.

The MPAcc program at West Georgia is separately accredited by the Association to Advance Collegiate Schools of Business International.

### **Admission Requirements**

Admission is based on several criteria, including the applicant's score on the Graduate Management Admission Test (GMAT) and undergraduate grade point average. An applicant will not be admitted until a GMAT score of 450 or higher, an Analytical Writing score of 3.0 or higher, and a transcript of all undergraduate courses have been supplied. To be considered for regular status, an applicant must have a minimum of at least 950 points based on this formula:  $200 \times$  the undergraduate GPA (4.0 point system) + the GMAT score; or at least 1000 points based on the following formula:  $200 \times$  the upper division GPA (4.0 system) + the GMAT score. In all cases, the final admission decision will be made by the College of Business Graduate Admissions Committee. International students must submit a minimum score of 550 paper-based or 213 computer-based on TOEFL.

### **Course Requirements**

To obtain a Master of Professional Accounting, a student with a degree in accounting from West Georgia or an equivalent program must complete ten (10) courses (30 semester hours) beyond the foundation and basic accounting courses. Included are advanced-level courses in financial and managerial accounting, auditing, nonprofit accounting, and federal taxation, as well as courses in finance, management, economics, and executive communications.

The program is intended for those students with undergraduate degrees in accounting and those students with degrees in fields other than accounting. Eleven (11) foundation and seven (7) basic accounting courses are required of candidates who have not successfully completed these courses. The College of Business Graduate Admissions Committee will evaluate transcripts of previous academic work to determine the number, if any, of these courses that will be required. The maximum number of courses required by this program of study is

twenty-eight (28) and would apply primarily to non-business candidates.

- A. Foundation (Common body of knowledge - eleven courses)
- MATH 1413 - Survey of Calculus (or equivalent)
  - MGNT 3600 - Management
  - MKTG 3803 - Principles of Marketing
  - ECON 3402 - Statistics for Business and Economics
  - MGNT 3615/6604 - Production/Operations Management
  - CISM 3330 - Management of Information Systems
  - FINC 3511 - Corporate Finance
  - BUSA 2106 - Legal Environment of Business
  - ACCT 4201 - Survey of Accounting Theory and Practice
  - ECON 4400 - Survey of Micro- and Macro- Economics
  - MGNT 4660 - Strategic Management
- B. Basic Accounting (seven courses)
- ACCT 3212 - Financial Reporting I
  - ACCT 3213 - Financial Reporting II
  - ACCT 3214 - Financial Reporting III
  - ACCT 3232/4202/6232 - Managerial Accounting/Accounting for Decision Making/Advanced Managerial Accounting
  - ACCT 3251 - Income Tax Accounting for Individuals
  - ACCT 4241 - Accounting Information Systems
  - ACCT 4261 - Auditing
- C. MPAcc (ten courses)
- ABED 6100 - Managerial Communications
  - ACCT 5242 - Strategic Information Systems and Risk Management
  - ACCT 6216 - Seminar in Financial Reporting
  - ACCT 6233 - Seminar in Strategic Cost Management
  - ACCT 6253 - Seminar in Tax Accounting
  - ACCT 6263 - Seminar in Assurance Services
  - ACCT 6264 - Nonprofit Accounting and Auditing
  - CISM 6331 - Strategic Management of Information Technology
  - FINC 6521/ECON 6461 - International Finance
  - FINC 6532 - Advanced Financial Management

To complete the degree requirements, students must pass a comprehensive written examination. All requirements must be completed within six (6) years from the date of matriculation as a graduate student.

### **ACCOUNTING COURSES (ACCT)**

*(All courses carry three hours credit unless otherwise noted.)*

#### **ACCT 5242 Strategic Information Systems and Risk Management**

Prerequisite: ACCT 4241

A study of the identification and modeling of business processes, identification of business and information risk exposures and the development of appropriate control strategies, and analysis and design of information systems for business processes.

**ACCT 6216 Seminar in Financial Reporting**

Prerequisite: ACCT 3214

In-depth analysis of and research on current topics in accounting including theoretical analysis of recent accounting pronouncements and the study of current literature in accounting. Ethical issues in financial reporting are emphasized.

**ACCT 6232 Advanced Managerial Accounting**

Prerequisite: ACCT 2102 or equivalent

An analysis of accounting information and other data as aids to management in choosing possible courses of action. Not open to MPAcc students.

**ACCT 6233 Seminar in Strategic Cost Management**

Prerequisite: ACCT 3232 or 6232

Designed for the student with past exposure to cost accounting concepts and applications. The course emphasizes research of the current topics affecting the information-providing function of the managerial accounting process. Ethical issues are emphasized.

**ACCT 6253 Seminar in Tax Accounting**

Prerequisite: ACCT 3251

An examination of the federal tax treatment of fiduciaries, gifts, estates, corporations, and partnerships. Emphasis is placed upon the formation of the entity, elements of gross income, treatment of property dispositions, allowable deductions and credits, determination of entity and investor basis, and liquidation of the entity. Tax research is emphasized.

**ACCT 6263 Seminar in Assurance Services**

Prerequisite: ACCT 4261

Advanced problems and research in the application of auditing standards, internal control evaluations, applications of statistics, audits of EDP systems, and auditor's ethical, legal, and reporting obligations.

**ACCT 6264 Nonprofit Accounting and Auditing**

Prerequisite: ACCT 4261

Principles and practices of fund accounting are examined with emphasis upon their adaptation to nonprofit institutions. The course includes measuring efficiency and economic use of resources to satisfy legal reporting as well as societal requirements. Auditing the reports and operations of nonprofit organizations is emphasized.

**ACCT 6285 Special Problems in Accounting**

Prerequisite: completion of all MPAcc requirements

In-depth, supervised, individual study of one or more current problems of the accounting profession.

**ACCT 6286 Internship**

var. 1-3

Practical accounting internship experience with a commercial firm or organization for selected students.

**MANAGEMENT INFORMATION SYSTEMS COURSES (CISM)****CISM 5330 Telecommunications Management**

Prerequisite: CISM 3330 or equivalent

An introduction to the concepts and practices of managing business telecommunications resources. This course examines the constituencies of telecommunications from three different perspectives: the client, the designer, and the implementer. The focus of the course surrounds the role of the designer. This role involves determining telecommunications requirements from the client and translating these requirements to the implementer.

**CISM 6331 Strategic Management of Information Technology**

Prerequisite: CISM 3330 or equivalent

Focuses on information technology and systems from a general management perspective. Discusses management of the systems development process, the organizational cycle of information, technology planning, evaluation, selection, and strategic uses of information technology. Includes frequent discussions of industry case studies.

**ECONOMICS COURSES (ECON)***(All courses carry three hours credit unless otherwise noted.)***ECON 5440 Public Finance**

Prerequisite: ECON 2105, 2106 or consent of department chair

A study of the equity and economic effects of government spending programs, taxes, and debt. The course is primarily applied microeconomics. Same as POLS 5204.

**ECON 6400 Survey of Economics for Teachers**

A course designed especially to broaden the student's understanding of his or her economic environment, and to pose important controversial problems of public policy to which they can apply and refine the tools of economic analysis. Not open for credit to MBA students.

**ECON 6410 Consumer Economics for Teachers**

Emphasis is placed on basic and useful information needed for effective personal spending, saving, and budgeting. Not open to MBA students.

**ECON 6420 Current Economic Issues**

The course covers contemporary problems from an economic perspective. Issues covered include the national debt, health care, social security, population growth, and other economic issues. Not open to MBA students.

**ECON 6430 Business Cycles and Forecasting**

Prerequisite: ECON 2105, 2106, 3402 or consent of department chair

The analysis of current and prospective levels of national income and the impact on the firm's volume of business and its ability to operate profitably. Special emphasis is given to measuring economic fluctuations and forecasting the level of economic activity.

**ECON 6450 Managerial Economics**

Prerequisite: ECON 2105, 2106, 3402, MATH 1413 or consent of department chair

The manager's role in the efficient allocation of resources in our society will be emphasized. The application of several decision-making tools to empirical situations will be stressed. This course assumes that the student has a basic knowledge of statistics and calculus.

**ECON 6461 International Finance**

Prerequisite: ECON 2105, 2106, FINC 3511 or consent of department chair  
Topics may include foreign exchange market, exchange rates, balance of payments analysis and adjustment process, financing institutions, monetary relations and reform, gold, the dollar, devaluation, and SDRs. Same as FINC 6521.

**ECON 6481 Independent Study in Economics var. 1-6**

Prerequisite: Consent of department chair and instructor  
Directed program of independent study of specific research topics.

**ECON 6485 Special Topics in Economics**

Prerequisite: ECON 2105, 2106 or consent of department chair  
Title and description of specific courses to be specified at time of offering.  
Course may be repeated with permission up to a maximum of 6 hours of credit.

***FINANCE COURSES (FINC)***

*(All courses carry three hours credit unless otherwise noted.)*

**FINC 5571 Derivative Markets**

Prerequisite: FINC 3511 or equivalent  
An in-depth study of options and futures markets. Topics will include the institutional structure of options and futures markets, pricing models, and hedging techniques.

**FINC 6521 International Finance**

Prerequisite: FINC 3511 or equivalent  
Topics include foreign exchange market, exchange rates, balance of payments analysis and adjustment process, financing of institutions, monetary relations and reform, gold, the dollar, devaluation, and SDRs. Cross listed with ECON 6461.

**FINC 6532 Advanced Financial Management**

Prerequisite: FINC 3511 or equivalent  
A study of the major financial tools and techniques through problem solving and case studies.

**FINC 6542 Investment Analysis and Portfolio Management**

Prerequisite: FINC 3511 or equivalent  
Study of securities markets and security analysis for portfolio planning.

**FINC 6561 International Management of Financial Institutions**

Prerequisite: FINC 3511 or equivalent  
Designed as a study of the financial management of financial institutions with emphasis on international aspects.

- FINC 6585 Special Problems in Finance** var. 1-3  
 Prerequisite: Completion of the MBA core  
 In-depth, supervised, individual study of one or more current problems of the finance profession.
- FINC 6586 Internship** var. 1-3  
 Practical finance internship experience with a commercial firm or organization for selected students.

### **MANAGEMENT COURSES (MGNT)**

*(All courses carry three hours credit.)*

- MGNT 5620 Seminar in Human Resource Management**  
 Prerequisite: MGNT 3600 or equivalent  
 A study of the planning, acquisition, and administration of Human Resources in organizations. Includes case studies and applications of problem-solving techniques.
- MGNT 5625 International Management**  
 Prerequisite: MGNT 3600 or equivalent  
 This course examines international operations of American firms, impact of international competition in the domestic market, organization for international production, marketing, financing, international markets, resources, institutions, and managerial problems arising out of governmental relations.
- MGNT 5626 Women and Work**  
 A course designed to familiarize students with the history of women and work, the present role of women in the workplace, the current issues affecting working women, and to develop in students the skills and strategies for dealing with issues related to women and work. Same as SOCI 5103.
- MGNT 5630 Dispute Resolution in Contemporary Organizations**  
 Analysis of the causes and consequences of conflicts in and among organizations with strategies and processes for their effective resolution. The course will cover the sources of organizational conflicts, strategies for conflict avoidance, approaches to conflict resolution, and traditional and alternative dispute resolution methods.
- MGNT 5681 Compensation Management**  
 Prerequisite: Consent of MBA Coordinator  
 This course will teach economic concepts and legislative requirements relating to compensation concepts and practices. Students will learn the concepts and procedures for developing and administering a compensation program.
- MGNT 6604 Production/Operations Management  
 Fundamentals with Quantitative Applications**  
 Prerequisite: MATH 1413 or equivalent  
 An examination of the qualitative and quantitative fundamentals of production and operations management, which provides a foundation for application of quantitative techniques.

**MGNT 6611 Business and Society**

A study of the relationship between business and society including the role of social responsibility and responsiveness in determining corporate objectives, analysis of business and societal issues in varying arenas, and development of managerial skills in dealing with these issues.

**MGNT 6670 Organization Theory and Behavior: A Managerial Perspective**

Prerequisite: MGNT 3600 or equivalent

A managerial examination of the behavioral and structural factors affecting performance of organizations including study of fundamentals, individual and group concerns, and organizational processes with emphasis on current issues.

**MGNT 6672 Theory and Philosophy of Management**

Prerequisite: MGNT 3600 or equivalent

An examination of the practice of management—past, present, and future—with emphasis on contemporary challenges.

**MGNT 6681 Seminar in Strategic Management**

Prerequisite: MKTG 6815, FINC 6532, all preparation courses and within 15 hours of graduation

A study of total enterprise at the executive level applying a set of decisions and actions, which result in the formulation and implementation of plans designed to achieve the mission and goals of the enterprise.

**MGNT 6683 Research in Business**

An overview of the research process—selecting and defining problems, building research designs, developing sources of information, data-gathering techniques, and writing various forms of reports.

**MGNT 6685 Special Problems in Business**

Prerequisite: Consent of department chair, the instructor, and completion of MBA core.

In-depth, supervised, individual study of one or more current business problems in a business organization.

***MARKETING COURSES (MKTG)***

*(All courses carry three hours credit.)*

**MKTG 5805 Sales Management**

Sales Management is a course designed to teach prospective managers the skills of salesperson management. Topics include motivating, controlling, and evaluating salespersons for results. Trends and recent developments in sales management will also be covered.

**MKTG 5808 Marketing Information Systems and Research**

Prerequisite: MKTG 3803 or permission of department chair

Designed to meet the rapidly emerging need in marketing for a systematic approach to information collection, retrieval, and analysis as the basis for marketing decision-making. Includes the research process, primary data collection and analysis, and secondary sources of data including the Internet/World Wide Web and online sources. Marketing information systems, decision support systems, and the Internet are also examined.

**MKTG 5864 Consumer Behavior**

Prerequisite: MKTG 3803 or equivalent or permission of department chair  
A comprehensive analysis of the factors in human behavior which influence the choice and the use of products and services.

**MKTG 5866 International Marketing**

Prerequisite: MKTG 3803 or equivalent or permission of department chair  
The focus of this course will be on the new international trade agreements, treaties, organizations, and on adapting marketing strategy that is based upon this information.

**MKTG 6815 Marketing Strategy**

Prerequisite: MKTG 3803 or equivalent  
A high-level, managerial, decision-making course that emphasizes analysis, planning, implementation, and control of marketing programs in a competitive environment. The case method and/or computer simulations are the integrative elements of the course.

**MKTG 6820 International Business Strategy**

Prerequisite: All MBA preparatory courses  
This course will cover each traditional functional area of an organization as it applies to doing business across country boundaries. The functional areas addressed will include finance, accounting, production, human resources management, marketing, and technology management.

**MKTG 6860 Advanced Marketing Research**

Prerequisite: MKTG 3803 and MKTG 5808 or equivalent  
Advanced topics in marketing research, including design and analytic methods.

**MKTG 6881 Independent Study in Marketing**

In-depth, supervised, individual study of one or more current marketing problems of business organizations.

***REAL ESTATE (RELE)***

*(All course carry three hours credit.)*

**RELE 5701 Real Estate Practices**

The basics of the real estate business, including ownership, brokerage, appraising, investment, financing, property management, and development.

**RELE 5705 Real Estate Investment**

Prerequisite: RELE 3705 or RELE 4701 or FINC 3511  
Examines the use of discounted, after-tax cash flow analysis in the evaluation of real estate investments. Topics discussed include operating expenses, cost capitalization, federal tax law implications, depreciation, ownership forms, and different measures of investment performance such as IRR and NPV. Home ownership as a real estate investment is also explored.

**RELE 5710 Real Estate Marketing**

Prerequisite: RELE 5705 or permission of the department Chair

Examines the process of selling and leasing residential and non-residential properties. Listing agreements, contracts for purchase and sale, closing costs, closing statements, and agency law are analyzed. The advertising of real property is also explored as are the standards of professional conduct. The class focuses on structured experiences using the experiential learning model.

**RELE 5781 Independent Study in Real Estate**

Prerequisite: RELE 3705

In-depth, supervised, individual study of one or more current real estate problems of a business organization.

**RELE 5785 Special Topics in Real Estate**

The study of selected contemporary marketing topics of interest to faculty and students.

**RELE 5786 Real Estate Internship**

Prerequisite: RELE 3705

Practical real estate related experience with a previously approved business firm.

***BUSINESS EDUCATION***

*(see page 184)*



# COLLEGE OF EDUCATION

*“DEVELOPING EDUCATORS FOR SCHOOL IMPROVEMENT”*

*Kent Layton, Dean*

678-839-6570

[coe.westga.edu/](http://coe.westga.edu/)

The mission of the College of Education is to provide excellence in the initial and advanced preparation of professionals for a variety of settings, to foster an innovative, student-focused learning community, and to empower a faculty committed to teaching and the dissemination of knowledge. The College envisions itself as a student-focused educational community recognized for excellence in the comprehensive preparation of professionals who can positively impact school improvement.

All graduate teacher certification programs are accredited by the National Council for Accreditation of Teacher Education and the Georgia Professional Standards Commission. The College of Education at University of West Georgia has one of the largest graduate teacher education programs in Georgia.

Educational professionals attend University of West Georgia to enhance their content and pedagogical knowledge. These experienced teachers seek professional growth and development and advanced certifications to broaden their knowledge and to expand their instructional capabilities.

The College of Education requires the use of APA style in all of its graduate courses.

## MASTER OF EDUCATION DEGREE

The Master of Education degree is designed for individuals seeking to expand and strengthen their professional preparation in knowledge and pedagogy. The College offers the Master of Education degree in administration and supervision, art education, business education (working with the College of Business), early childhood, guidance and counseling (community and school counseling options), physical education, media, middle grades, reading, English, French, mathematics, science, social studies, Spanish, interrelated special education, and speech-language pathology.

Most majors consist of a minimum of 36 semester hours of course work. Majors in Guidance and Counseling (school and community counseling) require 48 hours. These programs are approved for Level-5 certification by the Georgia Professional Standards Commission. The community counseling

emphasis in Guidance and Counseling is designed to meet academic requirements for licensing in professional counseling (LPC).

Minimum University System admission requirements for master's degree studies are as follows, but each department offering the M.Ed. degree may set additional admission requirements.

### Regular Admission

The student must hold an undergraduate degree from an accredited college or university with an undergraduate major in, or prerequisites for, the planned field of study where applicable.

The student must have earned a minimum 2.5 undergraduate grade point average calculated on all work attempted in which letter grades were awarded and must present a minimum score of **at least 400** on the verbal and **at least 400** on the analytical (for scores obtained prior to October 2002) or quantitative portion of the GRE, whichever of the two is higher, for a minimum combined score of 800. The student also may submit a score on the Miller Analogies Test of 44 or higher. **Scores from out-of-state administrations of the MAT taken from October 1990 - August 1991 are unacceptable. MAT scores from tests taken after June 30, 1996, will not be accepted.** The Graduate School is now accepting scores from the new MAT. These are scores from tests that have been taken during or after October 1, 2004. The Graduate School rules for acceptance with old test scores still apply as stated above. Please be aware that not all graduate programs accept the old and/or new MAT scores. Please contact the Graduate School Office for information concerning the graduate program to which you are applying for more information. Note: MAT scores are unacceptable for admission into the Ed. D. In School Improvement program. An NTE Commons Test score (taken prior to Fall 1982) of 550 meets regular admission standards. **Scores from the ETS PRAXIS tests are unacceptable for admission into M.Ed. degree programs.**

These are minimum requirements. Applicants should see program sections, beginning on page 153, for specific program admission and exit criteria.

The student must have the recommendation of the major department. Certain programs require the Level-4 teaching certificate or its equivalent.

### Provisional Admission

Students must hold an undergraduate degree from an accredited college or university with an undergraduate major in, or prerequisites for, the planned field of study where applicable.

Students who fail to meet either the minimum undergraduate GPA or entrance test requirements for regular admission may be considered for provisional admission if 1) the undergraduate GPA multiplied by 100 and added to the student's score on the GRE Aptitude (Verbal + Analytical or Quantitative) equals 1000, or 2) the Miller Analogies Test score times ten plus the student's GPA times 100 equals 560 or above, or 3) the student's GPA multiplied by 100 and added to the NTE Common Examination score (taken prior to fall 1982) equals 750.

In all cases, the students' GRE score must be **at least 350** on both verbal and analytical sections. In no event may the undergraduate grade point average be lower than 2.2, the score on the Miller Analogies Test lower than 27, or the NTE Common score lower than 450. These are graduate school minimal admission

requirements for provisional admission. Graduate programs may have higher admission standards.

Students' provisional status will not be changed until they have completed 9 hours of graduate work (including at least two 6000- or 7000-level courses) with grades of "B" or better and satisfied any other requirements stipulated at the time of their provisional admission (e.g., submission of the appropriate teaching certificate).

If a prospective student's application for admission is denied, a letter of appeal may be submitted to the Dean of the Graduate School to have the denial of admission reconsidered by a subcommittee of the Committee on Graduate Studies. The student must have the recommendation of the major department.

## SPECIALIST IN EDUCATION DEGREE

The programs leading to the Specialist in Education degree are designed to provide a further specialization for instructional service and leadership personnel in fields of professional education and professional counseling. The degree requires completion of 27 semester hours after completion of the Master's degree. The programs of study are planned to achieve a distribution for the student's entire graduate program among the teaching field or area of competence, educational foundations, behavioral sciences, and electives.

The Specialist in Education degree is offered with majors in administration and supervision, business education, early childhood education, media education, middle grades education, guidance and counseling (with emphasis in school counseling and community counseling), physical education, secondary education (with concentrations in English, mathematics, science, and social studies), and special education (with emphasis in curriculum or administration).

Students who are seeking an Ed.S. degree should have previously completed requirements for a master's degree in the same field. Eligibility for the level-5 certificate, based on master's-level work in the same field, must be established before admission to the Ed.S. program. Applicants must check with each program advisor to determine prerequisites needed for admission to the Ed.S. program.

Only regular admission will be used for the Education Specialist degree with the following minimum University System admission requirements being established: a master's degree from an accredited graduate institution, a 3.0 grade point average on all graduate work attempted, and satisfactory test scores. **\*Miller Analogies Test scores from tests taken out-of-state from October 1990 to August 31, 1991, are unacceptable. MAT scores from tests taken after June 30, 1996, will not be accepted.** The Graduate School is now accepting scores from the new MAT. These are scores from tests that have been taken during or after October 1, 2004. The Graduate School rules for acceptance with old test scores still apply as stated above. Please be aware that not all graduate programs accept the old and/or new MAT scores. Please contact the Graduate School Office for information concerning the graduate program to which you are applying for more information. Note: MAT scores are unacceptable for admission into the Ed. D. In School Improvement program. **Scores from the ETS PRAXIS series tests**

**will not be accepted for admission into Ed.S. degree program. Each department offering the Ed.S. degree may set additional admission requirements.**

### **Research Project**

Every research project presented in partial fulfillment of the requirements for an Ed.S. degree must involve independent study and investigation, explore a definite topic related to the major field, and meet the standards for research writing approved by the Graduate School.

The following regulations apply regarding the completion of the research project. The subject must be approved by the major professor and submitted to the Graduate Office prior to admission to candidacy; the candidate must register for the research project during the time work on it is in progress; and two weeks prior to graduation, three typewritten copies (original and two copies) of the research report (signed by the major professor and the Dean of the Graduate School) with abstracts attached to each must be filed in the Graduate Office. Following approval, three copies of the research report will be bound and a copy microfilmed at the student's expense. It is necessary that the student submit only three copies of the research report to the Graduate Office.

## **NON-DEGREE INITIAL TEACHER PREPARATION PROGRAMS POLICIES AND PROCEDURES**

1. Candidates must have received a bachelor degree from an accredited college or university. The bachelor degree program must reflect a broad general education with at least two courses from these three areas: (a) humanities, (b) mathematics/science, and (c) social sciences.
2. Candidates must meet the following requirements for admission to teacher education:
  - a. Overall minimum GPA.  
For physical education majors, a grade point average of 2.5 overall in academic work completed. For early childhood, early childhood/learning disabilities, middle grades, secondary, art, music, foreign language, and special education: mental retardation majors, a grade point average of 2.7 overall in academic work completed. If the GPA falls below the minimum requirement, the GPA is calculated on the last 60 semester hours (or its equivalent) of course work (undergraduate and graduate) completed. All courses taken during the term in which the 60<sup>th</sup> credit hour is completed shall be used in this calculation.
  - b. Satisfactory completion of the Praxis I: Pre-Professional Skills Test or exemption. (Required of all candidates admitted to teacher education after July 1, 1997. Candidates admitted to teacher education before July 1, 1997 must post a passing score on the Praxis I when applying for an initial Georgia educator certificate on or after March 1, 1999.)
  - c. Successful completion CEPD 2101 or CEPD 2102; ECED 2271, MGED 2271, SEED 2271, PHED 2602, or SPED 2704; and SPED 2706 with a grade of C or better.
3. The candidate must present to the program advisor a copy of all transcripts and other documentation required by the program.

4. Prior to the end of a candidate's first semester in a program, the program advisor will develop a program of study to be signed by the candidate and the department representative. This program of study will be valid for five years unless otherwise indicated.
5. Candidates must complete the majority of courses required in the program of study at University of West Georgia. Curriculum, methods, and internship/practica must be taken at University of West Georgia. All internships and practica sites will be located in the University of West Georgia area.
6. Staff Development Unit (SDU)/Professional Learning Unit (PLU) credit may be accepted for meeting certain program requirements. The most commonly used are: Human Growth and Development, Introduction to Special Education, Teaching of Reading and Writing, and a course that meets the computer skill competency requirement. SDU/PLU will not be accepted to meet teaching field (content) requirements.
7. Candidates must earn a grade of **B** or better on each course or an overall average of 3.0 on all graduate level course work attempted applicable to the field of certification; and earn a **C** or better in each undergraduate course.
8. A limited number of graduate courses, not to exceed 3 (9 semester hours), used for initial certification may be counted toward a Master of Education. Check with individual departments for specific requirements.
9. *Graduate candidates* who were previously enrolled, but have not been in attendance for four semesters must apply for readmission with the Graduate School and with the College of Education and meet Teacher Education requirements in place when readmitted.

### **Retention**

In addition to the specific requirements for admission to teacher education, the candidate must meet the following requirements for retention in teacher education programs.

1. Demonstrate knowledge, attitudes, and skills appropriate for the various stages of the preparation program.
2. Maintain the minimum GPA needed for admission to the program.
3. Candidates must earn a grade of **B** or better on each course or an overall average of 3.0 on all graduate level course work attempted applicable to the field of certification; and earn a **C** or better in each undergraduate course.
4. Complete successfully each field experience undertaken prior to the next step in the sequence, including exhibiting responsible professional behavior at the field placement sites and in interactions with peers, faculty, and students.

### **Program Completion Requirements**

Candidates must meet the following requirements for successful completion of the teacher education program. Candidates are recommended for the Georgia educator certificate only upon successful completion of the teacher education program.

1. Complete specific program requirements as outlined by the approved program of study.
2. Complete SPED 2706 or departmental approved alternative to meet the special education requirement of Georgia House Bill No. 671.
3. Complete Computer Skill Competency requirement as outlined in the A+ Education Reform Act (House Bill 1187). Students holding provisional certification may complete the requirement through any PSC approved course as found at the following link:  
<https://www.gapsc.com/ApprovedPrograms/EducationProgram.asp>
4. Candidates must earn a grade of **B** or better on each course **or** an overall average of 3.0 on all graduate level course work attempted applicable to the field of certification; and earn a **C** or better in each undergraduate course.
5. Complete successfully all field experiences, including exhibiting responsible professional behavior at the field placement sites and in interactions with peers, faculty, and students.
6. Earn a passing score on the appropriate certification test of the teaching field content, as required for certification by the Professional Standards Commission.
7. Submit application for certification to the Office of Teacher Certification upon completion of all program requirements. Official transcripts from all institutions attended (excluding West Georgia) must be submitted with the application to the Office of Teacher Certification, Room 106, Education Center.

### **Personal Affirmation**

More and more schools are requiring criminal background checks prior to teacher education candidates entering schools. To assist schools in this process, the Teacher Education program has four checkpoints at which candidates must complete a Personal Affirmation Form. The four checkpoints are (1) prior to field experience requirements in introductory courses [on-line process], (2) prior to admission to the teacher education program [pencil and paper process], (3) prior to placement for the internship [pencil and paper process], and (4) random background checks completed at each of the first three checkpoints [random background checks initiated by the Office of Field Experiences once each semester]. Truthful completion of this form is mandatory. In addition, candidates are expected to self-report any incidents that occur between these checkpoints with the Office of Field Experiences. If a candidate is found to ever have been arrested for a misdemeanor or felony involving moral turpitude, his or her placement paperwork is temporarily suspended. The candidate must schedule a meeting with the university legal counsel and provide an official background check from the Sheriff's Office. If needed, the candidate's case will be forwarded to an adhoc committee for final decision. Beyond this, the candidate has the right to appeal to the Dean. Once the candidate has been cleared, the placement paperwork will be processed. Under no circumstances will any candidate who has not completed the Personal Affirmation Form be considered for field placements.

### **Internship/Practicum Fee**

A course-related fee is associated with internships and practicums in educator preparation programs at the University of West Georgia. The fee, which was endorsed by the West Georgia Student Government Association, is used to provide honoraria to members of schools who assist our undergraduate and graduate students in their field placements including the student teaching internship experience. The funds will also be used for costs associated with field experiences such as evaluation forms and supervision travel.

### **Child Development Center**

The Child Development Center is located in the Education Annex. Four-year-old children attend the center during the year. Students can make appointments for observation and study with teachers in the Center.

### **Multimedia Classrooms**

The College of Education has integrated multimedia technology into all of its classrooms in the Education Center, Education Annex, and Health and Physical Education building. Twenty-three multimedia classrooms allow the instructor and student to use a VCR/DVD or computer through a large screen projection system. The systems generally are used to show educational videotapes, computer generated slide presentations, and educational web sites. Innovative uses of this technology include virtual reality sessions, videoconferencing, and video streaming with K-12 school systems. Each classroom has a wireless mouse so the instructor or student can control the computer remotely. Each classroom also contains a switch box that allows a user to easily connect a laptop computer and use the existing projector with the turn of a switch. Each computer is connected to the Internet and has 1.44" floppy, Zip drive, CD drive, and USB ports on the keyboard.

Multimedia classrooms available in the Education Center include rooms 1,2,3,4,5, 200 and 201, 202, 225, 226, 227, and 229. Multimedia classrooms available in the Education Annex include rooms 113, 120, 123, and 220. Multimedia classrooms available in the HPE Main building include rooms 105 and 107.

### **Computer Labs**

The College of Education provides four computer labs for classroom instruction and student use. These labs are for educational use only and should not be used for recreational purposes. For hours of operation, detailed hardware and software descriptions, and general lab information go to [uwglabs.westga.edu](http://uwglabs.westga.edu).

### **Photography Darkroom (for Black & White Processing)**

The College of Education's darkroom is located in room 245 in the Education Center. It is primarily used for instructional purposes for graduate students enrolled in photography or instructional technology classes. The darkroom contains enlargers, a variety of necessary photography chemicals, and print making equipment for black and white photographs.

### Teaching Materials Center

The Teaching Materials Center (TMC) is a curriculum laboratory that exists for the purpose of improving teaching and learning by providing resources to in-service teachers, pre-service teachers, faculty, and the community. The TMC collection consists of both print and non-print materials for use in elementary, middle, and secondary schools. The collection includes public school textbooks, children and young adult books, Reavis Reading Area (PDK publications), curriculum guides, teaching activity guides, periodicals, manipulatives, software programs, videos, puppets, CDs, and games. Hours of operation, checkout policies, and general information can be found at <http://tmc.ed.westga.edu/>.

### Test Center

The Test Center is located in the Teaching Materials Center, and houses over 200 tests in various categories including achievement, developmental, personality, intelligence, speech and language, and reading. Its primary purpose is to enhance the student's classroom learning experience concerning test selection, administration, interpretation, and use while under supervision of faculty. A secondary purpose of the Test Center is to provide appropriate resource assessment materials as needed by qualified faculty in their teaching and research activities. The tests are available to students enrolled in UWG assessment classes. Hours of operation, checkout policies, and a list of available tests can be found at <http://tmc.ed.westga.edu/testctr.asp>.

### Videotape Editing Room

The editing room, located in room 203-A, offers digital video editing capabilities. It contains digital editing machines, tripods, and accessories needed for editing digital videotapes.

## Administration and Supervision

Department of Educational Leadership and Professional Studies

Ed. Annex 137 678-839-6557 [coe.westga.edu/elps/](http://coe.westga.edu/elps/)

**Professors**, L. Deck (Chair), C. Douvanis, R. Morris; **Associate Professor** C. Hendricks, W. Pickett; **Assistant Professors**, J. Brown, L. Cornelius, M. Gantner, D. Hill, M. Hooper, B. Kawulich, R. Nichols, A. Packard, T. Peterson

### Learning Outcomes:

Programs of the department are expected to develop and enhance the capabilities of students to:

- Facilitate the development, clear expression, and implementation of a vision of learning that can be shared and supported by a school community.
- Develop and sustain a school culture and instructional program that facilitates student learning and professional growth of a school staff.
- Manage effectively the operation and resources of schools so as to respond to community needs and mobilize community resources.
- Collaborate with families and community members so as to respond to community needs and mobilize community resources.
- Behave as principled and ethical leaders with integrity and fairness.

- Understand, respond to, and influence the political, social, legal, and cultural contexts of schools.

### **Administration and Supervision—M.Ed.**

This program is designed for persons preparing for educational leadership positions in administration and supervision (Level-5 certification). It consists of a minimum of 36 hours of course work including cognate electives in public administration, business administration, sociology, and psychology. Admission to this program requires a clear professional teaching or service certificate.

Departmental requirements for admission include the following:

- Only regular admission is available to applicants in Administration and Supervision programs.
- An official GRE score of at least 900 (minimum 450 Verbal score and minimum 450 Quantitative or Analytical score – whichever score is higher of the two sections for test taken prior to October, 2002) for tests taken after October, 2002, only the Verbal and Quantitative scores are required. However, all applicants must submit a minimum GRE Analytical Writing Score of 3.5.
- A minimum undergraduate grade point average of 2.7 calculated on all work attempted in which letter grades were awarded.
- Two years of acceptable school experience.
- Three letters of recommendation from employers, supervisors, or professional colleagues.

Admission into the program is granted based on a holistic score derived by awarding quality points to the following criteria: GRE score, undergraduate GPA, and letters of recommendation. The letter of recommendation form that has been developed by the department for this program must be used in the admission process, which is available from the Graduate School.

A portfolio evaluation is required during the student's last semester of enrollment. The portfolio is designed to enable the student to demonstrate ability to synthesize/integrate the knowledge gained in various courses. Recommendations from the department at the conclusion of the portfolio evaluation may include the following: 1) the student has met all departmental requirements, or 2) additional assignments should be completed and a reassessment of the portfolio should take place.

### **Administration and Supervision—Ed.S.**

The program affords advanced preparation for school administrators and supervisors. Admission requirements include the following:

- Master's degree in Administration and Supervision or full leadership certification with at least a 3.0 GPA in all graduate course work completed.
- An official GRE score of at least 900 (minimum 450 Verbal score and minimum 450 Quantitative or Analytical score – whichever score is higher of the two sections for test taken prior to October, 2002) for tests taken after October, 2002, only the Verbal and Quantitative scores are required. However, all applicants must submit a minimum GRE Analytical Writing Score of 3.5.
- Three letters of recommendation from employers, supervisors, or professional colleagues.

- Program of study developed by an advisor.

Admission into the program is granted based on a holistic score derived by awarding quality points to the following criteria: GRE score, graduate GPA, and letters of recommendation. The letter of recommendation form that has been developed by the department for this program must be used in the admission process, which is available from the Graduate School.

A field-based research project, to be completed during the last two semesters of the student's program, is required for graduation.

### **Administration and Supervision – Add-On Program**

The non-degree (L5) leadership certification program is available for teachers/students with T5 or S5 certification and at least two full years of successful teaching/counseling experience for application of admission to the add-on certification program in Administration and Supervision.

#### ***EDUCATIONAL FOUNDATIONS (EDFD)***

*(All courses carry three hours credit unless otherwise noted.)*

##### **EDFD 7303 Culture and Society in Education**

A critical analysis of cultural and sociological factors and their effect on issues affecting educational thought and schooling practices.

##### **EDFD 7305 History of American Education**

A survey of the development and patterns of public education in this country.

##### **EDFD 7307 Critical Issues in Education**

A study of selected issues affecting educational thought and schooling practices and emphasis on critical analysis of the cultural and sociological contexts of school-societal problems.

##### **EDFD 7309 Philosophical Foundations of Education**

A survey of philosophical thought foundational to educational theory and practice.

##### **EDFD 7311 Ethics in Education**

This course provides a survey of traditional and contemporary ethics as a foundation for examining selected educational policies, practices, and case studies.

##### **EDFD 7385 Special Topics**

Prerequisite: Consent of department chairman  
Individually designed studies of educational foundations.

##### **EDFD 8371 Advanced Principles of Curriculum**

Prerequisite: A master's-level curriculum course  
Advanced course directed toward providing students with the knowledge and skill necessary for deriving principles to guide the processes of planning, designing, and evaluating curriculum in training and educational settings.

**EDUCATIONAL LEADERSHIP COURSES (EDLE)**

*(Prerequisite to all graduate courses: admission to the leadership program or permission of instructor. All courses carry three hours credit unless otherwise noted.)*

**EDLE 6312 Principles of Leadership**

This course provides an overview of the organization and administration of the American public school system. Special attention is given to organizational structure and administrative processes of Georgia public schools. The history, future, and current trends to develop a viable theory of educational leadership are examined.

**EDLE 6314 School Business Management**

An examination of the planning and management functions in a school, encompassing such activities as budgeting, purchasing, storing, warehousing, managing records, and utilizing and maintaining the physical plant, which includes addressing the needs of the handicapped. The application of the computer in the ongoing operation of the school will be emphasized.

**EDLE 6316 School Law and Ethics**

This course is designed to examine the legal framework of public education in the United States and court decisions affecting the schools and all school personnel. The ethical considerations required by the Professional Standards Commission are an integral part of this course.

**EDLE 6318 Human Resources Management**

This course focuses on the personnel functions and responsibilities of school leaders. Students develop skills in forecasting personnel needs and in recruiting, selecting, orienting, assigning, developing, compensating, and evaluating personnel. Attention is given to major federal and state legislation, executive orders, and court decisions that provide direction in the development of human resource programs that address the rights of diverse groups within the work force.

**EDLE 6320 Supervision of Instruction**

This course introduces the history of supervision and effective supervisory behaviors for teaching practices. Students study adult learning behaviors, supervisory models, and tasks and skills of informal data collection and conferencing. Students are expected to practice these skills in on-site classrooms.

**EDLE 6322 Curriculum for Educational Leaders**

This course provides in-class and field experiences for students in the investigation of current curriculum literature and in the identification and creation of organizational patterns/designs which support both short- and long-range goal setting. Students will learn to coordinate and synthesize curriculum development, to utilize appropriate instructional designs, including delivery, management, and resources, as well as to reflect on the interpretation and utilization of test results for the improvement of instructional programs.

**EDLE 6388 Initial Internship EDLE, I** 0/2/1

This is the first of a two-semester course sequence. The course is designed to link in-class experiences with the world of professional work. Students, in collaboration with school officials, will select/identify a school improvement activity as part of the internship experience. Students are expected to complete a minimum of 150 clock hours of field experience during the two-course sequence.

**EDLE 6389 Initial Internship EDLE, II** 0/4/2

Prerequisite: EDLE 6388

The internship involves field placement and work experience that provide students with opportunities to learn how academic knowledge can be applied in an educational and/or organizational setting. Students, in collaboration with school officials, are expected to complete a school improvement activity as a part of the internship experience. Students are expected to complete a minimum of 150 clock hours of field experience during the two-sequence.

**EDLE 6390 Initial Internship in School Processes** 0/6/3

This course should be taken during the last semester of the L-5 or M. Ed. program. This course provides clinical experience for the beginning intern to gain practice and competency in educational leadership and administrative process.

**EDLE 7304 Administration of Special Education Programs**

This course will provide the student with an opportunity to gain an understanding of the legal and ethical requirements of complying with federal and state laws that govern the educational rights of students with disabilities. Students will also examine current educational strategies and methodologies that are designed to provide students with disabilities an appropriate education. The role of school administration in assuring compliance with the law, implementing educational programs, and evaluating those programs will be emphasized. Same as SPED 7704.

**EDLE 7312 School Community Relations**

This course is designed to provide the student with a knowledge of those elements essential for a school administrator in communicating and interacting with the internal and external publics in the school community.

**EDLE 7313 Supervision Skills for Teacher Support Specialist**

Designed to provide the experienced educator\* with the essential skills to supervise student teachers and to mentor beginning teachers. Emphasis is placed on the Teacher Support Specialist as a facilitator of knowledge building.

*\*Applicants for the Teacher Support Specialist Endorsement must possess a valid renewable teaching certificate or a service certificate in the field of speech and language pathology and must provide evidence of at least three years of acceptable experience at the P-12 level.*

**EDLE 7316 The Teacher and the Law**

An examination of the laws established by state and federal statutes, constitution, and court decisions that affect teachers.

**EDLE 7324 Special Education Law**

This course provides public school administrators and teachers the opportunity to examine the statutory and case law requirements of educating special populations.

**EDLE 7381 Independent Study var. 1-3**

Prerequisite: Approval required

An independent study conducted under the direction of a faculty member. Advanced topics in theory, issues, trends, and techniques will be emphasized. Students will concentrate in topics, studies, and projects in the area of specialty.

**EDLE 7382 Directed Readings In Education**

Prerequisite: Consent of advisor and instructor

The aim of the course is to allow a student to investigate an area not covered in existing courses. Such independent study requires research skills and motivation to acquire an advanced level of knowledge and understanding of the topic. An integrated research paper is required.

**EDLE 7385 Special Topics 3**

Individually designed studies of topics in the rapidly changing nature of education.

**EDLE 7386 Internship for Teacher Support Specialist**

Prerequisite: EDLE 7313 or permission of department chair

Student must be assigned as supervisor to student teacher or as mentor to a beginning teacher during the semester in which her or she is enrolled in EDLE 7386.

Designed to provide guided practice in the supervision of student teachers and in mentoring beginning teachers. Methods, techniques and effective practices are applied in a school setting.

**EDLE 7394, 7395, 7396 Educational Workshop var. 1-3**

These workshops allow students to pursue in greater depth the issues and new developments in an area of professional interest.

**EDLE 8311 Instructional Leadership**

Prerequisite: EDLE 6320

An advanced course in instructional leadership. Students will apply varying leadership styles in instructional settings depending on the developmental level of the faculty-staff being supervised. Students investigate various technical and interpersonal skills that are designed to improve the quality of instruction.

**EDLE 8312 School Finance**

This course is designed to provide the graduate student with the basic principles of school finance, accounting procedures, and school district business management.

**EDLE 8314 Local School Leadership**

The role of the principal is examined. Societal and organizational settings in schools and implications for effective practice are examined. The course provides a balance between theory and research and the application of these to solving problems in the daily life of educational administrators.

**EDLE 8316 Educational Facilities**

This course is designed to make the graduate student aware of and appreciate the relationship that exists between the total educational program and the learning environment as expressed by the physical facilities housing such a program.

**EDLE 8320 Designing and Conducting Staff Development Programs**

This course provides techniques and processes for planning and implementing staff improvement programs. The literature, research, and reported effective practices are explored, and implementation plans and activities are developed.

**EDLE 8322 Law for School Counselors and Psychologists**

This course is designed to provide the student with the opportunity to conduct an in-depth study of the law as it relates to the delivery of counseling and social services to students in a school setting. The student, working with an instructor, will research an area of interest and produce a written report.

**EDLE 8324 Ethics in Educational Leadership**

Prerequisite: Admission to Ed.S. program or Departmental approval

This course is designed to provide school leaders with an in-depth examination of current and anticipated ethical issues and the dilemmas facing public education.

**EDLE 8326 Politics and Policy in Education**

Analyzes the politics of elementary and secondary education at the local, state, and federal level with an emphasis on Georgia issues and experiences. Contemporary issues such as local control and the expanding role of the state government in influencing policy direction are treated. The role of policy and the development of policy as they relate to politics will also be explored.

**EDLE 8328 Educational Leadership in a Pluralistic/Diversified Society**

A study of the various aspects of culture and its link to school leadership. A specific focus is made on the preparation of administrators that can help transform schools in ways that would serve the interests of groups oppressed on the basis of race, ethnicity, language, learning styles, gender, sexual orientation, social class, or disability. Limitations of traditional preparation models are investigated, as well as related school reforms and restructuring movements.

**EDLE 8330 Group Leadership Techniques in Administration and Supervision**

This course provides experience in decision-making processes through the study of group and leadership behavior using role play, simulations, and case study methods. The role, styles, and functions of leaders are examined in the context of public education. Students learn to recognize both individual and group patterns of behavior in organizations. Interpersonal and managerial skills that are crucial to establishing a productive work climate are emphasized.

**EDLE 8332 Mediating Conflict in Organizations**

This course assists students in understanding ways of managing conflict in schools and community. Attention is given to the consequences of intergroup and intragroup conflict and ways to establish productive and collaborative relations. Case studies of conflict are used to foster skills in conflict mediation and alternative dispute resolution.

**EDLE 8334 Curriculum Design**

Prerequisite: Completed a master's-level curriculum course or consent of instructor

Interrelationships of various components of a curriculum design are investigated. Curriculum design is studied as a basis for decision-making in constructing instructional programs.

**EDLE 8336 Curriculum Inquiry and Change**

An analysis and in-depth study of curriculum theories and the construction of new paradigms or models based on current curriculum thought. Conceptualization of the process of how fundamental change affects the culture of the school community and various emerging educational forms is also emphasized.

**EDLE 8338 Clinical Techniques in Supervision**

Prerequisite: EDLE 6320

The student will develop skills of observing and analyzing teacher performance by using both qualitative and quantitative techniques and by conducting pre-and post-conferences with teachers.

**EDLE 8383 Research Proposal for Educational Leadership**

Prerequisite: Minimum of two courses completed in the Specialist Program  
Students develop a working proposal for an action research project that has relevance for educational leadership. Students conduct a literature review and produce an appropriate research design.

**EDLE 8386 Advanced Internship**

Prerequisite: A minimum of four courses completed in the Specialist program is required before enrollment in EDLE 8386

This internship is a one-semester, advanced clinical field experience that prepares students for educational leadership positions. Educational leaders have the opportunity to apply acquired knowledge to practical situations.

## Art Education

Department of Art

Humanities 322 678-839-6521 [www.westga.edu/~artdept/](http://www.westga.edu/~artdept/)

**Associate Professors**, O. Binion, P. Kirk, D. Santini, K. Shunn; **Assistant Professors**, E. Morton, S. Sohn, R. Tekippe

### Learning Outcomes

Prior to obtaining the degree, students will demonstrate that they can:

- express themselves visually in both two-dimensional and three-dimensional disciplines
- convey fundamental and advanced visual information to students ranging from the pre-school level to the secondary level
- critically evaluate works of art, including one's own, as well as those done by children and professional artists
- organize and conduct research in art and/or art education

### Art Education—M.Ed.

The Master of Education in art education is a 36-hour program leading to T-5 certification. Applicants must hold T-4 certification in art. The program combines 27 hours of studio art, art history, and art education with nine hours of professional education courses.

In addition to meeting the admission requirements for the other M.Ed. programs, applicants must submit a portfolio of art to the Department of Art. The portfolio should consist of 15 to 20 pieces representative of the student's best work. Although actual work will be considered, good quality slides properly labeled with title, size, media, and date of execution are preferred. A positive evaluation of the portfolio must be given before the prospective student is given regular admission status. A thesis or creative research project is required for the Master of Education in Art Education.

The Department of Art offers a five and one-half-week Summer Art Program in Bayeux, Paris. Classes are taught by West Georgia art faculty and other visiting American university professors. Four weeks are spent in a formal studio environment in Bayeux, a charming French town in Normandy and home of the famous 11<sup>th</sup> Century Bayeux Tapestry. Bayeux is also near Omaha Beach, site of the World War II American Cemetery. In addition to visiting famous museums in Paris, excursions are taken to the prehistoric caves of Font-de-Gaume and Lascaux II; Monet's home and gardens in Giverny; Mont-Saint-Michel; Chenonceau, a grand chateau in the Loire Valley; the Chartres Cathedral; and the World War II landing beaches. Scholarships are available to help partially defray the costs of the summer program.

	<b>Hours</b>
T-5 Certification in Art (K-12)	6
Art Education - 6 semester hours	6
ART 6110: Art Education Curriculum	3

ART 6111: Art Criticism, Aesthetics, and Contemporary Issues	3	
Studio Art - 15 semester hours		15
Selected from departmental studio art offerings and must include coursework in both two- dimensional and three-dimensional areas.		
ART 5000: Graduate Drawing		
ART 5005: Graduate Life Drawing		
ART 5305: Graduate Ceramics		
ART 5405: Graduate Graphic Design		
ART 5605: Graduate Painting		
ART 5705: Graduate Photography		
ART 5805: Graduate Printmaking		
ART 5825: Graduate Papermaking/Book Arts		
ART 5905: Graduate Sculpture		
Art History - 3 semester hours		3
Professional Education - 9 semester hours		9
EDRS 6301: Educational Research	3	
Foundations of Education Elective	3	
EDFD 7305: History of American Education, or		
EDFD 7307: Critical Issues in Education, or		
EDFD 7309: Philosophical Foundations of Education		
CEPD 6101: Psychology of Classroom Learning	3	
Thesis or Research Project - 3 semester hours		3
ART 6150: Art Education Prospectus	1	
ART 6184: Art Education Research Seminar	1	
ART 6199: Art Education Thesis/Research Project	1	
All coursework must be completed prior to the student writing a creative research proposal (ART 6150) and beginning a thesis or creative research project (ART 6184 and ART 6199).		

### Graduate Assistantships

Graduate Assistantships and Graduate Research Assistantships are available on a competitive basis to qualified graduate students.

In accordance with the National Association of Schools of Art and Design (NASAD) guidelines, students will have access to appropriate art studios for a minimum of three clock hours per credit hour of class per week.

### ART COURSES (ART)

*(All courses carry three hours credit unless otherwise noted.)*

**ART 5000 Graduate Drawing var. 1-3**  
Personal expression through drawing with an emphasis on uniqueness or a personal vision.

**ART 5005 Graduate Life Drawing** var. 1-3

Prerequisite: ART 4005, or consent of department

Advanced, expressive drawing problems at the graduate level, dealing with the proportion and anatomy of the human figure. Nude models will be used.

**ART 5200 The Art of Greece and Rome**

The study of Greek, Etruscan, and Roman sculpture, architecture, and painting in their historical context.

**ART 5201 History of Non-Western Art**

An introduction to the art and architecture of Asia, Africa, Oceania, and pre-Columbian America. These will be explored as evidence of various cultures as they evolved in specific times and places with reference to use in relationship to rituals and beliefs of those who created these expressions.

**ART 5202 Early Christian, Byzantine and Medieval Art**

Prerequisite: ART 2201

An in-depth study of the artistic expression of Christian Europe during the period c. 100-1400 CE, including selected secular works from this region.

**ART 5204 Art of the Renaissance**

A study of Northern and Italian Renaissance painting, sculpture and architecture in their historical context.

**ART 5206 Art of the 17<sup>th</sup> and 18<sup>th</sup> Centuries in Europe and America**

Prerequisite: ART 2202

Art and architecture of Europe and America from 1600-1800 covering the Baroque, Rococo, early Neoclassical, Romantic, and Colonial American periods.

**ART 5207 Art of the 19<sup>th</sup> Century**

Prerequisite: ART 2202

This course focuses on the painting, sculpture, photography, and graphic arts of the nineteenth century.

**ART 5208 Art of the 20<sup>th</sup> and 21<sup>st</sup> Centuries**

Prerequisite: ART 2202

An exploration of the concepts and formal characteristics of "modernism" in Western art, as well as the various "-isms" that are frequently associated with the modern and post-modern movements.

**ART 5210 American Art**

Prerequisite: ART 2202

The study of American paintings, sculpture, architecture, and emerging art forms in their historical context.

**ART 5220 Museum Seminar** var. 3-4

This course involves classroom study of the art and architecture of a city or country followed by a trip to visit what has been studied. The subject varies: New York City, Chicago, Washington/Philadelphia, Italy, France, Greece, Vienna/Paris/Prague, and others. Credit will vary depending upon the individual trips. Seminars taught during the summer in conjunction with the Bayeux Summer Program will be for four hours credit, while others will be three hours credit. May be repeated for up to 16 hours credit.

- ART 5285 Special Topics in Art History**  
Survey and investigation of a particular topic, problem, or issue in art history with emphasis on those not covered in other art history courses.
- ART 5305 Graduate Ceramics** var. 1-3  
Prerequisite: ART 3301, or consent of department  
Advanced visual expressive problems in ceramics at the graduate level, including writing about ceramics.
- ART 5405 Graduate Graphic Design** var. 1-3  
Prerequisite: ART 3401, or consent of department  
Graduate-level studies in graphic design with an emphasis upon the concepts and appropriate production methodologies. Studio work will be computer-based and relative to professional growth.
- ART 5605 Graduate Painting** var. 1-3  
Prerequisite: ART 3601 or ART 3602 or consent of department  
Advanced visual expression at the graduate level in painting, using transparent, opaque or mixed media.
- ART 5705 Graduate Photography** var. 1-3  
Prerequisite: ART 3601, or consent of department  
Advanced visual interpretative problems in photography at the graduate level.
- ART 5805 Graduate Printmaking** var. 1-3  
Prerequisite: ART 3801, or consent of department  
Advanced expressive problems at the graduate level in one or more of the following methods: relief, intaglio, or lithography.
- ART 5825 Graduate Papermaking/Book Arts** var. 1-3  
Prerequisite: Consent of department  
Traditional and contemporary methods of papermaking and book arts as an art form.
- ART 5905 Graduate Sculpture** var. 1-3  
Prerequisite: ART 3901, or consent of department  
Advanced sculptural investigations in at least two of the sculpture processes: carving, modeling, casting, or assembling. Emphasis on experimentations with innovative techniques, materials, and personal themes.
- ART 5985 Special Topics** var. 1-3  
Prerequisite: consent of department  
Individual studio problems at the graduate level in various topics or media relevant to the student's special interest and competence.
- ART 6086 Graduate Internship** var. 1-3  
Prerequisite: consent of department  
Students will secure a position with a company for field experience. Academic component includes written reports and/or visual presentations. Permission of the department is required.

**ART 6110 Art Education Curriculum**

This course is designed to review and extend the art educator's foundation of curricular theory. An investigation of current educational research in instruction and assessment with applicability to the field of art education will be a primary focus. Innovative teaching strategies, including cross-disciplinary approaches or the use of technology, may be explored.

**ART 6111 Art Criticism, Aesthetics, and Contemporary Issues**

Prerequisite: ART 6110, or consent of department

This course will focus on art criticism, aesthetics, and contemporary issues affecting art education. Students will develop strategies for using art criticism in a DBAE curriculum and will also develop an understanding of aesthetics as philosophy.

**ART 6150 Art Education Prospectus 1**

Prerequisite: EDRS 6401, and all other coursework for the art education program

A preliminary review of literature in art education or in an area of interest will be conducted in order for the student to identify a topic and methodology for continued research. A research proposal will be written and a committee established to guide the creative research project or thesis.

**ART 6184 Art Education Research Seminar 1**

Prerequisite: ART 6150

With the guidance of the art advisor and a faculty committee, the student will research an area of art or art education. The student has the option to present his or her research in a thesis or creative project format. Both options require a written component as specified by the Graduate School and Department of Art to document the investigation conducted and the relevance of the findings to the field of art education.

**ART 6199 Art Education Thesis/Research Project 1**

Prerequisite: ART 6184

The course will be the culminating experience for the Master of Education degree in Art Education. The thesis or research project will be completed to the satisfaction of the student's committee. Both options require a written component as specified by the Graduate School and Department of Art to document the research conducted and the implications of the findings to the field of art education.

**Business Education**

Department of Management and Business Systems

RCOB 111 678-839-6472 [www.westga.edu/~jgaytan/bused/](http://www.westga.edu/~jgaytan/bused/)

Professor, A. North; Associate Professor, J. Gaytan (Director), S. Hazari; Part-Time Professor and Dean Emeritus, J. Johnson

**Business Education – M.Ed.**

The Master of Education (M.Ed.) degree in Business Education is a collaborative program with the College of Education. It is designed to prepare professional

personnel for competency in teaching, research, curriculum development, evaluation, and supervision of business curricula. Candidates must hold a bachelor's degree from an accredited institution. A minimum of 36 semester hours of graduate course work is required. Graduating students are required to submit a position paper and course summaries prior to graduation. To meet the diverse needs of our students, three Master's Degree Options are available.

- M.Ed. - Master's degree in Business Education for students with an undergraduate degree in Business Education. This option is designed to qualify Business Education teachers who currently have four-year certificate (T-4) in Business Education for the Georgia five-year professional certificate (T-5).
- M.Ed. – Option – Master's degree in Business Education for students with an undergraduate degree in an area other than Business Education. This option is designed to qualify students for the Georgia five-year professional certificate (T-5). The length of the teaching internship depends on whether or not the candidate is teaching on a provisional license. If teaching on a provisional license, a two-semester teaching internship is required. If non-provisional, a one semester teaching internship is required.
- M.Ed. – Non-Certification – Master's degree in Business Education for students with an undergraduate degree in an area other than Business Education; however, no certification is awarded. This option is a Master's degree without certification. Candidates must not have previously earned certification at the T-4 level or equivalent. No teaching internship is involved and no certification is given.

#### **Learning Outcomes**

Students earning a Master of Education degree in Business Education should be able to:

- Communicate effectively in oral presentations and in writing
- Employ instructional strategies to address each of the teaching areas in business education
- Present techniques and methods of conducting research study in business education
- Include a variety of assignments to pursue the study of multicultural opportunities and challenges in teaching business subjects`
- Employ effective evaluation methods in business education courses
- Work competently with exceptional children and adults
- Demonstrate basic computer proficiency and use of technology for the purpose of enhancing classroom instruction

#### **Business Education—Ed.S.**

This program is available to those who have the Master's degree in Business Education and who meet the general requirements of the Ed.S. degree program. Professional preparation at the T-6 level is designed to upgrade the skill, understanding, and knowledge of Business Education teachers at all levels (secondary school, vocational-technical school, junior college, and four-year college). Twenty-seven hours after completion of the Master's degree are required for the program.

Graduating students are required to submit a position paper, submit a summary of courses completed in the degree, and pass a written examination.

**Learning Outcomes**

Students earning a specialist degree in Business Education should be able to:

- Communicate effectively in oral presentations and in writing
- Employ instructional strategies to address each of the teaching areas in business education
- Present techniques and methods of conducting advanced research study in business education, designing advanced research techniques, and applying research to the classroom to improve instructional techniques and teaching methodologies
- Include a variety of assignments to pursue the study of multicultural opportunities and challenges in teaching business subjects
- Apply critical thinking skills to improve leadership capabilities
- Employ effective evaluation methods in business education courses
- Work competently with exceptional children and adults
- Demonstrate basic computer proficiency and use of technology for the purpose of enhancing classroom instruction

***BUSINESS EDUCATION COURSES (ABED)***

*(All courses carry three hours credit unless otherwise noted.)*

**ABED 6100 Advanced Managerial Communication**

A study of intrapersonal, interpersonal, and cultural communications found in the corporate structure and the effect a global community has had upon corporate communications.

**ABED 6106 Evaluation and Testing in Business Education**

Evaluation methods, tests, and measurements in Business Education.

**ABED 6107 Instructional Strategies for Technology**

A study of issues, methodologies, applications, and current research in business technology courses. Students will learn an object-oriented language for business teachers and the layout and design concepts related to the development of Web pages, with special emphasis on instructional strategies designed to improve the quality of instruction.

**ABED 6114 Instructional Strategies for Computer Programming**

An overview of object-oriented languages for business teachers with special emphasis on instructional strategies designed to improve the quality of instruction.

**ABED 6118 Instructional Strategies for Web Page Design** **2/2/3**

Prerequisite: Familiarity with Windows 98 or 2000 operating systems

In this course, students will learn the basics of designing and creating Web pages and will publish them on the Internet. Activities will include layout and design techniques such as graphics animation, URL links, graphic images, e-mail links, backgrounds and textures, font manipulation, and other formatting techniques. Students will discuss techniques for evaluating Web page design in a classroom environment.

**ABED 6120 Administrative Support Systems**

An integration of management concepts, including information processing, office systems technologies, and administrative support systems. Emphasis is placed on administrative support systems management as it applies to supervision and computer technologies.

**ABED 6128 Instructional Strategies for Basic Business**

A study of the issues, trends, methodologies, and current research in teaching basic business subjects.

**ABED 6129 Instructional Strategies for Accounting**

Research, methods, principles, and practices in accounting with emphasis on computerized accounting applications.

**ABED 6130 History and Administration of Vocational Education Programs**

This course presents a historical perspective of vocational education. Curricular issues are addressed, including cultural diversity, school-to-work transition, business ethics, and international business. Students study current issues and research in vocational education as it pertains to apprenticeship programs.

**ABED 6146 Supervision and Leadership**

A study of the meanings and functions of administration, supervision, and leadership in business education. This course will provide the student with an opportunity to gain an understanding of administrative processes and educational leadership roles.

**ABED 6150 Professional Writing in Business**

A study of professional writing techniques used for publishing refereed journal articles, proposals, and speeches.

**ABED 6160 Instructional Strategies for Keyboarding**

A study of the trends, methods, software selection, and current research in keyboarding. Emphasis will be placed on curriculum development and hardware/software selection.

**ABED 6181 Independent Study**

Prerequisite: Consent of major professor

Preparation of an independent project under the direction of the major professor.

**ABED 6183 Introduction to Research in Business Education**

Methods and techniques of research applied to the field of business education.

**ABED 6186 Business Internship**

Students will gain practical administrative support internship experience with a business organization. Students will be given a written agreement specifying course credit hours and grading system to be used.

**ABED 6187 Practicum in Business Education**

Supervision in an instructional setting of matters of concern to the business teacher, such as content and methodology problems. Supervision will be maintained by a member of the business education graduate faculty. For Ed. S. -seeking students only.

**ABED 6507 Curriculum in Teaching Business Subjects** 2/2/3

Prerequisite: Admission to Teacher Education (2.7 GPA and Praxis I scores)  
 Students will gain skills in making curricular decisions that are involved with designing, implementing, and evaluating instruction. Course content will focus on both skills and non-skills areas in business education. Field experience will be incorporated into this course. Prior application for field placement is required.

**ABED 6537 Methods of Teaching Business Subjects** 3/2/4

Prerequisite: Admission to Teacher Education (2.7 GPA and Praxis I scores)  
 A comprehensive treatment of basic methods, strategies, and knowledge that relate to the teaching of business education. Emphasis is placed on student teacher field-based experience and seminar instructions. Field experience is incorporated into this course. Prior application for field placement is required.

**ABED 6586 Teaching Internship** 0/18/9

Prerequisite: Admission to Teacher Education (2.7 GPA and Praxis I scores)  
 Students will teach for one semester in the public schools under the supervision of both an experienced, qualified classroom teacher, and a university supervisor. Students cannot be teaching on a provisional license. The internship will be conducted on the level required for certification. Students will participate in scheduled seminars that are an integral part of the course. Prior application for field placement is required.

**ABED 6587 Teaching Internship I**

Prerequisite: Admission to Teacher Education (2.7 GPA and Praxis I scores)  
 Course to be taken the first semester of student teaching while a student is teaching on a provisional license. Students will teach in the public schools under the supervision of both an experienced, qualified local mentor teacher and a university supervisor. The internship will be conducted on the level required for certification. Students will participate in seminars that are an integral part of the course. Prior application for field placement is required.

**ABED 6588 Teaching Internship II**

Prerequisite: Admission to Teacher Education (2.7 GPA and Praxis I scores)  
 Course to be taken the second semester of student teaching while a student is teaching on a provisional license. Students will teach in the public schools under the supervision of both an experienced, qualified local mentor teacher and a university supervisor. The internship will be conducted on the level required for certification. Students will participate in scheduled seminars that are an integral part of the course. Prior application for field placement is required.

**ABED 7183 Advanced Research Techniques in Business Education**

Advanced methods and techniques of parametric and non-parametric research applied to Business Education. Includes research activity on the World Wide Web. For Ed. S. -seeking students only.

**ABED 8183 Research Design in Business Education**

A broad approach to investigating research topics and designing research studies in Business Education. For Ed. S. -seeking students only.

**ABED 8199 Research Project**

Prerequisite: Consent of Director of Business Education

**Early Childhood Education**

Department of Curriculum and Instruction

Ed. Annex 212 678-839-6559 [coe.westga.edu/ci/](http://coe.westga.edu/ci/)

**Professors**, M. Holbein, D. Jenkins, H. Morgan, J. vonEschenbach; **Assistant Professors**, R. Duplechain, F. Luo, L. Lyke, G. Marshall, M. Newsome, J. Ponder, J. Reddish, J. Strickland

**Learning Outcomes**

The Department of Curriculum and Instruction utilizes the five core propositions of the National Board of Professional Teaching Standards (NBPTS) for its graduate programs. See [www.nbpts.org](http://www.nbpts.org).

**Early Childhood Education—M.Ed.**

A master's degree in early childhood/elementary education can be achieved by completing a program designed for the Carrollton campus or for the Newnan campus. At either site, applicants must normally have an undergraduate degree in early childhood or elementary education to enter the program. The program consists of a minimum of 36 hours of course work.

In addition to the requirement for regular and provisional admission, the following requirements apply for applicants to the M.Ed. degree in Early Childhood Education:

- Applicants must have an undergraduate degree in early childhood or elementary education or meet eligibility for a level 4 certification in early childhood or elementary education with at least a 2.7 GPA.
- Student must have a combined GRE score of 800, with minimum score of 400 Verbal and 400 Quantitative or Analytical (test taken before October 2002). Tests taken after October 2002 require verbal and quantitative scores and a minimum GRE analytical writing test score of 3.5.
- If students are provisionally admitted, then the first three graduate courses must produce a GPA of 3.3 or better to establish "regular" admission.
- No second provisional admission will be granted if "regular" admission is not established after the first provisional admission.
- The Department of Curriculum and Instruction strongly recommends that the GRE test be taken a second time before initiating an admission appeal.

Courses taken for the Carrollton-based program include 14 hours in professional studies, 3 hours in research, 10-13 hours in early childhood/elementary content, and 6-9 hours of electives.

**Early Childhood Education—Ed.S.**

Understandings and skills necessary for teaching children P-5 are the focus of this program. The program of 27 hours is based on a student's background. This program will include 3 hours of students as learner, 6 hours of societal issues,

9 hours of classroom issues, 6 hours of research and inquiry, and 3 hours of electives. Applicants must have a master's degree in early childhood education or meet eligibility for a level 5 certificate based on master's level work in early childhood education. In addition to the requirements for regular admission, the following requirements apply for applicants to the Ed.S. degree in Early Childhood Education:

- Students must have a combined GRE score of 900 with minimum scores of 450 Verbal and 450 Quantitative or Analytical (test taken before October 2002). Tests taken after October 2002 require verbal and quantitative scores and a minimum GRE analytical writing test score of 4.5.
- Students must submit three letters of recommendation.
- The Department of Curriculum and Instruction strongly recommends that the GRE test be taken a second time before initiating an admission appeal.
- Applicants must have a master's degree in early childhood or elementary education or meet eligibility for a level 5 certification in early childhood or elementary education with at least a 3.0 GPA.

### **Alternative Certification Program**

A non-degree initial preparation program is available in the field of early childhood education. Applicants must have earned a baccalaureate degree and meet admission requirements for teacher education. Individual programs of study are developed based upon an evaluation of experience and completed academic study. Apply for admission to the Graduate School by calling 678-839-6419 or visiting online at [www.westga.edu/~gradsch](http://www.westga.edu/~gradsch).

### **EARLY CHILDHOOD / ELEMENTARY EDUCATION COURSES (ECED)**

*(All courses carry three hours credit unless otherwise noted.)*

#### **ECED 6249 Seminar for P-5 Teachers**

A seminar designed to synthesize the theories, concepts, NBPTS propositions, and instructional strategies that have been learned during the M.Ed. program. A "capstone" field project with students in a PreK-5 setting will be a requirement for this course. This seminar is also designed to enhance skills in critical thinking, comprehension of research, and decision-making as an effective practitioner. A completion of the Master's degree portfolio will also be accomplished in this course. This course should be taken within the last two semesters of graduation.

#### **ECED 6261 Developing Affective Curricula**

A course designed to facilitate sensitivity to the emotional needs of students by planning and implementing affective curriculum activities.

#### **ECED 6262 Language Development: Implications for the Childhood Educator**

Language and its acquisition will be studied in relation to mental development and school achievement.

**ECED 6271 P-5 School Curriculum**

A critical study of the design and implementation of curricula in the education of children (PreK through fifth grade). Attention is given to historical, philosophical and theoretical perspectives, current national standards, programmatic design and organization, and the use of personnel, materials, and equipment. National Board for Professional Teaching Standards and a certification portfolio based on National Board propositions are introduced as the conceptual framework and exit requirement for the M.Ed. program. This course should be taken within the first two semesters of the M.Ed. program.

**ECED 6285 Special Topics**

Titles and descriptions of specific courses to be inserted at time of offering. May be repeated for credit.

**ECED 6288 Continuing Practicum**

Practical experience with students in a P-5 setting under the supervision of Early Childhood and Elementary Education faculty. This is an opportunity to put into operation an innovative project that is more than one lesson. The project should tie together many concepts/strategies that have been learned while completing the master's degree. The student should develop a project that is new to him or her and that is not already part of their teaching methodology or teaching repertoire. The process should enhance skills in critical thinking, comprehension of research, and decision-making as an effective practitioner. (Requires enrollment during the same semester as ECED 6249, Seminar For Early Childhood Teachers.)

**ECED 6290 Reading, Interpreting, and Applying Research**

Introduction to early childhood/elementary reading/research, design, and sources of reference.

**ECED 7259 Investigating Methods and Materials in Mathematics**

Concepts and materials that are appropriate for mathematics education of young children will be investigated. In addition, research on the use of process education in these areas will be considered.

**ECED 7260 Investigating Methods and Materials in Science**

Students will examine the research and literature base forming the foundation behind the content, methodology, skills, and materials used to teach science to children in grades P-5.

**ECED 7261 Literature for the Young Child**

This course is designed to give the early childhood/elementary educator an opportunity to become acquainted with classic and current literature for children. Emphasis will be given to integrating literature in all curriculum areas (whole language approach).

**ECED 7262 Investigating the Language Arts**

This course is designed to assist the teacher in integrating the teaching of reading, writing, spelling, oral language, listening, and grammar.

**ECED 7263 Writing Across the Curriculum**

Since writing can be used as a tool for learning, reflection and discovery, students in this course will study a variety of children's writing as well as the writing process (a tool for thinking about writing) and its appropriate use throughout the curriculum.

**ECED 7264 Investigating Social Studies Methods**

Students will critique the current methodology, trends, and issues, evaluate strategies for implementing curricular and instructional change, and enrich their research, decision-making, and leadership skills so to enhance the elementary social studies curriculum (P-5).

**ECED 7265 Parent Education for Teachers and Child Care Workers**

An examination of the child from the parental viewpoint. Strong emphasis will be given to changing family structure, family communication, responsibilities of parenting as they relate to teacher education, and child caregivers. Parenting in high-risk families and children with exceptionalities will be addressed.

**ECED 7266 The Young Child: Home and Community**

This course is designed to aid in the understanding of the effects of home, community and society on the life of young children. Emphasis is given to the importance of parents and teachers working together in the educational setting.

**ECED 7267 Teaching Creative Arts**

Development of the concept that through creative arts children communicate ideas and feelings and develop sensitivity and perception. Emphasis will be given to integration of the creative arts in all curriculum areas.

**ECED 7268 Teaching Creative Dramatics**

The study of creative dramatics and communication techniques for early childhood and elementary-aged children.

**ECED 7272 Classroom Management for Early Grades (P-5)**

Students will examine major theoretical and empirical approaches to classroom management, develop appropriate decision-making and problem-solving skills, and formulate techniques to effectively manage a learning environment for students in grades P-5.

**ECED 7281 Independent Study****var. 1-3**

Preparation of an independent project under the direction of a full-time college faculty member.

**ECED 7282 Directed Readings in Education****var. 1-3**

Concentrated readings and review of research studies and literature relative to areas of significance to early childhood/elementary education.

**ECED 7285 Special Topics**

Titles and descriptions of specific courses to be inserted at time of offering. May be repeated for credit.

**ECED 7294, 7295, 7296 Educational Workshop var. 1-9**

These workshops allow a student to pursue an area of professional interest in greater depth as well as issues and new developments in the field of specialization.

**ECED 8271 Advanced Curriculum Seminar**

An in-depth study in a seminar setting of curriculum trends, problems, and issues facing educators of children in P-5 environments.

**ECED 8272 Teacher as Leader**

Designed to provide students with knowledge of factors and processes related to teacher leadership roles within schools. Topics such as mentoring, peer coaching, community relations, organizational change, and advocacy will be addressed.

**ECED 8284 Research Seminar**

A study of the basic elements of research and research design as it relates to the development of research in early childhood/elementary education.

**ECED 8297 Professional Seminar**

Prerequisite: ECED 8284

A course designed to provide a forum for professional interaction between students and professors on critical issues in the profession.

***P - 12 EDUCATION COURSES***

*(see page 251)*

***EDUCATIONAL RESEARCH COURSES***

*(see page 241)*

**Guidance and Counseling**

**Department of Counseling and Educational Psychology**

**Ed. Annex 237 678-839-6554 coe.westga.edu/cep/**

**Professors**, B. Snow (Chair); **Associate Professors**, S. Boes, L. Painter, P. Phillips, M. Slone, R. Stanard; **Assistant Professors**, L. Cao, J. Charlesworth, J. Chibaro, M. Hancock, K. Sebera

**Learning Outcomes**

Students will:

- Develop and demonstrate an identity as a professional counselor
- Demonstrate an understanding of the roles and functions of professional counselors as leaders, advocates, collaborators, and consultants
- Demonstrate an understanding of and compliance with codes of ethics and standards of practice of the counseling profession
- Demonstrate ability to use technology to enhance services delivered to clients/students
- Demonstrate an understanding of and skills to work with and advocate for diverse client/student populations
- Demonstrate an understanding and practical application of theories of

- individual and group counseling and human development
- Demonstrate ability to facilitate growth, development, success, and health with clients/students in individual and group settings
  - Demonstrate an understanding of approaches to research, assessment, and evaluation and use of data to meet the needs of clients, students, and/or communities
  - Demonstrate an understanding of career development theories and an ability to facilitate client/student career decision making and/or opportunities

### **Guidance and Counseling—M.Ed.**

The master's degree program is designed for graduate students preparing for employment as professional counselors in schools, community agencies, and colleges/universities. Two options are available and consist of a minimum of 48 semester hours: school counseling, and community counseling. Both options include core courses in theory and practice of counseling, life span and career development, individual and group counseling, multicultural counseling, testing and appraisal, and research. Supervised practicum and internship experience specific to the chosen option are also required.

The school counseling option is preparatory for certification (S-5) in elementary, middle, and secondary school counseling. The completion of the master's degree curriculum in school counseling meets one of the requirements for professional certification as a school counselor (S-5). A passing score on the Praxis II and a recommendation from West Georgia are also required. The community counseling option is preparatory for a wide variety of positions in community agencies, business, and institutions. Both options in community counseling and school counseling meet the educational requirements for licensure in professional counseling (LPC) in Georgia and national counselor certification (NCC). A student will receive faculty endorsement only for the relevant option and plan of study completed.

Admission requirements include a minimum score on the GRE of 900 (minimum 450 Verbal score and minimum 450 Quantitative or Analytical score – whichever score is higher of the two sections for test taken prior to October, 2002). Tests taken after October, 2002, require verbal and quantitative scores, and a minimum GRE Analytical Writing test score of 3.5.), 2.7 undergraduate GPA, three strong letters of recommendation from previous faculty, employers, supervisors, or professional colleagues, written personal narrative describing the reasons for applying for either the school or community concentration, an analysis of personal strengths and weaknesses pertaining to potential work as a counselor, career goals, and anticipated benefits from the program, and an interview with faculty. The department has a commitment to recruit students representing a multicultural and diverse society and to enhance multicultural awareness of students.

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) has conferred accreditation to the following program areas in the Department of Counseling and Educational Psychology: Community Counseling (M.Ed.) and School Counseling (M.Ed.).

### **Guidance and Counseling—Ed.S.**

The specialist degree program is designed for graduate students desiring further specialization as professional counselors and a higher level of competence in their work settings. The degree consists of 27 semester hours after completion of the master's degree. The program in school counseling is designed for graduate students who currently hold S-5 certification in school counseling. The program in community counseling is designed for graduate students who currently hold a master's degree in counseling or a closely related field. It is expected that a prospective student in community counseling will have completed CEPD 6131 (Counseling Theories), CEPD 6140 (Introduction to Counseling Practice), CEPD 6151 (Psychological Appraisal), CEPD 6160 (Group Counseling), CEPD 6189 (Practicum: Community Counseling), CEPD 7138 (Multicultural Counseling & Education), and CEPD 7152 (Research & Program Evaluation) (or their equivalents, as determined by the student's advisor). Students who have not completed these minimal prerequisite courses prior to admission will be expected to make up these "deficiencies." Completion of these prerequisite courses will not count toward meeting degree requirements. Additionally, courses such as CEPD 8102 (Lifespan Human Development), CEPD 7111 (Psychopathology), CEPD 6141 (Professional Community Counseling), and CEPD 7112 (Career Counseling) are strongly advised. Students who have not completed their master's degree in community counseling from the CEP department must work closely with their advisor in developing a program that will meet the educational requirements for licensure in Georgia as an LPC.

### **Alternative Certification Program**

The department offers an initial certification/non-degree program in school counseling for those who hold a master's degree (or higher) in counseling and who meet the M.Ed. admission requirements. This program requires at least 24 hours to complete.

### **COUNSELING AND EDUCATIONAL PSYCHOLOGY COURSES (CEPD)**

*(All courses carry three hours credit unless otherwise noted.)*

#### **CEPD 6101 Psychology of Classroom Learning**

This course provides an in-depth study of the major cognitive and behavioral theories of classroom learning. Emphasis will be placed on enabling teachers and counselors to better understand how students learn, on helping educators identify and remove barriers that impede student learning, and on helping educators develop, utilize, and advocate teaching practices, programs, and curricula that lead to academic success for all. Theories of motivation, classroom management practices, and belief systems that promote learning will also be addressed.

**CEPD 6106 Seminar in Residence Hall Staff Education 2**

The purpose of the class is to provide the resident assistant with additional training that will assist in job performance and to provide supplemental learning activities that will allow individuals to explore new areas of self-awareness.

**CEPD 6130 Behavior Modification**

Theoretical formulations and practical applications of behavioral techniques, especially as they apply to management and control of behavior in the school.

**CEPD 6131 Counseling Theories**

An introduction to selected, prominent counseling theories with emphasis placed upon short-term therapies. Focus is on relating theory to practice and on comparing and contrasting the key concepts, techniques, counselor and client roles, counselor-client relationships, methods of assessment, and the contributions and limitations of each theory.

**CEPD 6140 Introduction to Counseling Practice**

An overview of basic, therapeutic interviewing skill building through practice and feedback to develop personal strengths in counseling. This course also provides students with an orientation to professional counseling organizations, and the developmental history of the counseling profession, as well as ethical, legal, and professional issues.

**CEPD 6141 Professional Community Counseling**

This course provides an overview of professional community counseling, including a historical perspective, ethical and legal issues, licensure, certification, and other credentialing, and rules and functions of professional community counselors. Students will have opportunities to interact with community counselors and clients, assess community mental health needs, and learn about the organization and function of community counseling agencies. Additionally, counseling implications of multiculturalism and technology will be discussed.

**CEPD 6142 Special Issues in Community Counseling**

Prerequisite: CEPD 6141

This course is devoted to exploring special issues in community counseling based upon students' individual interests and goals.

**CEPD 6143 Professional Counseling Orientation**

The design of this course is to provide an orientation to the roles and functions of professional counselors. The course emphasizes the legal and ethical issues that guide the activities of professional counselors. It introduces the consultative process utilized in conducting ethically appropriate interagency work.

**CEPD 6150 Tests and Measurement**

This course is concerned with the theory and practice of educational and psychological measurement. The focus is on the technology of measurement rather than on the development of skill in the use of any given measuring instrument. Classroom test construction will be emphasized.

**CEPD 6151 Psychological Appraisal**

Methods for the assessment of individuals in counseling will be taught, including clinical interviewing techniques, mental status exam, test selection, administration, scoring, interpretation, and reporting of results. The selection and interpretation of assessment tools will be organized around the symptoms of mental and emotional disorders as defined in the latest edition of the *APA Diagnostic and Statistical Manual*.

**CEPD 6160 Group Counseling**

Prerequisite: CEPD 6131, CEPD 6140

This course introduces group work as practiced in community agencies and schools. The principles and practices of group procedures and the nature and types of groups useful in specific settings will be included.

**CEPD 6161 Advanced Counseling Methods**

Prerequisite: CEPD 6140

Emphasizes the mastery of attending, responding, action, and termination strategies necessary to assist clients progress through the stages of counseling. Focuses on the counseling skills that facilitate client self-understanding, client goal-setting, and client action.

**CEPD 6180 Professional School Counselor**

This course is a foundational course to prepare school counselors as leaders who strengthen elementary, middle and secondary education and who serve as effective change-agents in a multicultural environment. The content of the course includes an overview of the functional skills necessary for the delivery of a school counseling program and the principles underlying the work of the school counselor. Emphasis is placed upon the role of the counselor as an advocate for student success in school and life. Professional skills in six areas — advocacy, brokering of services, collaboration, counseling, effective use of data, and leadership, are introduced. Technology will be integrated throughout the course.

**CEPD 6185 Internship: Community Counseling 0/2-18/1-9**

Prerequisite: CEPD 6187, 6189, and consent of department

Advanced professional counseling experience for graduate students in community counseling program must be taken for a maximum of 6 hours credit as part of the M.Ed. program. May be repeated for credit as part of the Ed.S. program with prior approval of advisor.

**CEPD 6186 Internship: School Counseling var. 1-9**

Prerequisite: CEPD 6187, 6180, and consent of department

Advanced professional counseling experience for graduate students in school counseling.

**CEPD 6187 Practicum: School Counseling 0/3/3**

Prerequisite: CEPD 6131, 6140, 6160, and consent of department

This course emphasizes supervision of individual and group counseling and guidance conducted in field settings. Special attention is paid to the development of skills, interventions, and brokering of services. The foundation for the course is brief counseling approaches. A return to campus for individual supervision is a requirement of the course. A minimum of 100 hours is required.

**CEPD 6189 Practicum: Community Counseling**

Prerequisite: CEPD 6131, 6140, and consent of department

This course emphasizes supervision of individual and group counseling conducted in both laboratory and community settings. Audio/videotaping of sessions is required. In addition to on-site supervision, individual and group faculty supervision is a requirement of the course. A minimum of 150 hours is required. The breakdown of these hours is specified in the *Practicum and Internship Handbook*.

**CEPD 7110 Child Development**

This course is designed primarily for professional educators. It provides an advanced level of knowledge of existing theories of human development and requires students to apply theoretical information to life experiences with children. Contexts of development will include the home, school, and community. The child's development will be examined within the context of life-long potentials, taking into account cultural diversity, as well as differences in background, values, and other areas of individual difference.

**CEPD 7111 Psychopathology**

This course is designed to provide an understanding of abnormal behavior in the context of the diagnostic categories as described in the most recent edition of the *Diagnostic and Statistical Manual of Mental Disorder* and the multiaxial diagnostic system. Particular emphasis will be placed on the processes of assessment, diagnosis, and treatment of mental and emotional disorders and factors influencing these.

**CEPD 7112 Career Counseling**

This course focuses on career development as related to guidance and counseling across the life span. Particular emphasis is placed on the study of the world of work, career development for students and clients, and applied career theories. Counseling strategies are emphasized in the context of advocacy for equal access opportunities for all students.

**CEPD 7130 Assessment and Effective Use of Data**

*Internet access is required, and students must have access to the most current versions of SPSS and Microsoft Excel. Labs on campus will provide access to these requirements.*

The purpose of this course is to help educational leaders in training to develop proficiency in the use of test scores as data to make decisions that relate to students' achievement, as well as to students' personal, social, and emotional well-being. Those enrolled will learn how to evaluate psychometric instruments and interpret various test scores. In addition, students will learn how to use test data to gain equal opportunities for all students, how to use test data to identify and target area for support when needed, and how to use test data to advocate and effect change within the school, school system, and community.

**CEPD 7132 Gestalt**

An introduction to Gestalt Therapy as a conceptual theory and a psychotherapeutic practice. This course will cover the historical and theoretical development of Gestalt Therapy as well as specific therapeutic strategies. Same as PSYC 7132.

**CEPD 7133 Transactional Analysis**

An overview of Transactional Analysis with emphasis on application for personal growth and professional development. The course will cover the historical and theoretical development of transactional analysis, as well as specific strategies for personal and professional development. Same as PSYC 7133.

**CEPD 7134 Family Therapy: Theory and Practice**

This course provides an overview of the nature of family systems relationships and family development. Particular emphasis will be given to the theory and practice of marital and family therapy. Students will examine both theoretical and empirical elements of family counseling which can be applied to marriage and family systems.

**CEPD 7135 Cognitive-Behavior Therapy**

Prerequisite: CEPD 6140 and CEPD 6131

An in-depth study of cognitive-behavioral therapy and its applications to a wide range of clients, including use with emotional and behavioral disorders. Emphasis will be placed on the relationship between theory and practice and on the development of cognitive-behavioral therapy skills.

**CEPD 7136 Play Therapy**

Prerequisite: CEPD 6140

This course focuses on encouraging the unique development and emotional growth of children through the process of counseling. The content of the course introduces a distinct group of interventions, including play and communication skills as integral components of the therapeutic process. A major focus of the course involves instructional and experiential opportunities for the student counselor to develop skills that provide children with appropriate developmental materials and facilitate a safe relationship for the child to express models that can be applied to elementary age children.

**CEPD 7137 Sexual Abuse Counseling**

This course is designed to familiarize students with issues related to counseling sexually abused children, adult survivors, and their families, as well as perpetrators of sexual abuse.

**CEPD 7138 Multicultural Counseling and Education**

An examination of selected issues relevant to understanding multicultural lifespan differences, counseling process, and practice.

**CEPD 7140 Counselor as Leader**

This course emphasizes “theory to practice” by providing experiences that allow students to assess and develop their Personal Leadership Profile, and by providing knowledge of social, economic, and political power. Special emphasis is placed on the development of skills in planning, organizing, coordinating, and delivering programs that generate systemic change through establishing collaboration within schools and between schools and communities.

**CEPD 7150 Advocacy and Brokering of Services**

This course emphasizes the values, knowledge, and skills required for effective advocacy and brokering of services through consultation and collaboration. Use of data to identify needs, remove barriers and mobilize resources from the school and the community in order to increase options for students and clients are primary themes throughout the course. Special attention is placed on equal access to rigorous educational experiences for all students and on access to community resources for all clients.

**CEPD 7151 Pre-School Assessment**

A course presenting techniques and methods to evaluate the developmental readiness of pre-school pupils.

**CEPD 7152 Research and Program Evaluation**

Prerequisite: CEPD 6149 or 6151

*Internet access is required, and students must have access to the most current versions of SPSS and Microsoft Excel. Labs on campus will provide access to these requirements.*

This course is designed to provide counselors with the research knowledge and skills necessary to evaluate individual and group counseling interventions as well as educational programs. Emphasis will be placed on the collection and use of quantitative and qualitative data to evaluate programs. Counselors in training will also learn how to communicate data and findings to others to effect change and to act as advocates for students/clients.

**CEPD 7181 Independent Study** **var. 1-3**

Preparation of an independent project under the direction of a faculty member. Advanced topics in theory, issues, trends, clients, and counseling techniques will be emphasized. Students will specialize in topics, studies, and projects in the area of specialty.

**CEPD 7182 Directed Readings** **var. 1-3**

Prerequisite: Consent of advisor and/or instructor

The aim of the course is to allow a student to investigate an area not covered in existing courses. Such independent study requires research skills and motivation to acquire an advanced level of knowledge and understanding in selected topics. An integrated research paper of the reading is required.

**CEPD 7185 Special Topics in Counseling and Educational Psychology** **var. 1-3**

Title and description of specific courses to be inserted at time of offering. May be repeated for credit.

**CEPD 7186 Counseling Parents of Exceptional Children**

The course emphasizes the integration of guidance and counseling procedures with parents of exceptional children into the total educational program for exceptional students. The course is based upon the fact that involvement for parents of exceptional children is essential from a legal and educational perspective. Communication skill training through written exercises and role playing activities is stressed. The family is studied so that teachers and counselors can collaborate with families with exceptional members. Ethical and legal issues are presented to guide professionals working with parents of exceptional children.

**CEPD 7187 Guidance in the Elementary School**

Prerequisite: CEPD 6180

This course focuses on the development of functional skills necessary for integration of counseling activities into elementary school curriculum. The focus is on the role of the counselor in classroom guidance, counseling, consultation, program design, curriculum and administration of special programs.

**CEPD 8102 Lifespan Human Development**

This course is a study of human growth and development from birth through aging and death. The course focuses on the physical, cognitive, social, personality, and emotional development as a series of progressive changes resulting from the biological being's interaction with the environment. These changes will be studied within historical, multicultural, and special-needs contexts of development.

**CEPD 8131 Advanced Theories of Counseling**

An in-depth study of the theories of counseling for advanced students in school or community counseling programs.

**CEPD 8140 Advanced Group Counseling**

Prerequisite: CEPD 6160 or equivalent

This course is designed for students wishing to pursue advanced study in group theory, group leadership, group processes, and group supervision. The course may examine contemporary trends and developments in group counseling as well as ethical, legal, process, and professional issues affecting the practice of group counseling.

**CEPD 8141 Clinical Supervision in Counseling**

Prerequisite: admission to Ed.S. program

An overview of theory, research, and practice of psychotherapeutic approaches to counselor supervision. This course emphasizes developing clinical supervisory skills and understanding the major roles and responsibilities in counselor supervision.

**CEPD 8150 Individual Psychological Testing**

Training in administering, scoring, and interpretation of Wechsler, Binet, and other psychological scales.

**CEPD 8151 Psychological Projective Testing**

This course is devoted to providing the student with the use of individual projective tests as diagnostic instruments under the supervision of staff.

**CEPD 8183 Research Project****var. 1-3**

Prerequisite: consent of instructor and advisor

Every research project presented in partial fulfillment of the requirements for an Ed.S. degree must involve independent study and investigation, explore a definite topic related to the major field, and meet the standards for research writing approved by the Graduate School.

**CEPD 8184 Research Seminar**

Prerequisite: EDRS 6401 or equivalent; admission to Ed.S. program

The course presents an applied approach to learning the methodology of research. This approach includes studying printed materials about research and conducting brief studies.

**CEPD 8190 Advanced Practicum: School Counseling**

Prerequisite: CEPD 6187/6189

Practical experience with actual individual clients in school (P-12) and agency settings. These counseling sessions may be taped and critiqued by the Practicum instructor. May be repeated for credit.

**CEPD 8191 Advanced Practicum: Community Counseling**

Prerequisite: CEPD 6189

This course emphasizes supervision of individual and group counseling interventions conducted in field settings. Special attention is paid to the development of evaluative criteria for self and peer assessment. A minimum of 15 hours in the field placement is required and graded on a Satisfactory/Unsatisfactory basis.

**CEPD 8197 School Guidance Program Development**

This course is designed to enable school counselors to engage in strategic planning to improve their school guidance program. Emphasis is placed on the practical application of planning skills to assess, evaluate, and improve the functioning of the school guidance program in order to meet the needs of students in elementary, middle, and high schools. Students will also become more familiar with P-12 school guidance programs.

## Media

**Department of Media and Instructional Technology**

**Ed. Annex 138 678-839-6558 coe.westga.edu/mit/**

**Professors,** E. Bennett, B. McKenzie (Chair), D. Putney; **Assistant Professor,** M. Bray, P. Snipes

### Learning Outcomes

For the learning outcomes for all programs refer to the web site [coe.westga.edu/mit/index.html](http://coe.westga.edu/mit/index.html).

### Media—M.Ed.

The major in media is designed to prepare school library media specialists and instructional technologists at the graduate level. The master's program requires 36 semester hours and consists of two program tracks: (1) media specialist with certification and (2) instructional technology with no exit certification. Students who want school library media specialist certification and are not eligible for teaching certificates may need additional hours.

In track one, candidates are provided with educational experiences to prepare them to work in P-12 settings as information providers, instructional consultants, teachers, and leaders in integrating learning and information skills into the curriculum. Students acquire skills that are necessary to design and deliver

an effective school library media program as well as evaluate its effectiveness through formative and summative measures.

Track-two candidates are provided with opportunities to prepare them for work in P-12 settings as instructional technologists. The focus is on developing skills that are essential to effective technology planning, delivery of instruction, problem solving technology-related issues, and making use of formative and summative data for technology decisions.

All master's programs require a bachelor's degree from a regionally accredited institution.

Both tracks require 3 hours in educational psychology, 3 hours in curriculum, and 3 hours in research. In addition, track-one candidates must take 27 hours in school library media, and track-two candidates must take 27 hours in media and instructional technology.

### **Media Education—Ed.S.**

This program provides advanced preparation for school library media specialists, instructional technology coordinators, and teachers seeking to gain additional skills in instructional technology for integration into the P-12 classroom. Admission requires a master's degree in any field. Exit certification eligibility is determined by the certificate held during admission to the program. Students are advised individually concerning certification eligibility. A minimum of 27 semester hours of graduate study after completion of the master's degree is required. The program consists of 3 hours in psychology for classroom learning, 6 hours in media and instructional technology, 6 hours in research, and 12 hours in media and technology electives. Students receiving an Ed.S. in Instructional Technology may not enroll in the Masters Instructional Technology Program upon completion of their Ed.S. degree.

### **Add-On Certification and Endorsement**

In addition, the Department offers add-on certification in school library media. Students who possess a master's degree in other educational fields are given individual programs that are based on their entry skills and previous course work. School library media courses are planned with an advisor to meet school library media certification requirements.

The Department, in conjunction with Educational Leadership, offers a certification endorsement for directors of media centers. Students must have a professional certificate in media for admission to this program.

### ***MEDIA AND TECHNOLOGY COURSES (MEDT)***

*(Prerequisite to all graduate courses: admission to the media program or permission of the instructor. All courses carry three hours credit unless otherwise noted).*

#### **MEDT 6401 Instructional Technology**

Prerequisite: MEDT 2401 or equivalent

An overview of communication and technology as it relates to teaching and learning. This course includes the design, production and utilization of materials and operation of audiovisual equipment and microcomputers. This course will meet the Georgia Technology certification requirement.

**MEDT 6461 Administration of the School Media Center**

An overview of the procedures in planning, administering and evaluating a school library media program.

**MEDT 6462 Administration of Instructional Technology Programs**

An overview of the procedures in planning, grant writing, administering and evaluating instructional technology programs in the schools. Leadership skills, managing people and resources, effective training techniques, and trends and issues associated with leadership in the use of instructional technology are emphasized.

**MEDT 6463 Technical Services**

Introduction to classification systems with emphasis on Dewey Classification System, Sears Subject Headings, MARC records, and current cataloging services.

**MEDT 6464 Reference Sources and Services**

An introduction to basic information sources, print and electronic, and development of reference skills.

**MEDT 6465 Selection of Materials**

An introduction to the criteria of evaluation and the tools and techniques of selection of all types of materials for school library media centers.

**MEDT 6466 Media Program**

Provides an overview and practical experiences in the multiple facets of the total school library media program. Integration of information literacy skills into the total school curriculum is emphasized.

**MEDT 6467 Technology for Media Services**

Prerequisite: MEDT 2401 or equivalent

An introduction to technology for media services and library automation, including computer and video networking, internet, automation technologies, and library applications software. Must be taken concurrently with MEDT 6487, unless student is a practicing Media Specialist or Media Parapro.

**MEDT 6487 Practicum 0/2-6/1-3**

A supervised field experience in a school library media center or in school technology services. Provides work experiences for the beginning or experienced practitioner in managing and conducting a school library media program or school technology services.

**MEDT 6491 Internship in Instructional Technology 0/2-6/1-3**

Supervised internship in a school or training environment. Provides students with experience in applying instructional technology principles and techniques.

**MEDT 7461 Instructional Design**

The course provides an overview of systematic approaches to instructional planning, development, and evaluation.

**MEDT 7462 Internet Tools, Resources, and Issues in Education**

A study of various Internet tools, resources, and issues as related to K-12 education. Strategies for integrating Internet into the curriculum will be included.

**MEDT 7464 Integrating Technology into the Curriculum**

Techniques for incorporating technology into the curriculum based on current learning theories. Cooperative planning and teaching between the teacher and the media specialist and infusion of information skills into classroom activities will be stressed.

**MEDT 7465 Materials for Children and Young Adults**

An overview of current materials is presented. Non-fiction and non-print materials are included. Students will specialize in materials appropriate to their situation.

**MEDT 7466 Digital and 35mm Photography**

Exploration of basic principles of photography including the elements of light, subject, camera, film, and composition. Digital and 35mm instructional applications of photography in the workplace, developing black and white negatives and prints, shooting high-quality digital photographs, and how to enhance digital photographs are covered.

**MEDT 7467 Advanced Computer Utilization**

Prerequisite: MEDT 6401 or equivalent

Advanced computer techniques and current trends and issues. Applications for curriculum and instruction are included.

**MEDT 7468 Introduction to Multimedia**

Prerequisite: MEDT 6401 or equivalent

A survey of basic elements and technical aspects of multimedia. Included are selection of hardware and software, design principles, hands-on production, classroom applications, and discussion of issues and useful resources.

**MEDT 7469 Supervision of School Library Media Programs**

Prerequisite: 30 graduate hours

A study of the supervision of the school library media program from the district perspective. A field-based experience is included.

**MEDT 7470 Videotape Production and Utilization**

An advanced course in the design and production of video instructional materials. Classroom utilization of video will be included.

**MEDT 7481 Independent Project**

Preparation of an independent project under the direction of a faculty member. Advanced topics in theory, issues, trends, and media or instructional technology techniques will be emphasized. Students will concentrate on topics, studies, and projects in the area of specialty.

**MEDT 7482 Directed Readings** var. 1-3

Prerequisite: Consent of advisor and instructor

This course allows a student to pursue an area of professional interest in greater depth or in a scope different from existing courses. Such independent study presumes participant's knowledge, skill, and motivation. An integrated research paper of the reading is required.

**MEDT 7485 Special Topics in Media** var. 1-3

Prerequisite: Consent of department chair

Individually designed studies of topics in media or instructional technology focused on the student's area of specialty.

**MEDT 7494 Educational Workshop** var. 1-3

Prerequisite: Consent of department chair

These workshops allow a student to pursue an area of professional interest in greater depth and issues and new developments in the field of specialization.

**MEDT 8461 Diffusion of Innovations**

This course will study effective communication skills, group dynamics, time management, and facilities planning with special emphasis on applying these skills to facilitate the integration of newer technologies into school library media centers and classrooms.

**MEDT 8463 Issues in Instructional Technology**

Prerequisite: Basic computer skills; restricted to Ed.S. students only

Advanced topics in the theory, selection, production, and utilization of technology-based instructional materials will be examined, and issues, trends, and problems in instructional technology will be emphasized.

**MEDT 8480 Program Evaluation** 3/0/3

This course is designed to prepare students to effectively and efficiently participate in program evaluation at the school sites. Students are expected to evaluate efficacy of existing programs and/or the appropriateness of programs being considered for implementation.

**MEDT 8484 Research Seminar I** 3/0/3

This course examines mixed methods (both quantitative and qualitative) used in media and instructional technology. Because the course addresses both theoretical and practical dimensions of educational research, every student is expected to study exemplary research studies through printed materials. Students are also expected to conduct action research studies in school settings and start developing an electronic research portfolio. This seminar will also introduce computer-based data analysis packages commonly used in instructional technology research.

**MEDT 8485 Research Seminar II** 3/0/3

Prerequisite: MEDT 8484

This course is designed to extend students' empirical research experiences and to help them develop proficiency in the use of research methodologies. Students develop an electronic research portfolio to showcase their work and present it at the student's Ed. S. orals.

**RESEARCH COURSES (EDRS)***(see page 229)***Middle Grades Education****Department of Curriculum and Instruction****Ed. Annex 212 678-839-6559 coe.westga.edu/ci/****Professor, J. Myers; Associate Professors, H. Ramanathan; Assistant Professors, A. Nazzal****Learning Outcomes**

The Department of Curriculum and Instruction utilizes the five core propositions of the National Board of Professional Teaching Standards (NBPTS) for our graduate programs. See [www.nbpts.org](http://www.nbpts.org).

**Middle Grades Education—M.Ed.**

Applicants must have an undergraduate degree in middle grades education or meet eligibility for level 4 certification in middle grades education with at least a 2.7 GPA, at least 400 on verbal and 400 on analytical or quantitative sections of GRE test taken before October 2002. Tests taken after October 2002 require minimum verbal and quantitative scores and a minimum GRE Analytical Writing test score of 3.5, and a program of study developed by an advisor. Students with undergraduate majors in other fields may be admitted provisionally. The program consists of a minimum of 36 semester hours of course work.

Courses taken for the program include 9 hours in professional education courses, 15 hours in content specialization courses, 3 hours in research, and 9 hours in electives.

**Middle Grades Education—Ed.S.**

The program provides advanced preparation in teaching, research, and planning for persons involved in education programs with children. Applicants must have a master's degree in middle grades education or meet eligibility for a level 5 certificate based on master's level work in middle grades education with at least a 3.0 GPA on all graduate work attempted, at least 450 on verbal and 450 on analytical or quantitative sections of GRE test taken before October 2002. Tests taken after October 2002 require verbal and quantitative scores and a minimum GRE Analytical Writing test score of 4.5, and a program of study developed by an advisor.

**Alternative Certification Program**

A non-degree initial preparation program is available in the field of middle grades education. Applicants must have earned a baccalaureate degree and meet admission requirements for teacher education. Individual programs of study are developed based upon an evaluation of experience and completed academic study. Apply for admission to the Graduate School by calling 678-839-6419.

**MIDDLE GRADES EDUCATION COURSES (MGED)**

*(All courses carry three hours credit unless otherwise noted.)*

**MGED 6212 Home, School, and Community Partnerships**

Course is designed to aid in the understanding of the effects of home, school, and community on the lives of middle school students and how partnerships between these elements can enrich the educational experience.

**MGED 6271 Middle Grades Curriculum**

Exploration of the curriculum and nature of the learner for the middle grades and the identification of processes for developing relevant curriculum components, including career awareness, for the pre-adolescent in today's society.

**MGED 6285 Special Topics in Education**

Titles and descriptions of specific courses to be inserted at time of offering. May be repeated for credit.

**MGED 7254 Seminar in Teaching Composition**

Theory and practice in composing processes and in planning and teaching composition.

**MGED 7261 Strategies for Teaching Language Arts**

Exploration of techniques and strategies for teaching the five strands (reading, writing, listening, speaking, and understanding technology and mass media) of language arts in the middle grades.

**MGED 7262 Strategies for Teaching Social Studies**

Exploration of techniques and strategies for teaching the social studies in the middle grades.

**MGED 7263 Strategies for Teaching Mathematics**

Exploration of techniques and strategies for teaching mathematics in the middle grades.

**MGED 7264 Strategies for Teaching Science**

Exploration of techniques and strategies for teaching science in the middle grades.

**MGED 7271 Issues in Middle Grades Education**

An intensive study of the middle school learner, the middle school curriculum, and selected methods and techniques of instruction and organization appropriate for the middle school setting in light of current trends and issues.

**MGED 7281 Independent Project**

**var. 1-3**

This course enables students to prepare an independent project under the direction of a full-time college faculty member.

**MGED 7282 Directed Readings in Education**

**var. 1-3**

Concentrated readings and review of research studies and literature relative to areas of significance to middle level education.

**MGED 7287 Practicum**

Practical experience with students, parents, teachers, and other school personnel in a public school setting under the supervision of a college staff member. May be repeated for credit.

**MGED 7294, 7295, 7296 Educational Workshop var. 1-3**

These workshops allow a student to pursue an area of professional interest in greater depth as well as investigate issues and new developments in the field of specialization.

**MGED 8282 Continuing Research 1**

Prerequisite: Ed.S. student

This course is for Ed.S. students in Middle Grades Education who are not enrolled in course work while working to complete a research project in connection with MGED 8283 or 8284.

**MGED 8283 Research Project**

Prerequisite: EDRS 6301 or 6302, and MGED 8284

The student carries out a research project approved by his or her committee, orally defends the project upon its completion, and presents four final copies for binding.

**MGED 8284 Research Seminar (Middle Grades)**

Prerequisite: EDRS 6301 or 6302

A review of the basic elements of research and research design to culminate in the compilation of a comprehensive review of literature and preparation of a research project prospectus in middle grades education.

**MGED 8297 Professional Issues Seminar**

Designed as a culminating experience for the Education Specialist degree, this course focuses on the discussion of significant issues and problems facing education today. Topics will vary from semester to semester.

***P-12 EDUCATION COURSES***

*(see page 251)*

**Physical Education**

**Department of Physical Education and Recreation**

**HPE 201 678-839-6530 coe.westga.edu/per/**

**Professor, L. Gaskin; Assistant Professors, R. Abbott, F. Butts, J. Johnson, C. Mowling**

**Physical Education—M.Ed.**

The M.Ed. is designed to qualify graduate students for the T-5 certificate to teach health and physical education at all grade levels. Applicants who hold an undergraduate degree in physical education from an accredited college or university and possess a clear renewable teaching certificate in physical education must meet additional admission requirements such as a 2.5 GPA; minimum 400 verbal score and minimum 400 quantitative or analytical score, whichever score is higher of the two sections, on tests taken before October 2002. Tests taken after October 2002 require verbal and quantitative scores and a minimum GRE analytical writing test score of 3.5, or MAT score of 396 to 401; and 3 letters of reference. Applicants who hold an undergraduate degree and are not certified in physical education but meet all of the other admission requirements may be

admitted “provisionally” while fulfilling requirements to become certified to teach in P-12 schools. Fulfilling teacher certification prerequisites in physical education at UWG will require graduate students to complete undergraduate courses that are offered only during fall and spring semesters during the day (field experiences also are scheduled in P-12 schools). These certification courses, usually requiring at least 30-40 semester hours or more, are in addition to the 36 hours required for the M.Ed. and should be taken concurrently with required graduate classes. Passing or exempting the Praxis I exam must be completed before enrolling in the first teacher education (certification) class. The assigned graduate advisor will determine the certification courses required. The degree will not be awarded until all prerequisite courses, including certification at the T-4 level, required master’s courses, and oral exam have been completed.

As the first level of graduate study in physical education, the master’s degree is designed to provide an opportunity for further study in the bases of the discipline. Inherent in the program is a broad-based approach that includes course work in education, physical education, and health. The program is for individuals who need to meet admission requirements to prepare for leadership positions in physical education. Normally, applicants must have an undergraduate degree in physical education. Persons with undergraduate majors in other areas may be admitted provisionally to the program while completing teacher certification requirements.

The program consists of 36 semester hours of work, including 9 hours of professional education core courses, 24 hours of physical and health education courses, and 3 hours of approved electives.

#### **Learning Outcomes**

Students will demonstrate that they:

- Have gained advanced knowledge in the disciplines of health education and physical education with particular emphasis on movement and exercise, current issues, and legal issues
- Can apply advanced knowledge to current teaching assignments
- Understand the importance of research in their discipline
- Have developed a broader understanding of the profession of education and of how students learn

#### **Physical Education—Ed.S.**

The Education Specialist degree in physical education is an advanced program of study designed for experienced educators. Students complete the program with a research endeavor to integrate course work and enhance effectiveness as teachers and administrators. The 27-hour program includes 3 hours in professional education, 12 hours in physical education, 6 hours in research, and 6 hours in electives selected on the basis of student interest.

#### **Learning Outcomes**

Students will demonstrate that they:

- Understand and can apply theoretical basis of knowledge in the discipline of physical education
- Can apply new knowledge to current teaching assignments
- Are developing skills as consumers and producers of research in their field

- Can write in a scholarly manner
- Have a broader understanding of human development

### **Alternative Certification Program**

A non-degree initial preparation program is available in the field of physical education. Applicants must have earned a baccalaureate degree and meet admission requirements for teacher education. Individual programs of study are developed based upon an evaluation of experience and completed academic study. Apply for admission to the Graduate School by calling 678-839-6419 or visiting online: [www.westga.edu/~gradsch/](http://www.westga.edu/~gradsch/).

### ***PHYSICAL EDUCATION COURSES (PHED)***

*(All courses carry three hours credit unless otherwise noted.)*

#### **PHED 6622 Current Issues in Physical Education and Sport**

Opportunity for students to analyze issues, theories, and practices of current topics relative to physical education and sport.

#### **PHED 6628 Health Concerns of the School-Aged Child**

Designed to bring educators up-to-date on the extensive health concerns of school-aged children. Responsibilities of school personnel in relation to health problems.

#### **PHED 6638 Legal Issues in Physical Education and Sport**

Examination of major legal issues in physical education and sport. Emphasis on providing educationally and legally sound programs of activity that reduce risk of litigation.

#### **PHED 6667 Foundations of Nutrition**

Knowledge and application of nutritional information to assist school personnel who teach children about components of a sound diet.

#### **PHED 6670 Movement for Children in Physical Education and Sport**

Study of philosophy, theory, content, and teaching techniques of movement for children in elementary school and youth sport settings.

#### **PHED 6680 Physical Education for Children with Disabling Conditions**

Study of various physical and mental disabilities in school-age children as they relate to motor development and perceptual abilities in the physical education setting. Planning for involvement in several clinical experiences.

#### **PHED 7614 Organization and Administration of Physical Education and Sport**

Administrative theory and functions of the management process. Students are expected to develop competencies involving the roles of management from both an administrative and supervisory position.

#### **PHED 7618 Analysis of Motor Performance and Motor Learning**

Principles of learning as they relate to the acquisition and development of motor skills and motor performance.

**PHED 7620 Scientific Foundations of Exercise**

Study of various factors affecting human performance and physiology for anaerobic and aerobic training and conditioning, range of motion, flexibility, and skill development in physical activities.

**PHED 7626 Sociological and Psychological Aspects of Physical Education and Sport**

Designed for students to survey aspects of sport that contribute to the importance of sport in American society. Emphasis is placed on the relationship of physical education and sport to religion, ethnic groups, politics, media, women, economics, and education.

**PHED 7669 Supervision in Health and Physical Education**

Seminar/laboratory experience in supervision of the health and physical education teacher and health and physical education student teacher in the public schools.

**PHED 7671 Curriculum Development in Physical Education and Sport**

Designed to help students learn the tools necessary to plan a comprehensive school curriculum, with emphasis placed on the development of the total K-12 curriculum in physical education. Issues of power, voice, and the hidden curriculum will be addressed. Alternatives to traditional curricular patterns will be researched and planned.

**PHED 7681 Independent Project**

Prerequisite: Approval of advisor and instructor

Preparation of an independent project under the direction of a faculty member. Advanced topics in theory, issues, trends, and techniques will be emphasized. Students will specialize in topics, studies, and projects in the area of specialty.

**PHED 7682 Directed Reading**

Prerequisite: Approval of department

This course is designed to allow a student to investigate an area not covered in existing courses. Such independent study requires research skills and motivation to acquire an advanced level of knowledge and understanding in the selected topic. An integrated research paper of the reading is required.

**PHED 7685 Special Topics in Physical Education**

Prerequisite: Approval of department

Titles and descriptions of specific courses will be specified at time of offering. May be repeated for credit.

**PHED 7691, 7692, 7693 Educational Workshop var. 1-3**

These workshops allow a student to pursue an area of professional interest in greater depth as well as issues and new developments in the field of specialization.

**PHED 8603 Educational Facilities**

This course is designed to provide the graduate student with the importance of the relationship of the total educational program and the physical environment. Same as EDLE 8316.

**PHED 8628 Current Issues in Health Education**

Designed to enable teachers to understand and teach issues of a controversial nature, especially sex education and drug education. Knowledge and strategies for teaching are examined.

**PHED 8661 Critical Analysis of Professional Literature in Physical Education and Sport**

Designed to assist the student in understanding and practicing written and oral skills involving critical reasoning and analysis as applied to current sources in physical education and sport.

**PHED 8684 Research Seminar**

Prerequisite: EDRS 6401, PHED 8661

This course will be conducted as a seminar in which the educational specialist student will design and implement a research project. The project will include a written proposal with a literature-based rationale and a written report of methods, results, and conclusions.

**Reading Education****Department of Curriculum and Instruction**

Ed. Annex 212 678-839-6559 [coe.westga.edu/ci/](http://coe.westga.edu/ci/)

**Professor**, M. Holbein, K. Layton; **Associate Professors**, C. Doheny, D. Harkins; **Assistant Professors**, J. Ponder, R. Reigner

**Learning Outcomes**

The Department of Curriculum and Instruction utilizes the five core propositions of the National Board of Professional Teaching Standards (NBPTS) for our graduate programs. See [www.nbpts.org](http://www.nbpts.org). In addition, the Reading Education Program utilizes the standards for reading professionals as developed by the International Reading Association.

**Reading Education - M.Ed.**

Applicants must normally have an undergraduate degree and a teaching certificate. A master's degree in reading education can be achieved by completing a 36-hour program. The program consists of 3 hours in psychological background, 9 hours in language/assessment, 15 hours in reading concentration, 3 hours in literature, 3 hours in research and 3 hours in approved electives.

**Reading Add-On**

The Reading Add-On is designed for graduate students who have level 5 certificates and a master's degree in a teaching field other than reading. It includes the 3 Reading Endorsement courses plus 2 additional graduate level courses in reading. Successful completion of the 5 graduate reading courses enables candidates to take Praxis II in Reading and apply for the Reading Specialist certification granted by the state licensing commission.

## Reading Endorsement

The Reading Endorsement is a series of 3 graduate courses in reading designed by the University System of Georgia Reading Consortium to provide further professional development of certified teachers in the assessment and instruction of reading. Successful completion of all 3 courses qualifies certified teachers to apply for the Reading Endorsement which is added to a teaching certificate. All 3 courses can be transferred into the Master's in Reading degree program.

### **READING COURSES (READ)**

*(All courses carry three hours credit unless otherwise noted.)*

#### **READ 6262 Methods and Materials in the Teaching of Reading**

An introduction to the skills, approaches, materials and methods of reading instruction.

#### **READ 6285 Special Topics**

Titles and descriptions of specific courses to be inserted at time of offering. May be repeated for credit.

#### **READ 7201 Applied Reading**

**var. 1-3**

The course helps teachers integrate and apply reading skills in the classroom while they increase competency as literacy teachers in their content area. Credit hours each semester will vary.

#### **READ 7260 Reading Strategies and Authentic Assessments**

The course includes examination and implementation of reading strategies for children with varying cognitive and personality styles of learning and diverse needs. Discussions, construction, and development of authentic portfolio assessments (utilizing technological applications) will be used to understand children's reading progress.

#### **READ 7261 Content Reading**

The course includes a thorough examination of reading skills peculiar to various subject matter areas. Application of reading strategies, thematic units that integrate the content areas, and reflections on related research concerning students of diverse cultures will be implemented throughout the course.

#### **READ 7262 Trends in Reading Instruction**

Seminar in the areas of current and historical issues confronting the reading professional.

#### **READ 7263 Diagnosis and Correction of Reading Problems**

The purpose of this course is to introduce the student to formal and informal instruments for the evaluation of reading problems and to provide teachers with strategies for addressing specific reading problems in classroom and clinical situations for children from diverse cultures.

#### **READ 7264 Clinical Practice in Reading**

Supervised clinical experience in the diagnosis and treatment of reading disabilities.

**READ 7265 Literature Based Reading**

An examination of the theoretical, research, and historical foundations of literature-based reading with particular emphasis on the process of implementing literature-based reading in the classroom.

**READ 7269 Supervision in Reading**

Prerequisite: Consent of department chair

A study of the philosophies, responsibilities, and techniques of supervision in reading programming. A field-based placement is required. Normally offered in the summer.

**READ 7271 Reading Theory, Development, and Practices**

A seminar / discussion course dealing with the teaching of reading at the primary level (PK-5), including an introduction to skills, approaches, materials, methods, and philosophies. Significant literature will be reviewed from a current and historical perspective.

**READ 7281 Independent Study****var. 1-3**

Preparation of an independent project under the direction of a full-time college faculty member.

**READ 7282 Directed Readings in Education****var. 1-3**

Concentrated readings and review of research studies and literature relative to areas of significance to reading education.

**READ 7285 Special Topics**

Titles and descriptions of specific courses to be inserted at time of offering. May be repeated for credit.

**Secondary Education****Department of Curriculum and Instruction****Ed. Annex 212 678-839-6559 [coe.westga.edu/ci/](http://coe.westga.edu/ci/)**

**Professor, J. Myers; Associate Professor, J. Butler; Assistant Professor, D. Saurino**

**Learning Outcomes**

The Department of Curriculum and Instruction utilizes the five core propositions of the National Board of Professional Teaching Standards (NBPTS) for our graduate programs. See [www.nbpts.org](http://www.nbpts.org).

**French Language Teacher Education – M.Ed.**

Applicants must hold or be eligible for a Level 4 Clear Renewable Teaching Certificate in the field, and meet other admission requirements of the Graduate School. The program consist of 36 semester hours. This includes 6 semester hours of Professional Education, 6 hours of Education Speciality (Curriculum and Methodology), 15 hours of Content Specialization, 3 hours of Research, and 6 hours of approved Electives.

### **Spanish Language Teacher Education – M.Ed.**

Applicants must hold or be eligible for a Level 4 Clear Renewable Teaching Certificate in the field, and meet other admission requirements of the Graduate School. The program consist of 36 semester hours. This includes 6 semester hours of Professional Education, 6 hours of Education Speciality (Curriculum and Methodology), 15 hours of Content Specialization, 3 hours of Research, and 6 hours of approved Electives.

### **Secondary Education—M.Ed.**

The subject matter fields for the M.Ed. in secondary education are English, French, mathematics, science, and social studies. The programs are designed to meet the needs of those who already hold a level-4 certificate. The student follows the same subject matter areas of concentration in which the level-4 certificate was earned. The 36-hour programs include courses in professional education, specialty content, and approved electives. Applicants must have or meet eligibility requirements for level-4 certification in the same teaching field with at least a 2.7 GPA, at least 400 on verbal and 400 on analytical or quantitative sections of GRE tests taken before October 2002. Tests taken after October 2002 require verbal and quantitative scores and a minimum GRE analytical writing test score of 3.5, and a program of study developed by an advisor.

### **Secondary Education—Ed.S.**

The Education Specialist degree with a major in Secondary Education is offered with a concentration in English, mathematics, science, or social studies. These programs provide an in-depth knowledge of the teaching field and an opportunity for utilization of research methods and professional literature. Each concentration includes a minimum of 27 hours of graduate work distributed among courses in professional education, research, and the teaching field. Applicants must have a master's degree in the same teaching field or meet eligibility for a level-5 certification based on master's level work in the same teaching field with at least a 3.0 GPA on all graduate work attempted, at least 450 on verbal and 450 on analytical or quantitative sections of GRE tests taken before October 2002. Tests taken after October 2002 require verbal and quantitative scores and a minimum GRE analytical writing test score of 4.5, and a program of study developed by an advisor.

#### ***SECONDARY EDUCATION COURSES (SEED)***

*(All courses carry three hours credit unless otherwise noted.)*

#### **SEED 7251 Teaching Geometry in the Secondary School**

Addresses pedagogical methods and content of geometric concepts underlying mathematics programs.

#### **SEED 7252 Environmental Education for Teachers**

An issue-based course dealing with the problems and principles related to the conservation of the environment and global sustainability.

#### **SEED 7254 Seminar in Teaching Composition**

Theory and practice in composing processes and in planning and teaching composition.

**SEED 7261 Advanced Instructional Strategies  
for English Education**

Designed for investigation and assessment of and research in the teaching of English with implications for strategies and curricular needs at the secondary level.

**SEED 7262 Advanced Instructional Strategies  
for Social Studies Education**

Designed for investigation and assessment of and research into the teaching of social studies with implications for strategies and curriculum needs at the secondary level.

**SEED 7263 Advanced Instructional Strategies  
for Science Education**

Designed for investigation and assessment of and research in the teaching of science with implications for strategies and curricular needs at the secondary level.

**SEED 7264 Advanced Instructional Strategies  
for Mathematics Education**

Designed for continued professional growth of mathematics teachers as they investigate and evaluate current issues, practices, and resources in mathematics education.

**SEED 7271 Advanced Study of the Secondary School Curriculum**

In addition to an overview of the history of secondary curriculum programs, significant factors which affect school curriculum are studied. Attention is given to the integration and coordination of curriculum components throughout the secondary school program.

**SEED 7281 Independent Project var. 1-3**

This course enables students to prepare an independent project under the direction of a full-time college faculty member.

**SEED 7282 Directed Readings in Education var. 1-3**

Concentrated readings and review of research studies and literature relative to areas of significance to secondary education.

**SEED 7287 Practicum**

Practical experience with students, parents, teachers, and other school personnel in a public school setting under the supervision of a college staff member. May be repeated for credit.

**SEED 7294, 7295, 7296 Educational Workshop var. 1-3**

These workshops allow a student to pursue an area of professional interest in greater depth as well as investigate issues and new developments in the field of specialization.

**SEED 8260 Trends and Issues in Secondary Education**

Prerequisite: SEED 7261, 7262, 7263, or 7264

Designed for investigation and assessment of, as well as research into, teaching at the secondary level with implications for strategies and curriculum needs in high schools.

**SEED 8282 Continuing Research** 1

Prerequisite: Enrolled in Ed.S. program

This course is for Ed.S. students in Secondary Education who are not enrolled in coursework while working to complete a research project or to remove an IP grade in connection with SEED 8283 or 8284.

**SEED 8283 Research Project**

Prerequisite: EDRS 6301 or 6302, and SEED 8284

The student carries out a research project approved by his or her committee, orally defends the project upon its completion, and presents four final copies for binding.

**SEED 8284 Research Seminar (Content Field)**

Prerequisite: EDRS 6301 or 6302

A review of the basic elements of research and research design to culminate in the compilation of a comprehensive review of literature and preparation of a research project prospectus in secondary education.

**SEED 8297 Professional Issues Seminar**

Designed as a culminating experience for the Education Specialist degree, this course focuses on the discussion of significant issues and problems facing education today. Topics vary from semester to semester.

## Special Education and Speech-Language Pathology

Department of Special Education and Speech-Language Pathology

Ed. Annex 212 678-839-6568 coe.westga.edu/sedslp/

**Professor**, M. Hazelkorn (Chair); **Associate Professors**, M. Cooper, M. Larkin; **Assistant Professors**, D. Dwight, P. Franks, J. Goodman, G. Johnson, D. Sisterhen,

### Learning Outcomes

The learning outcomes for the students who complete the Master of Education in Special Education: Interrelated are taken from the National Boards Professional Teaching Standards Commission's (NBPTS) Five Core Standards ([www.nbpts.org](http://www.nbpts.org)) and the NBPTS Exceptional Needs Standards. Students who seek certification in Special Education, Director of Special Education, or Supervision also must meet the Council for Exceptional Children's Performance-Based Standards Special Education Administration.

The learning outcomes for students completing the Master of Education in Speech-Language Pathology are taken from the National Board of Professional Teaching Standards (NBPTS) Five Core Standards ([www.nbpts.org](http://www.nbpts.org)). Additionally, although the Master of Education in Speech-Language Pathology at University of West Georgia does not lead to the Certificate of Clinical Competence through the American Speech-Language Hearing Association (ASHA), students are expected to meet learning outcomes that are aligned with ASHA standards.

### Special Education and Speech-Language Pathology—M.Ed.

The areas of concentration for the M.Ed. lead to Georgia State Certification in:

- Interrelated special education or
- Speech-language pathology

### **Special Education**

*Because of new requirements from the Georgia Professional Standards Commission (PSC), effective 2006-2007 the M.Ed. program in Interrelated Special Education and the Alternative Certification programs in the areas of learning disabilities/behavior disorders and mental retardation may no longer be available. Students who currently are enrolled in these programs need to complete the programs within two years.*

For regular admission to the Interrelated Special Education Program, the applicant must have:

- Minimum of Level 4 professional, clear, renewable certificate in a teaching field or professional, clear, nonrenewable certificate in speech-language pathology
- Minimum GPA of 2.7
- Combined GRE score of 800 with minimum scores of 400 on the verbal section and 400 on the quantitative section and a GRE analytical writing score of 3.5
- Three strong letters of recommendation
- Other criteria as determined by the department (e.g., on-site writing sample, departmental interview, etc.)

### **Speech Language Pathology**

For admission to the speech-language pathology program, the applicant must have:

- Undergraduate GPA of 3.0
- Combined GRE scores of 1000 with minimum scores of 500 on the verbal section and 500 on the quantitative section and a GRE analytical writing score of 4.0
- Three strong letters of recommendation
- Interview with speech-language pathology faculty
- On-site writing sample

Students with undergraduate majors other than speech-language pathology must complete the undergraduate prerequisite course sequence before taking graduate level courses in speech-language pathology. Prior to taking pre-requisite courses, students must be eligible for admission to teacher education, which includes passing or exempting Praxis I. Additional requirements may be incurred as the program of study is planned.

### **Endorsements**

In addition to the degree programs in Special Education, endorsements are available in the areas of instructional supervision and director of special education. For more information about these programs see page 233.

### **Special Education – Ed.S.**

The program has been designed to meet the needs of teachers certified in Special Education who have completed a Master of Education degree, or the equivalent, in special education or speech-language pathology. Two strands are offered: Special Education Administration and Curriculum Specialist. Admission requirements are as follows:

- Master of Education degree, or the equivalent, in special education or speech-language pathology
- Minimum 3.4 GPA
- Minimum of 450 on the verbal and 450 on the quantitative section of the GRE and analytical writing score of 4.5

The courses and experiences will be selected so that the sixth-year program will require a minimum of 27 semester hours. See Department of Special Education advisors for specific program sheets and development of a program of study.

### **Alternative Certification Programs**

#### **Initial Certification**

Non-degree initial certification programs are available in the field of special education in the areas of learning disabilities/behavior disorders or mental retardation. Applicants must:

- Have earned a baccalaureate degree from an accredited institution and
- Meet admission requirements for teacher education (see p. 394 of the *Undergraduate Catalog*).

Individual programs of study are developed based upon an evaluation of experience and completed academic study. A \$25 fee is charged for each applicant's program evaluation unless the individual currently is enrolled at UWG. Please contact the Undergraduate Advisement Office in the College of Education for more information about the evaluation at 678-839-6050. Apply for admission to the Graduate School by calling 678-839-6419 or visiting online at [westga.edu/~gradsch](http://westga.edu/~gradsch).

#### **Add-On Certification**

Non-degree programs for adding additional certification in the fields of inter-related or learning disabilities/behavior disorders also are available. Applicants must have a professional, clear, renewable certificate and meet admission requirements.

### ***SPECIAL EDUCATION COURSES (SPED)***

*(All courses carry three hours credit unless otherwise noted.)*

#### **SPED 6706 Special Education in the Regular Classroom**

Study of characteristics, identification, and support needs of exceptional children and youth. Includes basic teaching strategies and supportive techniques/resources for meeting needs of pupils with special needs in the regular classroom. Designed for non-special education majors.

**SPED 6713 Characteristics of the Gifted**

Prerequisite: Hold a teaching certificate

An overview of the characteristics of gifted and talented individuals. Definitions of intelligence and creativity are studied. The guidelines for identifying gifted children in Georgia are addressed. Field experience required.

**SPED 6714 Characteristics of Learners: Interrelated Classrooms**

This course covers the characteristics and etiology of students identified as having emotional/behavioral disorders (EBD), specific learning disabilities (SLD), and mild mental retardation (MMR). Types of treatment and educational programs that can be provided within school and other settings are included.

**SPED 6721 Professional Seminar: Interrelated Program in Special Education**

This course introduces program requirements and exit qualifications as well as professional and ethical issues encountered in the field. It also encourages students to become critical consumers of research by examining educational journals and by using the Internet to gather information. Students identified with writing difficulties will be expected to remediate and demonstrate improvement.

**SPED 6761 Classroom Behavior Management**

Prerequisite: SPED 3702 or equivalent

Practical applications of behavioral management techniques for the classroom setting.

**SPED 6763 Curriculum and Methods for Exceptional Children - Gifted**

Prerequisite: SPED 6713

A study and application of curriculum, methods, classroom organization and management for exceptional children. This section provides cognitive and practical experience with gifted individuals.

**SPED 6764 Curriculum and Methods: Elementary**

Prerequisite: SPED 6714

A study and application of curriculum, methods, classroom organization, and management for students identified as having emotional behavior disorders (EBD), specific learning disabilities (SLD), and mild mental retardation (MMR) in elementary programs.

**SPED 6765 Curriculum and Methods: Secondary**

Prerequisite: SPED 6714

A study and application of curriculum, methods, classroom organization and management for students identified as having emotional behavior disorders (EBD), specific learning disabilities (SLD), and mild mental retardation (MMR) in middle grades and secondary programs.

**SPED 6784 Seminar: Research Studies in Special Education**

Prerequisite: EDRS 6301 or EDRS 6302

Current problems and research in the field of special education.

**SPED 6785 Special Topics in Special Education** var. 1-3

Title and description of specific courses to be inserted at time of offering. May be repeated for credit.

**SPED 6791 Practicum: Interrelated**

Prerequisite: SPED 6714, 6764, and 6765

Supervised practicum in an approved setting in which students identified as having a range of disabilities (specific learning disabilities, emotional behavioral disorders, mental retardation) are being served. Includes meetings and outside readings/assignments, as well as in-program activities. Note that the expected time commitment for this course is at least 100 hours and should be completed towards the end of a student's program to be sure that he or she has met all disabilities/level areas. The course may be repeated for up to 6 hours. Application for field experience is required in advance.

**SPED 7701 Program Planning and Evaluation**

This course is designed to assist the educator in developing and maintaining an appropriate service delivery model for exceptional students. Strategies used to assess program effectiveness are discussed.

**SPED 7702 Technology in Special Education**

Prerequisite: MEDT 2401 or equivalent

A review of technological devices, adaptation of computer input and output processes, and software designed for exceptional students.

**SPED 7704 Administration of Special Education Programs**

Federal, state, and local organizational and administrative provisions for exceptional children, screening, identification, placement, and ancillary services within educational settings. Teacher training and evaluation patterns. Field experience required.

**SPED 7721 Assessment in Special Education**

A comprehensive study of diagnosis and assessment, emphasizing test and measurements, formal and informal assessment, test administration, and use of diagnostic results in educational intervention for students identified as having emotional/behavioral disorders (EBD), specific learning disabilities (SLD), or mild mental retardation (MMR).

**SPED 7722 Collaboration: Families, Professionals & Students**

This course assists in preparing educators to enter educational settings ready to operate within the new paradigm of collaboration, rather than that of an isolated professional. There is a strong focus on respecting the roles various persons play, whether it be a professional, family member, or student, and how these roles support each other in the process of designing effective programs for students, particularly those with disabilities. Much of the discussion will center on inclusive settings.

**SPED 7723 Psychoneurology of Learning**

Prerequisite: SPED 6714

This course focuses on the psychoneurological issues that impact many students today in the areas of sensory integration, language and perceptual motor development, and various medical issues. Additionally, students will explore differentiated instruction as a means of providing effective educational programs for students with disabilities.

**SPED 7781 Independent Project in Special Education var. 1-3**

Preparation of an independent project under the direction of the major professor.

**SPED 7782 Directed Readings in Special Education var. 1-3**

Concentrated readings and review of research studies and literature relative to areas of significance in education.

**SPED 7786 Supervision of Special Education**

Prerequisite: EDLE 6320

A study of and practical experience in supervising special education teaching and programming under the direction of departmental faculty.

**SPED 7985 Special Studies in Special Education var. 1-3**

Title and description of specific courses to be inserted at time of offering. May be repeated for credit.

**SPED 8701 Individual Appraisal of Exceptional Children**

Prerequisite: SPED 3702 or CEPD 4150

The study of limitations in existing instruments ordinarily used in assessing exceptional children. Practice in testing children with various exceptionalities and writing brief reports. Field experience required.

**SPED 8704 Issues in Special Education**

In-depth study of new issues in special education, their implementation, and evaluation.

**SPED 8771 Curriculum Design and Implementation**

An in-depth examination of curriculum development and implementation will be conducted. Students will examine research pertinent to the types of individuals they serve and design and modify educational programs based upon recent research findings and best practice literature.

**SPED 8783 Research Project**

Prerequisite: EDRS 6301 or EDRS 6302 or equivalent

The design and implementation of a research project in special education.

**SPED 8784 Research Seminar**

A study of special education research design, reference sources, computer service, and the compilation of a review of literature on a specific topic.

**SPEECH-LANGUAGE PATHOLOGY (SLPA)**

*(All courses carry three hours credit unless otherwise noted.)*

**SLPA 6701 Stuttering: Theory and Research**

Prerequisites: Admission to Teacher Education; advisor permission.

A study of etiology, diagnosis, treatment and prevention of fluency disorders in children and adults. This course is designed to cover causal factors of fluency disorders in children and adults, and cover assessment, treatment and prevention procedures appropriate for children and adults.

**SLPA 6702 Voice and Resonance Disorders**

Prerequisites: Admission to Teacher Education; advisor permission.

This course is a study of etiology, diagnosis and treatment of voice and resonance disorders in children and adults. It is designed to cover the major functional, organic, and neurogenic voice and resonance disorders and the most current, evidence-based therapeutic approaches.

**SLPA 6703 Organic Communication Disorders**

Prerequisites: Admission to Teacher Education; advisor permission.

This course is designed to cover the biological and neurological aspects of organic speech disorders. The course addresses etiologies, characteristics, prevention, assessment, and intervention procedures and issues associated with organically based communication disorders, including cleft palate and craniofacial disorders.

**SLPA 6704 Neuropathologies of Language**

Prerequisites: Admission to Teacher Education; advisor permission.

Advanced study of the etiology, characteristics, assessment, and intervention principles involved in acquired language and related disorders in adults. Topics include aphasia, traumatic brain injury, dementia, and right hemisphere dysfunction.

**SLPA 6705 Advanced Assessment of Speech-Language Disorders**

Prerequisites: Admission to Teacher Education; advisor permission.

This course is designed to teach students diagnostic/assessment skills, including the use of formal and informal diagnostic instruments, to obtain assessment data across a broad range of communication disorders. The use of these data for making a differential diagnosis and for planning and implementing a therapy program is also studied.

**SLPA 6707 Aural Habilitation/Rehabilitation**

Prerequisites: Admission to Teacher Education; advisor permission.

This course covers the communicative and educational management of children and adults with hearing loss. Areas of specific focus include the impact of hearing loss on development, intervention models, amplification, auditory training, visual/manual communication, deaf education, and central auditory processing disorders.

**SLPA 6708 Advanced Articulation and Phonological Disorders**

Prerequisites: Admission to Teacher Education; SLPA 3760 or equivalent; advisor permission.

Advanced articulation and phonological disorders is designed to offer students information and practice in gaining clinical skills in speech-language pathology techniques for intervention with difficult-to-manage articulation/phonological disorders in schools or other clinical settings. Prior clinical practice and successful completion of an undergraduate/introductory course in articulation/phonology are required as Prerequisites for this course.

**SLPA 6740 Motor Speech Disorders/Dysphagia**

Prerequisites: Admission to Teacher Education; advisor permission.

This course studies motor speech dysfunction and dysphagia in children and adults. Emphasis is on etiologies, characteristics, prevention, assessment/differential diagnosis, and intervention approaches to management and habilitation/rehabilitation.

**SLPA 6760 Auditory Disorders**

Prerequisites: Admission to Teacher Education; advisor permission.

This course is a study of the auditory disorders in children and adults. Areas covered include characteristics, assessment, etiology, and treatment of disorders of the external ear, middle ear, inner ear, and central auditory nervous system.

**SLPA 6779 Current Trends and Issues in Speech-Language Pathology**

Prerequisites: Admission to Teacher Education; advisor permission.

This course offers students formal and informal opportunities to increase professional knowledge and skills in speech-language pathology through readings, seminar interactions and other educational delivery formats. Portions of the course may be delivered on-line. Students enrolled in this course may engage in professional seminars designed to increase expertise in designated areas of emerging and traditional trends of the profession through guided professional interactions.

**SLPA 6784 Research Seminar in Speech-Language Pathology**

Prerequisites: Admission to Teacher Education; advisor permission.

This seminar course covers the fundamentals of behavioral statistics, scientific research as it relates to issues and trends in the area of speech-language pathology, and the design and development of a scientific research project in communication disorders.

**SLPA 6785 Special Topics in Speech-Language Pathology**

Prerequisites: Admission to Teacher Education; advisor permission.

This course offers students formal and informal opportunities to increase professional knowledge and skills in speech-language pathology through readings, seminar interactions and other educational delivery formats. Portions of the course may be delivered on-line. Students enrolled in this course may engage in professional seminars designed to increase expertise in designated areas of emerging and traditional trends of the profession through guided professional interactions.

**SLPA 6790 Advanced Clinical Practicum: Speech-Language Pathology I**

Prerequisites: Admission to Teacher Education; advisor permission; SLPA 4790, SLPA 4791.

This course provides direct clinical experience in which the graduate clinician practices under the supervision of CCC-SLP/A clinicians with individuals exhibiting a diverse range of mild communication disorders; assignments of clients will be dependent upon student's prior academic, and clinical experiences, and verified by the clinic director. This experience is accumulated in a variety of on- and off-site clinical settings. The acquisition and management of information on etiology, characteristics, assessment, prevention, and intervention is emphasized for approximately 4-5 clients seen in individual sessions twice weekly.

**SLPA 6791 Advanced Clinical Practicum: Speech-Language Pathology II**

Prerequisites: Admission to Teacher Education; advisor permission; SLPA 4790, SLPA 4791.

This course provides direct clinical experience in which the graduate clinician practices under the supervision of CCC-SLP/A clinicians with individuals exhibiting a diverse range of moderate communication disorders; assignments of clients will be dependent upon student's prior success in SLPA 6790, upon prior academic and clinical experiences, and verified by the clinic director. This experience is accumulated in a variety of on- and off-site clinical settings. The acquisition and management of information on etiology, characteristics, assessment, prevention, and intervention is emphasized for approximately 4-5 clients seen in group sessions twice weekly.

**SLPA 6792 Advanced Clinical Practicum: Speech-Language Pathology III**

Prerequisites: Admission to Teacher Education; advisor permission; SLPA 4790; SLPA 4791; SLPA 6790; SLPA 6791.

This course provides extended and direct clinical experience in which the graduate clinician practices under the supervision of CCC-SLP/A clinicians with individuals exhibiting a diverse range of moderate-severe communication disorders; assignments of clients will be dependent upon student's prior success in SLPA 6790, SLPA 6791, upon prior academic, and clinical experiences, and verified by the clinic director. This experience is accumulated in a variety of on- and off-site clinical settings. The acquisition and management of information on etiology, characteristics, assessment, prevention, and intervention is emphasized for approximately 10-12 clients in group and individual sessions 2-3 times weekly.

- SLPA 6793 Advanced Clinical Practicum: Speech-Language Pathology IV**  
 Prerequisites: Admission to Teacher Education; advisor permission; SLPA 4790; SLPA 4791; SLPA 6790; SLPA 6791; SLPA 6792.  
 This course provides extended and direct clinical experience in which the graduate clinician practices under the supervision of CCC-SLP/A clinicians with individuals exhibiting a diverse range of severe-profound communication disorders; assignments of clients will be dependent upon student's prior success in SLPA 6790, SLPA 6791, SLPA 6792, upon prior academic, and clinical experiences, and verified by the clinic director. Students in this clinic are likely to serve adults with neurogenic communication disorders as well as the severely-profoundly communication impaired child/adolescent. This experience is accumulated in a variety of on- and off-site clinical settings. The acquisition and management of information on etiology, characteristics, assessment, prevention, and intervention is emphasized for approximately 10-12 clients in group and individual sessions 2-3 times weekly.
- SLPA 6794 Externship in Speech-Language Pathology 6/0/6**  
 Prerequisites: Admission to Teacher Education; advisor permission; SLPA 4790; SLPA 4791; SLPA 6790; SLPA 6791; SLPA 6792; SLPA 6793.  
 This course will provide supervised clinical experience in speech/language therapy for the speech pathology student and satisfies medical/clinical extended placement requirements. Speech-language assessment, intervention, and case management are emphasized.
- SLPA 6796 Internship 3-6**  
 Prerequisite: SLPA 4790 and 6790  
 This course will provide supervised clinical experience in speech/language therapy for the speech pathology student and satisfies student teaching requirements. Speech/language assessment, intervention, and case management are emphasized. May be repeated for credit.
- SLPA 6798 Student Teaching Seminar**  
 Prerequisites: Admission to Teacher Education; advisor permission; SLPA 4790; SLPA 4791; SLPA 6790; SLPA 6791; SLPA 6792; SLPA 6793; SLPA 6794; must be taken concurrently with SLPA 6796.  
 An introduction to issues, topics, materials, and skills appropriate to the teaching experience. This course is designed to be taken concurrently with the student teaching internship. The course should augment the classroom experience of students through case studies, projects, and seminars which include university and other resource persons.
- SLPA 7720 Language and Literacy**  
 Prerequisites: Admission to Teacher Education; advisor permission. A study of etiology, characteristics, assessment, diagnosis, intervention, and prevention of speech and language disorders in children, including those children with multicultural backgrounds and special needs. This course is designed to focus on characteristics of growth, norm-reference and criterion-referenced measures, and assessments and intervention procedures and strategies related to reading and literacy development.

## ED.D. IN SCHOOL IMPROVEMENT

Ed. Annex 678-839-6079 [coe.westga.edu/edd/](http://coe.westga.edu/edd/)

**Professors**, L. Deck, C. Douvanis, M. Holbein, D. Jenkins (Program Director), H. Morgan, A. Richards, J. vonEschenbach; **Associate Professors**, C. Doheny, C. Hendricks, H. Ramanathan; **Assistant Professors**, M. Gantner, B. Kawulich, A. Packard

### Mission Statement

The mission of the Doctor of Education in School Improvement program is to develop change agents and transformational leaders who, through collaboration with colleagues, schools, and communities, initiate sustainable systemic change in the schools they serve. The program is grounded in research knowledge and skills, technological competence, teaching and learning processes, and commitment to diversity. Graduates will plan strategically and design, implement, and document the impact of educational improvement programs that bring all students to high levels of academic achievement.

### Program Overview

The Ed.D. in School Improvement focuses on preparing teachers, school administrators, and other educational practitioners who can initiate and model effective teaching and learning and who can effect and sustain change in schools. The major strands of study, expanded knowledge about teaching and learning for a diverse student population, effective use of research data and student assessments, and the development of leadership abilities, will result in the ability to design, implement, and evaluate school improvement projects.

The hallmarks of graduates of this program will be as follows: 1) the use of research findings to stimulate educational renewal, 2) a relentless commitment to collaboration within schools to discover new ways to enhance student learning, 3) a tireless commitment to use both research and collaboration to help all students achieve high standards of learning, and 4) the selective use of technology to discover new and evolving strategies for enhancing student learning.

This 60-hour program is designed for school personnel who will complete the program in the evenings, on weekends, and during the summer through various delivery systems. A variety of assessments will measure candidates' progress in achieving the required competencies, including the development and presentation of a portfolio and a school-based dissertation.

### Student Rights

Formal policies and procedures for filing written student complaints can be found in *Connection and Student Handbook*, Appendix A through M.

### Admission Criteria

Documentation of the following is required as part of the application process.

1. Applicants must have a graduate degree in Education from an accredited institution and Level 5 certification or equivalent.

2. A cumulative minimum graduate grade point average (GPA) of 3.0 on a 4.0 scale is required.
3. A minimum composite score on the Graduate Record Examination (GRE) of 1000 with at least 450 on the verbal section and 450 on the quantitative or analytical section is required for tests taken before October 2002. Tests taken after October 2002 require verbal and quantitative scores and a minimum GRE analytical writing score.
4. A 500-750 word essay that presents the applicant's suitability for the Ed.D. program, including personal goals related to school improvement, is required.
5. Three strong recommendations on the Ed.D. recommendation form from individuals who can speak to the applicant's work in school improvement are required.
6. Applicants must have at least three years of experience in private or public schools.
7. A vitae listing contact information, educational background, employment history, experiences with school improvement, awards and recognitions, presentations, etc. is required.
8. Applicants must provide documentation of their supervisor's support for their doctoral studies and related activities.
9. Applications must provide a signed acknowledgement of the Ed.D. in School Improvement mission statement.
10. Satisfactory Certificate of Immunization is required for new students only.

The deadline for complete applications is February 21. All application documents should be sent directly to the Graduate School. After the complete application has been received by the Graduate School, it is sent to the Director of the Ed.D. program. Applicants are invited to campus for a required orientation session and asked to complete a writing sample responding to a school improvement prompt. Selected applicants will be invited back for an interview. Cohorts are finalized in April, and coursework begins during Summer session.

## **Curriculum**

### **Teaching and Learning (12 hours)**

- Models of School Improvement and Reform
- State and Local Applications of School Improvement
- Instructional Leadership that Facilitates School Improvement
- Doctoral Seminar I: Examination of Change

### **Leadership for School Improvement (12 hours)**

- Leadership for Change
- Leadership for Diversity in the 21<sup>st</sup> Century
- Principals of Legal and Ethical Leadership
- Doctoral Seminar II: Examination of Leadership

### **Research and the Effective Use of Data (10 hours)**

- Research Processes for Change
- Collecting and Analyzing Data for Change
- Applying the Research Cycle for Change

**Specialty Content Courses (15 hours)**

- Up to nine hours beyond the masters degree may be applied toward the Ed.D. degree, with approval.
- Coursework to be applied toward the Ed.D. degree must have been completed within ten years of admission to the Ed.D. degree program, must have been applicable toward a graduate degree at the institution where the credit was earned, and must have been awarded a grade of B or higher.
- At least six of the 15 hours must be taken from the College of Arts & Sciences and/or College of Business.
- All 15 hours must be approved in advance by the student's advisor and program Director.

**Dissertation (11 hours minimum)****Learning Outcomes**

The Doctoral Program in School Improvement utilizes six strands in the Core Competencies, which are linked to the College of Education Conceptual Framework, to articulate the knowledge, skills, and dispositions which graduates of the program will evidence.

- School Improvement and Reform – Moving schools and stakeholders in directions that enhance student learning and social development and ultimately benefit society
- Leadership – Influencing others toward a shared commitment to a common purpose
- Understanding and using the knowledge base on effective teaching and learning to initiate teacher development and school improvement
- Research and the Effective Use of Data – Understanding, conducting, and applying impactful research in school improvement and reform
- Scholarly Persuasion – Engaging in rational discussion informed by and grounded in the knowledge base and research in education and school improvement
- Technology – Developing sound technological literacy that impacts professional competence and school improvement

***SCHOOL IMPROVEMENT COURSES (EDUC)***

*(All courses carry three hours credit unless otherwise noted.)*

**EDUC 9923 Leadership for Diversity in the 21<sup>st</sup> Century**

This course will encourage a culturally pluralistic and global perspective on the equitable education of culturally and linguistically diverse student populations. Students in this course will investigate the philosophical, theoretical, and historical foundations of multicultural education, the values inherent in cross-cultural communication, and relationships between verbal and nonverbal communication systems. Interpersonal skills for encouraging harmony between the dominant culture and culturally and linguistically diverse populations will be topics for investigation. Students will design their own research initiatives to examine, evaluate, and/or develop curricular materials.

**EDUC 9925 Principles of Legal and Ethical Leadership**

This course is an advanced study of legal and ethical issues, including the federal mandate to educate students with disabilities, that impact school improvement. Students will create a school improvement project to educate students or colleagues about legal, ethical, or special education issues.

**EDUC 9933 Leadership for Change**

This course addresses the theories and processes of change in societies, cultures, and organizations with particular emphasis on change within the educational system. Since all leaders need skills for building trust, developing high involvement, and helping people maximize their performance in order to lead change, course content will include a study of human dynamics as related to effecting change. Completion of this course will enable students to effectively use theories and processes of social change in their role as change agents within their own educational environments.

**EDUC 9941 Models of School Improvement and Reform**

This course overviews nationally recognized models for school improvement, the forces and factors that influence school improvement and reform, the barriers to change and reform, and how change can be instigated within educational settings. Students build and value a conceptual understanding of the knowledge base in school improvement. Students develop foundational skills in different styles of writing required throughout the doctoral program.

**EDUC 9942 State and Local Applications of School Improvement**

Prerequisite: EDUC 9941

This course overviews school improvement initiatives and efforts at the state and local levels. Students identify issues in these reports and policies and explore the knowledge base to determine the extent to which the initiatives are supported by research. Students develop foundational skills for communicating this information to professional and lay audiences.

**EDUC 9943 Instructional Leadership that Facilitates School Improvement**

Prerequisite: EDUC 9942

This course prepares students to be instructional leaders in their educational settings. The knowledge base in effective teaching, motivation and learning, and staff development are explored and analyzed as vehicles for teacher and school improvement. Students build foundational skills in developing personal positions from the knowledge base and communicating those positions effectively to target audiences.

**EDUC 9961 Research Processes for Change**

This course is an advanced study of educational research traditions emphasizing the process of inquiry. Students examine the philosophical, historical, theoretical, and methodological foundations of positivist and phenomenological studies in education. Students critically analyze different forms of educational research designs including quantitative and qualitative research, action research, and program evaluation.

**EDUC 9962 Collecting and Analyzing Data for Change**

Prerequisite: EDUC 9961

This course focuses on the collection and analysis of data sources relevant in the educational studies and emphasizes analysis of work samples, observations, inquiry data, artifacts, and standardized test scores. Students become skilled at using methods of authentic assessment to evaluate student learning. In addition, students examine strategies for thematic analysis of observational and inquiry data. Throughout the course students collect and analyze school improvement data.

**EDUC 9963 Applying the Research Cycle for Change** 1/2/2

Prerequisite: EDUC 9962

This course is a school-based research experience during which students conduct a school improvement project across two semesters. Students reflect on practice to identify a research problem, conduct a review of literature to provide a theoretical base for their studies, develop research questions, implement a theoretically-based intervention or innovation related to their research problems, and collect and analyze data for the purpose of answering research questions. Emphasis is placed on the cyclical, continuous process of research for school improvement. Must be taken sequentially across two semesters (F, Sp.)

**EDUC 9964 Advanced Quantitative Methods and Program Evaluation**

Prerequisite: EDUC 9963

This course emphasizes advanced methods of analysis of quantitative data. Students also learn the fundamentals of evaluating programs in the schools. In this course, each student develops a proposal for the evaluation of a program in his or her school.

**EDUC 9984 Doctoral Seminar I: Examination of Change**

This seminar provides a vehicle for establishing thematic links among courses during the first year of the doctoral program. It builds connections between coursework and field experiences and provides a forum for addressing current educational issues, new and emerging technologies, and new educational initiatives. The seminar orients students to the processes of conducting scholarly research, developing a professional portfolio, and completing a doctoral dissertation.

**EDUC 9985 Doctoral Seminar II: Examination of Leadership**

This seminar provides a vehicle for establishing thematic links among courses during the second year of the doctoral program. It builds connections between coursework and field research experiences. It provides a forum for addressing current educational issues and initiatives and new and emerging technologies. The seminar guides students through the steps of developing a professional portfolio, and completing a doctoral dissertation.

**EDUC 9986 Selected Issues in School Improvement** 1-3 hours

This course provides a means of addressing special topics that may arise related to school improvement activities, research, and the education literature. Specific topics will be identified at the time the course is offered. The course may be repeated for variable credit from 1-3 hours for a maximum of 6 hours.

**EDUC 9998 Research for Doctoral Dissertation 1-15 hours**

Prerequisite: Consent of dissertation chairperson and admission to candidacy

Students develop and carry out an independent research project in school improvement. A minimum of eleven semester hours in this course is required for graduation. Continuous enrollment is required while working on the dissertation project.

**Supplementary Certification (Endorsements)**

The following endorsements may be added to educators' certificates as indicated.

1. Teacher Support Services - 6 semester hours of graduate credit as follows:
  - EDLE 7313, Supervision Skills for Teacher Support Specialist
  - EDLE 7386, Internship for Teacher Support Specialist
2. Director of Special Education - 9 semester hours of graduate credit as follows:
  - EDLE 6312, Principles of Leadership
  - EDLE 6320, Supervision of Instruction
  - SPED 7704, Administration of Special Education Programs
3. Director of Media Centers - 9 semester hours of graduate credit as follows:
  - EDLE 6312, Principles of Leadership
  - EDLE 6320, Supervision of Instruction
  - MEDT 7469, Supervision of School Library Media Programs
4. Instructional Supervision (IS) - 9 semester hours of graduate credit as follows:
  - EDLE 6312, Principles of Leadership
  - EDLE 6322, Curriculum for Educational Leaders
 Select one of the following:
  - EDLE 6320, Supervision of Instruction, or
  - PHED 7669, Supervision in Health & Physical Education, or
  - READ 7269, Supervision in Reading Education, or
  - SPED 7786, Supervision of Special Education
5. Gifted Education – 12 semester hours of graduate credit as follows:
  - SPED 6713, Characteristics of the Gifted
  - SPED 6763, Curriculum and Methods for Exceptional Children – Gifted
  - SPED 7701, Program Planning and Evaluation
  - CEPD 6150, Test and Measurement (if not already taken, e.g., at undergraduate level)
6. English to Speakers of Other Languages (ESOL) – 9 semester hours of graduate credit as follows:
  - PTED 7240, Issues in Applied Linguistics & Second Language Acquisition

PTED 7241, Teaching English as a Second Language: Methods & Materials

PTED 7242, Language-Minority Education & Culture

7. Reading Endorsement – 9 semester hours of graduate credit as follows:  
READ 7263, Diagnosis and Correction of Reading Problems  
READ 7271, Reading Theory, Development, and Practices  
READ 7201, Applied Reading
8. Director of Pupil Personnel Services – 9 semester hours of graduate credit as follows:  
EDLE 6312, Principles of Leadership  
EDLE 6320, Supervision of Instruction  
CEPD 8141, Clinical Supervision in Counseling



*Central campus features an aesthetic view and wide walkways leading to the newest classroom building, the Technology-enhanced Learning Center, Ingram Library, the new Campus Center, and the University Community Center.*

## **OTHER COURSES OF INSTRUCTION**

*Courses are listed with degree programs where applicable.*

Anthropology  
Chemistry  
Classical Studies  
Educational Research  
Foreign Languages  
Geography  
Geology  
German  
Mathematics  
Natural Science  
P-12 Education  
Philosophy  
Physics

Courses numbered 6000 and above are open only to students admitted for graduate study. Courses numbered 5000-5999 carry graduate credit if the student is admitted for graduate study and completes the extra work assigned by the instructor.

### **ANTHROPOLOGY (ANTH)**

*(All courses carry three hours credit.)*

#### **ANTH 5102 Archaeological Field Research**

Prerequisite: Graduate level standing or consent of instructor  
Direct participation in all aspects of an archaeological excavation project. Instruction in research design, excavation techniques, recording procedures, data analyses, and field interpretation.

#### **ANTH 5115 North American Archaeology**

Prerequisite: Graduate level standing or consent of instructor  
A survey of the pre-Columbian cultural development of North America north of Mexico.

#### **ANTH 5117 Archaeology of Georgia**

Prerequisite: Graduate level standing or consent of instructor  
An overview of the pre-Columbian cultural development of Georgia.

#### **ANTH 5132 Human Life Cycle in Cross-Cultural Perspective**

Prerequisite: Graduate level standing or consent of instructor  
A cross-cultural study of the social and cultural meanings of human experience through such phases as birth and death, adolescence, adulthood, and old age.

#### **ANTH 5144 Peoples and Cultures of Latin America**

Prerequisite: Graduate level standing or consent of instructor  
An ethnohistorical and ethnographic perspective of indigenous peoples of Latin America (including Central America, South America, and the Caribbean) with an emphasis on the Inca State and contemporary Andean people.

#### **ANTH 5155 Peoples and Cultures of Sub-Saharan Africa**

Prerequisite: Graduate level standing or consent of instructor  
Study of selected African cultures with emphasis on social organization, belief system, history, and politics.

#### **ANTH 5170 Myth, Magic and Religion**

Prerequisite: Graduate level standing or consent of instructor  
A comparative and cross-cultural approach to religious systems and theories on the anthropology of religion.

#### **ANTH 5175 Ethnohistory**

Prerequisite: Graduate level standing or consent of instructor  
An examination of the works of native writers and narrators from a non-Western perspective. The approach will be cross-cultural and comparative.

**ANTH 5177 Social Organization**

Prerequisite: Graduate-level standing or consent of instructor

This course offers a broad introduction to issues of social organization and social differentiation. It will examine various theories in assessing the nature of social order and disorder. Kinship, marriage, ethnicity, and class will be among the topics studied as factors of organization. Consideration of age and aging will be given special emphasis in the latter portion of the course.

**ANTH 5900 Directed Reading****var.1-3**

Prerequisite: ANTH 1102 or consent of the instructor

Directed examination of a topic not normally offered by the program. Students must propose a detailed plan of reading stating precise learning objectives and secure the written consent of a supervising instructor before registration.

**ANTH 5950 Directed Research**

Directed field or laboratory research. Students must propose a detailed plan of research stating problem and methods and secure the written permission of a supervising instructor before registration. The end product will be an appropriate scholarly product that will be presented to the anthropology faculty.

***CHEMISTRY (CHEM)***

*(All courses carry three hours credit unless otherwise noted.)*

**CHEM 5003 History and Philosophy of Science**

A study of the historical development of major areas of science and the philosophical examinations of scientific methods and results.

**CHEM 5081 Independent Study****var. 1-3**

Prerequisite: Consent of department

A topic is chosen in consultation with a faculty member.

**CHEM 5083 Faculty Directed Research****var. 1-3**

Prerequisite: Consent of the department

A research project carried out under the guidance of a faculty member. Both formal oral and written report of the results of the research must be presented to the faculty of the Department of Chemistry.

**CHEM 5330 Instrumental Analysis**

Prerequisite: CHEM 3521

This course will familiarize the student with considerations of modern instrument design and applications. The physical basis of such techniques as optical spectroscopy, mass spectrometry, NMR, laser spectroscopies, and electron spectroscopies. Analog and digital electronics will be introduced.

**CHEM 5340 Surface Chemistry**

Prerequisite: CHEM 3521

This course introduces elementary concepts of modern surface chemistry. Considerations of thermodynamics, kinetics, surface structure, electronic structure, and catalysis and reactivity will be explored using examples from the current literature. Surface Chemistry draws upon all areas of chemistry; therefore, a solid background in calculus, physics, and chemistry is assumed.

**CHEM 5350L Techniques of Surface Chemistry 1**

Prerequisite: CHEM 3521

This laboratory course is designed to familiarize a student with modern techniques of surface science. The technique includes scanning tunneling microscopy, atomic force microscopy, low energy electron diffraction, auger electron spectroscopy, thermal desorption spectroscopy, and ion sputtering. Design considerations of vacuum systems will be explored. Since all techniques are on-site, this will be an interactive hands-on experience.

**CHEM 5385 Advanced Topics in Analytical Chemistry var. 1-4**

Prerequisite: Consent of department

This course provides the student with exposure to current topics and problems unique to the field of analytical chemistry. This course will be offered periodically with the topics announced by the faculty involved.

**CHEM 5410 Organic Medicinal Chemistry**

Prerequisite: CHEM 2422

This course covers a wide variety of medicinal drugs, their actions in the body, and ultimately their metabolism and excretion.

**CHEM 5422 Organic Chemistry II**

Prerequisite: CHEM 2411

The second course will systematically explore reactions of carbon-containing compounds and the mechanistic pathways involved in these processes. Reactions that will be discussed include functional group transformations, oxidation, reductions, cycloadditions and carbon-carbon bond formation. The course begins to teach the student how to systematically design a multi-step syntheses of complex organic compounds.

**CHEM 5422L Organic Chemistry Laboratory II 1**

Co-requisite: CHEM 2411L

Emphasis of this laboratory will be on synthesis. Characterization of organic substances will be included.

**CHEM 5485 Advanced Topics in Organic Chemistry var. 1-4**

Prerequisite: CHEM 2422

Building upon the student's background in organic chemistry, this course will explore in greater depth selected advance topics in organic chemistry. Selected topics such as advanced synthesis, reaction mechanism, molecular orbital theory, spectroscopy, stereochemistry, and physical organic chemistry will be offered.

**CHEM 5521 Physical Chemistry I**

Prerequisite: MATH 2644, PHYS 2212; co-requisite, MATH 3303

This course is an introduction to elementary quantum mechanics and its applications to selected chemical systems. Topics include an introduction to operators, "particle in a box", harmonic oscillator, atomic structure, chemical bonding, atomic spectroscopy, rotational, vibrational and electronic spectroscopy of small molecules, and elementary statistical mechanics.

**CHEM 5522 Physical Chemistry II**

Prerequisite: CHEM 5521

This course develops standard topics in classical physical chemistry with primary emphasis on chemical thermodynamics. The course includes physical and chemical properties of real and ideal gases, the laws of thermodynamics and their application to physical and chemical systems, chemical and phase equilibria, kinetic theory of gases, chemical kinetics, transport properties, and the application of quantum mechanics to thermodynamics in statistical mechanics.

**CHEM 5585 Advanced Topics in Physical Chemistry var. 1-4**

Prerequisite: CHEM 3522

Building upon the student's background in required courses in physical chemistry, this course will explore in greater depth selected topics in physical chemistry. These will be chosen from atomic and molecular structure, spectroscopy, statistical mechanics, and dynamics of chemical reactions.

**CHEM 5611 Structure and Bonding 3**

Prerequisite: PHYS 2212; CHEM 3522

Fundamental quantum mechanical principles are applied to atomic structure and the periodic properties of the elements. The structure and reactivity of ionic and molecular systems are qualitatively analyzed by using bonding models such as valence bond theory, group symmetry, and molecular orbital theory. The Band Theory is used to investigate the insulating/conducting properties of solids.

**CHEM 5612 Advanced Inorganic 3**

Prerequisite: CHEM 5611

The thermodynamic, kinetic, and quantum mechanical properties of inorganic compounds are investigated. Bonding models are used to explain the physical and chemical properties of organometallic, main group, and heavy metal systems. Nuclear properties of the elements are explored and nuclear models are compared.

**CHEM 5685 Advanced Topics in Inorganic Chemistry var. 1-4**

Prerequisite: Consent of department

Advanced topics in inorganic chemistry exposes the students to current topics and problems in the field of inorganic chemistry.

**CHEM 5711 Biochemistry I**

Prerequisite: CHEM 3310K, 2422

The first of a two-semester sequence in biochemistry covering the general physical and chemical properties of biomolecules and the metabolism. Topics will include biomolecular structure and function, first-order enzyme kinetics, glycolysis and carbohydrate metabolism, Krebs's cycle, oxidative phosphorylation, fatty acid catabolism and biosynthesis, metabolism and utilization of amino acids, biologically important amines, and regulation of metabolism.

**CHEM 5712 Biochemistry II**

Prerequisite: CHEM 5711, MATH 2644

The second semester of a two-semester sequence in biochemistry. Course will cover topics in physical biochemistry and spectroscopy of biomolecules. Specific topics will include protein folding, protein stability, protein-DNA interactions, physical chemistry of biomembranes, kinetics (beyond first order), molecular mechanics and dynamics, NMR spectroscopy, optical spectroscopy (fluorescence, circular dichroism, laser spectroscopy), mass spectrometry, and x-ray crystallography.

**CHEM 5720L Biochemistry Laboratory** **2**

Prerequisite: CHEM 5711, MATH 2644; co-requisite: CHEM 5712

The laboratory course will emphasize the principles discussed in the lecture courses Biochemistry I and Biochemistry II. Half of the course will place emphasis on experiments that introduce students to the practices of protein separation, purification, quantification, and assays. The other half of the course will emphasize principles from physical biochemistry and spectroscopy of biomolecules. Experiments will examine macromolecular structure and stability, protein folding, lipid bilayer structure, and dynamics and enzyme kinetics. This course will provide students with experience in instrumental techniques that are used in research and industrial facilities.

**CHEM 5785 Selected Topics for Teachers** **var. 1-4**

Prerequisite: Consent of department

Course is designed for pre- and in-service teachers. Title and description of this course to be specified at time of offering. May be repeated for credit. May be used for major or minor credit in chemistry only by consent of department.

**CHEM 5885 Selected Topics in Chemical Engineering**

Prerequisite: Consent of department

Title and description of course to be specified at time of offering. May be repeated for credit.

**CHEM 5920 Environmental Chemistry** **4**

Prerequisite: CHEM 3310K

This course is an introduction to the practice of modern environmental chemistry. Topics include pollutants in water, soil, and the atmosphere, equilibria in aqueous systems, experimental methods in environmental analyses, toxicological chemistry, and current environmental problems. The laboratory will consist of EPA-approved methods of analyses.

**CHEM 5930 Chemical Kinetics**

Prerequisite: MATH 2644 and CHEM 5521, 5412

This course focuses on macroscopic rates of chemical reactions as a tool to a molecular level understanding. The emphasis is on an integrated approach to view examples drawn from various subdisciplines within chemistry, namely organic, inorganic, and biological. Topics include integrated rate laws, experimental techniques in chemical kinetics, steady state approximation, mechanisms of organic, inorganic and enzyme reactions, catalysis, collision theory, and elementary activated complex theory.

**CHEM 5940 Industrial Chemistry**

Prerequisite: CHEM 3310K, 5412

Commercial production of everyday and specialty chemicals will be discussed with emphasis on raw materials, chemistry, equipment, and environmental impact. Typical industries: inorganic acids/bases, hydrocarbon derivatives, aromatics, petroleum refining, polymers, pesticides/fertilizers, paper/pulp, pharmaceuticals, soaps/detergents.

**CHEM 5985 Selected Topics in Chemistry: var. 1-4  
An Integrated Approach**

Prerequisite: CHEM 2422, 3310K, and 3521

This course focuses on selected topics in chemistry which may consist of spectroscopy, magnetic resonance or stereo chemistry. The emphasis is on an integrated approach to view examples that transcend sub-disciplines within chemistry, namely inorganic, organic, physical, analytical, and biochemistry.

For additional CHEM courses, open only to students pursuing the M.Ed. degree, see **Natural Science NTSC 7585—Selected Topics for Early Childhood Teachers, NTSC 7685—Selected Topics for Middle Grades Teachers, and NTSC 7785—Selected Topics for Secondary Teachers.**

**EDUCATIONAL RESEARCH (EDRS)****EDRS 6301 Research in Education**

The study of the general principles of qualitative and quantitative research design with an emphasis on students becoming consumers of educational research.

**EDRS 6302 Research Methods in Educational Studies**

The study of the general principles of qualitative, quantitative, and action research designs. Students become consumers of research in their fields and learn how to conduct research in their particular educational settings.

**EDRS 8301 Planning Research in Education**

Prerequisite: EDRS 6301, EDRS 6302, or equivalent

This course is designed for students planning to conduct a research project as part of their specialist degree requirements. Students have the opportunity to examine various research designs and data analysis techniques appropriate to qualitative and quantitative research methodologies. Students will write the first three chapters of their research projects (Introduction, Review of Literature, and Methods sections).

**EDRS 8302 Quantitative Analysis in Educational Research**

Prerequisite: EDRS 6301, 6302, or equivalent

The course emphasizes the principles of experimental design and the analysis of data, including analysis of variance for single and multifactor designs, randomized block, repeated measures, and analysis of covariance. Students learn computer applications and the reporting of results in APA style.

**EDRS 8303 Qualitative Analysis in Educational Research**

Prerequisite: EDRS 6301, 6302, or equivalent

Theories, methodologies, and findings are examined from qualitative research: educational ethnography, case study, biography, interview studies, and historical document analysis. Techniques for data collection, analysis, and presentation are studied through the design and implementation of a research project.

**EDRS 8304 Data Analysis in Educational Research**

Prerequisite: Approval of research proposal by program instructor AND consent of EDRS instructor

This course is designed for students planning to conduct a research project as part of their specialist degree requirements. Students have the opportunity to examine various research designs and data analysis techniques appropriate to qualitative and quantitative research methodologies. Students learn computer applications and the reporting of results in APA style.

**GEOGRAPHY (GEOG)**

*(All courses carry three hours credit unless otherwise noted.)*

**GEOG 5049 The Economic Geography of Resources**

Prerequisite: GEOG 1111 or permission of instructor

This seminar course combines human and physical approaches to geographical analysis, and considers the economic geography of resource activities with special emphasis upon oil and mineral extraction, forestry, fishing, and agriculture. It considers the distribution and nature of resource extraction industries and the issues which surround their exploitation, including the problem of opportunity costs, the threat of depletion, multiplier effects associated with economic base development, and economic linkages to other industrial sectors. Attention will also be given to the analysis of policies that promote sustainability within specific resource sectors, and their economic viability. Students will be expected to participate in class discussion and to produce a research paper focused upon a particular resource area.

**GEOG 5053 EIS and Environmental Planning**

Prerequisite: GEOG 3253 or consent of department

A survey of practical and legal aspects of rural environmental impact statements. An analysis of decision-making methods as applied to environmental planning.

**GEOG 5103 Geography of Soils and Water**

Prerequisite: GEOG 1111 or consent of department

A survey of water and soil resources including process formation and the distributional characteristics of water features and soil types.

- GEOG 5553 Geographic Information Systems** 4  
 Prerequisite: GEOG 3253 or consent of department  
 An introduction to the use of Geographic Information Systems, including GIS theory, data input, spatial analysis, and final output. Project required.
- GEOG 5643 Urban Geography**  
 Prerequisite: 10 hours of Geography or consent of department  
 Topics and concepts which characterize geographical analysis of urban areas, including types, structures, and functions of American cities plus local field research of land use and urban renewal.
- GEOG 5082 Directed Problems**
- GEOG 5086 Internship**
- GEOG 5700 Global Environmental Change**  
 Prerequisite: 6 hours of science courses  
 This is an advanced course on the evidence for, and theories of, environmental variability over time. Students will become familiar with environmental change before and since the Industrial Revolution. Attention will be paid to natural environmental mechanisms and the human activities of industrial societies which modify them.
- GEOG 7053 Cultural Geography for Teachers**  
 An introduction to the themes, approaches, and techniques of human geography in the context of topics of current concern.
- GEOG 7203 Physical Geography for Teachers**  
 Prerequisite: Consent of department  
 Investigation and discussion of selected geographic concepts related to man's physical environment as they apply to his utilization of earth space.
- GEOG 7253 Meteorology for Teachers**  
 Prerequisite: consent of department  
 A descriptive approach to the fundamentals of weather processes and elements designed especially for science and non-science teachers. Topics include temperatures, precipitation, pressure air masses, fronts, clouds, atmospheric optics, and severe weather phenomena.
- GEOG 7685 Remote Sensing for Teachers** 4  
 This course is an introduction to remote sensing of land, ocean, and atmosphere, including the response of earth materials to electromagnetic radiation, sensors and systems for earth observations, interpretations of imagery, mapping for environmental assessment, resource exploration, oceanographic, and other applications. Teachers will complete a web-based project to access remote sensing imagery and develop age-appropriate learning activities for their classrooms.

**GEOG 7686 Image Processing for Teachers** 4

Prerequisite: GEOG 7685 or permission of instructor

This course is an introduction to digital image processing techniques, including image enhancement, classification, georeferencing, mosaicking, and change detection. Laboratory exercises will emphasize project-oriented applications and will include field observations, GIS data integration, map composition, and final project presentations. Teachers will use local imagery to develop age-appropriate learning activities for their classrooms.

**GEOG 7687 GIS for Teachers** 4

This course explores the applications of GIS within all areas of social studies, including history, sociology, economics, anthropology, and political science, as well as applications in the fields of Biology, Earth, and Environmental Sciences. Teachers will be provided with free GIS software and databases, which they will use to investigate and understand the physical and human characteristics of places and regions, physical processes that shape the earth's surface, and the characteristics and spatial distribution of the earth's ecosystems and resources.

***GEOLOGY (GEOL)*****GEOL 5003 Gemorphology**

Prerequisite: GEOL 1121 or GEOG 1053

Characteristics, classification, genesis, and evolution of major earth surface features (land forms) and their associations (landscapes). The conceptual framework will involve understanding lithologic, structural, climatic temporal, and process controls. Includes applied aspects of humans as geomorphic agents and geomorphic processes as natural hazards. Topographic map and air photo interpretation will be stressed.

**GEOL 5014 Geochemistry** 4

Prerequisite: GEOL 1121, CHEM 1211, 1222 or consent of department

Chemical realms of the earth and geologic materials, chemistry of geologic processes, geochemical cycles, and special topics.

**GEOL 5024 Paleontology** 4

Prerequisite: Consent of department

A study of the classification, biology, distribution, and diversity of major invertebrate animals with a fossil record. The course is designed to integrate modern biological concepts as applied to fossil organisms. Students will study fossil organisms to develop an understanding of the principles of evolution, stratigraphic correlation, and paleonecology.

**GEOL 5034 Sedimentation and Stratigraphy** 4

Prerequisite: GEOL 3024, 3034, 4034, or consent of department

Course illustrates how observations from sediments and sedimentary rocks in the field and laboratory can be used to identify formative processes and depositional environments. This metrology is central to the analysis of depositional basin and to an understanding of the geologic time scale.

- GEOL 5044 Engineering Geology** 4  
 Prerequisite: GEOL 3024 and 3034  
 Considerations of the geological processes by which commercial deposits of the major metals, non-metals, and the fossil fuels are developed. Includes geologic management practices in mineral resources development.
- GEOL 5063 Plate Tectonics**  
 Prerequisite: GEOL 3024, 3034, or consent of department  
 A study of the processes of crustal evolution by plate tectonics. Topics include a brief review of geophysical techniques, discussions of plate tectonics and seafloor-spreading, and a survey of mountain building processes through time.
- GEOL 5074 Regional Applications of Field Geology** 4  
 Prerequisite: Consent of department  
 An intense, four-week field excursion providing a variety of field-oriented applications of major geologic principles. This course includes both regional syntheses of geological data and in-depth analysis of specific geological features and areas.
- GEOL 5082 Geological Problems** var. 1-3  
 Prerequisite: consent of department  
 Detailed assignments in specific areas of geology. Satisfies deficiencies or permits in-depth pursuit of the student's research interests in particular geological topics. Title to be supplied at the time of offering.
- GEOL 5985 Selected Topics in Geology** var. 3-4  
 Prerequisite: consent of department  
 Title and description of course to be specified at the time of offering. May be repeated for credit.
- GEOL 7004 Earth Science for Secondary Science Teachers** var. 3-4  
 Prerequisite: consent of department  
 This course is designed for secondary science teachers with little or no formal background in the earth sciences. Major concepts in the earth science will be developed. Field and laboratory investigations will be emphasized.
- GEOL 7013 History of Life**  
 This course provides fundamental information about the history of life on Earth and assists students in discovering and developing resources for teaching this topic to K-12 students. The course will examine the fossil record, evolution, and the history of life on this planet.
- GEOL 7154 Earth Science for Elementary Teachers** var. 3-4  
 Prerequisite: consent of department  
 An introduction to the basic principles of Earth Science designed to provide teachers with insights into the interrelationships between geological processes, earth materials, sea floors, and climates. Field experience is included.

**GEOL 7584 Selected Topics for Elementary Teachers** var. 3-4

Prerequisite: consent of department

Study in any of the several branches of natural science. Credit allowable only for students enrolled in graduate programs in Education. May be repeated for credit.

**GEOL 7594 Selected Topics for Secondary Teachers** var. 3-4

Prerequisite: consent of department

Study in any of the several branches of natural science. Credit allowable only for students enrolled in graduate programs in Education. May be repeated for credit.

For additional GEOL courses, open only to students pursuing the M.Ed. degree, see **Natural Science NTSC 7585—Selected Topics for Early Childhood Teachers**, **NTSC 7685—Selected Topics for Middle Grades Teachers**, and **NTSC 7785—Selected Topics for Secondary Teachers**.

**GERMAN (GRMN)****GRMN 5300 German Civilization**

This course is taught in English. Readings, lectures, and reports on various aspects of German civilization.

**MATHEMATICS (MATH)**

*(All courses carry three hours credit unless otherwise noted.)*

**MATH 5003 Dynamical Systems**

Prerequisite: MATH 2644

A computational introduction to dynamical systems. Topics include discrete and continuous systems, bifurcations, stability, and chaos: Julia and Mandelbrot sets applications to Biology and Physics.

**MATH 5013 Numerical Analysis**

Prerequisite: MATH 2853

The practices and pitfalls of numerical computation. Topics include floating point representations, precision, accuracy, and error, numerical solution techniques for various types of problems, root finding, interpolation, differentiation, integration, and systems of linear and ordinary differential equations.

**MATH 5043 Number Theory**

Prerequisite: MATH 2853 and 3003

An in-depth study of selected topics in number theory.

**MATH 5103 Operations Research**

Prerequisite: MATH 2644

An introduction to linear and nonlinear programming. Topics include the formulation of linear programming models: the simplex method, duality and sensitivity, integer programming, the use of spreadsheets, and software applications to solve constrained optimization problems.

**MATH 5113 A Technology Oriented Survey of Statistics**

Prerequisite: MATH 3063 or the equivalent

This course includes a review of basic statistical concepts as well as coverage of topics such as analysis of variance and regression. Assignments will be technology-oriented with specific emphasis on the statistical package, Minitab.

**MATH 5153 Applied Mathematical Modeling**

Prerequisite: MATH 2644

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 individually and as part of a group.

**MATH 5203 Mathematical Probability**

Prerequisite: MATH 2853 and 3063

A calculus-based statistics course with a strong emphasis on probability theory. Exercises are both theoretical and applied, including both discrete and continuous probability distributions such as the Binomial, Geometric, Hypergeometric, Poisson, Normal, Beta, and Gamma. The course provides the underlying theory and mathematically derived techniques of Statistics.

**MATH 5213 Mathematical Statistics**

Prerequisite: MATH 5203

A continuation of MATH 5203, including sampling distributions, estimation, hypothesis testing, regression, analysis of variance, and nonparametric tests.

**MATH 5233 College Geometry**

Prerequisite: MATH 3003 or consent of department

An introduction to Euclidean and non-Euclidean geometries developed with the study of constructions, transformations, applications, and the rigorous proving of theorems.

**MATH 5253 Real Analysis**

Prerequisite: MATH 3243

An introduction to measure theory and integration. Topics include metric spaces, measure and integration, elementary functional analysis, and function spaces.

**MATH 5313 Advanced Ordinary Differential Equations**

Prerequisite: MATH 3353

Advanced topics in the theory of ordinary differential equations. Topics include existence theory, linear systems, phase plane analysis, asymptotic behavior of solutions, stability of linear systems, and Lyapounov's second method and applications.

**MATH 5353 Complex Analysis**

Prerequisite: MATH 3243

A study of the theory of complex functions and their applications, including analytic and elementary functions, derivatives and integrals, The Cauchy Integral Theorem and contour integration, Laurent series, the theory of residues, conformal mapping, and applications.

**MATH 5363 Partial Differential Equations**

Prerequisite: MATH 3353

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.

**MATH 5413 Abstract Algebra I**

Prerequisite: MATH 3413

The first of an in-depth, rigorous two-course study in topics in the theory of groups, rings, and fields.

**MATH 5423 Abstract Algebra II**

Prerequisite: MATH 5413

A continuation of MATH 5413. Topics include linear groups, group representations, rings, factorization, modules, fields, and Galois Theory.

**MATH 5473 Combinatorics**

Prerequisite: MATH 3003

An introduction to combinatorics. Topics include the pigeonhole principle, combinations, permutations, distributions, generating functions, recurrence relations, and inclusion-exclusion.

**MATH 5483 Graph Theory**

Prerequisite MATH 3003

An introduction to the fundamental concepts of graph theory. Topics include isomorphisms, Euler graphs, Hamiltonian graphs, graph colorings, trees, networks, and planarity.

**MATH 5513 Linear Algebra I**

Prerequisite: MATH 2853 and 3003

The first course in a comprehensive, theoretically-oriented two-course sequence in linear algebra. Topics include abstract vector spaces, subspaces, linear transformations, determinants, and elementary canonical forms.

**MATH 5523 Linear Algebra II**

Prerequisite: MATH 5513

A continuation of MATH 5513. Topics include rational and Jordan forms, inner product spaces, operators on inner product spaces, and bilinear forms.

**MATH 5613 Introduction to Topology**

Prerequisite: MATH 3003 or consent of department

An elementary but rigorous study of the topology of the real line and plane and an introduction to general topological spaces and metric spaces. Emphasis placed on the properties of closure, compactness, and connectedness.

**MATH 5803 Analysis of Variance**

Prerequisite: MATH 3063 and 4113

This course involves a thorough examination of the analysis of variance statistical method, including hypotheses tests, interval estimation, and multiple comparison techniques of both single-factor and two-factor models. Extensive use of a statistical computer package, Minitab, will be a necessary part of the course.

**MATH 5813 Regression Analysis**

Prerequisite: MATH 3063 and 4113

This course involves a thorough examination of both simple linear regression models and multivariate models. The course requires extensive use of statistical software for confidence intervals, statistical tests, statistical plots, and model diagnostics.

**MATH 5823 Applied Experimental Design**

Prerequisite: MATH 3063, 4113, 4203, or equivalent

This course provides an introduction to design and analysis of planned experiments. Topics will include one- and two-way designs, completely randomized designs, randomized block designs, latin-square designs, and factorial designs. Use of technology will be an integral part of this course.

**MATH 5833 Applied Nonparametric Statistics**

Prerequisite: MATH 3063 or equivalent

This course will involve the study of several nonparametric tests, including the Runs test, Wilcoxon signed rank and rank sum test, Kruskal, Wallis, and Friedman F test. These tests will include applications in the biological sciences, engineering, and business areas. A statistical software package will be used to facilitate these tests.

**MATH 5843 Introduction to Sampling**

Prerequisite: MATH 3063 or equivalent

This course will consider applied principles and approaches for conducting, designing, and analyzing a survey.

**MATH 5885 Special Topics in Applied Statistics**

Prerequisite: Dependent upon course title

This course will be taught from a variety of statistical topics such as statistical quality control, applied time series, game theory, etc.

**MATH 5985 Special Topics in Mathematics**

var. 1-3

Courses in selected areas upon demand. Titles will be specified at time of offering.

**MATH 7053 Survey of Calculus for Teachers**

An overview of calculus with an emphasis on algebraic and trigonometric functions.

**MATH 7103 A Technology Oriented Survey of Statistics**

This course includes basic statistical concepts and statistical tests such as t tests, confidence intervals, regression, analysis of variance and goodness-of-fit tests. Assignments will be technology-oriented with specific emphasis on the statistical package MINITAB.

**MATH 7287 Teaching Internship I**

Prerequisite: Admission to MAT Program

Teaching one semester in the public schools at the secondary level under the supervision of an experienced, qualified classroom teacher. Seminars are Scheduled as an integral part of the student teaching experience. Application For field experience required prior to enrollment.

**MATH 7288 Teaching Internship II**

Prerequisite: Admission to MAT Program

Teaching one semester in the public schools at the secondary level under the supervision of an experienced, qualified classroom teacher. Seminars are Scheduled as an integral part of the student teaching experience. Application For field experience required prior to enrollment.

**MATH 7403 Mathematics for In-Service P-8 Teachers**

Strengthens understanding of the language, concepts, structure, and sequential development of elementary mathematics. (Non-credit for M.Ed. or Ed.S. in Secondary Education with concentration in mathematics)

**MATH 7413 Geometry for In-Service P-8 Teachers**

Strengthens understanding of the language, concepts, and development of elementary geometry. (Non-credit for M.Ed. or Ed.S. in Secondary Education with concentration in mathematics)

**MATH 7423 Algebra for In-Service P-8 Teachers I**

Strengthens understanding of the concepts of algebra with special emphasis for teachers of grades K-8. (Non-credit for M.Ed. or Ed. S. in Secondary Education with concentration in Mathematics.)

**MATH 7503 Algebra for In-Service P-8 Teachers II**

Prerequisite: MATH 3803 or consent of department

(Non-credit for M.Ed. or Ed.S. in Secondary Education with concentration in mathematics.) A continuation of MATH 3803. Topics include inverse, exponential, and logarithmic functions, systems of equations and inequalities, matrices and determinants, sequences and series, the Binomial Theorem, and mathematical induction.

**MATH 7513 Trigonometry and Calculus for In-Service P-8 Teachers**

Prerequisite: MATH 3803 (or equivalent) or consent of department

An introduction to the foundations of trigonometry, analytic geometry, and calculus. Designed especially for teachers of grades P-8. Helps provide a better understanding of the content, scope, and sequence of the P- 12 mathematics curriculum. (Non-credit for M.Ed. or Ed.S. in Secondary Education with concentration in mathematics.)

**MATH 7523 Probability and Statistics for In-Service P-8 Teachers**

Prerequisite: MATH 2703

(Non-credit for M.Ed. or Ed.S. in Secondary Education with concentration in mathematics.) Special emphasis for teachers of grades P-8. Broadens understanding of the fundamental concepts of probability and statistics, with particular attention to specific methods and materials of instruction

**MATH 7533 Number Theory for In-Service P-8 Teachers**

Prerequisite: MATH 2703

(Non-credit for M.Ed. or Ed.S. in Secondary Education with concentration in mathematics.) Elementary number theory with emphasis on relevance to teaching at the P-8 level.

**MATH 7603 An Introduction to the History of Mathematics**

Prerequisite: Completion of core-level mathematics, ENGL 1102 or consent of instructor

The development of mathematics from prehistoric times through late nineteenth century/early twentieth century is explored. Emphasis is given to key people, problems, and cultural influences for various historic periods that have shaped what we think of as contemporary mathematics.

**MATH 7985 Special Topics in Mathematics**

Graduate courses in selected areas. Title will be specified at time of offering.

**NATURAL SCIENCE (NTSC)***(All courses carry three hours credit unless otherwise noted.)***NTSC 7585 Selected Topics for Early Childhood Teachers var. 1-4**

Study in any of the several branches of natural science. Credit allowable only for students enrolled in graduate programs in Education. May be repeated for credit.

**NTSC 7685 Selected Topics for Middle Grades Teachers var. 1-4**

Study in any of the several branches of natural science. Credit allowable only for students enrolled in graduate programs in Education. May be repeated for credit.

**NTSC 7785 Selected Topics for Secondary Teachers var. 1-4**

Study in any of the several branches of natural science. Credit allowable only for students enrolled in graduate programs in Education. May be repeated for credit.

**P-12 EDUCATION (PTED)***(All courses carry three hours credit unless otherwise noted.)***PTED 6214 Techniques of Instructional Management and Discipline**

Exploration and examination of approaches of instructional management of learners, resources, and learning activity. Techniques for integrating various approaches to classroom discipline into instructional management will be developed.

**PTED 7240 Issues in Applied Linguistics and Second Language Acquisition**

This course is designed for students who do not have a background in linguistics, but who desire an advanced introduction to the topic in order to enhance their professional activity, e.g., teaching English as a second language, teaching advanced courses in composition or grammar, or editing and writing about linguistic phenomena.

**PTED 7241 Teaching English as a Second Language:  
Methods and Materials**

Examination of past and current approaches, methods, and techniques for teaching English as a second language. Participants analyze program models and methods of instruction for students of limited English proficiency, demonstrate teaching strategies, develop lesson and unit planning skills, evaluate materials, textbooks, and resources available in the field, examine issues in testing students of limited English proficiency for placement, diagnosis, exit, and evaluation, and analyze current assessment instruments.

**PTED 7242 Language-Minority Education and Culture**

This course is designed to give a culturally pluralistic and global perspective to the equitable education of culturally and linguistically diverse student populations. Topics will include the historical, philosophical, sociocultural, and theoretical foundations of multicultural education, the importance of cross-cultural communication, including relationships between nonverbal and verbal language systems, and interpersonal skills for encouraging harmony between the dominant culture and culturally and linguistically diverse populations. Students will also examine, evaluate, and develop curricular materials for culturally and linguistically diverse populations.

**PTED 7243 Strategies in Foreign Language Education (P-12)**

This course is designed to help teachers become familiar with trends and developments in teaching foreign languages and to improve skills in instructional strategies, design, assessment for students K-12.

**PTED 7244 Multicultural Education**

This course is designed to inform and sensitize teachers to the critical need for equitable education for culturally and linguistically diverse student populations. Topics will include the historical, philosophical, sociocultural, and theoretical foundations of multicultural education, the importance of effective cross cultural communication and interpersonal skills, and the attributes of culturally compatible curriculum.

**PTED 7246 Comparative Education**

This course is designed to compare the educational system of the United States with selected educational systems of the world.

**PTED 7271 Issues in Curriculum, P-12**

Significant factors which affect curriculum are studied. Attention is given to the integration and coordination of curriculum throughout the schools.

**PTED 7281 Independent Project** **var. 1-3**

Preparation of an independent project under the direction of a full-time college faculty member.

**PTED 7282 Directed Readings in Education**

Concentrated readings and review of research studies and literature relative to areas of significance to P-12 education.

**PTED 7287 Practicum**

Practical experience with students, parents, teachers, and other school personnel in a public school setting under the supervision of a college staff member. May be repeated for credit.

**PTED 7294, 7295, 7296 Educational Workshop var. 1-3**

These workshops allow a student to pursue an area of professional interest in greater depth as well as issues and new developments in the field of specialization.

***PHILOSOPHY (PHIL)*****PHIL 5100 Phenomenology 3/0/3**

Prerequisite: PHIL 3110 or 3150

A historical examination of such twentieth-century phenomenologists as Husserl, Heidegger, Sartre, Merleau-Ponty, Marcel, and Ricoeur.

**PHIL 5120 Professional Ethics 3/0/3**

This course considers various concrete moral issues that can arise for professionals and for employers and employees in general. We will focus on issues that apply across the occupations (e.g., whistleblowing, affirmative action, and sexual harassment, as well as issues directly relevant to business [e.g., moral status and responsibility of corporation, insider trading]) and to the medical profession (e.g., physician assisted suicide, the moral status of the human fetus, just distribution of medical resources).

**PHIL 5381 Independent Study var. 1-3**

Guided investigation of a topic not addressed by regularly scheduled courses. Students must propose a detailed plan of readings, articulating precise learning objectives, and must secure the written consent of both a supervising instructor and the department chair.

**PHIL 5385 Special Topics 3/0/3**

An examination of a topic in philosophy that transcends the boundaries of the fixed curriculum. Requires permission of the department chair to repeat.

***PHYSICS (PHYS)*****PHYS 5203 Advanced General Physics for Teachers 3/0/3**

Prerequisite: 10 hours of introductory physics

A survey of general physics for in-service science teachers.

**PHYS 5985 Special Topics in Physics var. 1-3**

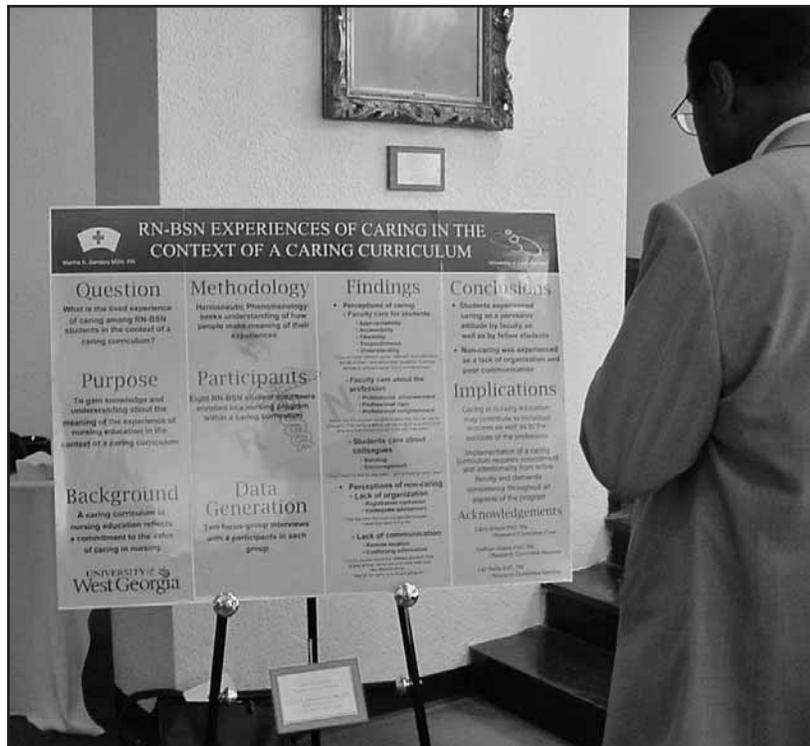
Title and description of course to be specified at time of offering. May be repeated for credit. For students pursuing graduate degrees in education.

For additional PHYS courses, open only to students pursuing the M.Ed. degree, see **Natural Science NTSC 7585—Selected Topics for Early Childhood Teachers**, **NTSC 7685—Selected Topics for Middle Grades Teachers**, and **NTSC 7785—Selected Topics for Secondary Teachers**.

### INDEPENDENT STUDIES (XIDS)

**XIDS 5100 Writing Across the Curriculum** 2/2/3  
Prerequisite: ENGL 1102 minimum grade: D or ENGL Essay-Credit 102/1102  
WGX

A cross-disciplinary, experiential approach to the study of Writing Across the Curriculum theory within a career-related setting that is writing-, editing-, tutoring-, and/or teaching-intensive.



*Dr. Jack O. Jenkins, Professor of Psychology and Special Associate to the President for Minority Affairs, observes a poster presentation at the second annual "A Celebration of Graduate Student Research."*

# GRADUATE FACULTY

## 2006-2007

- AANSTOOS, CHRISTOPHER MICHAEL, B.A. (Michigan State University), M.A., Ph.D. (Duquesne University), *Professor of Psychology*
- ABBOTT, RACHEL L., B.S. (Longwood University), M.S., (Florida State University), *Assistant Professor of Physical Education*
- ABUNAWASS, ADEL M., B.S. (Moorhead State University), M.S., Ph.D. (North Dakota State University), *Professor of Computer Science and Chair, Department of Computer Science*
- ANDERSON, JONATHAN, B.S. (Utah State University), M.Ed. (State University of West Georgia), Ph.D. (University of Kentucky), *Associate Dean, Richards College of Business and Assistant Professor of Management and Business Systems*
- ANDERSON, JOSEPH L. B.A. (University of Nebraska-Lincoln), M.A. (University of Kansas), Ph.D. (Iowa State University), *Assistant Professor of History*
- ANGLE, S. MARSHALL, M. Ed. (University of West Georgia), B.A. (Mercer University), B.A. (Mercer University), *Assistant Professor of Educational Leadership*
- ASHFORD, Susan, B.S.N. (Medical College of Georgia), M.N., Ph.D. (Emory University), *Assistant Professor of Nursing*
- BAKOS, DANIEL FRANK, B.M., M.M. (University of Cincinnati), Ph.D. (Ohio State University), *Professor of Music*
- BARLOW, ANGELA T., B.S., M.Ed., M.A.M., Ph.D. (Auburn University), *Associate Professor of Mathematics*
- BAUMSTARK, Lewis, B.S. (Tennessee Technological University), M.S., Ph.D. (Georgia Institute of Technology), *Assistant Professor of Computer Science*
- BENNETT, ELIZABETH KIRBY, B.A. (Vanderbilt University), M.S. (Syracuse University), Ph.D. (Florida State University), *Professor of Instructional Technology*
- BEST, RONALD W., B.B.A., M.B.A. (University of Georgia), Ph.D. (Georgia State University), *Professor of Business Administration*
- BINION, OZZIE LEE, B.F.A., M.F.A. (Memphis State University), *Associate Professor of Art*
- BIRD, BRUCE MACKAY, B.A. (Vanderbilt University), M.S., J.D. (University of Cincinnati), *Professor of Business Administration*

- BLAIR, JOHN, B.A. (Hendrix College), M.A., Ph.D. (Indiana University, Bloomington), *Associate Professor of German*
- BLEUEL, JOHN, B.M. (University of Wisconsin, Oshkosh), M.M. (University of Wisconsin, Milwaukee), D.M.A. (University of Georgia), *Associate Professor of Music*
- BOES, SUSAN R., A.B. (Mary Manse College), M.Ed., Ph.D. (Auburn University), *Associate Professor of Counseling*
- BOHANNON, KEITH S., B.A., M.A. (University of Georgia), Ph.D. (Pennsylvania State University), *Assistant Professor of History*
- BOLDT, DAVID JOHN, B.A. (San Diego State University), M.A., Ph.D. (University of New Mexico), *Associate Professor of Economics and Chair, Department of Economics*
- BRAY, LESSELL MARTINY (Marty), B.S., M.L.S., (Appalachian State University), MS.Ed., Ph.D. (Indiana University), *Assistant Professor of Media and Instructional Technology*
- BRICKMAN, Barbara J., B.A. (James Madison University), M.A. (University of Georgia), Ph.D. (University of Rochester), *Assistant Professor of English*
- BURTON, JAMES HARPER, B.B.A., M.B.A., Ph.D. (Georgia State University), C.P.A., *Professor of Business Administration*
- BUSH, DAVID M., B.S. (State University of New York, Oneonta), M.S., Ph.D. (Duke University), *Professor of Geology*
- BUTLER, JUDY D., B.S. (Southern State College), M.L.S. (University of Oklahoma), Ed.D. (Vanderbilt University), *Associate Professor of Secondary Education*
- BUTTS, FRANK, B.S. (Carson Newman College), M.S. (East Tennessee State University), Ed.D. (Auburn University), *Assistant Professor of Physical Education and Recreation*
- CAMPBELL, PATRICIA J., B.A. (Illinois State University), Ph.D. (University of Denver), *Professor of Political Science*
- CAO, LI, B.A. (Chongqing Jianzhu University, China), M.A. (Sichuan University, China), M.Ed. (Queen's University, Canada), Ph.D. (McGill University, Canada), *Assistant Professor of Educational Psychology*
- CARESS, STANLEY M., B.A., M.A. (San Jose State University), Ph.D. (University of California, Riverside), *Professor of Political Science*
- CARTER, SCOTT, B.A. (University of South Carolina), M.S. (Francis Marion University), Ph.D. (University of South Carolina), *Assistant Professor of Sociology*
- CHADWICK, NANETTE, B.S., M.S. (Georgia State University), Ph.D. (Medical College of Georgia), *Assistant Professor of Nursing*
- CHALFANT, FRAN CERNOCKY, A.B. (Drake University), Ph.D. (University of North Carolina, Chapel Hill), *Professor of English*
- CHARLESWORTH, JOHN ROBERT, JR., B.S. (Indiana University of Pennsylvania), M.S., Ph.D. (Mississippi State University), *Assistant Professor of Counseling*
- CHATZIDIMITRIOU, IOANNA, B.A. (University of Athens, Greece), M.A., Ph.D. (University of North Carolina, Chapel Hill), *Assistant Professor of Foreign Languages and Literature*

- CHIBBARO, JULIA S., B.A. (Randolph Macon Woman's College), M.Ed. (The Citadel), Ed.S., Ph.D. (University of South Carolina), *Assistant Professor of Counseling*
- CHOWNS, TIMOTHY MICHAEL, B.Sc. (University of Leicester), Ph.D. (University of Newcastle upon Tyne), *Professor of Geology*
- CLARK, CHARLES W., B.A. (Colorado College), M.A., Ph.D. (University of Colorado, Boulder), *Professor of History and Interim Dean, Graduate School*
- COLEMAN, MARY ANGELA, M.A. (Temple University), B.A. (James Madison University), *Assistant Professor of Educational Leadership*
- COLLEY, JAMES RONALD, B.A., M.Acc. (University of South Florida), Ph.D. (Georgia State University), C.P.A., *Professor of Business Administration and Interim Chair, Department of Accounting and Finance*
- COOK, FLORENCE E., B.A. (Southern Methodist University, Texas), M.S. (University of Texas, Austin), Ph.D. (University of California, Berkeley), *Associate Professor of History*
- COOPER, MARGARET A., B.S. (Antioch College), M.S. (George Peabody College), Ph.D. (Kent State University), *Associate Professor of Special Education*
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# INDEX TO COURSE LISTING

---

Accounting .....	ACCT .....	157	Management Information
Anthropology .....	ANTH .....	236	Systems .....
Art .....	ART .....	181	CISM .....
Biology .....	BIOL .....	119	Marketing .....
Business Education .....	ABED .....	186	MKTG .....
Chemistry .....	CHEM .....	237	Mathematics .....
Computer Science .....	CS .....	113	MATH .....
Counseling and Educational			Media and Instructional
Psychology .....	CEPD .....	195	Technology .....
Criminology .....	CRIM .....	94	MEDT .....
Early Childhood .....	ECED .....	190	Middle Grades
Economics .....	ECON .....	159	Education .....
Educational			MGED .....
Foundations .....	EDFD .....	174	Music .....
Educational			MUSC .....
Leadership .....	EDLE .....	175	Natural Science .....
Educational			NTSC .....
Research .....	EDRS .....	241	Nursing .....
English .....	ENGL .....	74	NURS .....
Finance .....	FINC .....	160	P-12 Education .....
Foreign Languages .....	FORL .....	103	PTED .....
French .....	FREN .....	104	Philosophy .....
Geography .....	GEOG .....	242	PHIL .....
Geology .....	GEOL .....	244	Physical Education
German .....	GRMN .....	246	and Recreation .....
History .....	HIST .....	79	PHED .....
Independent Study .....	XIDS .....	254	Physics .....
Management .....	MGNT .....	161	PHYS .....
			Planning .....
			PLAN .....
			Political Science .....
			POLS .....
			Psychology .....
			PSYC .....
			Reading .....
			READ .....
			Real Estate .....
			RELE .....
			School Improvement .....
			EDUC .....
			Secondary
			Education .....
			SEED .....
			Sociology .....
			SOCL .....
			Spanish .....
			SPAN .....
			Special Education .....
			SPED .....
			Speech-Language
			Pathology .....
			SLPA .....

# INDEX

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Academic Honor .....	63	Committee on Graduate Studies .....	13
Academic Policies .....	61	Comprehensive Final Examinations .....	65
Academic Standards .....	63	Computer Competency Requirement..	170
Accounting .....	157	Computer Labs.....	171
Accreditation and Affiliations .....	20	Computer Science .....	113
Activity Fee.....	40, 41	Confidentiality .....	65
Administration .....	12	Constitutional Amendment No. 23.....	43
Admission .....	47	Cooperative Education.....	32
Admission, Types of .....	49	Counseling and Educational Psychology .....	195
Admission to Candidacy .....	63	Course Index .....	268, IBC
Alternative Certification Program.....	190, 195, 207, 211, 220	Course Loads.....	61
Alternative Master's Degree Programs.....	51	Course Requirements .....	61
Alumni Association .....	23	Criminology.....	94
Anthropology .....	236	Degree Programs .....	69
Appeals, Grievance Procedure.....	67	Disability Services.....	29
Applied Computer Science.....	107	Distance and Distributed Education.....	59
Application Fee .....	39	Doctor of Education Degree .....	228
Art .....	181	Early Childhood Education .....	190
Arts and Sciences, College of.....	71	Economics .....	159
Athletic Fee.....	40, 41	Education, College of .....	165
Auditors .....	41	Educational Foundations .....	174
Automobiles .....	34	Educational Leadership .....	175
Biology .....	119	Educational Research .....	241
Board of Regents .....	15	Employment .....	31, 53
Bookstore .....	34	English .....	74
Business, Richards College of.....	151	Evening/Weekend University.....	58
Business Administration .....	152	Expenses .....	39
Business Education .....	186	Faculty, Graduate .....	255
C-3 Store.....	35	Fee Waiver, Out-of-State .....	47
Calendar .....	7	Fees .....	40, 41
Campus Map .....	6	Final Exams .....	65
Career Services.....	31	Finance .....	160
Change of Degree Program.....	52, 64	Financial Aid .....	53
Chemistry .....	237	Foreign Languages.....	103
Child Development Center.....	171	French .....	104, 215
		General Information .....	19

Geography .....	242
Geology .....	244
Georgia Resident Defined .....	44
German .....	246
Grading System .....	62
Graduate Assistantships .....	53
Graduation .....	65
Graduation Fee.....	42
Grievance Procedure .....	67
Guidance and Counseling.....	193
Hardship Withdrawal Policy.....	66
Health Fee .....	40, 41
Health Services.....	30
HigherOne Card.....	43
History .....	79
Housing .....	28
Information Technology Services.....	23
Institutional Review Board.....	64
International Students .....	30, 47
Internship Fee.....	42, 171
Internships.....	33
Intramurals.....	38
Language Requirement .....	71
Learning Resources Center.....	22
Library .....	20
Library, Enrollment Requirement .....	65
Loans .....	53
Management .....	161
Management Information Systems.....	159
Marketing .....	162
Master of Arts Degree .....	73
English .....	73
History .....	78
Psychology .....	85
Sociology .....	93
Master of Arts in Teaching Degree.....	102
Master of Business Administration Degree .....	152
Master of Education Degree .....	155
Administration and Supervision .....	172
Art Education .....	180
Business Education .....	184
Early Childhood Education .....	189
Guidance and Counseling .....	193
Media .....	202
Middle Grades Education .....	207
Physical Education .....	209
Reading.....	213
Secondary Education .....	216
Special Education .....	220
Master of Music Degree .....	133
Master of Professional Accounting Degree .....	155
Master of Public Administration Degree .....	143
Master of Science Degree .....	107
Applied Computer Science .....	107
Biology .....	117
Master of Science in Nursing Degree ..	124
Master of Science Rural and Small Town Planning.....	131
Mathematics .....	246
Meal Charges .....	41
Media and Instructional Technology .....	203
Middle Grades Education .....	208
Mission Statement.....	10, 272, 273
Multimedia Classrooms .....	171
Music .....	137
Natural Science .....	251
Newnan Center .....	60
Nondegree Admission.....	50
Non-Resident Tuition .....	40
Nursing.....	128
Other Courses of Instruction .....	235
Other Topics .....	72
Out-of-State Classification .....	44
Out-of-State Fee Waviers.....	47
Overload .....	61
P-12 Education .....	251
Personal Affirmation .....	170
Philosophy .....	253
Photocopy Darkroom .....	171
Physical Education .....	211
Physics .....	253
Planning.....	132

Political Science .....	145	Early Childhood	
Post Graduate Admission .....	51	Education .....	189
Post Office .....	35	Guidance and	
Practicum Fee .....	42, 171	Counseling .....	195
Professional Accounting .....	155	Media Education .....	203
Professional Practice Program.....	32	Middle Grades Education .....	207
Provisional Admission .....	49	Physical Education .....	210
Psychology .....	86	Research Project.....	168
Public Administration .....	143	Secondary Education .....	216
Public Safety.....	34	Special Education .....	220
Publications and Printing .....	35	Speech-Language Pathology .....	224
Reading .....	214	Student Activities.....	37
Readmission .....	52	Student Activity Fee .....	40, 41
Real Estate.....	163	Student Development Center.....	29
Reduced Loads .....	43	Student Employment.....	32
Refunds .....	42	Student Judicial Affairs .....	29
Registration .....	61	Student Media .....	38
Regular Admission .....	49	Student Services.....	27
Regulations .....	38	Supplementary Certificate .....	65, 233
Residence Life .....	28	Teaching Materials Center .....	172
Residence Requirements .....	64	Technology Access Policy .....	68
Resident Directors.....	53	Technology Fee.....	40, 41
Room Charges .....	41	Test Center .....	172
Rural and Small Town Planning .....	131	Thesis Requirement .....	72
Scholarships .....	55	Time Limit .....	64
School Improvement .....	230	Transfer, Extension,	
Second Graduate Program .....	52	Correspondence Credit .....	64
Secondary Education .....	216	Transient .....	50
Senior West Georgia Student/		Transportation Fee .....	40, 41
Nondegree.....	51	Tuition .....	40, 41
Sociology .....	96	Tuition Differential Waivers.....	45
Spanish .....	105, 216	University Community Center.....	36
Special Education and Speech-		University of West	
Language Pathology .....	218	Georgia Foundation .....	25
Special Education Course		University Mail Service.....	35
Requirement .....	170	University System of Georgia .....	15
Special Programs.....	57	Veterans Benefits .....	54
Specialist in Education		Videotape Editing Room.....	172
Degree .....	167	Weather Closing.....	36
Administration and		Web MBA .....	154
Supervision .....	173	Withdrawal.....	66
Business Education .....	185	XIDS.....	254

## **Core Mission Statement for State Universities in the University System of Georgia**

While State Universities in the University System of Georgia share some common core characteristics presented below, variations in their purposes, histories, traditions, and settings allow each also to focus on its own distinctiveness and accomplishments.

The core characteristics include:

- commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet-effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and college-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort;
- a high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected master's and educational specialist degrees, and selected associate degree programs based on area need and/or interinstitutional collaborations;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the university's scope of influence;
- a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and area need.

## **Mission Statement for University System of Georgia**

The mission of the University System of Georgia is to contribute to the educational, cultural, economic, and social advancement of Georgia by providing excellent undergraduate general education and first-rate programs leading to associate, baccalaureate, masters, professional, and doctoral degrees, by pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors, and by functioning as a cultural resource for each institution's surrounding community and bringing the full System's intellectual resources to bear on the needs of business, the general economic and social development of the State, and the continuing education of its citizens.

While the core teaching, research and scholarship, and service-functions differ by institutional type (and are therefore outlined in the core missions statements for each type), the campus life of every institution in the University System of Georgia will be characterized by:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.



*Former and current Deans of the Graduate School – (Top, left to right) Mrs. Gloria Jean Martin, wife of former dean, Dr. John R. Martin, Chairman, Graduate Council (1967-1998), Chairman, Graduate Division (1968-1971); and Dr. L. Doyle Mathis, Chairman, Division of Graduate Studies (1971-1973) and wife Mrs. Rheba Mathis. (Bottom, left to right) Dr. Benjamin W. Griffith, Jr., Dean of the Graduate School (1973-1987); and Dr. Jack O. Jenkins, Dean of the Graduate School (1987-present) and wife Mrs. Delilah Jenkins. Dr. Jenkins is serving in an interim capacity during the 2006-2007 academic year as Special Associate to the President for Minority Affairs.*



*Teaching and Learning: Profiles in Excellence. (clockwise from left). Dr. Jane Hill, professor and chair of the Department of English & Philosophy; Dr. Doug Overmier, director of bands and instructor of percussion in the Department of Music; Dr. Mary Beth Slone, associate professor of Counseling & Educational Psychology; and Dr. Leland Gustafson, professor of economics, are members of the graduate faculty who were featured on the cover of a recent issue of the University's alumni magazine, West Georgia Perspective, for their excellence in teaching.*

### **Correspondence Directory**

*For information, please address inquiries as indicated below:*

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Business Matters and Expenses .....	Vice President for Business and Finance — 678-839-6410
Academic Programs.....	Vice President for Academic Affairs — 678-839-6445
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Residence Life.....	Director of Residence Life — 678-839-6426
*Scholarship and Student Aid .....	Director of Financial Aid — 678-839-6421
Transcripts and Academic Reports.....	Registrar — 678-839-6438

### **Visitors Welcome**

The University welcomes visitors to the campus. All administrative offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. Visitors desiring information on weekends should come to the Department of Public Safety across for the baseball field. Visitors desiring interviews with members of the staff are urged to make appointments in advance.

### **Crime and Emergencies**

All faculty, staff, and students are encouraged to report to the Department of Public Safety (678-839-6000) any on-campus crime for which they are a victim or witness. Public Safety will investigate all reported crimes and assist the victim in prosecuting the case through the criminal courts. Students who commit crimes on the campus are subject to both criminal prosecution as well as disciplinary action through the Student Judiciary.

All emergencies (fire, medical, crimes in progress) should also be reported to Public Safety at 678-839-6000. The Department will respond to all calls for assistance and coordinate the response of other emergency personnel as needed.

**Telephone - Area 678-839-5000**

**Zip Code 30118**

**\*Individuals, organizations, or business firms desiring to contribute funds for scholarships and other purposes are invited to contact the University of West Georgia Foundation, Inc. Telephone 678-839-6582.**