1987-88 CATALOG
for Undergraduates
and Graduates
Sangamon State University
Springfield, Illinois
Sangamon State University

Undergraduate and Graduate Catalog 1987-1988

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It should be understood that information concerning programs, procedures, requirements, standards and fees is subject to change without notice. The information in this Sangamon State Undergraduate and Graduate Catalog is not to be considered final, nor does it constitute a contract between the student and the university.

Sangamon State University is an Affirmative Action Employer ensuring equal opportunities in programs, activities and employment regardless of race, religion, national origin, age, sex, color, disability or veteran status.
President Durward Long with students John Charles Snyder and Catherine Ann Harms.
A Message from the President

Sangamon State University offers strong educational opportunities to Illinois citizens. Its specialized missions include: educating its students and others in public affairs, developing effective articulation with Illinois community colleges and their students, offering strong liberal arts and sciences and professional studies, and providing innovative responses appropriate to serving the needs of new groups of students entering and returning to collegiate studies. The institution has placed excellence in teaching at the heart of delivering these missions. Its location in the state capital provides the important advantage of studying academic disciplines in the context of day-to-day governmental activities.

The university is adjacent to Lincoln Land Community College, where lower-division liberal arts and technical instruction are available. Both Lincoln Land and Sangamon State emphasize study that blends the theoretical and the practical, giving graduates a chance for meaningful careers and the advantages of lifelong learning. Sangamon State also enjoys close academic relationships with Springfield College in Illinois, Illinois Central College, Richland Community College and Lewis and Clark Community College. In addition, it works closely (in a number of program areas) with area four-year private colleges, and large state universities such as Illinois State University, Northern Illinois University and Southern Illinois University-Carbondale.

The people of Sangamon State work hard to ensure excellence in teaching and learning. The university is small enough to provide individual attention to students and yet features the resources, curricular freedom and faculty guidance that are required if academic disciplines are to meet each student’s personal goals. At the same time, the campus is characterized by a strong sense of community, as faculty, students and staff work together democratically in the important areas of administration and governance.

I invite you to join us for a truly rewarding educational experience and, if you are one of our students, I wish you a rich and successful academic experience with us.
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October 17, Saturday
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November 25, 26, 27, Wednesday, Thursday, Friday
December 19, Saturday

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January 14, 16, 18, Thursday, Saturday, Monday
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January 18, Monday
March 12, Saturday
March 14-19, Monday-Saturday
May 14, Saturday

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June 13, Monday
July 4, Monday
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<td>Accountancy Program</td>
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<td>Accounting Office</td>
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<td>Admissions Office</td>
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<td>Athletics and Recreation Office</td>
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<td>Biology Program</td>
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<td>Interim Dean John Collins</td>
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<td>Cafeteria</td>
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<td>Chemistry Program</td>
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<td>Child Care Center</td>
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<td>Child, Family and Community Services Program</td>
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<td>Clayville Director's Office (Campus)</td>
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<td>Clayville Rural Life Center and Museum</td>
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<td>Winter Office</td>
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<td>Community Arts Management Internship Program</td>
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<td>Creative Arts Program</td>
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<td>Credit for Prior Learning Office</td>
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<td>Displaced Homemakers</td>
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<td>Downtown Center</td>
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<td>Educational Administration Program</td>
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General Information
This is Sangamon State University

Philosophy and Purpose

Sangamon State University, an upper-division and graduate institution, responds to the needs of today's students and to the demands of contemporary society. The mandates of the university are to address public affairs within the framework of a liberal arts curriculum and to stress practical experience, professional development and innovative teaching.

Continuing the philosophy of open admission and affirmative action generated by Illinois' community colleges, Sangamon State provides opportunities for upper-level and graduate education to a broad spectrum of students: transfers, individuals resuming an interrupted education, employed persons seeking to upgrade themselves or to prepare for second careers and area residents wishing to enhance their personal lives.

With its mission in public affairs, Sangamon State addresses itself to specific and general needs of government and society through special courses, projects and student internships. The university also prepares people for public service and fosters an active understanding of social, environmental, technological and ethical problems as they relate to public policy.

Faculty members at Sangamon State University have a commitment to the individual student. Excellent teaching is of highest priority; research and publication serve as support for teaching. Many classes are small and informal, permitting the relaxed interchange of ideas. Faculty members also serve as students' academic advisers, giving students a central contact person and assisting them in developing meaningful and enriching programs of study.

Many of Sangamon State University's academic programs are designed to link the world of public affairs with higher education. The purpose is to prepare people for effective participation in a continually changing society.

Governance

Sangamon State is one of three institutions governed by the Board of Regents, one of four senior boards coordinated by the Illinois Board of Higher Education. Other regency schools are Illinois State University at Normal and Northern Illinois University at DeKalb.

Internally, Sangamon State is governed by the president, Dr. Durward Long, with advice from appropriate administrators and from the University Assembly. Formed in November 1970, the assembly serves as a forum for ideas and ensures that the responsibility for development of policy is effectively shared.

The assembly, in turn, is comprised of three discrete senates — faculty, student and staff — each elected by its own constituency and each served by a variety of standing committees.

Accreditation

Sangamon State University is fully accredited by the Commission of Institutions of Higher Education of the North Central Association of Colleges and Schools.

Affirmative Action

Sangamon State University is committed to a policy of equal opportunity in
employment, education and access to university facilities without regard to race, creed, sex, national origin, age or disability. SSU's policy of nondiscrimination applies to all facets of university life and is intended to carry out explicitly all state and federal laws and executive orders which prohibit discrimination.

The guidelines for implementing SSU's equal opportunity/affirmative action policies are set forth in the university's affirmative action plan, which is monitored by the Affirmative Action Office. The affirmative action officer reviews university employment practices to ensure that no discrimination will occur, analyzes the SSU work force to identify areas in which minorities and women are underutilized and provides direction for establishing specific goals and timetables for affirmative action efforts.

Individuals with questions or complaints regarding equal opportunity and affirmative action at SSU should contact the affirmative action officer.

History

Sangamon State University was established by the Illinois General Assembly in 1969 as the first of two senior institutions in the state. Sangamon State and Governors State University in University Park were established, after an extensive study by the Board of Higher Education, as an innovative response both to the growth of the state's community college system and to the need for new ways for individuals to enter upper-division and graduate study.

Because of its mission in public affairs, Sangamon State was located in the capital city. Community leaders, deeply aware of the local and regional demand for higher-education opportunities, helped provide further impetus to locate a university in Springfield. A million-dollar citizens' fund drive raised money for supplementary land acquisition and demonstrated the community's sincere commitment to Sangamon State and its mission.

In the summer of 1969, Dr. Robert C. Spencer, then dean of the Graduate School at the University of Rhode Island, was chosen as Sangamon State's founding president. The university opened its interim facilities for the fall term of 1970; initial enrollment was some 800 students, with a faculty of 45. In September 1978, Dr. Alex B. Lacy, Jr., former director of the Division of Public Programs at the National Endowment for the Humanities, became Sangamon State's second president. The university had expanded to more than 40 degree programs with more than 3,000 students.

In July 1984, Dr. Durward Long was appointed as the university's third president. Dr. Long came to Sangamon State from the National Association of State Universities and Land Grant Colleges (NASULGC), where he was scholar-in-residence researching a program that will project a comprehensive profile of higher education in the year 2000. Dr. Long also served as acting vice-president for finance at the University of Wyoming and as university vice president with the University of Hawaii system. Dr. Long's primary academic background is in history.

Sangamon State currently has about 3,450 students and a faculty of approximately 180.

Two-Plus-Two

As an upper-division university, SSU builds on the community college degrees of associate in arts and associate in science. In most cases, a baccalaureate degree can be achieved with only two additional years of college work (the two-plus-two concept), with no loss of credit earned under an associate degree program.

One-half of the 22 bachelor's degree programs at SSU have no specific prerequisite course requirements for matriculation into the program. In the remaining degree
programs, certain courses are required, many of which the student may have taken in completing the first two years. For these degree programs, checking the prerequisites early can allow the student to plan the first two years to fit perfectly with the academic requirements of the last two.

SSU maintains special cooperative relationships with several two-year colleges, particularly nearby Lincoln Land Community College, Springfield College in Illinois, Illinois Central College, Richland Community College and Lewis and Clark Community College. Staff members are willing to work closely with the student and his/her school. Students lacking certain credits needed to enter an SSU baccalaureate degree program may begin their SSU program while completing their designated prerequisite hours at community colleges. A carefully planned two-plus-two program provides a baccalaureate degree with no loss of time or credit.

The Campus

Sangamon State University is located on a campus of more than 600 acres near Lake Springfield, a few miles south of the city. The surrounding cornfields provide a spacious setting for the intellectual activity that takes place in their midst.

The Norris L Brookens Library was completed in December 1975, and named for the late chairman of the Illinois Board of Regents. Brookens Library is a major learning/resource center designed to support the university's academic programs. The building also has classrooms and faculty office space.

The Public Affairs Center (PAC) opened in October 1980. The 124,340-square-foot building includes the 2,017-seat university auditorium, equipped for dramatic and musical performances. The center also houses a studio theater; a cafeteria and restaurant; and offices, classrooms, laboratories and conference rooms. PAC facilities have been specifically designed for those academic programs which have a distinct public affairs thrust.

The remainder of the campus is made up of modern, attractive buildings in well-landscaped settings which reflect the open operating style and spirit of the university.

The campus is easily reached from Interstate 55. Persons coming from the north should take Exit 94 (Stevenson Drive), following the directional signs on Stevenson Drive to West Lake Drive, and south to the campus. Persons arriving on I-55 from the south, should take Exit 90 (Toronto Road).

Off-campus Activity

Classroom instruction, continuing education, information for potential students and other educational activities are also provided in the university's Downtown Center, 219 S. Fourth St., Springfield.

The university offers courses leading to bachelor's degrees in management, nursing and social justice professions at its Upper-Division office at Illinois Central College in East Peoria.

The MBA degree and other master's degree programs are also offered in Decatur.

Illinois Issues

Illinois Issues is a monthly magazine of government and public affairs operating under the guidance of a board appointed by the presidents of Sangamon State University and the University of Illinois. The magazine has established a solid reputation for thoughtful commentary and analysis of state issues in several fields: energy, environment, taxation, education, business and labor. It regularly covers the actions of all three branches of state government and gives additional attention to
local government. *Illinois Issues* enlists authoritative writers from the fields of academics, journalism, business, labor and government to present clear, objective reports on the people, problems and processes of government in Illinois. The magazine also publishes the following columns on a regular basis: "The state of the State," "Chicago," "Washington" and "Politics." First published in January 1975, the magazine's current circulation is approximately 4,000. It is supported by the two sponsoring universities, grant, advertising and subscription income, and contributions from individuals and Illinois businesses. Student interns work in a variety of positions at the magazine. Students may receive *Illinois Issues* at a reduced subscription rate.

**Psychohistory Review**

The *Psychohistory Review* is the leading scholarly journal in its field. The Review contains articles, book reviews, research notes and bibliographic information contributed by scholars from throughout the country to keep its readers informed of recent developments in the field of psychohistory.

**Sangamon State University Foundation**

The Sangamon State University Foundation, a not-for-profit corporation, assists the university in developing broader educational opportunities for students, alumni and citizens of the state and nation. Through private sector fund raising, the foundation supports programs for student financial aid and faculty development, and provides funds for the library and for the purchase of instructional equipment. The resources of the foundation are used solely to support those university activities not funded by state appropriations.

**Sangamon State University Alumni Association**

The Sangamon State University Alumni Association is a university-related organization which shares offices with the SSU Foundation. The association is maintained as a separate not-for-profit corporate entity.

The association's principal purpose is to aid the university by providing volunteer services and advisory suggestions from alumni who wish to help the university carry on teaching, research and public service activities. The association also keeps alumni aware of campus events and offers members numerous services and privileges. It also awards scholarships to qualified students, and makes other grants to the university through alumni annual giving to the SSU Foundation.

**Public Affairs at Sangamon State University**

As an expression of its public affairs mission, Sangamon State directs educational, research and service efforts toward solution of public problems facing the state and its local communities. The university emphasizes a coordinated, interdisciplinary approach to problem solving, training and communication, an approach largely administered through four public affairs research centers: the Center for Community and Regional Studies, the Center for Legal Studies, the Center for Policy Studies and Program Evaluation and the Illinois Legislative Studies Center. The four centers are coordinated by the Public Affairs Institute, a part of the School of Public Affairs and Administration.

These centers and related programs develop applied research and public service
activities which address problems of state and local significance. Each unit has a small permanent core of faculty with joint appointments in the center and in an academic program. Specific projects draw additional faculty who are temporarily assigned to the unit. During their assignment to a project, all participating faculty have teaching and other academic obligations. This linkage brings faculty public affairs experience to the classroom, provides a flexible staffing pattern that matches relevant faculty expertise to public problems and helps to ensure maximum benefit for instructional programs.

Center for Community and Regional Studies

The Center for Community and Regional Studies links the research and public service capabilities of the university with the economic needs of business and labor and their respective organizations, local and state government agencies and communities in Illinois.

Business and economic development research and services are available to central Illinois firms, agencies and communities. Research summaries are published in the Economic-Business Review which is issued quarterly by the center. The Review also publishes timely articles and commentary by academics and practitioners, providing regular information and analysis of business trends and conditions in central Illinois.

Center research and service activities are coordinated with other university resources and made accessible to the university and external communities. The Survey Research Office assists faculty, other centers and external clients in survey research design, administration and analysis.

The center serves as a Small Business Development Sub-Center, maintaining a business library and providing counseling services on an ad hoc basis for area businesses. In addition, the center publishes newsletters, monographs, reports and books on issues affecting communities and surrounding regions. These issues are also addressed through training programs, development seminars, conferences and similar projects designed to enhance the quality of service to community and regional organizations.

Center for Legal Studies

The Center for Legal Studies focuses research and service efforts on the legal system of Illinois. The center's fundamental objective is to contribute to a better understanding and improvement of the legal system in ways accessible to scholars, policymakers, practitioners and the general public. The center fulfills this mission by emphasizing four functions: training, research, public service and education and technical assistance.

The center conducts in-service, state-mandated training of all probation and detention personnel, in addition to offering workshops, seminars and conferences for numerous public employees and other professionals on a variety of law related topics. Research projects focus on public issues related to the Illinois legal system, including the legal aspects of social policy questions and contemporary and historical perspectives on the court system and judiciary. Research findings are distributed as reports, articles in professional journals, books and paper presentations at professional conferences and seminars. Public awareness and understanding of the legal system is enhanced through informational publications, conferences, speaking engagements and educational materials designed to improve teaching about the law at all educational levels. The center, for example, publishes a "Your Rights Under
the Law" series of educational booklets and recently prepared a book on the Illinois Constitution which will be used in high schools throughout Illinois. The center provides technical assistance to external bodies in the preparation of documents, surveys, rules, legislation, manuals and research reports.

Among areas of center concern are criminal and juvenile justice, the courts and judiciary, alternatives to courts, family and child welfare law, the legal rights of women and minorities and health policy and the law. Most of the center’s projects are externally funded.

The functions and activities of the Center for Legal Studies provide Sangamon State University faculty, staff and students with opportunities to supplement academic program interests. The center works with academic programs and other public affairs research centers in developing educational opportunities for students. Graduate and undergraduate students are hired to assist in the development and implementation of projects conducted by the center.

Center for Policy Studies and Program Evaluation

The Center for Policy Studies and Program Evaluation contributes to the public affairs mission of Sangamon State University through a broad range of programs designed to help improve governmental performance in Illinois, particularly at the state level. In carrying out its mission, the center conducts a variety of program activities: problem-solving research, technical assistance to agencies, training programs and a public sector internship program.

Center research includes both independent studies and research undertaken at the request of governmental units, using analysis to clarify public issues and to identify possible policy alternatives. Governmental and other public sector organizations are offered technical assistance on internal managerial issues and on questions of policymaking and program implementation. Management training and executive development activities include individual consultations, workshops and conferences, specialized courses, training-needs assessments and long-term development of training activities.

The Graduate Public Service Internship Program contributes both to the problem-solving mission of the center and to the broader educational mission of the university. Graduate interns from many Illinois colleges and universities in Illinois serve with state executive branch departments and agencies, actively participating in the work of a state agency while completing a two-year graduate degree in one of a number of related fields.

In its varied activities the center pursues a dual mission: to extend the resources of the university through public service and to further scholarly understanding.

Illinois Legislative Studies Center

The Illinois Legislative Studies Center coordinates university activities related to the Illinois General Assembly, including experiential education, public service and applied research.

The center administers the Legislative Staff Internship Program for the General Assembly. This program provides an opportunity for outstanding graduate students from the state and nation to serve with leadership or nonpartisan research agency staff for a period of ten-and-a-half months, beginning Oct. 1. Other educational components of the center are the private sector program, a variable-length, graduate-level experience, which places interns in private associations that interact
with the General Assembly, and the legislative Applied Study Term for undergraduates.

Public service activities include sponsorship of conferences, forums and training sessions for a wide variety of people interested in the General Assembly. The center publishes monographs based on its research projects and conferences.

Applied research projects of the center are generally directed toward the function and structure of the General Assembly and toward questions of public policy or legislative processes. These projects afford students and faculty the opportunity to conduct research and study in the legislative setting.

The center's activities and research are increasingly comparative. It produces the *Comparative State Politics Newsletter*, a bimonthly publication for practitioners and scholars of state politics across the United States.

**Springfield as Campus**

At Sangamon State, the campus includes the community. Academic programs are structured to make maximum use of the capital city's resources, particularly state and federal agencies that provide internship, experiential and research opportunities. Students have access to the deliberations of the General Assembly and to committee hearings where the state's legislative policies are debated. Legislators and other elected officials, lobbyists, agency heads and commissioners are a vital part of the Springfield scene and comprise an incomparable human resource. Politics in all forms can be studied in Springfield, from the day-to-day functioning of regulatory commissions, legislative committees or local government bodies to groups of demonstrators on the statehouse lawn.

Programs in the health field capitalize on downstate Illinois' largest medical center, including the Southern Illinois University School of Medicine, three hospitals, 300 physicians and 18 nursing homes.

Programs in the humanities use such community resources as Sangamon and Menard counties' rich collection of historic sites and museums. One site, the Clayville Rural Life Center, under the aegis of the university, affords unique opportunities for studies in historic site interpretation, rural life, historic crafts and museum work.

Specialized libraries supplement community-based learning opportunities. Available to students, these resources include the Illinois State Library, the Illinois State Archives, the Illinois State Historical Library, the Supreme Court Library and the SIU Medical Library. Springfield also hosts two additional institutions of higher education: Lincoln Land Community College and Springfield College in Illinois.

Known as the Prairie Capital, Springfield derives much of its character from its location in Illinois' rural heartland. With an area population of almost 190,000, Springfield is located less than 100 miles from St. Louis and less than 200 miles from Chicago, offering convenient access to large urban centers. The city's major employers are city, county, state and federal governments; health care delivery systems; insurance companies; and other service industries. There are 16,000 public employees in Springfield, with more than 100 state and national organizations headquartered in the immediate area.

**Public Affairs Colloquia (PACs)**

Sangamon State University features a unique series of courses called Public Affairs Colloquia. Each semester at least 20 different colloquia are offered, with several objectives in mind: explore and cultivate an informed awareness of contemporary public issues and situations, provide an interdisciplinary approach to issues for wider understanding and stronger research and problem-solving skills, investi-
gate the formulation and implementation of public policy and to realize the multidisciplinary consequences of policymaking, and foster and preserve a sense of community through shared information and intellectual values transcending disciplines. There are no prerequisites for any of the colloquia. Descriptions of PACs are published each semester in the course schedule. See Degree Requirements, p. 36 and p. 60.

**Intersessions**

Each year a special PAC is offered in an intensive week-long intersession. Nationally and internationally prominent figures are brought to the campus to address the intersession topic. Opportunities for small group discussions with these speakers and the intersession faculty are integral to the course. Topics have included: Wellness: An Investment in Human Resources; Computers and Society; Origins and Evolution of Human Beings.

The intersessions, which use the expertise of many faculty members, epitomize the multidisciplinary approach of Public Affairs Colloquia.

**Facilities**

The university has a variety of facilities designed to enhance each student’s educational experience. The offerings range from the unique Clayville Rural Life Center and Museum to the Norris L Brookens Library with its extensive collection of journals and government publications.

Other facilities include the university’s public radio station, television office, computer services, student housing and science laboratories.

**The Library**

A notable characteristic of the Norris L Brookens Library at SSU is its emphasis on instruction in the use of library resources. The librarians give one-to-one instruction in the use of library materials, provide workshops or library modules for individual courses and offer Library Research (UNI 401), a two-hour fall semester course. A library faculty member also teaches Online Searching for PC Owners (UNI 405), a two-hour spring semester course. A librarian is assigned to each degree program at Sangamon State; students are advised to become acquainted with the librarians who work with their programs.

The library’s Archives and Special Collections Unit offers students the opportunity to do research using original university and local government records, personal papers, manuscript collections, photographs and audio and video tapes. The library’s Media Lab provides workshops and individual tutoring in the use of media equipment. Sophisticated professional hardware in the Media Lab permits students to produce their own multimedia materials, audio and video programs, audiovisuals, transparencies and posters, or to bring in a floppy disc and use the library’s software on a personal computer.

The library supports the teaching programs at SSU with a multimedia collection numbering more than 340,000 volumes, 2,700 journal subscriptions and 98,000 government publications. Students may check out media hardware to use with the nonprint materials they borrow. Self-service computer terminals help students locate books in the library. These same terminals provide information about the holdings and circulation status of volumes in more than 25 other Illinois academic
libraries. Students may request volumes from another library in the computer network and have those volumes promptly delivered to SSU by a van delivery service. Students may also choose to have a fee-based computer search of the journal literature done by one of the librarians. Other self-service terminals augment the extensive collection of periodical indexes and abstracts. Articles in journals not in the SSU collection will be obtained on interlibrary loan at no charge to students.

Laboratory Facilities

A major strength of the biology program at Sangamon State University is the availability of fine instrumentation for use by undergraduates in class and for special projects. In today's society it is important to have technical skills as an adjunct to theoretical knowledge. The quality of the laboratory facilities combined with the "hands-on use" philosophy of the program prepares students for both graduate school and laboratory positions.

Computer Service

Students and faculty use the university Computing Center for instructional and research activities. The center consists of a computer room, a terminal lab, a microcomputer and terminal lab, a PLATO lab and a computer graphics lab.

The center is open Monday through Thursday, 7:30 a.m. to 1 a.m.; Friday, 7:30 a.m. to 5 p.m.; Saturday, 8 a.m. to 5 p.m.; and Sunday, 2 p.m. to 10 p.m.

CRT and hard-copy terminals in center labs and at other campus locations operate on-line to two Hewlett-Packard HP-3000 computers, to the Educational Computing Network (ECN) CDC computer or to IBM and CDC computers at the University of Illinois Computing Services Office (CSO). Batch operation is available to all computers.

PLATO is the largest computer-aided instruction system in the world. Using PLATO, students gain access to thousands of lessons in more than a hundred different academic areas, from accountancy to zoology. Faculty from many disciplines use the PLATO computer system to provide instructional material in their classes.

SSU Public Radio Station

WSSR, a public radio station operated by Sangamon State, began broadcasting on Jan. 3, 1975. The station is affiliated with National Public Radio and American Public Radio. The broadcast schedule consists of news, public affairs and music: classical, jazz, folk and bluegrass. The station routinely serves other public stations in the state with news reports from the Capitol. WSSR also operates a reading service for print-handicapped individuals in central Illinois. The station is operated by a professional staff supplemented by participating faculty, student workers and community volunteers.

At 91.9 on the FM dial, WSSR broadcasts a minimum of 18 hours daily, all in stereo. Its 50,000 watts of power deliver the signal within an 80-mile radius of Springfield. A program guide, Montage, is published monthly and distributed to listeners who help support the station through voluntary subscriptions. A special student subscription rate is available.

Both state and federal monies supply basic financial support. Listeners and businesses supplement the station's income with tax-deductible contributions. The station is organized under the Office of Public Affairs Communication.
SSU Television

The SSU television office maintains a broadcast-quality, fully equipped television studio on the lower level of the Public Affairs Center. The studio and portable equipment are used for the production of public affairs, documentary and educational programs as well as for instruction in video production courses.

The television office produces programs for distribution through the CONVOCOM microwave system. This two-way video “electronic highway” links SSU with institutions and five public television stations serving residents in Jacksonville, Springfield, Peoria, Macomb, Quincy and the Quad Cities. Public Affairs programs and courses for credit are carried on the network. The television office also distributes programming through Times-Mirror Cable Television of Springfield and through television stations around the state.

Clayville Rural Life Center and Museum

Clayville is an outdoor center of history and folklore located 20 miles from campus, 12 miles northwest of Springfield on Route 125. The focal point of Clayville is a two-story, brick inn/farmhouse built in the late 1820s. In addition to the inn, other buildings on the site offer exhibits and demonstrations of various 19th century trades and crafts. Rural life and material culture as well as historic interpretation may be studied there. From May 1 through Oct. 31, student employment positions offer practical experience in historic interpretation for site visitors and in maintenance and historic preservation. During winter months students are afforded further opportunities to do research and to plan programs and exhibits.

Academic courses at Clayville are available to students who wish to pursue historic site work and environmental education. The history and the environmental studies programs offer such courses as Museum and Society, Midwest Rural Life and Its Roots and Museum/Historic Site Methods. Students may combine courses from both programs in preparation for work in museums, historic sites and parks and recreation. Mornings at Clayville is a course that offers instruction in preparing materials for, and participating in, an intensive living history experience for fifth-graders.

The 13-acre Clayville site was given to the Sangamon State University Foundation in 1973 by Springfield physician Emmet Pearson and his wife, Mary. They first opened the site in 1961, inspired by open-air museums pioneered in Europe in the 1890s. The Pearsons built the Clayville collection over a period of years. Currently the Clayville Folk Arts Guild, founded in 1968, conducts special event weekends, music festivals and the popular spring and fall festivals. The guild’s goal is to recover, preserve and provide instruction for traditional crafts and activities. Students are encouraged to join and work with the group to gain experience in volunteer organizations.

The Clayville collection is outstanding for early Midwest history and folk art and thus is an invaluable resource for students. The one original on-site structure, the combined inn and farmhouse built in 1824 by the Broadwells, a New Jersey family, is a place where living history techniques of the 1840s — cooking, gardening and household activities — can be researched and applied. Workshops for blacksmithing, printing, textiles, broommaking, woodworking and other 19th-century trades and activities are available. Several other historic structures permit firsthand study of traditional architecture built by people from different parts of the East and South. Tools, simple machines, furniture and household utensils are much more accessible than in most museums because at Clayville, such artifacts are handled and used.
Living Accommodations

On-Campus
Located on the southeast corner of the campus, the University Court apartments combine the privacy of apartment living with the convenience of an academic residential environment. Singles, married students and families are housed in the 18 one-bedroom and 52 two-bedroom apartments. Assignment priorities are based on the date of completed application. Full information and application materials may be obtained by contacting the SSU Housing Office.

Off-Campus
Off-campus room and apartment listings are maintained in the Housing Office. Individual students are responsible for arranging their own off-campus accommodations, although the housing staff is available to offer assistance.

Student Services

The university offers a variety of services which are designed to make students' lives more comfortable. All services are available to full-time and part-time students. Services include personal counseling, child day care, health care, food service and student health insurance.

Transportation
The Springfield Mass Transit District provides bus transportation between the Springfield downtown area and the university campus, every half hour between 8 a.m. and 5 p.m., Monday through Friday when classes are in session; limited service is also available on Saturdays. Schedules and additional information are available from the Student Life Office. Students may ride the bus between SSU and Lincoln Land Community College at no cost.

Food Service
Located on the first floor of the Public Affairs Center, the university cafeteria serves three meals daily, Monday through Thursday, while the university is in session. Breakfast and lunch are served on Friday. The cafeteria features a wide variety of selections in a hot-food line, a separate salad and dessert counter and self-service beverage dispensers. Vending machines in several campus locations provide service whenever the university is open.

Bookstore
The Follett Lakeside Bookstore is located just off the cafeteria on the first floor of the Public Affairs Center. Primarily responsible for providing textbooks and supplies required in the classroom, the bookstore also stocks books for general reading, SSU clothing and gift items.

Bursar's Office
The Bursar's Office, located in the PAC building, first floor, cashes personal checks up to $25, or $25 over amount of payment, for students presenting a valid SSU ID card. The Bursar's Office also operates a U.S. postal substation; collects registration, housing and other fees; and sells campus parking decals, bus passes for the Springfield Mass Transit District and travelers checks. MasterCard and VISA are accepted for all payments.
The Bursar's Office is open from 9 a.m. to 5 p.m., Monday through Friday, with extended hours from 9 a.m. to 7 p.m., Monday through Thursday, the first three weeks of each semester.

**ID Cards**

Each student is issued an identification card at registration. The card is required to check materials and equipment from the library and may also be used to secure ticket discounts and/or admission to university-sponsored events. Lost cards may be replaced, for a fee, by contacting the Office of the Associate Dean of Student Services.

**Parking**

Full-time and part-time students, faculty and staff who use the university's parking lots are required to purchase parking decals and display them on their vehicles. Decals are sold at the Bursar's Office. The applicant for a decal must provide the vehicle's license number and state of issue, make and year of the vehicle and the registered owner's name.

**Health Service**

SSU's Health Service provides treatment to all students, full or part-time, whether or not they are insured. *Students do not pay a health service fee*, and most services are provided without charge. The university requires an interview and/or examination when legal obligations might be involved, in cases such as on-the-job injuries or injuries occurring on campus.

Services include treatment for minor illnesses such as colds, allergies and infections, as well as diagnosis and treatment of sexually transmissible diseases, diabetes and hypertension monitoring. Communication is maintained with the community medical care system. Referrals to other physicians and to other agencies may be made through the Health Service Office.

Special services are also offered, such as allergy injections, birth control, pelvic examinations and pap smears, referral for problem pregnancies and individualized diet and weight control programs. Other services include immunization for foreign travel and consultation about and administration of required and recommended immunizations. Health recommendations for foreign travel are also offered. Laboratory tests are given at reduced rates, and certain health-related equipment, such as crutches, ice bags and heating pads, is available on loan with no charge for short periods of time. Health literature and information are available in the Health Service Office and on pamphlet racks throughout the campus.

Health Service hours are Monday through Friday, 8:30 a.m. to 5 p.m.
Registered nurse's hours are Monday through Friday, 8:30 a.m. to 5 p.m.
Physician's hours are Mondays and Thursdays only, 10 a.m.-noon.
Appointments are not required but are recommended in order to provide more efficient service to students.
All care is completely confidential.

**Student Health Insurance**

Each full-time student is assessed a fee for group health and accident insurance unless the student shows proof of equivalent coverage. Part-time students are also eligible to participate in the insurance program by completing an enrollment form and paying the required insurance fee. SSU-insured students may purchase identical coverage for dependents. Students insured during the spring semester may
continue coverage for themselves and their dependents through the following summer even if they are not enrolled full time in the summer term. (To assure summer coverage, students must make application and pay the required premium prior to the last day of the spring semester.)

**University Child Care Center**

Child care is provided at the university Child Care Center, located on Shepherd Road at the north entrance to the university. Care is currently provided for children of students, ages 2 to 5, at $1.30 per hour. The center is open from 8 a.m. to 5:15 p.m., Monday through Friday. Rates and schedule are subject to change. Considered one of the best child care facilities in the community, the center offers a varied program designed to address the needs of each child.

**Office of Career Services/Placement**

Assistance in life/career planning is available to all students and prospective students. The Career Services and Placement Office helps students prepare for their personal and professional future. Workshops, seminars, career counseling and individual sessions help students explore options and make important decisions in determining career direction. Occupational and personality inventories are available for self-assessment; additionally there is assistance for skill identification, values clarification, goal setting and effective self-marketing.

In today's highly competitive labor market, life/career planning should be a continuous part of each student's academic training. Students can get help in developing resumes which coordinate their education, experience and skills with life/career interests. Other placement services include posted job listings, a bi-weekly newsletter of vacancies, on-campus interviews and job leads for placement. Information about professional and graduate schools is also available.

**Personal Counseling**

Individuals in the university community can, of course, experience personal and psychological problems. Counseling and psychotherapeutic services are provided to assist students, staff and faculty to cope with the adjustment problems they experience. The university Counseling Center has staff members who are trained professionals qualified to provide psychological services on an individual and/or group basis.

The Counseling Center also has available a number of psychological tests which can provide valuable personal information for clients.

Over the course of the academic year, the Counseling Center also provides adjustment seminars for the university community to help individuals cope with such problems as test anxiety, fear of public speaking, assertiveness and personal growth.

Individuals needing information or supportive services in any of these areas should contact the Office of Personal Counseling for a referral.

**Learning Center**

The Learning Center is an academic support service. Specialists in reading, writing, mathematics and English as a second language, as well as a corps of outstanding student tutors, provide individual and group instruction in a variety of areas. Students may obtain help with particular subjects or with general academic development. The Learning Center assists all persons interested in developing competencies to the highest possible level.
The center is open from 9 a.m. to 7 p.m., Monday through Thursday, and from 9 a.m. to 5 p.m. on Friday. Appointments assure the student of reserved time with staff members.

Minority Services

The Minority Services Center staff, along with minority faculty, staff and students who are familiar with the university and the local community, assist minority students in adjusting to the Sangamon State environment. Believing that human potential must not be limited because of race, sex, creed, national origin or economic status, the Minority Services Center attempts to reach all who can profit from its services and programs.

The center works to meet educational, social and cultural needs of all minority students.

Foreign Student Advising and Counseling

The Foreign Student Adviser's Office is located in Cox House. The office assists international students in gaining maximum benefit from their educational experience at Sangamon State. Services include interpretation of governmental and institutional regulations, orientation to the university and the community, and personal counseling. The foreign student adviser works with the International Student Association and the host family program to provide on-campus and off-campus opportunities for acculturation.

The major event which highlights international activities is the International Celebration, held each year in November. Students are encouraged to bring traditional clothing, pictures, musical instruments and crafts from home for participation in this exciting event.

Student Activities

Student activities run the gamut from intramural leagues to art and drama, and meet a wide variety of student interests. Activities include intercollegiate sports, recreational excursions, theater performances and lectures.

Recreation and Athletics

The intercollegiate recreation and athletics program at Sangamon State is designed to meet the needs of three distinct groups of students: those who prefer activities which encourage the development of lifelong recreational interests; those who enjoy recreational competition for both teams and individuals; and, in a few areas, those who desire competition at an intercollegiate level.

For the first and most numerous group, the program provides opportunities on campus for tennis, table tennis, billiards, pool, foosball and jogging. Tennis instruction is available regularly on the university's courts; the game room and playing fields are available to those who wish to engage in activities on a less formal basis. In October 1985, the university's gymnasium opened for basketball, volleyball and gymnastics. In addition, through arrangements with the local YMCA, Lincoln Land Community College and other recreational centers, students have the opportunity to engage in bowling, swimming, indoor tennis, volleyball, racquetball, handball and roller skating. The Recreation Office also arranges for ski trips, canoe trips and other recreational excursions.

For those who enjoy more structured recreational activities, the university sponsors intramural leagues in softball, basketball and flag football. Tournaments in
individual sports such as tennis, table tennis, pool and billiards are also conducted throughout the year.

In 1977, the university fielded its first varsity intercollegiate athletic team. Soccer was chosen as the first varsity sport because of its increasing popularity both nationally and locally. The university is a member of the National Association of Intercollegiate Athletics (NAIA) and runs its program in accordance with the constitution and bylaws of that organization. The Prairie Stars soccer team plays a full schedule against recognized collegiate teams and is eligible for post-season competition in NAIA tournaments. Sangamon State University hosted the national NAIA soccer tournament in 1979, 1980 and 1981.

Women's tennis is also an intercollegiate sport at the university. Beginning in the fall of 1979, the women's Prairie Stars tennis team played a full schedule against midwestern collegiate teams. They participated in the spring 1981 NAIA national tournament and finished eighth in the nation.

The university organized a men's tennis team in the spring of 1981. The team plays a full schedule against midwestern collegiate teams and competes in post-season competition in the National Association of Intercollegiate Athletics. In the spring of 1981, the men's tennis team finished 15th in the NAIA national tournament.

There are a number of campus clubs which bring together students who share a common interest, such as chess or bridge. An International Club for students and community members provides an awareness of other cultures and an opportunity for mutual understanding. The club cosponsors an annual international bazaar featuring foods, costumes and crafts of many countries.

As enrollments and facilities grow at the university, the recreation and athletics program will be expanded in accordance with student interests. New programs, as well as established ones, are designed to provide for participation by the maximum number of students, to encourage the development of lifelong recreational interests and skills and to cultivate satisfying uses of leisure time.

The university has 15 soccer fields, two flag football fields, three baseball diamonds, one outdoor basketball court, four tennis courts, two grass volleyball courts, an outdoor ice-skating area and a nature trail. Nearby Lake Springfield has two public beaches, fishing facilities, public boat launching docks, park and picnic areas and a children's zoo. The Abraham Lincoln Memorial Garden located on the lake shore features nature trails winding through 60 acres planted with trees, shrubs and flowers native to the Midwest of Lincoln's time. One public golf course is located at the lake with four others in the city.

Music, Arts, Drama

Sangamon State University, Lincoln Land Community College and Springfield College in Illinois, as well as the community, all offer a variety of cultural attractions. Throughout the year, the drama, dance and music faculties present major productions, most of which are also open to the public. Folk and rock musical groups are scheduled frequently at SSU or at LLCC's Campus Center. A film series, supported by SSU student activity fees, brings contemporary and classic films to campus. Sangamon State and Lincoln Land student ID cards provide free admission or reduced rate admission to activities offered by either institution.

Both indoor and outdoor student art exhibits are held on the campuses. The city's interest in the visual arts is expressed through the Springfield Art Association, the Illinois State Museum Art Gallery, an annual Old Capitol Art Fair and a university gallery.

The Springfield Theatre Center, a community group, has a regular season of
productions which include at least one children’s play.

The SSU Auditorium, housed in the Public Affairs Center, is a modern, 2,017-seat theatre hosting over 60 music, theatre and dance performances annually. The auditorium is the performing home for the Springfield Symphony Orchestra, Springfield Ballet Company and Community Concert Association. Performances are open to the public with discounts for SSU students, series subscribers, senior citizens and children. Any university or high school student with a current ID may purchase tickets at half price, one-half hour before curtain. Recent performances have included Victor Borge, the Chicago Symphony Orchestra, the Texas Opera Theater, David Copperfield, George Carlin, the Royal Winnipeg Ballet Company, Roy Clark, Arlo Guthrie and Broadway shows such as “Evita,” “Chorus Line,” “Brighton Beach Memoirs” and other national touring music, theatre and dance companies.

Tickets and information for all performances are available at the Ticket Office in the Public Affairs Center which is open Monday-Friday, 11 a.m. to 5 p.m., and two hours prior to performance.

In addition to the auditorium, the Public Affairs Center houses a studio theater, a conference center, simulation gaming labs, a restaurant and cafeteria, as well as classrooms and administrative offices.

Lectures

During the past few years, Sangamon State University has sponsored appearances by many prominent figures: business executives, journalists, social scientists, consumer advocates, political leaders, creative writers and artists. Among these distinguished persons are Watergate figure James McCord; Germaine Greer; Phyllis Schlafly; Susan Catania; Gov. James P. Thompson; Sen. Paul Simon; U.S. Commissioner on Civil Rights Mary Berry; anthropologist, author and scholar, Yosef Ben-Jochannan; Shirley Chisholm; Cecily Tyson; Sen. Jacob Javits; Norman Mailer; Robert Price, president of Control Data Corporation; and Gene Roddenberry, creator and producer of the television series “Star Trek.”

Student Senate

Sangamon State urges students to seek election to the Student Senate and participate in university decision making. Students may earn academic credit for service in major areas of university governance: the University Assembly, its councils and various standing committees. Procedures for earning credit are outlined in U.A. Bill 36 and may be obtained from the University Assembly Office. Generally, students write a report and self-evaluation, relating their experience to relevant public affairs literature. The report must be approved by a faculty member in the student’s academic program, by the student’s academic adviser and the speaker of the assembly.
Undergraduate Admission

Admission to undergraduate study at Sangamon State University is open to graduates of accredited community colleges and transfer students from other institutions. In addition, admission is available to persons who can demonstrate competency and readiness for upper-division study through completion of sufficient lower-division course work; through appropriate examinations; or, in some cases, through evaluations of professional and life-learning experience (see Alternative Admission Opportunity and Credit for Prior Learning sections, pp. 32-33).

Admission to the university does not constitute matriculation in a particular degree program. Some programs have special entrance requirements; others have limited enrollments. Applicants should check program descriptions in this catalog to learn of special requirements and/or enrollment limits.

General Procedures

Prospective students should write to the Office of Admissions and Records, Sangamon State University, Springfield, IL 62794-9243 and request an application form. Illinois residents may call the office toll free, 800/252-8533.

The application and previous transcripts should arrive at least one month prior to the beginning of the term in which the student plans to begin course work. Some academic programs have early deadlines for applications (see catalog information about specific programs). Bachelor's degree applicants must submit transcripts from all institutions where courses were taken.

For further information see Registration Procedures, p. 44.

Students from Accredited Community and Junior Colleges

Sangamon State University subscribes to the provisions of the “Community College-Senior College Articulation Report,” August 1978. In essence, this report approves admission for all graduates of regionally accredited community and junior colleges who have earned the associate in arts or the associate in science degree.

Other Transfer Students

Students who lack the associate in arts or associate in science degree, but who have completed at least 60 semester (90 quarter) hours of lower-division credit with an average of C or better, may apply for admission to the university. Transfer students should see General Education Requirements below.

General Education Requirements

Effective Fall 1987, General Education Requirements will no longer be required for admission, but will become graduation requirements. ENGLISH COMPOSITION IS THE ONE GENERAL EDUCATION REQUIREMENT WHICH MUST BE MET BEFORE ADMISSION TO SSU. All students without an associate in arts or associate in science degree from an Illinois community college must satisfy the General Education Requirements at SSU if these were not completed elsewhere. The
General Education Requirements, if taken at SSU, may extend the bachelor degree credit hour requirements.

Students must successfully complete the following General Education Requirements:

- Humanities (two courses)
- Social Science (two courses)
- Math (one course)
- Science, with lab (one course)
- English (two courses, one of which is in composition)

**Students with Advanced Standing**

Undergraduates are normally admitted as juniors but the university may accept up to 30 semester (45 quarter) hours of appropriate upper-division work completed at an accredited four-year college or university. However, the student must meet all university and program degree requirements. Only transfer credit hours earned with a grade of C or better are acceptable for advanced standing.

**Residency Requirement**

To receive a Sangamon State bachelor's degree, students transferring with upper-division credit must earn a minimum of 30 semester hours in residency at Sangamon State University, must satisfy the university's Public Affairs Colloquia and Applied Study Term requirements and must fulfill the specific requirements of the chosen degree program.

**Alternative Admission Opportunity**

Admission to undergraduate study is possible in exceptional cases for persons who do not meet the stated admission requirements. The Alternative Admission process is geared specifically to the mature individual who has continued to advance and develop intellectually outside of conventional academic programs. The Admissions Committee provides an individual assessment of each applicant's eligibility based upon the following: a written narrative providing a review of learning through life experience; letters of recommendation which reinforce the demonstrated skills, work experiences and other learning experiences; demonstration of competency in the five areas of general education by either satisfactorily completing the appropriate College Level Examination Program (CLEP) tests or by taking the general education courses mentioned under General Education Requirements," pp. 31-32. Applicants must also submit official transcripts from any college or university where credit was earned. Interested persons should contact an SSU admissions counselor for further information.

**Special Admission**

Persons with two years of college credit or equivalent experience, and who are not seeking a degree may enroll for courses at Sangamon State University as special students.

Special students normally take one class per semester and are asked to define their educational goals before exceeding 16 semester hours as undergraduates. Students who then choose to become degree candidates must complete regular admissions procedures, including acceptance into a degree program.
When formal admission is attained, course work completed as a special student is evaluated by the relevant academic program and may or may not apply toward graduation requirements. The university accepts a maximum of 16 semester hours of special student credits for undergraduates.

**Credit for Prior Learning**

Credit for prior learning (CPL) enables qualified undergraduate and graduate students to receive academic credit for college-level learning acquired outside the classroom. The CPL process is particularly valuable for persons with extensive backgrounds in a profession, in workshops or seminars, in community service and volunteer work, in relevant travel and hobbies and/or in independent research.

Interested persons are encouraged to enroll in the Assessment of Experiential Learning (AST 401), a course which includes an overview of current issues in lifelong learning. AST 401 also assists students in preparing a detailed portfolio that describes and documents the learning to be assessed for credit. In preparing portfolios, students plan their proposed course of study in the context of previous learning experiences and attempt to develop an awareness of their strengths as learners. In addition to classroom work, students consult individually with appropriate faculty members.

Faculty members review portfolios and evaluate requests for credit in individual areas of expertise. A university-wide faculty committee monitors the entire CPL process.

Persons interested in requesting credit for prior learning are urged to contact the CPL director as early as possible. Portfolios may be submitted for assessment any time after a student is admitted to the university and should be submitted at least a semester before the student expects to graduate.

A Student Procedures Guide and current fee assessment information are available in the Applied Study Office.

**Admission for International Students**

The university seeks to maintain a cosmopolitan atmosphere consistent with its focus on literacy, public affairs, problem solving and lifelong learning. To that end, Sangamon State admits international students whose academic preparation and educational and personal goals indicate they will be successful in completing the university curriculum.

For undergraduate admission, an international student must have completed the equivalent of two years (60 semester hours) of college or university work. If the previous course of study did not include the General Education Requirements (see pp. 31-32), those courses will become part of the graduation requirements for a Sangamon State University degree. If they must be taken at SSU, these General Education Requirements may extend the bachelor degree credit hour requirement.

Applicants should refer to the appropriate degree program section of the catalog to determine if the program has special requirements for admission. An I-20 AB certificate of eligibility cannot be issued to an applicant until he/she has been accepted by the program.

*All students whose native language is not English* are required to take an English proficiency test on campus the week before registration. Test results do not affect admission to the university, but will be used to determine the need for an English as a Second Language (ESL) class.

For further information contact the Office of Admissions and Records.
Senior Learners

Two programs designed especially for senior learners are available at SSU.

NON-DEGREE CREDIT. The Senior Learner Program is open to all persons who have reached their 62nd birthday by the relevant registration day. Senior learners may audit special interest courses, may park on campus and may enjoy university library privileges for the fee of $10 per term. The Senior Learner Program does not offer academic credit and does not require graded tests or papers. To register, contact the Office of Admissions and Records.

DEGREE CREDIT. A Senior Citizen's Tuition Waiver Program is available for persons 65 or older with incomes less than $12,000 per year. This program allows persons to earn undergraduate or graduate credit by paying only university fees, with the tuition being waived. Regular class expectations must be met for academic credit. This program must be arranged through the Office of Financial Assistance.

Undergraduate Degree Programs and Areas of Study

Sangamon State University offers 22 undergraduate degree programs. Programs range from traditional disciplines such as history, economics and biology to more career-oriented concentrations such as health services administration and social justice professions or interdisciplinary programs such as communication. In addition, Sangamon State offers an unusual alternative called the individual option program.

The Office of Advising and Counseling can assist students who are choosing an academic program. This assistance includes life/career planning, vocational testing and interpretation and referral to appropriate academic programs for further information.

Degree Programs

Sangamon State awards the following baccalaureate degrees:

Accountancy (B.A.)
Biology (B.A.)
Chemistry (B.S.)
Child, Family, and Community Services (B.A.)
Communication (B.A.)
Computer Science (B.A.)
Creative Arts (B.A.)
Economics (B.A.)
English (B.A.)
Health Services Administration (B.A.)
History (B.A.)
Individual Option (B.A.)
Labor Relations (B.A.)
Legal Studies (B.A.)
Management (B.A.)
Mathematical Sciences (B.A.)
Medical Technology (B.S.)
Nursing (B.S.N.)
Political Studies (B.A.)
Psychology (B.A.)
Sociology/Anthropology (B.A.)
Social Justice Professions (B.A.)

Individual Option Program

The individual option program provides a unique opportunity for students to design their own major concentration. The program is designed for the student who wants to combine areas of study rather than to pursue a traditional discipline, or for the student who wants to focus on an area of study not covered in established programs at SSU but for which faculty competencies and other resources are available.

Generally, individual option degrees are based on broad topics or problems which reflect particular student needs and interests. Two courses, Self-directed
Learning (INO 301) and the Individual Option Colloquium (INO 311), offer students the opportunity to explore and develop particular courses of study. The student works with an advising committee of faculty and peers in preparing a personal degree program.

Persons who wish to pursue a degree in Afro-American and African studies, women's studies, energy studies or international studies will find the individual option program well suited to their needs.

**Sequences/Minors**

In addition to regular degree programs, Sangamon State offers three sequences or non-degree-granting minors: philosophy, teacher education and women's studies. Courses in each sequence enable students to design minor fields of study within their chosen degree program. Majors incorporating philosophy or women's studies may be designed using the individual option program. For details see the descriptions of individual sequences in this catalog.

**Thematic Activities**

Thematic activities are multidisciplinary explorations of current issues and problems through courses, research, conferences, experiential learning opportunities and community outreach.

These opportunities involve faculty and students throughout the university.

**Themes include:**
- Afro-American and African Studies
- Astronomy/Physics
- Energy Studies
- International Studies

For further information see individual descriptions in this catalog.

**Media-Based Courses**

Sangamon State University offers several learning opportunities through the media including radio sideband, television and newspaper courses. The university's FM public radio station offers sideband courses over a special educational broadcasting frequency. Students who register for these courses are provided with a special receiver. The major portion of educational material is provided through readings and through broadcasts, although campus discussions are conducted. Newspaper and TV courses are offered in a similar manner. Students earn regular college credit and enroll in these courses as they would in traditional courses. Courses are listed in the course schedule each semester.

**Spoken Foreign Language**

SSU is part of a national network of schools offering instruction in unusual or critical languages such as Chinese, Japanese, Russian and Arabic. Offered sequentially for four credits each semester, spoken foreign language courses focus on self-instruction with tutoring from a native speaker of the chosen language. Students work with cassette tapes 10 to 12 hours each week. They also meet with a native speaker for an hour and a half, twice a week. At the end of each semester, an external examiner gives each student an oral examination, the primary basis for the final grade.

Critical languages are offered in two-year sequences. In most cases, written language courses are not begun until four semesters of spoken language have been
completed. All courses are listed in the course schedule under the UNI 440 series. Prior permission is required for enrollment.

Tutorials

As one expression of the university's commitment to the individual student, faculty members supervise independent study in the form of tutorials. Taken at either the undergraduate or graduate level, tutorials are intended to supplement, not supplant, regular course offerings. Students desiring to structure one-to-one learning experiences not regularly available but nevertheless relevant to their programs of study must secure the consent of the faculty member prior to registration. The student submits a tutorial proposal form which indicates a proposed title, topic, method of study, amount of tutor-student contact and means of evaluation, as well as the level of study and the hours of credit sought. If the faculty member accepts the proposal, he or she signs a With Permission of Instructor (WPI) form which the student must submit at registration. At the end of the semester, the faculty member records the final results of the student's work and the tutorial appears on the transcript by course number, title, grade and number of credits earned.

University Courses

In addition to regular disciplinary courses and Public Affairs Colloquia, Sangamon State offers a number of university (UNI) courses. UNI courses provide specialized knowledge and skills in academic areas which are not established components of the university's curriculum. Examples include Library Research (UNI 401), Grant and Proposal Writing (UNI 402), Career Planning and Self-assessment (UNI 403) and Spoken Foreign Language series (UNI 440). Additional UNI courses, with descriptions, are published in the course schedule each semester.

Degree Requirements

General Requirements: Bachelor's Degree

To earn a bachelor's degree from Sangamon State University, a student must fulfill the following requirements:

- Earn 60 semester hours of credit at the upper-division level.
- Earn a minimum of 30 semester hours credit in residence at Sangamon State.
- Satisfy General Education Requirements (see pp. 31-32).
- Earn a minimum of six semester hours credit in Public Affairs Colloquia.
- Satisfy the Applied Study Term requirement of no less than eight semester hours credit.
- Receive certification of adequacy in communication skills from the program conferring the bachelor's degree.
- Complete course work with a cumulative Sangamon State grade point average of at least 2.0.
- Complete successfully the Illinois and United States Constitution examinations in order to satisfy the requirements of Illinois School Code Sec. 27-3. (Must be completed at the collegiate level.)
- Fulfill all program requirements.
- Complete the Graduation Contract.
- Pay a graduation fee of $20 (subject to change).
Academic Advising

Following admission to the university, each fully admitted student is assigned a faculty adviser from the appropriate academic program. Faculty advisers work with students to assure satisfactory progress toward graduation and toward personal and career goals. At any time, students may change advisers by completing a Selection of Faculty Adviser form with the newly selected faculty member and notifying the previous adviser of the change.

In recognition of the maturity of upper-division and graduate students, the university entrusts the student with substantial initiative in the academic advising process. Students should arrange appointments with their advisers prior to each registration, including their first, and should maintain contact with the adviser throughout their academic studies. It is especially important for students to meet with faculty advisers prior to the final term of study in order to arrange for all necessary graduation requirements.

Catalog Requirements

Students may choose to meet the academic program requirements of the catalog in force at the time of their admission to the university as a degree candidate or of any catalog in force during a period subsequent to admission, not to exceed seven years for bachelor’s candidates. Students unable to complete graduation requirements within this period may, at the discretion of their academic programs, be held responsible for requirements in the catalog in force during their year of graduation.

Public Affairs Colloquia (PACs)

Sangamon State University features a unique series of courses called Public Affairs Colloquia. Each semester at least 20 different colloquia are offered, with several objectives in mind: explore and cultivate an informed awareness of contemporary public issues and situations, provide an interdisciplinary approach to issues for wider understanding and for stronger research and problem-solving skills, investigate the formulation and implementation of public policy and to realize the multidisciplinary consequences of policymaking, and foster and preserve a sense of community through shared information and intellectual values transcending disciplines. There are no prerequisites for any of the colloquia.

Bachelor’s degree candidates must complete at least six hours of PACs. Normally, this requirement is not waived. The choice of a PAC is the student’s prerogative, however, students are encouraged to select PACs with a focus outside their major program. Descriptions of PACs are published each semester in the course schedule.

Undergraduate Applied Study and Experiential Learning Term

The Applied Study and Experiential Learning Term (AST) is a university-wide required curricular component which gives all undergraduates the opportunity to relate academic learning to practical experience. Through the AST, students have the opportunity either to experiment with career options or to broaden and expand a current area of expertise. The AST process emphasizes the development of skills in planning, evaluation and independent learning. Critical to the concept of the AST is the integration of theoretical knowledge with applied skills.

Undergraduates are required to complete a minimum of eight semester hours of applied study. During the first semester of enrollment, undergraduates should consult with their academic adviser and the AST faculty on the integration of their
academic studies and experiential learning. It is recommended that at least 12 semester hours of credit in the student's major should be completed before enrolling in the AST.

Constitution Requirement

The Illinois School Code (Sec. 27-3) requires all students graduating from public institutions in Illinois to pass an examination on basic principles, documents and practices of the governments of the United States and the state of Illinois. Credit earned in certain courses at SSU or other institutions may be approved in lieu of a specific examination. This requirement need only be satisfied once at the collegiate level. Nonresident aliens who are returning to their home countries immediately upon graduation are exempt from this requirement. For further information, consult the Office of the Dean of Student Services.

Graduation Contract

The commencement ceremony to award bachelor's and master's degrees is held annually at the end of the spring semester. However, a student may file a Graduation Contract during any semester or summer term in which degree requirements will be completed. The student should submit the contract to the Office of Admissions and Records no later than the end of the eighth week of classes during a semester or the end of the fourth week of classes during a summer term.

The contract must be approved by the student's adviser, the program convener or director, and the appropriate dean. Students may submit Graduation Contracts for early evaluation during the semester or term prior to their final term. Contract forms are available in the Office of Admissions and Records.

Bachelor of Arts and Bachelor of Science University Honors

Academic honors are bestowed as a means of recognizing and encouraging superior academic achievement among baccalaureate candidates.

Honors criteria are as follows:

(a) Only grades obtained at Sangamon State University will be considered.
(b) The grade-point average will be calculated on all graded, undergraduate credit received at Sangamon State University.
(c) At least 30 hours of graded credit must be accumulated at Sangamon State University to be considered for honors.
(d) Final grade-point average of 3.75-3.86 shall receive a With Honor designation.
(e) Final grade-point average of 3.87-3.94 shall receive a With High Honor designation.
(f) Final grade-point average of 3.95-4.0 shall receive a With Highest Honor designation.

Honor statements will appear on the diploma and transcript. Honor recipients will be recognized at commencement.

Use of Lower-Division Courses for Upper-Division Credit

A Sangamon State student may include up to 12 semester hours of lower-division credit toward a bachelor's degree. The application of such credit must have the approval of the student's adviser, a program representative and the appropriate dean. Students must have upper-division status at the time the lower-division credit is earned. In addition, the lower-division credits may not pertain to a previous degree and a grade of C or better is required.
Academic Standards

Statement of Purpose: Bachelor's Degree

A student with a bachelor’s degree should be able to comprehend written and spoken communications, from simple narrative to scholarly exposition, novels and poetry. A student should be able to use and apply abstractions, principles, ideas or theories to concrete situations.

Content as well as form is important to a baccalaureate education. The student should have broad familiarity with the social sciences, humanities, sciences, mathematics and English. In addition, Sangamon State University mandates a special understanding of public affairs in the broadest and most humanistic sense.

The student receiving a bachelor’s degree will:

1. Be able to recognize significant terminology, facts, theories, issues, findings, abstractions, universals, principles and generalizations within a discipline; further, have a familiarity with ways of organizing, studying, judging and criticizing relevant knowledge in a chosen field, including methods of inquiry, patterns of organization and standards of judgment;

2. Be able to use the relevant knowledge within a discipline, through reading, interpreting and evaluating the appropriate literature, analyzing data, understanding implications and formulating and defending conclusions;

3. Demonstrate a mastery of appropriate skills within a chosen discipline and an ability to apply such knowledge and skills and demonstrate an ability to apply abstractions in concrete situations.

Academic Load

For purposes of tuition and fees, a student enrolled for 12 or more semester hours of course work during the fall or spring semesters, or six semester hours of course work in the summer term, is considered a full-time student. Students enrolled for fewer hours are considered part-time.

Most courses at Sangamon State University earn four semester hours credit. The normal course load for a full-time undergraduate student is four courses, or 16 semester hours. The normal course load for part-time students is one or two courses, or four to eight semester hours.

Any student who wishes to enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term must wait until the first day of classes to enroll for additional hours. The student must also submit a completed Student Petition form to the Office of Admissions and Records. If the overload is for 19 or 20 hours, the student’s adviser and a program representative must approve the petition. If the overload is for 21 or more hours, the petition must be signed by the student’s adviser, a program representative and the appropriate dean. During the summer term, any overload beyond eight semester hours must be approved by the student’s adviser, a program representative and the appropriate dean.
Grading

Students receive grades according to the following letter grade scale.

<table>
<thead>
<tr>
<th>GRADE SYMBOL</th>
<th>DEFINITION</th>
<th>GRADE POINTS PER HOUR</th>
<th>EXPLANATION AND RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>Courses in which U grades are earned do count in determining grade point average but do not apply toward graduation.</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>For use in CR/NC option. CR represents a grade of C or better for undergraduates.</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.0</td>
<td>Students who earn grades of D or U under the Credit/No Credit option will have NC recorded on their transcripts.</td>
</tr>
<tr>
<td>D</td>
<td>Marginal, but passing</td>
<td>1.0</td>
<td>A W will appear on the transcript for the course(s) from which the student officially withdrew. A student who fails to withdraw officially from a course will be assigned a U grade.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory, or unofficial withdrawal</td>
<td>0.0</td>
<td>A student may request an incomplete from the instructor when all work for a course has not been completed. An R symbol will continue to appear on a student's grade report until the course work has been completed and a grade has been assigned. During the interim, re-registration is not necessary. Changes of enrollment from credit to audit may be done at any time during the term at the discretion of the student and the instructor. Students enrolled for full-time academic work must include any course they wish to audit as part of the maximum permitted load. If an auditing student does not attend classes regularly, the instructor may determine</td>
</tr>
<tr>
<td>CR</td>
<td>Credit. Used only in Credit/No Credit grading option</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit. Used only in Credit/No Credit grading option</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Authorized Withdrawal</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>R*</td>
<td>Deferred. Used only for courses of a continuing nature, such as graduate research</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit. No grade or credit earned</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>
**Grade-Point Average**

Only grades earned at Sangamon State University during fall semester, 1982, and after are included in the grade-point average. Grade points are determined by multiplying the grade points per hour by the number of semester hours earned in a course.
The grade-point average is computed by dividing the total number of grade points in courses completed at Sangamon State by the total number of hours represented by those courses (excluding courses with grades of CR, NC, W, I, R or AU).

The Office of Admissions and Records uses the grade-point average to report each student's academic progress. (See Academic Probation Policy.) Grade-point averages appear on students' end-of-term grade reports and on official transcripts. Students may ask to have their cumulative grade-point average omitted from their official transcript by notifying the Office of Admissions and Records.

**Graduation Grade-Point Average**

Undergraduate students must have a Sangamon State cumulative grade-point average of at least 2.0 to receive a bachelor's degree.

**Satisfactory Progress**

For full-time students, the university defines satisfactory progress as completion of 12 semester hours (six in summer terms) with a GPA of 2.0 or better per semester enrollment.

**Academic Probation**

At the end of any semester in which an undergraduate student has a Sangamon State cumulative grade-point average of less than 2.0, the student is placed on academic probation. Courses taken for Credit/No Credit do not count in calculating this average. Non-degree students and special students are exempt from this policy. In addition, students who accumulate 12 hours or more of incompletes are subject to probation.

Students on academic probation may enroll for up to 12 hours credit in the subsequent semester (six hours in the summer term), provided an Academic Probation Registration form is completed with appropriate signatures. Students placed on academic probation for two successive semesters will be suspended from the university and must then wait two semesters before petitioning for re-admission. Students with exceptional circumstances may appeal immediately to the appropriate academic dean.

For complete details on Sangamon State's Academic Probation Policy, students are encouraged to consult their faculty adviser.

** Withdrawal from Courses: Tuition and Fees**

Students may withdraw from courses according to the following schedule:

<table>
<thead>
<tr>
<th>TIME OF WITHDRAWAL</th>
<th>AMOUNT OF REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before first day of the semester</td>
<td>All tuition and fees refunded.</td>
</tr>
<tr>
<td>First to 15th calendar day of the semester (late registration period)</td>
<td>All tuition and fees will be refunded except for a service charge assessed for students withdrawing completely from the university.</td>
</tr>
<tr>
<td>16th to 30th day of the semester</td>
<td>Twenty-five percent of tuition only will be refunded.</td>
</tr>
<tr>
<td>After 30th day of the semester</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

*(For summer sessions, change 15th to 8th, 16th to 9th, and 30th to 15th.)*

For intensive weekend or short courses, change 15th to one-eighth of total days, 16th to one-eighth to one-fourth of total days, 30th to more than one-fourth of total days of the course.*
Withdrawals must be made by written notice to the Office of Admissions and Records and are dated at the time they are officially accepted by the registrar. If tuition and fees have not been paid at the time of withdrawal, the refund will be credited to the student's account.

**Withdrawal from Courses: Academic**

Students may terminate registration in a course by officially withdrawing and meeting the following deadlines:

<table>
<thead>
<tr>
<th>IF COURSE MEETS FOR:</th>
<th>DEADLINE TO WITHDRAW:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks</td>
<td>end of 12th week</td>
</tr>
<tr>
<td>8 weeks</td>
<td>end of 6th week</td>
</tr>
<tr>
<td>4 weeks</td>
<td>end of 3rd week</td>
</tr>
<tr>
<td>less than 2 weeks</td>
<td>end of 5th day</td>
</tr>
</tbody>
</table>

The same deadlines apply to changes in grading options: from letter grade to Credit/No Credit and vice versa.

It is the student's responsibility to complete and submit an Add/Drop Registration form or letter to the Office of Admissions and Records by the official deadline. No withdrawals will be processed after the published deadlines. A W appears on the student's transcript for the course(s) from which the student withdrew. A student who fails to withdraw officially from a course will be assigned a U grade.

**Repeating Courses**

Students may repeat courses at Sangamon State University, although some academic programs may have restrictions on the number of times a particular course may be repeated. Beginning fall semester, 1982, if a student repeats a course in which any grade was earned, the grade of the repeated course will appear on the student's end-of-term grade report and transcript. The first grade entry only will be deleted from the transcript and will not count in determining a grade-point average. Subsequent repeats will appear on the transcript and will be used in grade-point average calculation.

**Course Numbering System**

Each course has a three-letter prefix which indicates that it is a course in a particular program (e.g., CFC — child, family, and community services; HIS — history), or an Applied Study Term (AST), Public Affairs Colloquium (PAC) or University Course (UNI). Each course also has a three-digit number.

Courses numbered 300 through 399 are open to juniors and seniors. Courses numbered 400 through 499 are open to juniors, seniors and graduate students. Courses numbered 500 through 599 are open to graduate students.

When a course number ends in 91 to 98, the course is experimental and not yet included in the regular university curriculum. Courses with numbers ending in 0 (for example, LIT 480) are generally topics courses in which the subject matter changes in successive semesters. These courses may be repeated but students may not receive credit for the same topic more than once.

**Dual Enrollment**

Undergraduate students who are within 16 hours of completing all bachelor's degree requirements may enroll in undergraduate and graduate courses concurrently. Students will be evaluated at the graduate level of expertise and quality. Students should complete a Student Petition form to be signed by the instructor of the graduate course, the graduate adviser, convener and appropriate dean.
Graduate courses will be designated as graduate credit when the bachelor's degree is granted.

**Undergraduate Enrollment in Graduate Courses**

Undergraduate students who wish to enroll in 500-level courses for credit toward the bachelor's degree must have the approval of their faculty adviser and the course instructors. The instructor’s approval is indicated by his or her signature on the With Permission of Instructor (WPI) form, which must be acquired prior to registration. Such students are evaluated at the graduate level.

**Student Grievances**

Students expressing a grievance about the application of academic policies may appeal through channels established by the academic program. Grievances concerning non-academic matters may be appealed to the Office of the Dean of Student Services. If necessary, students may then make further appeal through normal university channels. Typically, the academic appeal process proceeds through the adviser, convener or program director, dean and the vice president for academic affairs. Dependent upon the nature of the grievance, a committee may review and make recommendations on the petition. The University Appeals Board is the ultimate body hearing grievances by provision of the University Constitution and University Code. Copies of the University Code are available from the Dean of Student Services.

**Right To Review Files**

Students at Sangamon State University have the right to inspect and review their official university records, to request corrections or deletions and to limit access to such records by other persons, in accordance with the Family Educational Rights and Privacy Act of 1974.

**Plagiarism**

To plagiarize is to present as one's own a thought, writing or invention belonging to another. It usually takes one of the following three forms and is done without proper acknowledgement: the inclusion of another person's writing in one's own essay, paraphrasing of another person's work or presentation of another person's original theories, views, etc.

If an allegation of plagiarism exists, disciplinary proceedings will be initiated and carried out within the academic school of the teaching faculty in which the alleged offense occurred. In the case that a student is alleged to have committed plagiarism, an instructor may refuse to grade the assignment and record it as No Credit. Penalties may include No Credit (i.e. failure) in the course as well as recommendation for disciplinary probation, suspension or dismissal from the class, program or the university.

**Registration Procedures**

Specific information regarding the dates and times of registration is published in the course schedule each semester and term. Generally, the course schedule is available from the Office of Admissions and Records at least two months prior to the beginning of the semester or summer term. The course schedule lists the current semester or term's courses and gives up-to-date information on registration procedures, tuition and fees and relevant semester or term deadlines. Information in course schedules supersedes similar information in the university's catalog.
## Tuition and Fees*

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th></th>
<th>Graduate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
<td>In-State</td>
<td>Out-of-State</td>
</tr>
<tr>
<td><strong>FULL-TIME STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(12 or more semester hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$537.00</td>
<td>$1,611.00</td>
<td>$552.00</td>
<td>$1,656.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
</tr>
<tr>
<td>Noninstructional Facility Fee</td>
<td>6.00</td>
<td>6.00</td>
<td>6.00</td>
<td>6.00</td>
</tr>
<tr>
<td>Gym Fee</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>73.00</td>
<td>73.00</td>
<td>73.00</td>
<td>73.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$652.00</td>
<td>$1,726.00</td>
<td>$667.00</td>
<td>$1,771.00</td>
</tr>
<tr>
<td><strong>PART-TIME STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1-11 semester hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition (per semester hour)</td>
<td>44.75</td>
<td>134.25</td>
<td>46.00</td>
<td>138.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>Noninstructional Facility Fee</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Gym Fee</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td><strong>OTHER FEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student-to-Student Grant (optional)</td>
<td>$ 3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Registration Fee</td>
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<td>10.00</td>
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<td>Late Add Fee</td>
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<td>5.00</td>
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<tr>
<td>Service Charge (for those students who withdraw from the University during the first 15 calendar days)</td>
<td>25.00</td>
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<tr>
<td>Service Charge (Deferred Payment Plan)</td>
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<tr>
<td>Late Payment Fee (for failure to meet each Deferred Tuition Payment Date)</td>
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<tr>
<td>Parking Fee (semester)</td>
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<tr>
<td>Transcript Fee</td>
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<tr>
<td>Bachelor's Degree Graduation Fee</td>
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<tr>
<td>Master's Degree Graduation Fee</td>
<td></td>
<td>25.00</td>
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</tbody>
</table>

Summer term fees will be listed in the summer schedule.

*Tuition and Fees are subject to change. Students should check with the Office of Admissions and Records or refer to the course schedule.

**1.5 percent per month assessed on billed and unpaid balance.

Tuition and fees are assessed at the time of registration and are subject to change without notice. Current procedures and due dates are published in the course schedule.

The university reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time. Students with outstanding accounts are not permitted to register for future semesters or to receive transcripts, and are not eligible to receive a degree. Bills are mailed to students who advance register. A 1.5 percent late charge per month is assessed on the billed and unpaid balance.

Students are responsible for charges for all courses which are not officially dropped with the Office of Admissions and Records prior to dates specified in the course schedule for tuition and fee adjustment. Courses must be officially dropped by letter, phone or in person at the Office of Admissions and Records. Questions regarding billing or payment should be directed to the Accounting Office.
Special Fees

A student activity fee of $18 per semester for a full-time student ($9 per semester for a part-time student) is part of the student's bill. The fee supports such activities as films, art exhibits, dances and visiting lecturers. A noninstructional facility fee of $6 is assessed for on-campus, full-time students ($3 for part-time students). A gym fee of $18 for on-campus, full-time students ($9 for part-time students) allows access to recreational facilities by the student and his/her spouse and dependents. Fees are subject to change without notice.

Course Charges

Charges for laboratory, art and other classes requiring use of disposable supplies and materials are indicated in each course schedule and are in addition to regular tuition and fees.

Students withdrawing from a class within the first 30 calendar days of the fall and spring semesters (15 days for the summer term) are entitled to full refund/credit of the course charges. Students who withdraw from the course after the deadline will not receive a refund/credit for the course charge.

Late Registration Fee

A late registration fee of $10 is charged any student who registers after the add/drop period for any semester or term.

Changes of Courses

A student may add or drop courses during the late registration period of a regular semester or term. Full tuition and fees are refunded if all courses are dropped before the first day of classes. The university will retain a service charge if all courses are dropped during the late registration period. A fee of $5 is charged for courses added after the add/drop period. These procedures are subject to change without notice. Please refer to the current course schedule for specific refund information and dates.

Auditing Courses

Students auditing courses are required to pay full tuition and fees. Courses audited successfully appear on the transcript with the grade of AU. Students may not change from audit to credit in any course and credit for audited courses may not be established under any circumstances.

At the discretion of the student and the instructor, a change from credit to audit may occur at any time during a semester or term. All changes from credit to audit must be approved by the instructor and must be completed by letter or in person at the Office of Admissions and Records. Students enrolled for full-time academic work must include audit courses as part of the maximum load requirement.

If an auditing student does not attend class regularly, the instructor may determine that the audited course should not be placed on the student's transcript.

If a course has stated enrollment limits, students enrolling for credit are enrolled before audits are allowed.

Veteran Students

Each semester, or summer term, veteran students must report to the Office of Financial Assistance for benefit certification. Student veterans must also notify the office of any changes that affect the amount or disposition of benefits, including
changes in address, academic status (withdrawals, added classes, etc.) and number of dependents (through marriage, divorce, births, deaths, etc.).

Transcripts

The Office of Admissions and Records will issue official transcripts of a student's academic record at Sangamon State University upon written request. A $2 fee (subject to change) for each transcript is charged at the time of request. Telephone requests for transcripts are not honored. Transcripts are released only if the student is in good financial standing with the university.

Petition Process

This catalog contains several references to the completion of a Student Petition form in certain unusual circumstances. Some of the more common uses of this form are requests for course overload, petition for credit and various requests for waivers. In general, the Student Petition form may be used to request an exception to any university policy.

Financial Assistance

The Office of Financial Assistance at Sangamon State University coordinates federal, state, institutional and private financial aid programs for students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment and veterans' benefits. Applications for all forms of financial assistance may be obtained from the Office of Financial Assistance, unless otherwise specified.

Federal and State Programs

Pell Grants

These grants are available to undergraduates with financial need; application forms may be obtained from the Office of Financial Assistance. All eligible undergraduate students are required to apply for the Pell Grant.

Supplemental Educational Opportunity Grant

These grants are available to undergraduates with proven financial need.

Illinois State Scholarship Commission Grant

Monetary awards equal to tuition and some fees are given as grants to eligible full-time (12 hours) and half-time (6 hours) students. All undergraduate Illinois residents seeking financial aid are required to apply for this grant.

College Work-Study

This federal program provides resources to employ students who have proven financial need. Students given CWS authorization interview for CWS assignments until a suitable position is found. Students are paid an hourly rate determined by the hiring unit and may work until they have earned their award limit.

General Assembly Waivers

These awards exempt holders from payment of tuition, graduation and activity fees. Members of the General Assembly may nominate two persons annually from
their districts. Interested students should contact their district members of the General Assembly.

**National Direct Student Loans**

This program provides loans for undergraduate and graduate students who have proven financial need. Interest is 5 percent, and repayment begins six months after the student graduates, ceases to be at least a half-time (six hours) student or withdraws from the university. Some recipients may have up to 10 years to repay the loan. Cancellation privileges may exist for students who become teachers in designated areas.

**Guaranteed Loan Program**

This program provides loans to students who meet certain need-based criteria.

- Junior $2,500 per year (maximum)
- Senior $2,500 per year (maximum)
- Graduate $5,000 per year (maximum)

Total maximum for undergraduate and graduate study is $25,000.

Loans are at a rate of 8 percent simple interest for first-time borrowers. All loans disbursed on or after Nov. 1, 1978, are eligible for federal interest benefits.

There is a six-month grace period between the time the student ceases at least half-time study until he or she must begin regular monthly payments. Repayment of loans shall be in installments during a period of not less than five years (unless the maker, during the grace period, specifically requests in writing that repayment be made during a shorter period) and not more than 10 years.

**PLUS/ALAS Loans**

PLUS/ALAS loans are available for those persons who do not qualify for the guaranteed loan program above. Loan repayment begins within 60 days of disbursement, with interest rates tied to current treasury bill rates. Applications may be obtained from lenders who participate in the guaranteed loan program. Undergraduate, graduate and professional students are eligible to apply.

**Veterans’ Benefits**

A veteran of at least 181 days of continuous active duty may be entitled to veterans’ benefits. Eligible veterans are entitled to one-and-a-half months (or the equivalent in part-time study) of educational assistance for each month or fraction thereof of service on active duty if such service began prior to Jan. 1, 1977 (total not to exceed 45 months). A veteran’s eligibility ceases 10 years from the release date. Veterans must file a Request for Benefits form each semester and should contact the Office of Financial Assistance prior to registration.

**Veteran Educational Assistance Allowance Information**

*All Veteran Students*: In order to qualify for veterans' benefits, the veteran must be fully admitted to a degree-seeking program. Due to a change in Veterans Administration regulations, the Office of Financial Assistance is no longer able to certify new veteran students prior to registration. This will cause an approximate six-week delay in the issuance of checks. Veterans must request to be certified by completing appropriate forms available at the Office of Financial Assistance or at the veteran student information table at registration.

*Undergraduate Veteran Students Only*

Veterans Administration regulations prohibit certification of undergraduates for
educational assistance allowance, without specific approval, in the following types of classes: media classes that do not have required class sessions each week, intensive weekend classes and tutorial classes.

**Illinois Veterans' Scholarships**

These awards exempt holders from payment of tuition and, in some cases, from activity and graduation fees. Qualified applicants must have entered the service from the state of Illinois and returned to Illinois within six months after discharge from active duty. Date of enlistment also affects eligibility.

Veterans must furnish their VETERAN'S IDENTIFICATION NUMBER to the Office of Financial Assistance. Veterans must file a Request for Benefits form each semester and should contact the Financial Assistance Office prior to registration. Application materials for the scholarship should be requested from the Office of Financial Assistance, completed, and submitted along with a copy of the veteran's DD-214. Illinois veterans also may be eligible for federal assistance and are encouraged to contact the Office of Financial Assistance prior to registration.

**Illinois National Guard/Illinois Naval Militia Scholarships**

These awards exempt holders from payment of tuition, graduation and activity fees. They are available to applicants who have served at least one year in the Illinois National Guard or Naval Militia. Company grade officers, warrant officers and enlisted personnel are eligible. Qualified persons must apply to the Illinois State Scholarship Commission (ISSC) and must provide all requested information. If the applicant ceases to be a member of the Illinois National Guard or Naval Militia, educational benefits terminate. If the termination date is in the middle of a semester or term, the applicant is responsible for relevant tuition and fees.

**Institutional Programs**

**Institutional Tuition Waivers**

Each year the university provides a limited number of tuition waivers. Awards are made on the basis of proven financial need and, in some instances, for particular talents in various fields of activity. Foreign students must complete two semesters at Sangamon State and have graduate standing in order to make application for an institutional tuition waiver.

**Institutional Grants**

The Student-to-Student Grant program is funded with voluntary student contributions and matching state aid. Awards are given to undergraduates with financial need.

**Student Employment Opportunities**

A job center is located in the Office of Financial Assistance. Bulletin boards and publications list student work opportunities both on and off campus. Students must be enrolled in at least six semester hours to be eligible for on-campus employment.

**University Student Emergency Loan Fund**

This fund provides short-term loans to students enrolled at least half time to help meet emergency educational expenses. Loans are interest-free, although a service fee of 50 cents is charged at the time the loan is repaid.
This fund was established during the university's inaugural year through the cooperative efforts and combined contributions of the following Springfield banks and savings and loan associations:

- Bank of Springfield
- Capitol Bank and Trust
- First National Bank
- First State Bank of Springfield
- Illinois National Bank
- Land of Lincoln Bank
- Peoples National Bank
- Springfield Marine Bank
- Town and Country Bank
- American Savings and Loan Association
- Citizens Savings and Loan Association
- First Federal of Springfield
- Sangamon Home Savings Association
- Security Federal Savings and Loan Association
- United Savings and Loan Association

Other organizations have also provided substantial support for the loan fund:

- Sangamon Chapter of University Professionals of Illinois (Local 4100)
- Sangamon State University Foundation
- Sangamon State University Student Senate (1982)

**Private Scholarships**

A number of privately endowed scholarships are available to qualified Sangamon State students. Application for these scholarships is made to the Office of Financial Assistance, not to individual organizations unless otherwise noted.

**Alumni Association Scholarships**

Established by the Sangamon State University Alumni Association and awarded to full-time students with demonstrated academic achievement, leadership and/or financial need.

1) **Dr. Robert C. Spencer Scholarship** in honor of Sangamon State’s founding president. This scholarship is awarded to a student with an outstanding academic record and a demonstrated involvement with community activities.

2) **Francis J. Budinger Scholarship** in honor of Sangamon State’s first designated Distinguished Alumnus. This scholarship is awarded to a student who has established clear career goals, demonstrated leadership ability and achieved academic excellence. Preference is given to a student in the business or management fields.

3) **Helen Dunn Academic Achievement Scholarship** in honor of 1972 Sangamon State graduate and past Alumni Association president. This scholarship is awarded to a student who has achieved and/or maintained academic excellence.

4) **Financial Need Scholarships** are awarded primarily on financial need (as determined by a needs analysis filed with the SSU Office of Financial Assistance), and secondly, on academic record. Two awards are made.

5) **The Community College Scholarships** assist full-time students who are graduates of an Illinois community or junior college. Preference is given to students who have demonstrated superior academic ability.
The American Association of University Women Grant Fund

This fund provides financial assistance for mature women returning to complete an interrupted education. Undergraduate and graduate students are eligible to apply. One award is designated as the Sandra G. Hockenyos Award.

Board of Regents Scholars

Four Board of Regents scholars will be selected each year. One of the four awards is in the name of Dr. Frank Matsler, former executive director of the Board of Regents' staff. Recipients are seniors with superior academic performance.

Paul Butler Memorial Scholarship Fund

Established as a memorial to Paul Christopher Butler, son of Homer Butler, dean of students, this scholarship is awarded to an athlete who is an Illinois resident. The scholarship is endowed through contributions from the many friends and associates of the Butler family.

William H. Chamberlain Scholarship Program

Established in memory of Judge William H. Chamberlain, this program is intended to assist outstanding community college graduates. Preference is given to students with financial need.

William Ferris Cummings Memorial Award

This award is given to a minority student who is interested in community service and studying in the area of social service, education or political science. The recipient must be in good academic standing and have demonstrable financial need.

Harry B. DeLand, Sr., Scholarship

Established in memory of the late Harry B. DeLand, Sr., this scholarship is awarded annually to either a graduate or undergraduate student. Preference is given to a student in the human development counseling program.

Margaret Miner DeLand Scholarship

Established in memory of the late Margaret Miner DeLand, this annual scholarship is awarded to either a graduate or undergraduate part-time student with demonstrated financial need.

Franklin Life Insurance Company Scholarship Program

Established expressly for use at Sangamon State University, this program assists full-time undergraduate students who are children of Franklin Life home office employees. Applications may be obtained from the personnel director of Franklin Life Insurance Company.

Mary Gene Hall Scholarship

The American Association of University Women and concerned friends provide an award in tribute to one of the university's first graduates. The ideal recipient is a mature woman (undergraduate or graduate) returning to a professional education interrupted by family responsibilities.
Health Professions Scholarship Fund

Two scholarships (up to full tuition) are awarded to either full-time or part-time students majoring in health services administration, medical technology, nursing or nurse anesthesia. Recipients must be Illinois residents and demonstrate financial need.

Illinois Association of Community Action Agencies Scholarship

One award is given to a student from a disadvantaged or minority background. The student must be pursuing a career in public affairs.

Illinois P.T.A. Scholarship

Awarded annually to an Illinois resident enrolled in nursing education related fields.

The Lincoln Academy of Illinois Student Laureate Award

Awarded each year to a senior who demonstrates excellence in curricular and extracurricular activities, the Medallion of Lincoln is presented by the governor to the student laureate.

Bruce A. Magidsohn Memorial Scholarship

Established in memory of the late Professor Bruce A. Magidsohn, this scholarship is awarded annually to an undergraduate student majoring in art. The scholarship is non renewable and is made in accord with the student's demonstrated ability and promise as an artist. Applicants are asked to submit samples of their work. Interested persons may obtain applications from the creative arts program or the Office of Financial Assistance.

Otis Morgan Memorial Scholarship

This award is given annually to a student from a minority group. Preference is given to students who plan to teach. Funds are derived from memorial contributions honoring a charter member of the university faculty.

Albert and Mozelle A. Narcisse Scholarship

This one year renewable award is given to a student that is a black American male of African decent. The student should be a graduate of Lincoln Land Community College, Springfield College in Illinois or Richland Community College with a grade-point average of a B or better.

Robert Roach Memorial Prairie Stars Scholarship

Established by the Roach family as a memorial to Robert C. Roach, Sr., this scholarship provides funds to help a soccer player attend Sangamon State. Mr. Roach was the husband of associate dean of students, Rose Marie Roach, and was an avid booster of SSU soccer. The many friends and associates of Robert Roach have contributed funds to endow this scholarship.

Rotary Scholarship

Established by Springfield Rotary Clubs to assist a student with education expenses.
Maurice W. Scott Scholarship
Established by friends of Maurice W. Scott upon his retirement, this award assists an outstanding community college transfer student in public affairs.

Anna May Smith Scholarship
Established to honor Anna May Smith, professor of management, this scholarship is awarded each year to a woman student with financial need who shows leadership potential and contributes to the advancement of women.

Springfield Ceramics and Crafts Club Scholarship
Awarded annually to a superior junior or senior student in the creative arts program.

Stagehands Local #138 Memorial Scholarship
Established in 1985, this scholarship annually honors a member of Local #138 and is awarded to a student majoring in the performing arts or related field who displays academic excellence and financial need.

Mark Vasconcelles Scholarship Fund
Established by friends and colleagues in memory of Mark Vasconcelles, SSU's public information officer, this fund is for communication students.

Zonta Grants
Established by the Zonta Club of Springfield, this program provides grants to students who plan to work with the aging.

Application Procedures for Financial Assistance

To apply for financial assistance, students should request the following from the Office of Financial Assistance:
1. An SSU Application for Financial Assistance. Applications cannot be considered until the student is fully admitted to the university.
2. The Application for Federal Student Aid (AFSA).
3. Financial Aid Transcripts. These forms must be completed and returned by the Financial Aid Office of each institution the student attended prior to enrolling at Sangamon State.
4. Application for Private Scholarships.

Critical Dates Affecting Financial Assistance

Applicants for need-based assistance should be aware of the following dates:

March 1 — Application for fall semester assistance should be initiated to assure consideration for all forms of aid.
May 1 — Applications should be complete (including results of need analysis) to assure consideration for all forms of assistance for fall semester.
Aug. 1 — Only applications for loans, the Pell Grant Program or employment are accepted after this deadline for fall
semester. Students may still apply for other types of financial assistance for spring semester.

Oct. 1 — Application deadline for spring semester to assure consideration for all forms of financial assistance.

Nov. 15 — Only applications for loans, the Pell Grant Program or employment are accepted after this deadline for spring semester.

April 15 — Application deadline for summer term.

Assistance Renewal and Satisfactory Progress

Students awarded federal, state and institutional financial assistance must maintain satisfactory academic progress in order to continue receiving aid, must reapply once a year, and must enroll in at least 12 hours per semester (if receiving full-time aid) or six hours (for half-time aid). Specific regulations and policies regarding financial assistance probation and the process of appeal are available from the Office of Financial Assistance, Sangamon State University, Springfield, IL 62794-9243. Telephone: 217/786-6724.
Graduate Admission

Baccalaureate students with degrees from accredited colleges and universities and with proven ability to pursue upper-division work are eligible to apply for graduate standing at Sangamon State University.

General Procedures

Prospective students should write to the Office of Admissions and Records, Sangamon State University, Springfield, IL 62794-9243, and request an application form. Illinois residents may call the office toll free at 800/252-8533.

The application and previous transcripts should arrive at least one month prior to the beginning of the term in which the student plans to begin course work. Some academic programs have early deadlines for applications (see catalog information about specific programs). Master's degree applicants must submit the transcript verifying the bachelor degree and transcripts of all graduate work taken beyond the bachelor’s degree.

For further information see Registration Procedures, p. 67.

Matriculation into a Graduate Program

Admission to Sangamon State University does not constitute admission into a particular degree program. In accord with general university policy, each degree program has established admission requirements, all of which are outlined in the program statements in this catalog. An applicant for admission should indicate his/her intended major and include specific materials required for admission to the major program. The application will be processed by both the program and university and notice will be forwarded to the student from the university.

Transfer Credit at the Graduate Level: The Residency Requirement

Sangamon State University may accept up to 12 semester hours of graduate-level work completed at other accredited institutions. Only those hours accepted for transfer by program are accepted by the university. Only credit hours earned with a grade of B or better are acceptable. Request to transfer credit for courses bearing a grade such as P (Pass) or CR (Credit) must be supported by certification from the institution or instructor that the student’s work is of at least B quality. All transfer credit to be applied toward graduate degree completion must have been earned within the last five years preceding the first graduate course taken at SSU in pursuit of that degree. Exceptions to the provisions of this policy may be granted by degree-granting programs on a case-by-case basis.

Alternative Admission Opportunity

Admission to graduate study is possible through Alternative Admissions procedures in exceptional cases where the applicant has extensive non-classroom learning experiences. The Alternative Admission process is geared specifically to the mature individual who has continued to advance and develop intellectually outside of conventional academic program. The Admissions Committee provides an individual assessment of each applicant’s eligibility based upon the following: a written narrative providing a review of learning through life experience; letters of recommendation which reinforce the demonstrated skills, work experiences and other learning experiences; demonstration of competency in the five areas of gen-
eral education by either satisfactorily completing the appropriate College Level Examination Program (CLEP) tests or by taking the general education courses mentioned under General Education Requirements" (see pp. 31-32).

Applicants must also submit official transcripts from any college or university where credit was earned. Interested persons should contact an admissions counselor for further information.

Special Admission

Persons with four years of college credit or equivalent experience, who are not seeking a degree, may enroll for courses at SSU as special students.

Special graduate students normally take one class per semester and are asked to define their educational goals before exceeding 12 semester hours. Students who then choose to become degree candidates must complete regular admissions procedures, including acceptance into a degree program.

When formal admission is attained, coursework completed as a special student is evaluated by the relevant academic program and may or may not apply toward graduation requirements. The university accepts a maximum of 12 semester hours of special student credits toward a graduate degree.

Credit for Prior Learning

Credit for Prior Learning (CPL) enables qualified graduate students to receive academic credit for college-level learning acquired outside the classroom. For additional information, see p. 33.

Admission for International Graduate Students

The university seeks to maintain a cosmopolitan atmosphere consistent with its focus on literacy, public affairs, problem solving and lifelong learning. To that end, Sangamon State admits international students whose academic preparation and educational and personal goals indicate they will be successful in completing the university curriculum.

Applicants for graduate studies must have completed the equivalent of a bachelor's degree earned in the United States prior to the term for which they are applying. A bachelor's degree earned abroad may not be equivalent to a bachelor's degree earned in the United States.

Applicants should refer to the appropriate degree program section of the catalog to determine if the program has special requirements for admission. An I-20 AB certificate of eligibility cannot be issued to an applicant until he/she has been accepted by the program.

All students whose native language is not English are required to take an English proficiency test on campus the week before registration. Test results do not affect admission to the university, but will be used to determine the need for an English as a Second Language (ESL) class.

For further information contact the Office of Admissions and Records.

Master's Degree Programs and Areas of Study

Sangamon State University offers 22 graduate programs. Programs range from traditional disciplines such as history, economics and biology to more career-oriented concentrations such as human development counseling and business
administration or interdisciplinary programs such as environmental studies or communication. In addition, Sangamon State offers an unusual alternative called the individual option program.

**Degree Programs**

Sangamon State awards the following degrees:

- Accountancy (M.A.)
- Biology (M.A.)
- Business Administration (M.B.A.)
- Child, Family and Community Services (M.A.)
- Communication (M.A.)
- Community Arts Management (M.A.)
- Educational Administration (M.A.)
- English (M.A.)
- Environmental Studies (M.A.)
- Gerontology (M.A.)
- Health Services Administration (M.A.)
- History (M.A.)
- Human Development Counseling (M.A.)
- Individual Option (M.A.)
- Legal Studies (M.A.)
- Management Information Systems (M.A.)
- Mathematical Sciences (M.A.)
- (two concentrations)
- Computer Science
- Statistics/Operations Research
- Political Studies (M.A.)
- Psychology (M.A.)
- Public Administration (M.P.A.)
- Public Affairs Reporting (M.A.)

**The Individual Option Program**

The individual option program provides graduate students with a unique opportunity to design their own master's degree. The program is designed for the student who wants to combine areas of study rather than to pursue a traditional discipline, or for the student who wants to focus on an area of study not covered in established programs at SSU, but for which faculty competencies and other resources are available.

Generally, individual option degrees are based on broad topics or problems which reflect particular student needs and interests. Two courses, Self-directed Learning (INO 501) and the Individual Option Colloquium (INO 511), offer students the opportunity to explore and develop particular courses of study. The student works with an advising committee of faculty and peers in preparing a personal degree program.

Persons who wish to pursue a degree in Afro-American and African studies, women's studies, energy studies or international studies, will find the individual option program well suited to their needs.

**Graduate Internships and Experiential Learning**

Experiential learning is an integral part of graduate education at Sangamon State University. In addition to internships offered through the public affairs centers, internship/practicum opportunities are offered by many academic programs including public administration; child, family and community services; community arts management; environmental studies; gerontology; history; human development counseling; individual option; legal studies; psychology; public affairs reporting; applied mathematics/statistics (mathematical systems); and political studies. Additional information may be obtained from program faculty and from individual program statements in this catalog.

The university also provides a variety of paid internship opportunities in Illinois government agencies and on campus.
Research at Sangamon State

Conventional research opportunities are available to students in most academic programs. In addition, Sangamon State offers unique opportunities for applied research through its public affairs centers where emphasis is on coordinated, interdisciplinary approaches to problem solving, training and communication. Many of the university’s internship/fellowship programs are also coordinated by the centers.

Although the university does not offer doctoral programs, Sangamon State does cooperate with neighboring universities in meeting doctoral student needs for research and residency in the Springfield area.

Degree Requirements

General Requirements: Master's Degree

To earn a master's degree from Sangamon State University, a student must fulfill the following requirements:

• Meet program matriculation requirements.
• Earn the amount of graduate credit required by the chosen academic program, all but 12 semester hours of which must be earned at Sangamon State University.
• Earn a minimum of four semester hours credit in Public Affairs Colloquia.
• Complete course work with a cumulative Sangamon State grade point average of at least 3.0.
• Complete successfully the Illinois and United States constitution examinations in order to satisfy the requirements of Illinois School Code Sec. 27-3. (Need be completed only once at the collegiate level.)
• Complete the Master's Project.
• Complete the Graduation Contract.
• Pay a graduation fee of $25. (Subject to change.)

Time Limitation

All graduate credits earned at SSU to be applied toward degree completion must be taken within six consecutive years from the student's first graduate course taken at SSU in pursuit of that degree. Excluding transfer credit earned before the first term of graduate attendance and credit granted for prior learning, a student must fulfill all the requirements for the degree within a six consecutive year time period unless the program grants a leave of absence. This time limit includes all SSU graduate course work taken in pursuit of that degree as well as closure requirements. Exceptions to the provisions to this policy may be granted by degree-granting programs on a case-by-case basis.

Academic Advising

Following admission to the university, each fully admitted student is assigned a faculty adviser from the appropriate academic program. Faculty advisers work with students to assure satisfactory progress toward graduation and toward personal and career goals. At any time, students may change advisers by completing a Selection of Faculty Adviser form with the newly selected faculty member and notifying the previous adviser of the change.

In recognition of the maturity of graduate students, the university entrusts the student with substantial initiative in the academic advising process. Students should
arrange appointments with their advisers prior to each registration, including their first, and should maintain contact with the adviser throughout their academic studies. It is especially important for students to meet with faculty advisers prior to the final term of study in order to arrange for all necessary graduation requirements.

Public Affairs Colloquia (PACs)

Sangamon State University features a unique series of courses designated as Public Affairs Colloquia. Each semester at least 20 different colloquia are offered, with several objectives in mind: explore and cultivate an informed awareness of contemporary public issues and situations, provide an interdisciplinary approach to issues for wider understanding and for stronger research and problem-solving skills, investigate the formulation and implementation of public policy and to realize the multidisciplinary consequences of policymaking and to foster and preserve a sense of community through shared information and intellectual values transcending disciplines. There are no prerequisites for any of the colloquia.

Master's degree candidates are required to complete at least four hours of PACs. Normally, this requirement is not waived. The choice of a PAC is the student’s prerogative however, students are encouraged to select PACs with a focus outside their major program. Descriptions of PACs are published each semester in the course schedule.

Constitution Requirement

The Illinois School Code (Sec. 27-3) requires all students graduating from public institutions in Illinois to pass an examination on basic principles, documents and practices of the governments of the United States and the state of Illinois. Credit earned in certain courses at SSU or other institutions may be approved in lieu of a specific examination. This requirement need only be satisfied once at the collegiate level. Nonresident aliens who are returning to their home countries immediately upon graduation are exempt from this requirement. For further information, consult the Office of the Dean of Student Services.

Master's Project

Every graduate degree candidate is required to complete a Master's Project demonstrating mastery of some area within the major field of study. The exact nature and format of these projects are determined by individual programs. All projects must have an identifiable academic focus and must include a written component.

The specific project must be approved before it is begun by a faculty committee composed of the director of the student’s project, usually the academic adviser; a faculty member from the student’s program, selected by the student; and a faculty member from outside the program, selected by the appropriate dean. Satisfactory completion of the project must be certified by unanimous recommendation of the committee. Following the project presentation, the written portion of the project is filed in the university library.

Graduation Contract

The commencement ceremony to award bachelor’s and master’s degrees is held annually at the end of the spring semester. However, a graduate student may file a Graduation Contract during any semester or summer term in which degree requirements will be completed. The student should submit the contract to the Office of Admissions and Records no later than the end of the eighth week of classes
during a semester, or the end of the fourth week of classes during a summer term.

The contract must be approved by the student's adviser, the program convener of director and the appropriate dean. Students may submit Graduation Contracts for early evaluation during the semester or term prior to their final term. Contract forms are available in the Office of Admissions and Records.

Second Master's Degree

All program and university requirements for the master's degree are in effect for students who have previously earned an advanced degree. However, the Public Affairs Colloquium requirement is waived for those who have previously completed that requirement at the graduate level.

Academic Standards

Statement of Purpose: Master's Degree

A graduate student should develop intellectual autonomy within a chosen field and demonstrate the ability to analyze, synthesize and evaluate relevant knowledge in that field. The graduate student, furthermore, assumes some responsibility for increasing knowledge within the chosen field.

Graduate education assumes the acquisition of specific content knowledge, including recognition of the significant terminology, facts, theories, issues, findings and generalizations within the field of study. Graduate study also encompasses comprehension of the intellectual history, methods of inquiry and standards of judgment used in a given field.

At Sangamon State University, with its public affairs mandate and its commitment to applied learning, the student should also grasp the ethical meanings of research in a discipline or a profession.

A student receiving a master's degree will be able to:

1. Analyze in a logical manner ideas in a field of study by breaking down material into constituent parts, organizing ideas and relationships between ideas, expressing these relationships, recognizing unstated assumptions, distinguishing facts from hypotheses and distinguishing statements of cause from statements of effects;

2. Synthesize diverse ideas to form an integrated whole relevant to a field of study by arranging and combining elements and parts into patterns or structures. The parts to be integrated may, to the extent necessary, come from a variety of disciplines;

3. Make judgments about the value of relevant material, including the appropriateness and adequacy of any qualitative and quantitative methods used in its compilation, by employing a standard of appraisal, internal or external. In evaluating the accuracy of a communication, a student will use an integration of theories, works of recognized excellence, facts and generalizations germane to a field;

4. Convey ideas, feelings and experiences through scholarly writing and discussion with others. The student will be able to develop a proposal or plan of work which includes ways of testing hypotheses, analyzing the factors involved, modifying the hypotheses based on new factors or considerations and then making generalizations based on findings. The student will then have the ability to communicate both this process and subsequent findings to others.

Academic Load

For purposes of tuition and fees, a student enrolled for 12 or more semester hours of course work during the fall or spring semesters, or six semester hours of course
work in the summer term, is considered a full-time student. Students enrolled for fewer hours are considered part-time.

Any graduate student who wishes to enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term must submit a completed Student Petition form to the Office of Admissions and Records.

A graduate assistant's normal load is 16 to 24 hours for an academic year, usually eight to 12 hours per semester. A graduate assistant may register for four to six hours during the summer term, tuition free. Graduate assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the adviser, a program representative and the appropriate dean.

A student in the graduate public internship program enrolls for 10 hours per semester. Interns may enroll for four hours during the summer, tuition free.

Grading

Students receive grades according to the following letter grade scale.

<table>
<thead>
<tr>
<th>GRADE SYMBOL</th>
<th>DEFINITION</th>
<th>GRADE POINTS PER HOUR</th>
<th>EXPLANATION AND RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Marginal, but passing</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory, or unofficial withdrawal</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit. Used only in Credit/No Credit grading option</td>
<td>----</td>
<td>A maximum of eight hours of C grade at the graduate level is applicable to the degree, provided that each hour of C is balanced by an hour of A. Individual graduate programs may not accept certain courses in which C grades are earned. Courses in which D grades are earned are not applicable to the graduate degree. Courses in which U grades are earned do count in determining grade point average but do not apply toward graduation. For use in CR/NC option. CR represents a grade of B or better for graduates. Graduate students who earn grades of C, D or U under the Credit/No Credit option will have NC recorded on their transcripts. A W will appear on the transcript for the course(s) from which the student officially withdrew. A student who fails to withdraw official-</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit. Used only in Credit/No Credit grading option</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Authorized Withdrawal</td>
<td>----</td>
<td></td>
</tr>
</tbody>
</table>

(continued on next page)
<table>
<thead>
<tr>
<th>GRADE SYMBOL</th>
<th>DEFINITION</th>
<th>PER HOUR</th>
<th>EXPLANATION AND RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R*</td>
<td>Deferred. Used only for courses of a continuing nature, such as graduate research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit. No grade or credit earned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructors may submit plusses and minuses for grades A through D. Grade-point equivalents are:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRcade Points PER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>U</td>
<td>0.0</td>
</tr>
</tbody>
</table>

*Courses for which an R grade may be awarded will be designated in advance.

A student may request an incomplete from the instructor when all work for a course has not been completed. An R symbol will continue to appear on a student's grade report until the course work has been completed and a grade has been assigned. During the interim, re-registration is not necessary. Changes of enrollment from credit to audit may be done at any time during the term at the discretion of the student and the instructor. Students enrolled for full-time academic work must include any course they wish to audit as part of the maximum permitted load. If an auditing student does not attend classes regularly, the instructor may determine that the audited courses should not be placed on the student's transcript. A student may not change from audit to credit in any course, nor can credit for the audited course be established at a later date.
Grading Option: Credit/No Credit

Students who select the Credit/No Credit (CR/NC) grading option must officially register their intent with the Office of Admissions and Records before the course is three-fourths completed. (See Withdrawal from Courses in the course schedule.) No changes are acceptable after the designated date. Limits on the number of credit hours earned under the Credit/No Credit grading option may be established by individual academic programs.

Credit is awarded under the Credit/No Credit grading option when the student's work represents a grade of B or better for graduates. The instructor submits a grade of CR which is recorded on the transcript. When a student's work is not equivalent to the relevant grade, a grade of NC is recorded on the transcript.

Courses taken under the Credit/No Credit grading option are not included in the calculation of the grade-point average. For courses taken under this option, the symbols CR, NC, I, R and W are recorded on transcripts where applicable.

Incomplete Work

A student who has not completed all work at the end of a term may request an incomplete (I) from the instructor. Twelve hours of incomplete at any one time, however, causes the student to be placed on academic probation (see p. 66). A letter grade is given once the work has been completed. The time limit for completion of incompetes is determined by the faculty member and the student. Incompletes not cleared by the agreed-upon deadline remain incompletes on the transcript. Courses for which an incomplete is recorded may be repeated. If the repeated course is completed successfully, the I is deleted from the transcript and replaced by the new grade entry.

Grade-Point Average

Only grades earned at Sangamon State University during fall semester 1982, and after are included in the grade-point averages. Grade points are determined by multiplying the grade points per hour by the number of semester hours earned in a course. The grade-point average is computed by dividing the total number of grade points in courses completed at Sangamon State by the total number of hours represented by those courses (excluding courses with grades of CR, NC, W, I, R or AU).

The Office of Admissions and Records uses the grade-point average to report each student's academic progress. (See Academic Probation Policy p. 66.) Grade-point averages appear on students' end-of-term grade reports and on official transcripts. Students may request to have their cumulative grade-point average omitted from their official transcript by notifying the Office of Admissions and Records.

Graduation Grade-Point Average

Graduate students must achieve an SSU cumulative grade-point average of at least 3.0 to receive the master's degree.

Grades Acceptable Toward Graduate Degrees

Graduate students may apply a maximum of eight hours of C grades toward a degree, provided that each hour of C is balanced by an hour of A. Individual academic programs determine whether or not C grades in the concentration requirement are acceptable toward the degree. See program statements in this catalog for details.

Under the Credit/No Credit option, CR represents work equivalent to a letter grade of B or better.
Satisfactory Progress

For full-time students, the university defines satisfactory progress as completion of 12 semester hours (six in summer terms) with a grade-point average of 3.0 or better per semester enrollment.

Academic Probation

At the end of any semester in which a graduate student has a Sangamon State cumulative grade-point average of less than 3.0, the student is placed on academic probation. Courses taken for Credit/No Credit do not count in calculating this average. Non-degree students and special students are exempt from this policy. In addition, students who accumulate 12 hours or more of incompletes are subject to probation.

Students on academic probation may enroll for up to 12 hours credit in the subsequent semester (six hours in the summer term), provided an Academic Probation Registration form is completed with appropriate signatures. Students placed on academic probation for two successive semesters will be suspended from the university and must then wait two semesters before petitioning for re-admission. Students with exceptional circumstances may appeal immediately to the appropriate dean.

For complete details on Sangamon State’s academic probation policy, students are encouraged to consult their faculty adviser.

Repeating Courses

Graduate students may repeat graduate course work once (excluding Master’s Project or thesis credit) on a non-penalty basis unless their academic program does not permit course repeats. The grade and hours earned when the course is repeated will appear on the student transcript. The first grade entry will be deleted from the transcript and will not count in determining the grade-point average. Subsequent repeats can only be recorded as audit which bears no hours or grade points.

For general information on withdrawal from courses, see pp. 42-43.

Course Numbering System

Courses numbered 400 through 499 are open to juniors, seniors and graduate students. Individual professors apply different evaluative standards to and/or require additional work of graduate students in 400-level courses. Courses numbered 500 through 599 are open to graduate students. Courses numbered 300 through 399 do not count toward graduate degrees.

Dual Enrollment

Undergraduate students who are within 16 hours of completing all bachelor’s degree requirements may enroll in undergraduate and graduate courses concurrently. Students will be evaluated at the graduate level of expertise and quality. Students should complete a Student Petition form to be signed by the instructor of the graduate course, the graduate adviser, convener and appropriate dean. Graduate courses will be designated as such when the bachelor’s degree is granted.

For general information on student grievances, right to review files and plagiarism see p. 44.
Registration Procedures

Specific information regarding the dates and times of registration is published in the course schedule each semester and term. Generally, the course schedule is available from the Office of Admissions and Records at least two months prior to the beginning of the semester or summer term. The course schedule lists the current semester or term's courses and gives up-to-date information on registration procedures, tuition and fees and relevant semester or term deadlines. Information in course schedules supersedes similar information in the university's catalogs.

Tuition and Fees*

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th></th>
<th>Graduates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
<td>In-State</td>
<td>Out-of-State</td>
</tr>
<tr>
<td><strong>FULL-TIME STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(12 or more semester hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$537.00</td>
<td>$1,611.00</td>
<td>$552.00</td>
<td>$1,656.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
</tr>
<tr>
<td>Noninstructional Facility Fee</td>
<td>6.00</td>
<td>6.00</td>
<td>6.00</td>
<td>6.00</td>
</tr>
<tr>
<td>Gym Fee Fee</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>73.00</td>
<td>73.00</td>
<td>73.00</td>
<td>73.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td><strong>$652.00</strong></td>
<td><strong>$1,726.00</strong></td>
<td><strong>$667.00</strong></td>
<td><strong>$1,771.00</strong></td>
</tr>
<tr>
<td><strong>PART-TIME STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1-11 semester hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition (per semester hour)</td>
<td>44.75</td>
<td>134.25</td>
<td>46.00</td>
<td>138.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>Noninstructional Facility Fee</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Gym Fee</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>OTHER FEES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student-to-Student Grant (optional)</td>
<td>$ 3.00</td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Add Fee</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Charge (for those students who withdraw from the university during the first 15 calendar days)</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Charge (Deferred Payment Plan)</td>
<td>5.00</td>
<td></td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td></td>
<td></td>
<td></td>
<td>**</td>
</tr>
<tr>
<td>Parking Fee (semester)</td>
<td></td>
<td></td>
<td></td>
<td>7.50</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td></td>
<td></td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Bachelor's Degree Graduation Fee</td>
<td>20.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master's Degree Graduation Fee</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Summer term fees will be listed in the summer schedule.

*Tuition and fees are subject to change. Students should check with the Office of Admissions and Records or refer to the course schedule.

**1.5 percent per month assessed on billed and unpaid balance.
Tuition and fees are assessed at the time of registration and are subject to change without notice. Current procedures and due dates are published in the course schedule.

The university reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time. Students with outstanding accounts are not permitted to register for future semesters or to receive transcripts, and are not eligible to receive a degree. Bills are mailed to students who advance register. A 1.5 percent finance charge per month is assessed on the billed and unpaid balance.

Students are responsible for charges for all courses which are not officially dropped with the Office of Admissions and Records prior to dates specified in the course schedule for tuition and fee adjustment. Courses must be officially dropped by letter or in person at the Office of Admissions and Records. Questions regarding billing or payment should be directed to the Accounting Office.

For general information on special fees, course charges, late registration fee, change of courses, auditing courses, veteran students, transcripts and petition process, see pp. 46-47.

Graduate Financial Assistance

Sangamon State University provides or coordinates a number of paid internship opportunities or scholarships for graduate students which are described below. For additional information on merit and need-based financial assistance for graduate and undergraduate students, see pp. 47-54.

Graduate Assistantships

Graduate assistantships are designed to provide educational experiences related to the student’s area of study in the academic or public affairs programs of the university. These on-campus internships offer opportunities to develop and apply skills in research, curriculum development, data analysis, editing, program evaluation and coordination of special events.

General assistantships provide nine-month stipends of $4,500 and include tuition waivers during the appointment. The stipend is taxable income. GAs work 20 hours per week and may enroll in eight to 12 graduate credit hours of course work per semester. They may receive tuition waivers for up to six hours during the summer term if they held an assistantship the previous term.

To be eligible for an assistantship, students must be admitted to graduate study. Applications are due March 1; students are selected by April 15 for assistantships beginning in the fall semester.

For complete information, contact the Faculty Associate for Graduate Studies, Office of the Vice President for Academic Affairs, SSU, Springfield, IL 62794-9243.

Illinois Legislative Staff Internship Program

The Illinois Legislative Studies Center operates the Illinois Legislative Internship Program. This program provides outstanding students with firsthand experience in the operations of the Illinois General Assembly and opportunities for academic studies and research in legislative politics and policy analysis.

Twenty legislative staff interns are assigned either to the Illinois Legislative Research Unit or to one of four leadership staffs of the General Assembly. The
program lasts ten-and-one-half months and requires full-time work in the assigned office. Interns receive graduate credit for a two-semester internship seminar. Students with the baccalaureate degree in any academic discipline are eligible to apply for an internship, provided undergraduate academic records are of high quality.

Legislative staff interns receive tuition and fees for eight hours of required graduate courses and $1,200 a month in compensation.

Applications are due March 1 each year. For materials and further information, interested persons should contact the Intern Program Coordinator, Legislative Studies Center, SSU, Springfield, IL 62794-9243.

**Graduate Public Service Internship Program**

The Graduate Public Service Internship Program is designed to provide professional development experience during a 21-month period for graduate students interested in pursuing careers in Illinois government. Interns enroll in an appropriate SSU graduate program and work half-time in a sponsoring state agency during the regular academic year (full-time during summer months). Interns receive a stipend of $500 per month during the academic year ($1,000 per month during the summer) and an allowance for professional development travel. Illinois residents receive a waiver for 10 credit hours of tuition per semester during the regular academic year.

Applications must be received by March 31 and are first screened by a faculty committee and then forwarded to sponsoring agencies which make final selections. Placements are completed in the spring and summer for agency assignments that typically begin between July 1 and Aug. 15. For complete information, contact the Director, Graduate Public Service Internship Program, PAC 412, Sangamon State University, Springfield, IL 62794-9243.

**Public Affairs Reporting Scholarships**

Three scholarship programs assist graduate students pursuing careers in public affairs reporting:

**JAMES E. ARMSTRONG SCHOLARSHIP PROGRAM**, established in memory of the late James E. Armstrong, publisher of the State Journal-Register, Springfield.

**ROBERT P. HOWARD SCHOLARSHIP PROGRAM**, established by friends of Robert P. Howard, retired capitol correspondent for the Chicago Tribune.

**BURNELL HEINECKE ILCA SCHOLARSHIP PROGRAM**, established by friends of Burnell Heinecke, former Chicago Sun-Times statehouse correspondent and former president of the Illinois Legislative Correspondents Association.

Interested students should contact the director of the public affairs reporting program.

**Corporate Alternatives, inc. Corporate Scholarship**

Corporate Alternatives, inc., a Springfield-based consulting firm, has established the CAi Corporate Scholarship Fund at the graduate programs of business and public administration at Sangamon State University. This fund was established to allow not-for-profit managers to enhance their business and administrative skills in the belief that their organizations, their clients and the community as a whole will benefit.

The fund is used to support graduate students of business or public administration at Sangamon State who are also currently employed in managerial positions at 501 (c) (3) tax exempt organizations, and will match employer contributions to the student’s education on a one-to-one ratio, up to $500 per student per semester.
Academic Programs/Course Descriptions
Accountancy
B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Francis L. Bayley, Betty J. Browning, James B. Johnston, Robert E. Maurath, John S. Nosari, David R. Olson, Donald F. Stanhope

The Accountancy B.A.

The Accountancy Program prepares students for careers in public accounting, industry, and government. The major objectives of the program are: to impart awareness and understanding of the professional accountant's social responsibilities and obligations; to emphasize conceptual knowledge and the development of analytical and problem-solving skills; to develop basic technical competencies in each of the four major areas of accounting — financial, managerial, auditing, and taxation; and to provide students with the educational qualifications for becoming Certified Public Accountants and attaining other professional certifications.

Entrance Requirements

The University requires that an entering student shall have earned the A.A. or A.S. degree, or have earned at least 60 semester hours of lower division course work, which must include the successful completion of all University general education requirements (see pp. 31-32).

The Accountancy Program requires that the following courses be successfully completed prior to admission (normally completed as part of the 60 semester hours of lower division work): (1) principles of accounting I and II; (2) college algebra; and (3) business calculus.

Students are also strongly urged to successfully complete the following courses as part of the first 60 hours: (1) micro and macro economics; (2) descriptive statistics; and (3) computer programming. Deficiencies in these three latter areas of course work can be satisfied at SSU for elective credit by completing the following courses: ECO 315 Economics for Administration; ECO 313 Statistics for Business and Economics (or MSU 401 Applied Statistics I); and MSU 414 Introduction to Computer Programming I.

Advising

New students must contact a program faculty member for initial advising to assist them in planning a program of study which is responsive to their interests and satisfies the competencies required by the program. A permanent adviser should be selected by the end of the student's junior year.

Closure requirements (i.e., the graduation contract and the constitution examinations) must be completed in accordance with University policy.

Communication Skills

Effective communication is essential to successful professional careers in accounting, and demonstrated oral and written communication skills are integral to successfully completing the program's core courses. A student whose communication skills are found to be deficient in any core accounting course may be given a grade of Incomplete until he or she successfully completes ENG 375: Expository Writing.

Program Requirements

A Bachelor of Arts degree with a major in Accountancy requires 60 semester hours of upper-division course work, distributed as follows:

Accounting core 20 Hrs.
Quantitative and computer science topics 8 Hrs.

(continued on next page)
Earnings and administration topics 8 Hrs.  
Electives 10 Hrs.  
Public Affairs Colloquia 6 Hrs.  
Applied Study Term 8 Hrs.  
Total 60 Hrs.

**Accounting Core**

All program majors are required to complete the following courses to assure basic technical competencies in each of the major areas of accounting:

- **ACC 321 Intermediate Accounting I** (4 Hrs.);
- **ACC 322 Intermediate Accounting II** (2 Hrs.);
- **ACC 323 Advanced Accounting** (4 Hrs.);
- **ACC 334 Cost Accounting Concepts** (2 Hrs.);
- **ACC 443 Federal Income Taxation** (4 Hrs.);
- **ACC 464 Auditing Concepts and Responsibilities** (4 Hrs.).

Community college transfer students who have recently completed, with a grade of B or better, six semester hours of intermediate accounting and three semester hours of cost accounting prior to enrolling at SSU may elect to waive these particular core requirements and substitute other courses. All other core courses must be taken at the upper-division level.

**Accounting Electives**

The following accounting electives enable students to study in depth those aspects of accounting which are of particular interest to them or which are specifically relevant to their career objectives:

- **ACC 424 Commercial Law**;
- **ACC 433 Managerial Accounting**;
- **ACC 454 Governmental and Nonprofit Accounting**;
- **ACC 474 Advanced Theory and Practice**.

**Quantitative Methods and Computer Science Topics**

Accounting information systems in all but the smallest organizations are now computer based. The measurement and analysis of accounting data are increasingly characterized by the use of statistical methods. Building upon the program entrance requirements, students are required to successfully complete eight hours of advanced work in quantitative methods and computer science. Examples of courses which may be taken to satisfy this requirement include: **ECO 413 Econometrics; MGT 351 Production and Operations Management; MGT 464 Computers and Information Systems in Management; MSU 402 Applied Statistics II; MSU 406 Sampling for Accounting and Auditing; MSU 415 Introduction to Computer Programming II,** and **ACC 435 Accounting Information Systems.**

This requirement provides students with the conceptual knowledge necessary for effective communication with operations research and systems specialists, assimilation of applications in the literature of accounting, and participation in the development of computer-based accounting information systems.

**Economics and Administration Topics**

Careers in accounting — whether in public service with federal or state accounting and auditing organizations, with public accounting firms, or in industry — require extensive interaction with government and business organizations; therefore, a minimum of eight hours of advanced work in economics and administration topics is required. Since most students will have taken some lower-division work in these areas, specific courses are not required. Rather, courses taken should be selected to complement each student's previously acquired knowledge and career interests.

Examples of courses which may be taken to satisfy this requirement include: **ECO 301 Intermediate Microeconomics; ECO 302 Intermediate Macroeconomics; ECO 335 Money and Banking; ECO 456 Public Finance; ECO 461 Industrial Organization; MGT 442 Public Financial Management; MGT 444 Managerial Finance; MGT 449 Production Planning and Quality Control; MGT 453 Decision**
Making in Organizations. For detailed information, see course descriptions.

**The Accountancy M.A.**

The M.A. program in Accountancy is specially designed for students who are interested in pursuing careers in the public sector. SSU's location in a major state capital, combined with strong faculty credentials, provides students with an uncommon opportunity to prepare for careers in public sector accounting, auditing, and fiscal management. The M.A. program curriculum also serves the needs of students who wish to pursue or advance their careers in public or management accounting.

The specific objectives of the program are: (1) to provide a professionally oriented academic environment within which professional competencies, attitudes, ethics, and a sense of personal, public, and social responsibility develop and grow; (2) to enhance the quality of governmental accounting and auditing services by offering a graduate program designed specifically for students interested in careers in the public sector; (3) to serve the increasingly important inservice and continuing education needs of accountants working in governmental and non-profit institutions, public accounting, and industry in the greater Springfield area; (4) to serve the increasing number of students who want to study accounting after obtaining a B.A. in another field; and (5) to provide undergraduate accounting students with the opportunity to develop broader competencies in accounting and related topics.

**Entrance Requirements**

The M.A. program builds upon the core competencies typically required of undergraduate accounting majors. Thus, knowledge of accounting principles, college algebra, economics, and business calculus is required for admission into the program. Competency in the following core requirements of the B.A. program in Accountancy is also required: ECO 313 Statistics for Business and Economics; MSU 414 Introduction to Computer Programming (BASIC); ACC 321 and 322 Intermediate Accounting; ACC 334 Cost Accounting Concepts; and ACC 464 Auditing Concepts and Responsibilities.

Credits earned in these topics do not count toward satisfaction of master's program requirements. Students will be admitted to the program on a conditional basis until all above requirements are completed.

**Advising**

Students entering the master's program must contact an Accountancy Program faculty member for initial advising in order to plan a program of study which is responsive to their interests and satisfies degree requirements. A student may choose another Accountancy Program faculty member as his or her adviser at any time, if the new adviser agrees.

**Program Requirements**

In addition to satisfying general University requirements, candidates for the M.A. degree in Accountancy must complete 40 semester hours of study distributed as follows:

- Accounting Topics 20 to 24 Hrs.
- Economics and Administration Topics 8 to 12 Hrs.
- Research Methodology 4 Hrs.
- Public Affairs Colloquia 4 Hrs.

**Accounting Topics**

All students must take a minimum of 20 hours of accounting course work selected on the basis of previous background and career objectives. Because of the public sector thrust of the program, students are required to take ACC 454 and ACC 521 in satisfying the requirement. A minimum of 12 hours must be selected from 500-level courses. Students selecting any 400-level course for
graduate credit must complete an additional project focusing on a current accounting issue identified with specific course content.

Research Methodology

The ability to understand, appreciate, and critically analyze the growing amount and increasing diversity of accounting, business, and governmental research is a necessary and an important part of advanced professional education in accountancy. The research methodology requirement must be satisfied by completing ADB 521 Research Analysis.

Economics and Administration Topics

Careers in professional accountancy require extensive interaction with governmental and business organizations; therefore, 8 to 12 hours of graduate work in economics and administration topics are required. Since most students in the program will have taken a number of undergraduate courses in economics and administration, specific courses are not required. Rather, the courses selected should be at an advanced level and should complement the student’s previously acquired knowledge and career interests. Examples of courses which may be taken to satisfy this requirement include: ADB 504 Public Budgeting; ADB 521 Financial and Managerial Control Systems; ADB 531 Public Policy Analysis; ADB 523 Seminar in Public Budgeting and Finance; ADB 533 Public Agency Program Evaluation; ECO 455 State and Local Finance; ECO 461 Industrial Organization; ECO 488 Health Economics; ADB 553 Labor-Management Relations; ADB 502 Managerial Finance; ADB 504 Financial Markets; ADB 512 Marketing Management; ADB 522 Operations Management; and ADB 541 Organizational Dynamics.

Graduation Requirements/Master’s Project

Students must satisfy all University graduation requirements and complete a master’s project. The master’s project requirement is satisfied only by successfully completing ACC 521 Advanced Governmental and Nonprofit Accounting.

Continuing Professional Education

The Accountancy Program is officially recognized by the State of Illinois as a sponsor of continuing professional education (CPE) courses. Information about specific courses and CPE credit may be obtained by calling the Accountancy Program office at 786-6541.

Accountancy/Course Descriptions

ACC 321 Intermediate Accounting I (4 Hrs.)
Development and application of accounting theory to issues related to financial statements, assets, liabilities, and measurements of income. Special topics include accounting for income taxes, accounting changes, and error analysis. Prerequisite: principles of accounting or equivalent.

ACC 322 Intermediate Accounting II (2 Hrs.)
Development and application of accounting measurement and reporting issues related to financial statements. Special topics include statement of changes in financial position, corporate formation, earnings per share and price-level, and current-value accounting. Prerequisite: ACC 321.

ACC 323 Advanced Accounting (4 Hrs.)
Application of accounting concepts and principles to a variety of business problems and forms of business organizations, including partnerships and their formation, operation, and dissolution; business combinations and reorganizations; intercorporate investments; and consolidations. Prerequisite: ACC 321.

ACC 334 Cost Accounting Concepts (2 Hrs.)
Development and application of cost accounting principles and procedures related to job-order costs, process costs, standard costs, accounting for overhead, and variance analysis. Prerequisite: principles of accounting or equivalent.

ACC 424 Commercial Law (4 Hrs.)
Treatment of legal problems inherent in business transactions and their accounting and auditing implication. Emphasizes CPA examination in law — i.e., contracts, commercial
ACC 433 Managerial Accounting (4 Hrs.)
Systematic and formalized approaches to planning, coordination, decision making, and control functions of business management used to minimize expenses and maximize profits consistent with social and other responsibilities of management. Study of long-range and short-range profit planning, including preparation of forecast financial statements and methods of analysis. Prerequisite: ACC 421 or equivalent.

ACC 435 Accounting Information Systems (4 Hrs.)
Information system concepts, computer technology, system analysis, design, and application to computer-based accounting systems that provide adequate internal control.

ACC 443 Federal Income Taxation (4 Hrs.)
Basic concepts of federal income taxation as they apply to individuals, corporations, and partnerships; study of current tax legislation and its consequences upon social and economic aspects of society. Prerequisite: principles of accounting or equivalent.

ACC 454 Governmental and Nonprofit Accounting (4 Hrs.)
Major concepts, principles, and objectives of accounting for governmental and other non-profit entities with major emphasis on external reporting issues, including analysis of published financial statements. Prerequisite: principles of accounting or equivalent.

ACC 464 Auditing Concepts and Responsibilities (4 Hrs.)
Role of the attest function in society and knowledge of concepts and techniques underlying the audit process. Includes historical evolution of the attest function; professional responsibilities and ethics; auditing standards; legal liabilities; the audit process, reports, and opinions. Prerequisites: ACC 323 and 334. See ADP 431.

ACC 474 Advanced Theory and Practice (4 Hrs.)
Accounting theory and practice underlying asset and liability valuation and income measurement. Research studies and opinions of the APB and FASB. Developments in corporate financial reporting and disclosure requirements. Prerequisite: ACC 323.

ACC 482 Financial Statement Presentation (2 Hrs.)
Problems, limitations, and concepts underlying corporate financial statement presentation. Emphasis on understanding financial statements and comprehension of impact of accounting policy decisions on statement presentation. Case method used extensively. Prerequisite: ACC 323.

ACC 508 Controllership and Fiscal Management (4 Hrs.)
In-depth study of the planning and control functions as they relate to government, other not-for-profit entities, and industry. Topics and cases will cover asset management, capital budgeting, operational budgeting, responsibility accounting, and human resource implications. Prerequisite: ACC 433.

ACC 512 Operational Auditing (4 Hrs.)
Designing operational audit programs and audit need surveys. Managing the internal audit function. Emphasizes the role of operational auditing in assessing management effectiveness in government, other not-for-profit organizations, and industry. Prerequisite: ACC 454.

ACC 521 Advanced Governmental and Nonprofit Accounting (4 Hrs.)
Critical analysis of the major conceptual literature in accounting and financial reporting for governmental and nonprofit entities, including such topics as disclosure quality, financial analysis, and benefit-cost analysis. Major research project in governmental-nonprofit area required. Prerequisite: ACC 454.

ACC 522 Seminar in Accounting Theory (4 Hrs.)
Objectives of financial accounting and reporting for business and non-business entities presented. Various theories of income measurement and asset valuation studied and compared. Prerequisite: ACC 322.

ACC 524 Advanced Auditing (4 Hrs.)
Issues and developments relating to the attest function, including proposals for its extension. Audit approach and scope considerations. Report writing. Auditing EDP systems. Governmental auditing. Prerequisite: ACC 464.

ACC 542 Accounting and the Public Interest (2 or 4 Hrs.)
Seminar on ethical and social issues in including: corporate social accounting theory, regulatory issues, reforms, and legislative proposals; the Corrupt Practices Act; accountants' legal liability — professional standards vs. court decisions.

ACC 544 Advanced Corporation and Partnership Taxation (4 Hrs.)
Tax factors affecting business decisions of corporations and partnerships; special problems in reorganizations and liquidations. Advanced development of basic concepts discussed in ACC 443; includes a major tax
research project. Prerequisite: ACC 443 or equivalent.

**ACC 546 Estates, Gifts, and Trusts (4 Hrs.)**
Advanced topics in taxation with special attention to estates, gifts, and trusts; tax research; and tax planning. Prerequisite: ACC 443 or equivalent.

**ACC 550 Professional Education and In-Agency Seminars (1 to 4 Hrs.)**
A maximum of 4 hours credit may be earned by attending professional education seminars and courses on accounting topics. To obtain credit, the student must submit a proposal containing a topical outline and bibliography for approval by the program faculty prior to attending and prepare a project paper after attending.

**ACC 561 Thesis (1 to 4 Hrs.)**
Students who want to make a detailed study of a particular topic of interest may, with advisor assistance and approval, choose this option in lieu of a 500-level course in accounting. Prerequisite: ADB 521 or ADP 503 or equivalent.

**Service Courses**
(Not accepted toward satisfaction of Accountancy Program requirements.)

**ACC 307 Conceptual Basis of Accounting (2 Hrs.)**
For students who want to reinforce their knowledge of basic accounting theory and procedure. Specific emphasis on the analysis and flow of financial information and the development of financial statements. Prerequisite: principles of accounting or equivalent.

**ACC 412 Accounting for Health Care Institutions (4 Hrs.)**
Basic principles of accounting and finance and their application in the hospital/health care environment. Basic accounting procedures along with various financial and managerial accounting topics examined, along with current attempts to resolve financing problems in health care facilities. See HSA 412.

**ACC 421 Administrative Uses of Accounting Information (4 Hrs.)**
For students whose objectives are to develop an understanding of uses of accounting information for planning, control, and decision-making. Emphasizes accounting processes and measurements; significance and limitations of financial statements; managerial accounting concepts and applications.

**ACC 445 Individual Income Taxation for Non-Accounting Majors (4 Hrs.)**
Social, economic, and political aspects of taxation, including analysis of common form and schedule content, and basic tax planning.

**ACC 505 Financial Management for Nonprofit Organizations (2 or 4 Hrs.)**
Financial statements; financial planning and budgeting; cash management and control; fund accounting; accounting systems and reports; cash vs. accrual accounting; presenting financial data; financial organizations and staffing.

**ACC 506 MIS Accounting Controls and Applications (4 Hrs.)**
A study of accounting system design considerations and the use of accounting as a means of organizational control. Topics include internal control, accounting systems development cycle, cost of capital, capital budgeting, operational budgeting, responsibility accounting systems, break-even analysis, and cost accounting systems. Prerequisite: ACC 421 or equivalent.
Biology
B.A. (60 Hrs.) M.A. (34-36 Hrs.)

Faculty — Gary Butler, William Huck, Ann M. Larson, Malcolm Levin, Richard W. Sames

Associated Faculty — Alison Blasdell, Jeffrey Chesky, William W. Martz, James Veselenak

Adjunct Faculty — Everett D. Cashatt, Donald M. Caspary, Carl L. Feingold, James E. King, Tony J. F. Lee, William Reding

The Bachelor's Degree

The undergraduate program is designed to build a strong foundation in modern biology and related disciplines, to improve each student's learning skills, and to aid students in mastering problem-solving skills pertinent to scientific and public issues.

Graduates of the program have been successful in pursuing advanced studies in graduate schools, medicine, dentistry, and veterinary medicine, and have pursued careers in teaching at the secondary, community, and university levels. Others have become laboratory technicians, sales personnel, and middle managers in life science and allied health professions. The flexibility and rigor of the curriculum enable students to prepare for many career goals.

Entrance Requirements

Students entering the program must have completed eight to 10 semester hours in general chemistry with laboratory; five to eight semester hours of biology courses, including general biology with laboratory; and college algebra. Before graduation, a student must complete one semester of organic chemistry with laboratory, which may be taken before or after the student has entered the Biology Program. During the two years at SSU, up to 12 semester hours of approved lower-division courses may be transferred from an accredited institution of higher education in order to make up deficiencies.

Advising

Prior to initial registration, students must consult a program faculty member or a program representative at registration. During the first semester at SSU, the Program will assist the student in selecting an adviser from among the biology faculty.

Program Requirements

The Biology Program's core curriculum includes the General Seminar, Microbiology, Ecology, Cell Biology, Genetics, Comparative Vertebrate Biology, and Organismal Botany. These courses provide a common foundation in modern biology for all students. In addition, each student must complete a minimum of four semester hours in liberal arts. With the faculty adviser, students build on program requirements to meet individual needs.

Program Requirements:
BIO 301 General Seminar 1 Hr.
BIO 311 Cell Biology 4 Hrs.
BIO 313 Genetics 5 Hrs.
BIO 345 & 346 General Microbiology 4 Hrs.
BIO 351 Organismal Botany 5 Hrs.
BIO 371 Ecology 4 Hrs.
BIO 436 Comparative Vertebrate Biology 5 Hrs.
Total Biology 28 Hrs.

Other Requirements
CHE367 Fundamental Organic Reactions 4 Hrs.
CHE368 Experimental Organic Chemistry 2 Hrs.
Electives
Liberal Arts electives
(may not be selected from
biology, mathematics,
chemistry, or most
environmental studies) 4 Hrs.
General electives 8 Hrs.
Total 18 Hrs.

University Requirements
Public Affairs Colloquia 6 Hrs.
Applied Study Term 8 Hrs.
Total University 14 Hrs.
Total Requirement 60 Hrs.

Communication Skills
The Biology Program has a program
for the assessment, development, and
certification of each student’s commu-
nication skills. Assessment and a plan for
development is included in BIO 301
General Seminar, a required core course
for all Biology majors. Students must
perform at a minimum “C” level to re-
ceive credit for the course. Students per-
forming below this level are required to
complete a development program at the
University’s Learning Center.

Applied Study Term
The Biology Program has an effective
applied study term which allows stu-
dents to gain practical experience in
areas of interest. Placements have in-
cluded state agencies such as the State
Museum, EPA, Department of Conserva-
tion, Public Health, SIU Medical School,
and Lincoln Memorial Gardens as well
as research experience with Sangamon
State University.

The Master’s Degree
Through formal courses and independ-
ent study, the Biology Program offers a
balanced biology curriculum with areas
of study in cell biology, microbiology
and ecology. The Biology Program pro-
vides preparation for further training in
biology, including medical and other
professional schools and biology careers
in both the public and private sectors.

The Biology Program contributes to Uni-
versity objectives by providing a focus
on the awareness of the interaction be-
tween science and public policy.

Entrance Requirements and
Advising
Students wishing to enter the gradu-
ate program are expected to have com-
pleted a program of study similar to that
required for a bachelor’s degree in Bio-
logy at SSU. Also, beginning graduate
students are required to take self-
assessment tests of basic learning skills.
Beginning graduate students are initially
assigned to an academic adviser and
have provisional status as degree candi-
dates until the completion of 10 credit
hours of program-approved course work.
When degree candidacy is granted — and it may be with remedial provisions to
strengthen deficiencies or improve learn-
ing skills — each candidate must form a
master’s committee, which supervises
the master’s program and master’s pro-
ject. Admitted students are expected to
make demonstrable progress toward
completion of the master’s program.

Grading Policy
A maximum of eight credit hours of
“C” grades are applicable to the degree,
provided they are balanced by eight
hours of “A.” However, “C” grades will
not be accepted for required courses
and “C” grades taken in program-
approved elective courses must be bal-
anced by “A” grades in program-
approved courses only. Master’s can-
didates are expected to maintain a “B”
average, and those students who fall
below that level may lose their can-
didacy.

Program Requirements
For students with the equivalent of the
SSU baccalaureate degree in Biology,
the SSU Biology master’s degree requires
a minimum of 35 semester hours of
course work distributed as follows:
Master's Project

The master's project is to be based on a graduate research problem approved by each student's master's committee. Each master's project shall include a formal written manuscript and an oral presentation open to faculty, students, and guests. The student's master's committee decides whether or not the project is acceptable.

Facilities

The Biology Program emphasizes student mastery of instrumentation as a major component of both the undergraduate and graduate curricula. Current facilities consist of five course laboratories and one independent project laboratory. Equipment available for environmental studies includes a john boat and Boston whaler, portable spectrometer, pH meter, dissolved oxygen meter, submarine photometer, echo sounder, Van Dorn water sampler, and an extensive array of sampling and assay equipment for field and laboratory investigation of aquatic and terrestrial habitats. Specialized facilities include an all-weather greenhouse, terrestrial and aquatic animal facilities, and walk-in cold rooms and environmental chambers.

For studies in cell biology and physiology, the following are available: radiation biology laboratory equipped with a Searle liquid scintillation counting system; electron microscopy laboratory, which includes Hitachi HU-11B and HS-8 microscopes, vacuum evaporator, and freeze-fracture apparatus; light microscopy laboratory, which contains a wide range of microscope systems, cryostat, micro- and macrophotographic equipment, and fully equipped darkroom; microbiology facilities including growth chambers, isolated preparation room, and sterilization capabilities; and a wide range of biochemical and physiological equipment, such as high speed and ultracentrifuges, oscilloscopes, polygraphs, and atomic absorption and nuclear magnetic resonance spectrophotometers.

Special Collections

The program is holder of the collection of anaerobic bacteria and bacteriophage gathered by Dr. L. S. McClung, retired professor of microbiology at Indiana University. These organisms are used for research purposes by both undergraduate and graduate students.

Biology/Course Descriptions

BIO 301 General Seminar (1 Hr.)
Development of learning skills following self-assessment. Mastery of library skills and ability to organize material are demonstrated by a paper on a topic of interest and a seminar based on the paper. Recommended for fall or spring of junior year.

BIO 305 Plants and Society (4 Hrs.)
A consideration of plants from soil to harvest, environmental principles in everyday practice. Useful plants and their products are explored with an emphasis on the interrelationships and interdependence between plants and society. This is a laboratory science course for non-science majors.

BIO 306 Introduction to Environmental Microbiology (4 Hrs.)
For management, business administration and other non-science students to explore the role of microorganisms as pollutants and agents of pollution and hazardous wastes control. Concepts in microbial ecology and
pollution technology synthesized into a coherent description of microbial environmental activities. No previous biology required. Laboratory.

**BIO 311 Cell Biology (4 Hrs.)**
Structure and function at the cellular level, including mechanisms of biological processes. Laboratory integrates study of cellular processes with introduction to current research techniques and instrumentation. Prerequisite: general chemistry. Recommended spring of junior year.

**BIO 313 Genetics (5 Hrs.)**
Processes and principles underlying storage, transmission, utilization, and alternation of inherited information in biological systems. Lecture topics encompass Mendelian genetics through an introduction to modern population genetics. Recommended spring of senior year.

**BIO 345 General Microbiology (3 Hrs.)**
Structure, physiology, classification, and growth of bacteria and their viruses; survey of fungi and viruses of higher forms.

**BIO 346 General Microbiology Laboratory (1 Hr.)**
Techniques and procedures for achieving and maintaining pure cultures and their subsequent study.

**BIO 347 Medical Bacteriology (4 Hrs.)**
Concise overview of pathogenic bacteriology. Includes discussion of techniques for culturing and identifying bacteria and an introduction to epidemiology. Prerequisite: BIO 345 or equivalent. Required of Medical Technology students.

**BIO 351 Organismal Botany (5 Hrs.)**
Development of “higher” plants from seed to seed considering both the structure and function of plants. Consideration of principles of plant systematics using representatives from both the plant and fungus kingdoms as examples.

**BIO 362 Human Physiology (4 Hrs.)**
Systems approach to understanding fundamental mechanisms of human physiology with emphasis on homeostasis: membranes and cellular mechanisms, nervous system, muscle, cardiovascular, renal, respiratory and digestive physiology, and endocrine regulatory mechanisms. Prior anatomy and physiology is recommended.

**BIO 371 Principles of Ecology (4 Hrs.)**
Structure and function of ecological systems including basic ecological principles and concepts; the habitat approach with major units of both aquatic and terrestrial ecosystems. Laboratory involves in-depth study of terrestrial communities. Recommended fall of junior year.

**BIO 400 Undergraduate Research (1-4 Hrs.)**
Independent investigation of specific problem of interest to the student. Before enrolling, student must select a faculty member from the Biology Program to direct and review the project. Research paper, formal seminar, or both may be required for credit. Maximum of 4 semester hours may be earned. Offered each semester.

**BIO 402 Biometrics (3 Hrs.)**
Statistical analytical tools in Biology and their application in developing strategies for experimental procedures and evaluating results.

**BIO 413 Human Genetics (3 Hrs.)**
Examines principles of genetics including a treatment of cells and chromosomes, classical genetics, complex traits and developmental, molecular and population genetics. Emphasizes biological and genetic basis of the human condition.

**BIO 422 Electron Microscopy (4 Hrs.)**
Theory and procedures of electron microscopy, integrated with an understanding of ultrastructural morphology. Students develop competencies within three broad areas, including material preparation, instrumentation, and information processing.

**BIO 426 Plant Physiology (4 Hrs.)**
Physiological processes, mechanisms, and models involved in water relations, photosynthesis, nutrition, growth, and development of plants, with emphasis on vascular plants.

**BIO 431 Histology (4 Hrs.)**
Cell and tissue structure in relation to function, with emphasis on fundamental tissues.

**BIO 436 Comparative Vertebrate Biology (5 Hrs.)**
A comparative study of the embryology, organogenesis, and functional anatomy of the four classes of the chordates. Non-chordate comparisons and evolutionary relationships included.

**BIO 438 Algology (4 Hrs.)**
Identification, morphology, physiology, and ecology of algae with emphasis on freshwater forms. Spring semester, when offered.

**BIO 446 Virology (3 Hrs.)**
Bacterial cells with their viruses, which form the basis for study of interactions of mammalian cells and their viruses. Use of viruses in transfer of genetic information also discussed. Prerequisite: BIO 345 General Microbiology, or organic chemistry or equivalent.

**BIO 468 Animal Behavior/Ethology (4 Hrs.)**
Historical foundations of ethology, current
methods, concepts and research problems; analysis of the organization of behavior in individual animals and application of human behavior. Field observations, laboratory exercise and independent projects emphasized.

**BIO 472 Field Methods (Formerly 469 and 472)** (2-4 Hrs.)
Intensive exploration of field methods in current use in various field disciplines. Description of particular field methods will be stated in course schedule. Prerequisite: dependent upon topic. Course may be repeated if field differs.

**BIO 476 Aquatic Biology** (4 Hrs.)
Microscopic and macroscopic aquatic animals and plants including ecology, functional morphology, and some taxonomy. Field experience is an integral part of the course.

**BIO 479 Evolution** (4 Hrs.)
Origin of life and history of development of living systems. Analysis of classical and neo-classical Darwinism and mechanisms of evolution, with emphasis on microevolutionary studies as an analytical tool.

**BIO 480 Workshop for Science Teachers** (2-4 Hrs.)
Workshop on science methods and materials intended primarily for in-service experience. May be repeated for credit.

**BIO 500 Graduate Research** (1-10 Hrs.)
In-depth investigation of a biological topic. Before beginning graduate research, students must have been granted degree candidacy and have formed an examination committee to approve and review progress of the project. Research paper and formal seminar required for credit. Maximum of 10 semester hours may be applied toward the degree. This requirement may be met in one of two ways: (A) a student can propose a laboratory research project which must be under the direction of a faculty member, (B) a student may research an approved topic which deals with a problem in the public arena. This need not be a laboratory research project and should be based in the executive or legislative branches of state government.

**BIO 501 Graduate Seminar** (1 Hr.)
In-depth exploration of biological topic with emphasis on methods of library research, organization of material, and techniques for presenting information. Required of M.A. candidates.

**BIO 510 Topics in Biology** (1-4 Hrs.)
Intensive study of a topic under investigation by contemporary biologists. Description of topic for a given semester will be stated in course schedule. Prerequisite: dependent upon topic. Course may be repeated for an indefinite number of credit hours, but topic of study must differ.

**BIO 512 Light Microscopy and Photomicroscopy** (4 Hrs.)
Applications of optical research tools to various biological materials and problems. Includes darkfield phase, differential phase, and Nomarski phase systems as well as principles of photomicroscopy.

**BIO 521 Biological Sciences and Public Policy** (4 Hrs.)
Similarities and differences in the decision-making processes and procedures within the scientific community and the public arena; risk assessment as a tool in decision making; roles that the law, legislature, government agencies, administrative directives, lobbyists, and the scientific community play in decision making; and role of science in the regulatory process.

**BIO 551 Advanced Cell Biology** (3 Hrs.)
Cell structure and function, physiochemical properties, and cellular interactions. Prerequisites: BIO 311 Cell Biology and CHE 415 Biochemistry I or equivalents.

**BIO 561 Advanced Microbiology** (3 Hrs.)
Selected advanced topics which may vary in response to student need but include aspects of microbial physiology such as growth, metabolism, photosynthesis, and genetics. Prerequisite: BIO 345 General Microbiology or equivalent.

**BIO 571 Advanced Ecology** (3 Hrs.)
Critical review of contemporary ecological concepts, mainly through review and discussion of primary references. Designed especially for M.A. students majoring in environmental biology. Prerequisite: satisfactory matriculation into environmental biology curriculum.

The following courses are accepted for the program major:
- ENS 445 Biology of Water Pollution
- CHE 421 Instrumental Analysis
- CHE 431 Environmental Chemistry
Business Administration
M.B.A. (48-58 Hrs.)

Faculty — Stephen Balogh, William J. Crampon, Richard J. Judd, Moshe Levin, Ardeshir Lohrasbi, Paul McDevitt, Masud Mansuri, Robert Maple, David O'Gorman, Mark Puclik, Sally Jo Wright

Adjunct Faculty — Beth Dawson-Saunders

The Business Administration Program is designed to help students develop an understanding of the business enterprise, with emphasis on the role and function of business operating within a societal context. The curriculum requires development of competence in the functional areas of business (marketing, finance, production, and human resource management) and offers a selection of electives designed to provide a broad education as a foundation for decision making and leadership in business and society.

Entrance Requirements
Admission to the Business Administration Program is granted by the program faculty and requires graduate admission to the University. The program also requires submission of the applicant’s score on the Graduate Management Admission Test (GMAT). Arrangements for taking this test should be made with the SSU Office of Career Services and Placement. Full admission to the University, all undergraduate transcripts, GMAT scores, and application for admission to the Business Administration Program must be received before the application will be considered. Admission to the University does not ensure admission to the Business Administration Program. Evaluation of applications for admission will consist of an assessment of all materials in the applicant’s file. Admission decisions are made solely on the basis of the total configuration of qualifications.

Advising
Upon admission to the Business Administration Program, students are assigned an adviser and should consult with their adviser before initial registration to ensure a course of study which meets both personal objectives and degree requirements. A student may choose another member of the business faculty at any time, if the new adviser agrees.

Degree Requirements
In addition to general University requirements, the M.B.A. degree requires successful completion of a minimum of 48 semester hours of graduate credit. A full-time student entering during the fall semester will normally require a minimum of four semesters, one and one-half calendar years, to complete the degree. Students entering in a semester or term other than the fall normally require up to two calendar years, since course offerings are limited during the summer term. Each student must meet the University requirement of four semester hours of Public Affairs Colloquia as a part of the 48 hour requirement. A maximum of 12 semester hours of graduate credit taken prior to full admission into the Business Administration Program, or taken at another accredited university, may be applied toward the minimum 48 semester hours required for the M.B.A. A grade-point average of B or better is required for graduation.

Prerequisites
Before starting course work for the M.B.A. degree, all students are expected to be familiar with three fundamental business tool areas: accounting, eco-
nomics, and statistics. Competence in these areas can be demonstrated in one of two ways: successful completion of appropriate undergraduate course work and/or successful completion of approved courses offered at Sangamon State University.

The following undergraduate courses are considered as meeting the fundamental tool requirement: Accounting — two semesters of introductory accounting (Principles I and II); Economics — two semesters of introductory economics (micro and macro); Mathematics — a minimum of two semesters of college mathematics, at least one of which was statistics.

The approved prerequisite courses offered at SSU are: ACC 421 Administrative Uses of Accounting Information (4 Hrs.); ECO 315 Economics for Administration (4 Hrs.); ECO 313 Statistics for Business and Economics (4 Hrs.).

Degree Program Course Requirements

Functional Areas of Business
ADB 502 Managerial Finance 4 Hrs.
ADB 512 Marketing Management 4 Hrs.
ADB 521 Research Analysis** 4 Hrs.
ADB 522 Operations Management 4 Hrs.
ADB 541 Organizational Dynamics** 4 Hrs. 20 Hrs.

External Environment
ADB 531 Business-Government Relationships 4 Hrs.

Public Affairs
Public Affairs Colloquia 4 Hrs.

Electives
Appropriate 500 level courses in Business Administration. All other courses taken for graduate elective credit require prior approval of adviser* 16 Hrs.

Integrative Course
ADB 583 Business Policy (may not be waived) must be taken during the student's last semester of study. 4 Hrs.

Total Requirement 48 Hrs.

*Number of elective courses depends on student's previous preparation.

** It is recommended that these courses (ADB 521 and 541) be completed early in the student's program.

Waiving of Required Courses

With adviser approval, appropriate electives may be substituted in lieu of a required course, when students have completed equivalent previous course work. These electives must be taken in the disciplinary area in which the required course was waived. Waiver of any courses does NOT waive any portion of the 48-hour degree requirement.

Transfer of Graduate Credits

The Office of Admissions and Records performs the initial evaluation of transfer credits, certifying that the courses are acceptable as graduate-level courses. The final evaluation is made by the Business Administration Admissions Committee. In some instances, the credits accepted by the program may be less than that certified by Admissions and Records. No more than 12 semester hours of transfer credit will be accepted in lieu of degree requirements.

Full-time and Part-time Loads

A full-time course load consists of 12 credit hours per semester. Registration for more than 12 hours requires adviser approval. Students who work full-time and enroll on a part-time basis should normally take from four to eight hours per semester. No distinction is made between full- and part-time students in meeting degree requirements.
Course Scheduling

The principal mode of instruction is evening courses, although occasional weekend and daytime classes may be offered. Insofar as possible, at least one section of every required course is offered in both the spring and fall semesters. All other courses are offered periodically, subject to the availability of faculty and student demand. Students cannot expect any particular course to be offered during the summer and should plan their schedules accordingly.

To maintain flexibility in the choice of courses in later semesters, students should concentrate initially on completing required courses which have not been waived. Particular attention should be paid to ACC 421, ECO 313, ECO 315, and to a lesser degree ADB 541, since these courses are prerequisites for other required courses and a number of electives.

Grading Policy

With the approval of the student's adviser and subject to the judgment of program faculty, a maximum of eight hours of "C" may be credited toward the M.B.A., provided they are offset by an equal number of hours of "A" in courses at the same level or above. The student should obtain written adviser approval prior to taking a make-up course. A "C" is not an acceptable grade for students who were admitted to the program before Aug. 15, 1979. An M.B.A. degree candidate cannot take any required or elective courses to be applied toward the 48 semester hour degree requirements on a pass/fail basis. In no case will a grade of "C+" be acceptable in ADB 583 Business Policy.

"A "C+" grade includes the grades of "C+" and "C-".

Business Administration/Course Descriptions

Required courses are offered in both the spring and fall semesters. Additional offerings are scheduled to accommodate student needs subject to faculty availability.

Finance

ADB 502 Managerial Finance (4 Hrs.)
Concepts and variables used in financial analysis, planning, and control. Topics include financial forecasting, capital budgeting, leverage, valuation, cost of capital, asset/liability management, and capital market instruments. Prerequisites: ACC 421, ECO 313, ECO 315, or approved equivalents.

ADB 503 United States Financial Institutions (2 Hrs.)
Historic development and practices of fiduciary institutions with special attention to commercial banks, savings and loans, central banking, investment banking, and government financial institutions.

ADB 504 Financial Markets (2 Hrs.)
United States money and capital markets, with special attention to the pricing of financial assets and allocation of funds in a modern, developed economy. Money markets, stock, bond, options, futures, mortgage markets, and government markets and regulation are considered.

ADB 505 Investments (4 Hrs.)
Designed specifically for the personal investor, giving a perspective on the timing, instruments, and choices available to one who seeks to build a wealth base over time. The course shows the investment network which assists and facilitates the efforts of the individual, including the role of security analysts, portfolio managers, the organized markets, and the so-called over-the-counter arena. Current regulations and investor safeguards in law and regulations are reviewed. Prerequisite: ADB 502.

ADB 506 Financial Strategy and Policy (4 Hrs.)
Logic of the financial planning process; development and implementation of a financial strategy to support the achievement of overall corporate goals; policy-relevant supports for decisions leading to diversification, divestment, development of new product lines, and movement toward conglomerate status. Prerequisite: ADB 502.

ADB 507 Advanced Financial Management (4 Hrs.)
In-depth study of theories and cases dealing with investment and financial decisions of the firm: capital budgeting under uncertainties, cost of capital, dividend policies, capital structure management, international financial
management, and acquisitions and mergers. Prerequisite: ADB 502.

ADB 508 Portfolio and Security Analysis (4 Hrs.)
Study and application of analytical techniques in the analysis of financial statements of firms with traded securities, including development of efficient security portfolios. Prerequisite: ADB 505.

ADB 509 Small Business Finance (4 Hrs.)
Application of various financial theories to problems facing small businesses. Topics include profit forecasting and planning, cash management, budgeting, working capital management, leasing, sources of financing, investment decision making, financial leverage, and valuation. Prerequisite: ADB 502.

ADB 510 Topics in Finance (2 or 4 Hrs.)
Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: ADB 502 or approved equivalent.

ADB 512 Marketing Management (4 Hrs.)
Planning, organizing, and control of activities necessary for manufacturers, wholesalers, and retailers to provide products and services to customers. Emphasis on behavioral research necessary to gain or hold competitive advantage and provide customer satisfaction and social benefit. Prerequisites: ACC 421, ECO 313, ECO 315, or approved equivalents.

ADB 514 Marketing Promotion (4 Hrs.)
Integrated management of advertising, personal selling, sales promotion, and publicity to reach current and potential customers with promotional messages and campaigns. Prerequisite: ADB 512 or approved equivalent.

ADB 515 Marketing Research (4 Hrs.)
Research concepts and practices as applied to the analysis of marketing problems. Topics include: sources of data, research design, data collection, sampling, questionnaire construction, and tabulation of data. Prerequisite: ADB 512 and ADB 521 or approved equivalent.

ADB 520 Topics in Marketing (2 or 4 Hrs.)
Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: ADB 512 or approved equivalent.

Operations Management and Quantitative Analysis

ADB 521 Research Analysis (4 Hrs.)
Methods used for collection, analysis, and interpretation of various types of business research data from the perspective of design, execution, and evaluation of research projects as well as requests for research. Emphasis is given to using research analysis methods for decision making within business organizations. Prerequisite: ECO 313 or approved equivalent.

ADB 522 Operations Management (4 Hrs.)
Managerial techniques for planning, scheduling, and controlling resources, cost, quality, productivity, and efficiency in product and service organizations. Topics such as project scheduling and management, forecasting and constraint optimization are covered. Prerequisites: ECO 318 and ADB 521, or approved equivalents.

ADB 523 Production Operations Planning and Control (4 Hrs.)
Techniques and methods of production, processing, and manufacturing control for continuous or job shop applications. Quantitative managerial techniques for operations managers. Decision models for forecasting, planning, and controlling production, inventory, and quality. Linear programming, probabilistic models, queuing theory, simulation methods. Not open to students who have completed ADB 522. Prerequisite: ADB 522 or approved equivalents.

ADB 524 Project/Program Management and Control (4 Hrs.)
Techniques and methods for planning, managing, and controlling one-time major projects and programs. Topics include systems theory and analysis, stochastic planning, and control methods and simulation. Emphasis on PERT/CPM techniques, decision trees, Monte Carlo processes. Prerequisite: ADB 522 or approved equivalents.

ADB 525 Quantitative Techniques for Managers (4 Hrs.)
Techniques of management science including decision theory, systems theory, operations research, mathematical programming techniques (linear, non-linear, dynamic), modeling, Markov processes, forecasting techniques, and simulation techniques. Prerequisite: ADB 522 or approved equivalent.
ADB 530 Topics in Production/Operations Management (2 or 4 Hrs.)
Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: ADB 522 or approved equivalent.

ADB 580 Topics in Quantitative Analysis (2 or 4 Hrs.)
Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: ADB 522 or approved equivalent.

External Environment
ADB 531 Business-Government Relationships (4 Hrs.)
Review and analysis of current laws and regulations which frame the external environment for private business operations in the U.S. Emphasis on state and federal regulations, agency governance and surveillance, and business requirements, costs, and response. Special applications to the production, distribution, and financial functions of the firm are considered alongside trends and major developments in case law. Prerequisite: ECO 315 or approved equivalent.

ADB 532 Fundamentals of Business Law (4 Hrs.)
American legal system and those areas of special interest to the business manager. Statutory and case law relating to contracts, sales, negotiable instruments, and business organizations are studied, with the goal of providing a foundation for informed decision making and an awareness of important rights and obligations arising from business relationships.

ADB 533 Business and Economic Forecasting (2 Hrs.)
Methods for analyzing and forecasting business and economic conditions pertaining to industry and individual firms. Demand and supply functions stressed. Prerequisites: Business economics and statistics or approved equivalents. See ECO 533.

ADB 534 Labor Law (4 Hrs.)
Major pieces of legislation in labor law and their impact on both management and labor. Special emphasis is given to the court's interpretation of legislation. Topics include injunction, strike activity, certification of bargaining representation, and collective bargaining. Prerequisite: ADB 531.

ADB 536 International Business Organization and Operations (2 Hrs.)
Analysis of international distribution; financing foreign operations; major legal issues affecting multinational firms; and a survey of risks for U.S. firms doing business in approximately 30 of the most significant nations of the world. Prerequisites: ADB 502, ADB 512 or approved equivalents.

ADB 540 Topics in External Environment (2 or 4 Hrs.)
Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: ADB 531 or approved equivalent.

Organizational Dynamics
ADB 541 Organizational Dynamics (4 Hrs.)
Structure and function of an organization as a sociotechnical system and of individual group and leadership processes and behavior within the organization. Historical development, leadership, decision making, group dynamics, motivation, job satisfaction, authority, influence and power, organizational change, communications, conflict, and organization structure and design. Not open to students who have received credit for this course when it was previously numbered 401.

ADB 542 Behavior Research in Organizations (4 Hrs.)
Research methods which can be applied to analysis of the behavior of individuals and groups within an organizational setting. Focuses on design of research projects, evaluation of published research, and requesting research to be carried out by others. Prerequisite: ADB 541 or approved equivalent.

ADB 545 Motivation: Theory and Practice (2 Hrs.)
Application of various theories of human motivation to the organizational setting. Students are involved in developing motivation systems which can be used to direct individual effort and performance toward accomplishment of the organization's goals and objectives. Prerequisite: ADB 541 or approved equivalent.

ADB 546 Job Redesign (2 Hrs.)
Major individual and task variables which need to be considered when designing jobs within organizations. Consequences of various job designs on behavior, productivity, and attitudes of employees. Analysis of current trends in job redesign and their impact on managerial behavior. Prerequisite: ADB 541 or approved equivalent.
ADB 550 Topics in Organizational Dynamics (2 or 4 Hrs.)
Advanced study of specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: ADB 541 or approved equivalent.

Human Resource Management
ADB 551 Human Resource Management (4 Hrs.)
Operational approach to managing people at work, drawing from behavioral sciences. Builds on concept of reconciliation and integration of worker-organizational interests through supportive situation-oriented leadership by both line and staff managers. Focuses on emerging issues and concepts relating to management of human resources of an organization. Prerequisite: ADB 541 or approved equivalent.

ADB 552 Performance Appraisal (2 Hrs.)
Performance appraisal systems from both developmental and evaluative perspectives. Students are involved in developing performance appraisal systems to meet needs of a variety of employees in a variety of organizations. Prerequisite: ADB 551 or approved equivalent. See ADP 515.

ADB 553 Labor-Management Relations (4 Hrs.)
Behavioral, economic, social, and institutional forces which affect quality of union-management relations and objectives. Analysis of relationships at individual work unit level and more complex levels as they interact with each other and influence negotiations, grievances, and administration of collective bargaining agreements in work organizations.

ADB 557 Selection and Placement (2 Hrs.)
Methods for recruiting, selecting, and placing new employees in organizations. Focus on the orgave action on selection and placement systems. Prerequisite: ADB 551 or approved equivalent.

ADB 559 Wage and Salary Administration (2 Hrs.)
Process of developing general compensation policies and criteria for large organizations. Direct and indirect compensation systems, incentive plans, wage surveys, and compensation guidelines. Designed for students interested in careers in personnel administration. Prerequisite: ADB 541 or approved equivalent. See ADP 514.

ADB 560 Topics in Human Resource Management (2 or 4 Hrs.)
Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: ADB 551 or approved equivalent.

Integrative Courses
ADB 581 Small Business Consulting (4 Hrs.)
Student teams operate as consulting firms to small businesses in the Springfield area. Teams diagnose problems and recommend solutions. Prerequisites: ADB 502, ADB 512, ADB 521, ADB 522.

ADB 583 Business Policy (4 Hrs.)
For Business Administration students, emphasizing the level of analysis necessary for top-management decisions and policy formulation for a firm operating in an uncertain environment. Satisfactory completion meets University graduation requirement of a problem-solving exercise. Not offered during summer term. Prerequisites: ADB 502, ADB 512, ADB 521, ADB 522, ADB 531, ADB 541, or approved equivalents; expected completion of degree requirements by end of current semester.

ADB 599 Tutorial in Business Administration Service Courses
(Not accepted toward satisfaction of Business Administration Program requirements.)

ADB 306 Computer Applications (4 Hrs.)
Managerial approach to computer systems, software systems, data preparation methods, on-line data collection, and data delivery systems, including cases in public/private sectors. See MGT 306.

ADB 331 Marketing Systems (4 Hrs.)
Consumer choice behavior, channels of distribution, advertising, pricing, and adaptation of products and services to markets in private and public sectors. Includes use of case studies. Prerequisite: competencies. See MGT 331.

ADB 341 Financial Systems (4 Hrs.)
Use of financial statements, taxes, stocks and bonds, evaluation of investments, cash flow, and capital budgeting techniques. Also includes American public expenditures, revenues, and overview of relationship to finances of the public and private sector. Prerequisite: competencies. See MGT 341.

ADB 351 Production and Operations Management (4 Hrs.)
Integration of various topics in production, operations, scheduling, materials management, quality control, distribution, transportation, and project management. Includes: PERT, CPM, linear programming, and simulation. Prerequisite: competencies. See MGT 351.
Chemistry
B.S. (60 Hrs.)

Faculty — William L. Bloemer, William W. Martz, Gary Trammell

The Chemistry Program is designed to prepare students for direct entry into the chemical profession or for further studies in graduate or professional programs. The program is accredited by the American Chemical Society's Committee on Professional Training.

Entrance Requirements

Entrance requirements include a background in science and mathematics equivalent to one year in each of the following: general chemistry, organic chemistry, general physics, and calculus. In addition, entering students should have the general competencies normally associated with completion of two years of college. Students with deficiencies may enter the program conditionally but will be required to make up the deficiencies during their first year of study. This extra work may cause some students to take more than two years to complete the B.S. degree.

Advising

Prior to initial registration, students should consult a program faculty member or a program representative at registration. During the first semester at SSU, the program will assist the student in selecting an adviser from among the Chemistry faculty.

Communication Skills

The Chemistry Program has a program for the assessment, development and certification of each student's communication skills. Assessment and a plan for development are included in BIO 301 General Seminar, a required core course for all Chemistry majors.

Program Requirements

The B.S. in Chemistry requires 60 hours of course work distributed as follows. Certification by the American Chemical Society is optional. Students who choose to be certified must take CHE 422.

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<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 301 General Seminar</td>
<td>1 Hr.</td>
</tr>
<tr>
<td>CHE 400 Undergraduate Research</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>CHE 401 Physical Chemistry I</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>- Thermodynamics</td>
<td></td>
</tr>
<tr>
<td>CHE 402 Physical Chemistry II</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>CHE 403 Physical Chemistry Laboratory</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>CHE 415 Biochemistry I</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>CHE 421 Instrumental Analysis</td>
<td>5 Hrs.</td>
</tr>
<tr>
<td>Chemistry electives (from CHE 400, 416, 422, 423, 425, 431)</td>
<td>4 Hrs.</td>
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<tr>
<td></td>
<td>26 Hrs.</td>
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</table>

Electives

Electives

University Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Public Affairs Colloquia</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Applied Study Term</td>
<td>8 Hrs.</td>
</tr>
<tr>
<td>Total</td>
<td>60 Hrs.</td>
</tr>
</tbody>
</table>

Applied Study

Applied Study opportunities for students in the Chemistry Program exist in health-related laboratories, environmental agencies or laboratories, industrial laboratories, state or local government, and on legislative staffs. In some instances, a substantial independent research problem may be substituted for the Applied Study experience.
Chemistry/Course Descriptions

CHE 311 Chemistry of Life Processes (4 Hrs.)
Role of chemistry in living organisms examined in lecture and laboratory settings. Chemical principles, reactions, and molecular structure studied in relation to life processes.

CHE 321 Chemical Analysis (4 Hrs.)
Brief survey of classical wet chemical methods of analysis. Introduction to spectrophotometric, kinetic, and electrochemical methods of analysis. Treatment of physical and chemical methods of separation. Lecture and laboratory.

CHE 367 Fundamental Organic Reactions (4 Hrs.)
Study of organic reactions and structures with application of these principles to biochemistry.

CHE 368 Experimental Organic Chemistry (2 Hrs.)
Laboratory course cultivating techniques for separation, purification, and identification of organic compounds. Application of techniques to illustrative organic preparations.

CHE 400 Undergraduate Research (1 to 4 Hrs.)
Investigation of a specific problem of interest to the student. Directed and reviewed by a faculty member. May be repeated for credit without limit.

CHE 401 Physical Chemistry I — Thermodynamics (3 Hrs.)
Development of principles of classical thermodynamics; equations of state; first and second laws and their applications.

CHE 402 Physical Chemistry II (3 Hrs.)
Examination of thermodynamic considerations which control the position of chemical equilibrium, and kinetic factors which govern reaction rates. Discussion of current theories of chemical bonding in ionic and covalent compounds. Emphasis on correlation of experimental data and prediction of structures of chemical compounds. Prerequisite: CHE 401.

CHE 403 Physical Chemistry Laboratory (2 Hrs.)
Measurements of thermodynamic quantities which pertain to reactions and elucidation of rate equations. Emphasis placed on analysis of experimental data. Prerequisite: CHE 402.

CHE 415 Biochemistry I (4 Hrs.)
Survey of energy metabolism, structure, biological function, and biosynthesis of proteins, enzymes, nucleic acids, and other important cellular components. Introduction to biochemical literature. Laboratory includes preparative and analytical techniques. Prerequisite: organic chemistry.

CHE 416 Biochemistry II (4 Hrs.)
In-depth studies of selected topics. Biochemical literature utilized extensively. Laboratory involves one-half independent projects and one-half introduction to selected sophisticated biochemical techniques. Prerequisite: CHE 415 or equivalent.

CHE 421 Instrumental Analysis (4 or 5 Hrs.)
Major topics include: UV-visible and infrared absorption, fluorescence, atomic absorption, emission methods, mass spectroscopy, radiochemical methods, polarography, and coulometric methods. Five credit section also includes: Raman spectroscopy, optical rotatory dispersion and circular dichroism, nuclear magnetic resonance, and emphasis on qualitative organic analysis. Lecture and laboratory. Prerequisites for five credits: CHE 401 or consent of convener.

CHE 422 Descriptive Inorganic Chemistry (2 Hrs.)
Survey covering various classes of inorganic compounds and reactions. Prerequisite: CHE 402 or concurrent enrollment.

CHE 423 Chemical Synthesis Laboratory (2 Hrs.)
Synthesis and characterization of inorganic and organic compounds using modern chemical techniques. Course is problem-oriented, requiring independent initiative, planning, and performance by the student. Prerequisite: CHE 402 or concurrent enrollment.

CHE 425 Organic Applications of Spectroscopy (2 Hrs.)
Utilization of ultraviolet, infrared, nuclear magnetic resonance, and mass spectroscopy to elucidate the structures of organic molecules. Students are trained in techniques of sample preparation and in operation of UV, IR, NMR, and mass spectrometers. Prerequisite: organic chemistry or concurrent enrollment.

CHE 431 Environmental Chemistry (2 Hrs.)
Use of chemical principles in understanding processes that occur in the environment. Ecological problems of a chemical nature are analyzed. See ENS 447.

CHE 432 Introduction to Clinical Biochemistry (3 Hrs.)
Study of terminology and basic concepts of biochemistry relating to cellular components and biochemical pathways. Emphasis placed on organ interrelationships in human and biochemical aspects of medical bacteriology.
and immunology as they apply to clinical chemistry. Lecture only. Prerequisites: BIO 362 Human Physiology and organic chemistry.

CHE 441 Pharmacology (4 Hrs.)
Study of absorption, metabolism, and elimination of drugs by the body. The chemistry of classes of drugs and theories of receptor sites reviewed. Prerequisite: BIO 362 Human Physiology or organic chemistry.

CHE 465 Environmental Toxicology (4 Hrs.)
Study of effects of toxic chemicals on the environment. Included are sources, transport, chemical behavior, and toxic mechanisms of environmental pollutants. Prerequisite: organic chemistry or cell biology. See ENS 448.
Child, Family, and Community Services
B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Harry Berman, Carole Fee McHugh, Caryl Moy, Christopher Narcisse, Michael Townsend, Don Yohe

Adjunct Faculty — Daniel Detwiler, Carole Neland Esarey, Franklin L. Ferguson, Sr., Jayne McDonald

The Bachelor’s Degree
The Child, Family, and Community Services Program prepares students for professional service with individuals and with community systems, such as child-care programs, social service agencies, or schools. Although settings may vary, program faculty believe that generic helping skills are similar.

In addition to professional preparation, students are expected to develop specific values, attitudes, knowledge, and skills, especially in the program’s core courses. In addition to the core curriculum, students are encouraged to enroll in other University courses that will provide them with as broad an education as possible.

Entrance Requirements
There are no entrance requirements beyond those for admission to the University.

Advising
Immediately upon entering, every student is assigned a member of the CFC faculty as an adviser.

If the student wishes to change advisers, transfers can be conveniently arranged using appropriate forms from the Office of Admissions and Records.

Communication Skills
The University, as well as the CFC Program, is concerned about full development of a student’s oral and written communication skills. Throughout the core curriculum, students are required to demonstrate the written and verbal communication skills that are essential in professional practice. Completion of CFC 301 Concepts of Helping satisfies this University requirement.

Field Work
Integration of the knowledge and skill portions of the program is provided through field work experience. Each student must complete a minimum of eight hours in approved field placements, either in the special advocacy sequence or in traditional social service agencies.

Field placements entail work in community social service agencies and generally require at least one and one-half days each week, including supervision (50 hours of field experience earns one credit hour). A student currently employed in a social service organization may earn a maximum of four hours of field work credit if some new aspect of service is represented and if the adviser approves.

Up to four credit hours of the field work requirement may be fulfilled by enrolling in CFC 369 and CFC 371, COPE I and II. COPE is a program in which students develop a one-to-one relationship with a troubled young person. A two-semester commitment is required.

Students choose field work placements with the approval of their advisers. They do not enroll in CFC 340 or 350 until they have registered in or have
completed CFC 303. The eight-hour minimum field work requirement meets the University requirement of an Applied Study Term.

**Closure Procedures**

Students must file a graduation contract with their adviser at the beginning of their final semester. In addition, all students are required to pass college-level state and national constitution exams. Students are urged to consult with their adviser prior to registration for the last semester to ensure that University and program requirements have been met.

**Program Requirements**

For the B.A. degree, a candidate must complete the following requirements:

**Core Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Service Skills</td>
<td>20 Hrs.</td>
</tr>
<tr>
<td>CFC 301 Concepts of Helping (4 Hrs.)</td>
<td></td>
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<tr>
<td>CFC 303 Helping Skills (4 Hrs.)</td>
<td></td>
</tr>
<tr>
<td>CFC 411 Social Research Methods (4 Hrs.)</td>
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<tr>
<td>CFC 429 Group Dynamics (4 Hrs.)</td>
<td></td>
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<tr>
<td>CFC 472 Ethics for Human Service Professionals (4 Hrs.)</td>
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</tbody>
</table>

**Human Behavior and the Social Environment**

(Select one) Options:

- CFC 404 Childhood and Adolescence (4 Hrs.)
- CFC 405 Adulthood and Aging (4 Hrs.)
- PSY 441 Life-span Developmental Psychology (4 Hrs.)

**Social Service Systems**

- CFC 306 The Social Service System (4 Hrs.)

**Field Work**

- CFC 340 Field Work I (2-6 Hrs.)
  (May substitute CFC 369 and CFC 371)
- CFC 350 Field Work II (2-6 Hrs.)

**University Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Public Affairs Colloquia</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Electives</td>
<td>18 Hrs.</td>
</tr>
<tr>
<td>Total</td>
<td>60 Hrs.</td>
</tr>
</tbody>
</table>

**The Master’s Degree**

The Master of Arts program in Child, Family, and Community Services is designed to provide advanced level professional training for students who already have had undergraduate education and/or experience in the human services.

The objectives of the graduate curriculum are to provide all students with a core social service professions education while allowing flexibility for individual areas of study.

**Entrance Requirements**

Students must have a bachelor’s degree with, ideally, a good liberal arts base. A student need not have majored in a human service program, but course work in the human services is helpful.

Specific prerequisites are: a helping skills/basic interviewing course comparable to CFC 303, a life-span human development course comparable to PSY 441, a professional human service ethics course comparable to CFC 472, and a research methods course comparable to CFC 411. The student’s adviser and other appropriate faculty assess all competencies.

The admission process includes review of transcripts, letters of recommendation, and admission application. Application materials are available in the CFC Program office. Students may complete up to 12 hours of course work without formal admission. Degree candidates must meet prerequisites and admission requirements, and agree on a program of study with an adviser before continuing beyond 12 hours in the curriculum.

**Areas of Study**

Program majors are required to select an area of study within the field of Child, Family, and Community Services. A coherent individualized plan of study is chosen in consultation with the academic adviser, and totals at least 16 semester hours. Individual study areas provide program flexibility and help to
address the diverse experiences and educational and career goals of individual students.

Some examples of areas of study include social service skills, family studies, and social service administration. Recent graduates have also chosen study areas such as child welfare, family policy, and women and the social services. Courses may be from CFC, as well as from other relevant programs, and should be selected with careful advising consultation.

**Grading Policy**

Graduate students must earn a “B” or better in all required courses, and a “B” average in all other courses.

**Master’s Project**

A master’s project is required of all graduate majors. This project may focus on a practice issue, a statistical analysis, a social action issue, or a social policy review. Satisfactory completion of the project fulfills the University problem-solving requirement. Guidelines for the project are available from the program upon request.

**Internship**

The internship is designed to provide an opportunity for students to integrate knowledge and skills gained in course work with direct practice. Professional training internships consist of intensive work experience in a social service environment, with 100 work hours equal to one internship credit hour.

Students employed in the social services may use their current work experience to satisfy the internship requirement, provided that new learning experiences are designed and carried out in consultation with the adviser. Agencies provide weekly supervision that may be supplemented by written, taped, or videotaped examples of the student’s work.

**Program Requirements**

The master’s program requires 40 hours of graduate-level courses.

**Core Curriculum**

- CFC 511 Social Policy/Social Services 4 Hrs.
- CFC 512 Psychosocial Dysfunction 4 Hrs.
- CFC 513 Social Action and the Helping Professions 4 Hrs.
- CFC 520 Master’s Project Seminar 4 Hrs.
- CFC 550 Internship 4 Hrs.

**Area of Study**

A combination of courses selected in consultation with the adviser to meet the student’s educational and professional goals.

**University Requirement**

Public Affairs Colloquium 4 Hrs.

**Total** 40 Hrs.

**Examples of Areas of Study**

**Social Service Skills**

- CFC 521 Advanced Interviewing and Intervention 4 Hrs.
- CFC 427 Case Assessment and the Process of Change 4 Hrs.
- CFC 429 Group Dynamics 4 Hrs.
- CFC 567 Sexual Counseling 4 Hrs.

**Total** 16 Hrs.

**Social Service Administration**

- CFC 544 Staff Development and Supervision 4 Hrs.
- CFC 486 Designing Social Services 4 Hrs.
- ADP 504 Public Budgeting 4 Hrs.
- MGT 489 Managing the Community Organization 4 Hrs.

**Total** 16 Hrs.

**Family Studies**

- CFC 467 Family Dynamics 4 Hrs.
- CFC 558 Theories of Family Therapy 4 Hrs.
- CFC 456 Human Sexuality 4 Hrs.
- CFC 552 Child Psychopathology and Therapy 4 Hrs.

**Total** 16 Hrs.
Areas of study are individually planned in consultation with the adviser. These examples illustrate possible plans of study. Additional courses beyond 16 hours may be necessary depending upon the student's professional and educational goals. Appropriate advising will be provided.

**Students who are pursuing or have completed the M.A. degree may qualify for membership in the American Association of Marriage and Family Therapists (AAMFT), by carefully planning an extended individual course of study which builds on courses such as those illustrated for a family studies area. This opportunity would involve additional preparation beyond the M.A. degree. Information and advising are provided through the program.**

## Child, Family, and Community Services/Course Descriptions

### Core Courses (Undergraduate)

**CFC 301 Concepts of Helping  (4 Hrs.)**  
Development of interpersonal communication with emphasis on skills that facilitate helping and convey empathy. Consideration of alternative kinds of help, qualities of helpers, distinctions between personal and professional relationships, aspects of relationship building, ethical issues, obstacles, and role/value conflicts. Provides a conceptual framework for the follow-up course, CFC 303 Helping Skills. Satisfies the University communication skills requirement.

**CFC 303 Helping Skills  (4 Hrs.)**  
Continuation of CFC 301; how to build, maintain, and terminate helping relationships and how to cope with obstacles to effective helping. Behavioral characteristics, effective helping, basic interviewing skills, problem-solving processes, helping strategies, and appropriate self-disclosure. Focus is on learning and demonstrating skills. In each session new skills are introduced, modeled, and practiced. Prerequisite: CFC 301.

**CFC 306 The Social Service System  (4 Hrs.)**  
Relationship between community-provided structures for meeting needs and the societal groups they are designed to serve. Students survey community helping services through observation and classroom experience.

**CFC 340 Field Work I  (2-6 Hrs.)**  
Basic program component where student applies class learning to service in approved community agency. Regular supervision and class attendance required. Approximately 50 hours of direct service earns one credit hour. A total of eight semester hours must be earned in CFC 340 and 350. Prerequisite (or concurrent enrollment in): CFC 303.

**CFC 350 Field Work II  (2-6 Hrs.)**  
Continuation of CFC 340. Seminar attendance required. A total of eight hours must be earned in CFC 340 and 350. Prerequisite: at least two hours in CFC 340.

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**CFC 411 Social Research Methods  (4 Hrs.)**  
Firsthand experience carrying out small-scale research projects in areas of personal interest. Ethics in social research, formulating research questions, survey and experimental design, interviewing, sampling, direct observation, content analysis, evaluation research, and critiques of social science methods. See SOA 411.

**CFC 429 Group Dynamics  (4 Hrs.)**  
Basic group dynamics such as tasks, composition, and leadership patterns; implications of these principles for group counseling and education.

**CFC 472 Ethics for Human Service Professionals  (4 Hrs.)**  
Evaluation of role and attributes of the professional helper. Examines realities of the helping professions and prepares students for entry into those professions. Generally taken last semester of undergraduate study. Prerequisite (or concurrent enrollment in): field work.

### Core Courses (Graduate)

**CFC 511 Social Policy/Social Services  (4 Hrs.)**  
In-depth understanding of the U.S. human service system, including historical and current view of the system, concepts of human causes and needs, idealized components of the delivery system, roles and conflicts of the human service professional, and overview of required practice skills.

**CFC 512 Psychosocial Dysfunction  (4 Hrs.)**  
The three levels in which persons develop problems — intrapsychic, interpersonal, or organizational — and the assessment skills needed to determine the reasons for these problems. Presents an initial understanding of how all levels may interact to cause a complicated knot and how a professional might assist in unraveling that knot.
CFC 513 Social Action and the Helping Professions (4 Hrs.)
History and legacy of past social activists and understanding of the relationship between major social problems and individual dysfunctions. Presents ways helping professionals in diverse settings engage in effective social action activities.

CFC 520 Master’s Project Seminar (4 Hrs.)
Under faculty supervision students carry out a research or practice project which demonstrates skill at conceptualizing social phenomena, formulating a problem, and designing a problem-solving process in the form of an approved project.

CFC 550 Internship (1-4 Hrs.)
Intensive direct service experience in a social service agency. Regular supervision required. Placement is developed with advisor; 100 hours of service earns one credit hour. Course is generally taken for two credit hours. Service time may be concurrent with classes or may be full time.

General Courses (Undergraduate)

CFC 351 Sociology of Families (4 Hrs.)
Contemporary U.S. families, in historical and cross-cultural contexts. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality, and abuse. See SOA 351 and WMS 351.

CFC 360 Focus Series (2-4 Hrs.)
Series of seminars facilitated by CFC faculty. Subject areas relate to children, families, and communities. Each series focuses on a different topic. Open to public. May be repeated for a maximum of four hours, but a particular topic may not be repeated for credit.

CFC 361 Positive Parenting (4 Hrs.)
Exploration of principal issues which parents confront because of themselves, their children, or the cultural situation. Primary emphasis is on the issues with some reading and discussion about “how to.” Some historical perspective on family life, especially parenting.

CFC 369 COPE I (2 Hrs.)
First-semester advocacy experience in building a relationship with a troubled young person. Includes one and one-half hour team meeting each week. May be applied toward field work requirement. See PSY 369.

CFC 371 COPE II (2 Hrs.)
Continuation of advocate relationship above. Includes one and one-half hour team meeting each week. May be applied toward field work requirement. Prerequisite: CFC 369. See PSY 371.

CFC 404 Childhood and Adolescence (4 Hrs.)
Bio-psycho-social development from birth through adolescence. Key aspects of human behavior, especially interaction of personal and social issues as they result in choices.

CFC 405 Adulthood and Aging (4 Hrs.)
Psychology of adult development and aging with emphasis on theories, methodologies, and research findings. Special emphasis given to understanding the experience of aging.

CFC 423 Counseling Women (4 Hrs.)
Specialized biological, psychological, and social issues which affect women. Exploration of theoretical assumptions, counseling practices, and process variables which may apply differently to or affect women in counseling therapy. Identification of skills facilitative to women in general and to particular sub-groups of women. Prerequisite: CFC 303. See HDC 423 and WMS 423.

CFC 424 Working with the Involuntary Client (2 Hrs.)
Agencies, philosophies, skills, and input involved in social services for involuntary clients, including effects on workers as well as clients.

CFC 426 Radical Social Work (4 Hrs.)
Social work profession and the system maintenance function of social services in the context of U.S. socio-economic-political structure. Explores alternative strategies open to social workers committed to comprehensive assault on society’s major social problems.

CFC 427 Case Assessment and the Process of Change (4 Hrs.)
Skills and information necessary for diagnosis and formulation of a treatment plan, and the philosophy and process of change.

CFC 428 Family Violence (4 Hrs.)
Violence in families and its relation to society. Includes child abuse and neglect, spouse abuse, and abuse and neglect of older persons.

CFC 431 The Unwanted Child (4 Hrs.)
Basic problems of abuse, desertion, neglect; study of typical solutions to these problems.
Emphasis on policy issues relating to vulnerable children.

CFC 434 Introduction to Family Therapy (4 Hrs.)
Major techniques of family therapy, with emphasis on integration of theoretical constructs and therapeutic skills. Lecture, demonstration, and laboratory learning approaches used. Students analyze a family system or present a project demonstrating comprehension. See HDC 434.

CFC 438 Children and the Law (4 Hrs.)
Designed for the human services professional who deals with children and their families. Examines laws affecting the lives of children from birth to adulthood.

CFC 446 Family Law (4 Hrs.)
Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women’s rights movement. See SOA 454, HDC 446, LES 446, WMS 446.

CFC 447 Street Work with Adolescents: Introduction to Community Outreach Work (4 Hrs.)
Theories, techniques, and models of working with troubled adolescents and their families. Studies ways neighborhood residents can organize and provide leadership for important community activities.

CFC 454 The History of the Family (4 Hrs.)
The modern family in comparative and historical perspective. Selected themes — changing patterns of sexuality, high rate of divorce, shifting kinship relationships — explored historically to understand their present importance. See HIS 454.

CFC 455 Marriage Myths and Models (4 Hrs.)
Roles, communication, and expectations in the marital relationship. Involves reading, couples interviews, film presentations, and special projects.

CFC 456 Human Sexuality (4 Hrs.)
Knowledge and values concerning issues of human sexuality, with emphasis on sociological content, personal growth, and professional development. Format includes lectures, film presentations, and small-group discussions. See HDC 456, SOA 456, and WMS 456.

CFC 467 Family Dynamics (4 Hrs.)
The cultural context of family life, differing individual dynamics, and their influence on relationships and growth.

CFC 481 Social Service Administration (4 Hrs.)
Comprehensive introductory course surveying principles, methods, and problems encountered by social/human service administrators: suitable for graduate students and undergraduate seniors majoring in a human service program. Topics include: social service formation and law, policy and boards, system components, administrator tasks, and typical problems.

CFC 482 Aging and the Social Services (4 Hrs.)
Process and condition of being aged, along with social services that operate to lessen problems of aging. Evaluation of services, attitudes, and policies that inhibit or promote service delivery. See GER 482.

CFC 483 Retirement (4 Hrs.)
Major psychological and social policy issues relating to retirement, including mandatory versus flexible retirement policies, early retirement trends, and economics of aging. See GER 412.

CFC 485 Classics of Children’s Literature (4 Hrs.)
Books children read before there was a "children’s literature," as well as books written for children. Includes a social history of children and the family. See ENG 485.

General Courses (Graduate)
CFC 521 Advanced Interviewing and Intervention (4 Hrs.)
The helping relationship, with emphasis on skill development. Recommended for students in human services who utilize therapeutic interviewing. Videotaping used. Prerequisite: CFC 303 or equivalent experience.

CFC 522 Helping Professions and the Law (4 Hrs.)
Helping professions and the network of legal regulations and prescriptions. Study of legal responsibility, malpractice, privacy, confidentiality, torts, and licensure. Attention to recent changes in the law. See LES 522.

CFC 544 Staff Development and Supervision (4 Hrs.)
Training in and background understanding of personnel issues, staff development models, and principles of direct supervision. See HDC 544 and ADP 513.

CFC 551 Principles and Techniques of Child Therapy (4 Hrs.)
Consideration of recent thinking and research about child therapy. Surveys techniques recommended for treatment of disorders classified as intrapersonal, situational, and crisis. Diagnosis of disorders emphasized. See PSY 551.

CFC 552 Child Psychopathology and Therapy (4 Hrs.)
Recognition and definition of clinical probl-
lems of childhood. Students learn how to disclose clinical results, prescribe treatment approaches, and outline theoretical positions based upon research findings. See PSY 552.

CFC 556 Play Therapy: Comparative Approaches (4 Hrs.)
Play therapy in treatment of children with severe handicaps, such as transient developmental adjustment difficulties. Examination of divergent theoretical models upon which play therapy is founded. See PSY 556.

CFC 558 Theories of Family Therapy (4 Hrs.)
Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models. Students read extensively in one or more approaches and make class presentations. Prerequisite: CFC 434 or HDC 434 or equivalent. See HDC 558 and PSY 558.

CFC 559 Advanced Family Therapy (4 Hrs.)
For advanced students interested in specializing in family counseling techniques. Students develop and implement family treatment plans in actual and/or simulated family systems, and must be able to articulate at least two major family counseling approaches. Prerequisite: CFC 434 or HDC 434 or equivalent. See HDC 559 and PSY 559.

CFC 567 Sexual Counseling (4 Hrs.)
Problems in sexual functioning and some therapeutic methods available for change. Prerequisite: college-level course in human sexuality or permission of instructor. See HDC 567.

CFC 568 Psychology of Aging (4 Hrs.)
Foundation in psychology of adult development and aging, with emphasis on theories, methodologies, and research findings. Focus on cognitive, social, psychological, and mental health aspects of aging. See PSY 557 and GER 502.

CFC 576 Community Organization: Theory and Models (4 Hrs.)
Sets of organizing tactics that can consistently contribute to successful strategies for social change. Reviews divergent thematical approaches and examines actual case studies to evaluate their validity and effectiveness.

CFC 579 Seminar on Social Change (4 Hrs.)
Historical, theoretical, and practical examination of processes intended to create change at the macro-level in society. Contemporary social movements and their ideology are examined as to impact and potential for change in the social order.

CFC 581 Adult Development and Aging (4 Hrs.)
Seminar to discuss recent contributions to the understanding of adult development and aging which draw on psychoanalytic concepts. These include the formation of sexual identity, ego development over the life course, mid-life crisis in men and women, late onset psychopathology and successful aging. Reading and critiquing of original sources emphasized. Students expected to contribute to discussion and to prepare presentations on psychoanalytic contributions to the understanding of adulthood and aging not covered in class assignments. See GER 581.
Communication
B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Mary Bohlen, J. Michael Duvall, Michael McHugh, Henry Nicholson, Jessica Russell, Ray Schroeder, Larry Smith

Associated Faculty — Judy Everson, Bill Miller, Judy Shereikis, Larry Shiner, Miles D. Woken

Adjunct Faculty — Brad Swanson

The Communication Program is concerned with the exchange of symbolic messages, how that exchange may be hindered or facilitated, and how it affects groups and individuals. The program seeks to enhance message-making skills and to promote an understanding of communication's role in human endeavor. To accomplish these goals, the curriculum addresses the theoretical, critical, and technical aspects of communication.

Communication B.A.

The undergraduate program in Communication has three main objectives: to instruct the student in general communication theory and technology, to provide the student with opportunity for more intensive study in a specific area of communication, and to insure that the Communication graduate is capable of applying knowledge of general communication theory and technology to specific social problems. The baccalaureate curriculum covers three topical areas: general communication and language theory, mass media systems, and interpersonal and organizational systems.

Entrance Requirements

Requirements for admission to the program as a candidate for the bachelor of arts degree are identical with general University requirements. Each new student must pass a diagnostic examination to assess communication skills during the first semester of study.

Advising

The program works with new students in selecting program advisers who assist in planning courses of study.

Although two program courses are required of the undergraduate, the adviser, with program approval, may require additional courses in order to make up deficiencies. Generally, advisers assist students in developing personal programs of study and also assure that all requirements are met.

Credit for Prior Learning

Students with extensive life or work experience in some area of communication may wish to apply for academic credit through Credit for Prior Learning. The Communication Program awards such credit in each of its three topical areas (general communication and language theory, interpersonal and organizational systems, and mass media systems) through COM 401, COM 431, and COM 451 respectively. The program will award a maximum of four hours of experiential learning credit in any one topical area, with a maximum total of 12 hours awarded for any one student.

Applied Study

All undergraduates are required to complete an eight-hour Applied Study Term (AST) unless the requirement is waived. Students are assigned to field placements related to the focus of their academic studies. Organizations in which
Communication students have carried out applied study include newspapers, public relations firms, and radio and television stations. Independently designed AST's are accepted with adviser approval.

**Credit/No Credit**

No Communication concentration course may be taken on a credit/no credit basis.

**Course Repetition**

Communication courses numbered 491-498 (experimental courses listed only in the Course Schedule) may be taken for credit more than once provided the course topic is different each time. No more than eight semester hours of credit for COM 499 (tutorials) will be accepted for the degree. All other Communication courses may be repeated for grade improvement only once; courses may not be repeated for credit.

**Required Courses**

Students must complete program-required courses in order to graduate. No waivers are offered.

**Program Requirements**

At the bachelor's level, candidates must satisfy general University requirements and also complete 32 hours in Communication courses. All undergraduate students are required to complete COM 301 The Study of Communication and COM 302 Communication Technologies during their first year of study. Students must also take at least 12 hours of course work in one of the program's three topical areas and at least 12 additional hours in the remaining two areas.

**Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tr>
<td>COM 301 The Study of Communication</td>
<td>4 Hrs.</td>
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<tr>
<td>COM 302 Communication Technologies</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>Communication emphasis requirements</td>
<td>12 Hrs.</td>
</tr>
<tr>
<td>Three Communication courses selected from two topical areas other than the student's emphasis</td>
<td>12 Hrs.</td>
</tr>
<tr>
<td>Public Affairs Colloquia</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Applied Study Term</td>
<td>8 Hrs.</td>
</tr>
<tr>
<td>General electives (at least six of which must be taken outside Communication)</td>
<td>14 Hrs.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60 Hrs.</strong></td>
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</tbody>
</table>

**Course Offerings**

In addition to regular course offerings, the Communication Program gives students the opportunity to design tutorials for subjects not covered in the curriculum, provided a willing faculty member with expertise agrees to serve as tutorial director.

Courses from other programs may be used as part of the 32-hour major; examples appear at the end of the Communication course descriptions. No more than eight credit hours of cross-listed courses may be used as part of a student's concentration.

**Communication M.A.**

The graduate program in Communication has two main objectives: to guide students in an intensive exploration of the structure and function of human communication and to educate students in the methods and theory of communication inquiry. The graduate curriculum regularly covers three areas of study: general communication and language theory, interpersonal and organizational systems, and mass media systems.

The graduate program is distinct and separate from the undergraduate program, although certain courses are open to both B.A. and M.A. candidates. Graduate students enrolled in these (400-level) courses should expect more stringent grading standards and more assignments (and perhaps differently structured assignments) than undergraduates enrolled in the same courses.
Entrance Requirements

For admission to the master of arts program, the student must have a bachelor's degree or equivalent. During the first term, students are expected to take diagnostic examinations, the results of which are evaluated by the student's adviser and the program. The program reserves the right to require additional course work where deficiencies are indicated.

Advising

Each new graduate student should consult with a faculty adviser prior to initial registration. Advisers help students develop a course of study based on program requirements and on student personal interests.

A prospectus form indicating the graduate student's planned program of study should be completed during the first semester and should be submitted through the adviser to the program's Graduate Committee for approval.

Credit for Prior Learning

Communication students with extensive life or work experience in some area of communication may wish to apply for academic credit through Credit for Prior Learning. The Communication Program awards such credit in each of its three topical areas (general communication and language theory, interpersonal and organizational systems, and mass media systems) through COM 401, COM 431, and COM 451 respectively. The program will award a maximum of four hours of experiential learning credit in any one topical area, with a maximum total of 12 hours awarded for any student.

Grading Policy

No "C" grades in Communication courses may be applied toward the degree. Communication concentration courses may not be taken on a credit/no credit basis.

Course Repetition

Communication courses numbered 491-498 and 591-598 (experimental courses listed only in the Course Schedule) may be taken for credit more than once provided the course topic is different each time. No more than six semester hours of credit for COM 599 (tutorials) will be accepted for the degree. COM 501 Thesis and COM 502 Project may be enrolled in only once. All other Communication courses may be repeated for grade improvement only once; such courses may not be repeated for credit.

Required Courses

Students must complete program-required courses in order to graduate. No waivers are offered. Courses with a 300 number that advisers require of graduate students as prerequisites will be taken not for credit.

Program Requirements

All master's degree candidates at the University are required to complete four semester hours of Public Affairs Colloquia. In addition, the Communication Program requires that candidates complete COM 505 Research Methods in Communication, COM 501 Thesis or COM 502 Project, and at least three 500-level graduate seminars.

Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COM 505 Research Methods in Communication</td>
<td>4 Hrs.</td>
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<tr>
<td>One 500 level (4 Hrs.) seminar in emphasis area</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>Graduate-level Communication courses (including at least 8 hours of 500-level seminars)</td>
<td>24 Hrs.</td>
</tr>
<tr>
<td>Public Affairs Colloquia</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>COM 501 Thesis or COM 502 Project</td>
<td>4 Hrs.</td>
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</table>

Total Minimum Requirement 40 Hrs.

Additional courses may be required by the adviser, with program approval, in
order to meet deficiencies. COM 599 credit may not be used to satisfy the 500-level seminar requirement.

Program policies and guidelines for the Thesis or Project may be obtained from faculty advisers.

Course Offerings
In addition to regular course offerings, the Communication Program gives students the opportunity to design tutorials for subjects not covered in the curriculum, provided a willing faculty member with appropriate expertise agrees to serve as tutorial director.

Courses from other programs may be accepted for the program major; examples are given at the end of the Communication course descriptions.

Communication/Course Descriptions

Required Courses (Undergraduate)

COM 301 The Study of Communication (4 Hrs.) Overview of contemporary communication theory and concepts including the process nature of communication, interpersonal relations, and mass media. Provides the foundation for study in communication.

COM 302 Communication Technologies (4 Hrs.) Present and developing communication technologies and their impact on our lives. Students explore the nature of electronic (computer, video, and audio) and print-optical (film) technologies, systems, and networks, as well as the future of these systems and technologies in our society.

Required Courses (Graduate)

COM 501 Thesis (4 Hrs.) In-depth exploration of a topic: students should consult with their adviser during their first semester in residence for guidelines and information on the thesis requirement. Course completion fulfills the University master's project requirement.

COM 502 Project (4 Hrs.) Production of a major project selected with approval of adviser and Graduate Committee. Students should consult their adviser during first semester in residence for project guidelines. (Either COM 501 or COM 502 must be completed.)

COM 505 Research Methods in Communication (4 Hrs.) Examination and discussion of ways in which we answer questions about human communication and of critical considerations surrounding this process. Probing the kinds of questions research can answer and potential applications of those answers. Includes fundamentals for researching and writing the graduate thesis.

General Communication and Language Theory

COM 309 Writing Laboratory (4 Hrs.) Intensive writing practice with emphasis on the development of organization, vocabulary, sentence structure, brevity, clarity, and style. Individual instruction. Weekly writing assignments.

COM 323 Using Communication (4 Hrs.) Focus on two areas: using communication in everyday situations effectively and understanding new applications for communication knowledge. Students seek to improve communication skills and to appreciate expanding role of communication in society.

COM 341 Linguistics (4 Hrs.) How humans produce and use language, including phonology, syntax, semantics, and pragmatics. Comparison with natural and artificial animal languages considered.

COM 401 General Communication and Language Theory: Practicum (1-4 Hrs.) Experiential learning in General Communication and Language Theory.

COM 404 Media Law (4 Hrs.) Legal privileges and limitations primarily affecting those who work in the media. Includes examination of free press and fair trial, obscenity, libel, right of privacy, access to the media, access for the media, contempt of court, and advertising law. See PAR 404.

COM 412 Language Acquisition (4 Hrs.) Language acquisition in infants and its development through acquisition of writing at grade-school age. Major focus on comparison of spoken and written communication, as well as on writing readiness of a six-year-old.

COM UH 414 (See COM 514).

COM 415 Psycholinguistics (4 Hrs.) Psychology of spoken and written language. Major topics are psychology of language acquisition in children, linguistic competence
and performance, biological and social content of language, and language as behavior.

COM 417 Sign/Symbol Systems in Communication (4 Hrs.)
History and development of sign/symbol process that humans use for communication. Oral, written, and printed sign/symbols are central concern, but other systems, such as music, architecture, and food, also studied. Written papers and exams.

COM 423 Gender and Communication (4 Hrs.)
Examines the differences men and women exhibit in communication style, tone, vocabulary, intent, and meaning. The causes of these differences and their ramifications will be discussed. Historical and contemporary writings on the subject will be used as a base for interpreting personal observations and experiences.

COM 426 Nonverbal Communication (4 Hrs.)
How personal symbols (clothes, body language, etc.) and public symbols (space, time) convey meaning; problems arising from differing interpretations of these symbols.

COM 435 Commercials: The Hidden Messages (4 Hrs.)
Television commercials examined in terms of persuasive strategies and techniques used for reaching targeted audiences. Special attention given to hidden messages and subconscious appeals.

COM 438 Analyzing Communication Processes (4 Hrs.)
Analysis techniques as they apply to study of human communication behavior. Discussion and application of knowledge-generating techniques are grounded in real communication situations. Familiarity with methods presented allows students to interpret and criticize communication research studies.

COM 442 Broadcasting in American Society (4 Hrs.)
Brief history of broadcasting; nontechnical discussion of UHF, VHF, AM, FM, and cable transmission — reception, programming trends, commercial and noncommercial broadcasting, regulation and responsibility of broadcasters, impact on society, and children's programming.

COM 464 Conflict Management (4 Hrs.)
Role and effect of conflict on interpersonal, group, and organizational relationships and social movements. Theoretical and practical applications seek to foster success in conflict resolution.

COM 465 Interviewing (2 or 4 Hrs.)
Interviewing and its various purposes in communication settings. Practical and theoretical approach.

COM 467 Political Communication (4 Hrs.)
The several roles human speech plays in politics. Political advocacy from rhetoricians of classical antiquity to the 5:30 p.m. news and today's packaged candidates. See PS 401.

COM 468 Persuasion (4 Hrs.)
Theories and techniques involving attitudinal and behavioral change. Students analyze historical and current propaganda and persuasion.

COM 511 Semiotics (4 Hrs.)
The sign, the basic unit in human communication. Primate language included. Readings in Pierce, Morris, Saussure, and Eco. Writing projects required.

COM 514 History of Communication (4 Hrs.)
Undergraduate honors/graduate seminar. Begins with genesis of language, progresses through alphabet, printing press, electronic communication and computer technology. Taught from primary sources. Examine the impact each stage of major communication development has had and how it has restructured human communication. (WPI required for undergraduates.)

COM 516 Communication Theory (4 Hrs.)
In-depth study of current major theories of communication, their differences, their values and their shortcomings.

COM 518 Meaning and Social Structure (4 Hrs.)
Examination of coding and meaning theories in order to understand similarities and differences in individual interpretation of words, symbols, events, and interaction. Includes exploration of connections in language structure, individual thinking, and social structure.

Interpersonal and Organizational Systems
(Note: COM 423, COM 428, COM 435, COM 436, COM 464, COM 468, and COM 528 — are also included in this topical area.)

COM 367 Public Speaking (4 Hrs.)
Performance course preparing for formal and informal speaking situations. Argumentation and debate strategies studied for practical application, with some focus on legislative and courtroom dialogue. Videotape facilities used.

COM 421 Interpersonal Communication (4 Hrs.)
Analysis of communication at the individual level including extended examination of informational, perceptual, and prediction pro-
cesses that lead to successful communication. Includes role and personality as factors that affect the communication process and techniques for improving communication ability. Interpersonal communication theories compared and evaluated.

**COM 431 Interpersonal and Organizational Systems: Practicum** *(1-4 Hrs.)*

Experiential learning in Interpersonal and Organizational Systems.

**COM 461 Practical Applications of Public Relations** *(4 Hrs.)*

Analysis of most effective methods for creation, exchange, and flow of ideas within private and public organizations. Examination of media as tools for disseminating ideas. Projects include preparing print, radio, and video press releases; public service announcements; and commercial advertisements. Prerequisite: COM 312 or permission of instructor.

**COM 462 Writing for Public Relations** *(4 Hrs.)*

Intensive study of the most effective methods for written public relations communication. Students write news releases, broadcast announcements, letters, speeches, and newsletter copy, as well as work on grammar and journalistic style. Prerequisite: COM 312 or permission of instructor.

**COM 463 Organizational Communication** *(4 Hrs.)*

Major communication functions in organizations and person-to-organization relationships. Includes analysis of interaction between organizational structures, message forms and flows, channel effects, and personal behavior.

**COM 562 Public Relations in Organizations** *(4 Hrs.)*

Advanced study of public relations in organizations. Examination of problems involved in designing and implementing a public relations campaign with emphasis on communicating within and outside different organizations. Examination of and participation in empirical research on public relations and organizational communication.

**COM 567 Public Relations in the Political Arena** *(4 Hrs.)*

An examination of public relations techniques and procedures, particularly at the state government level, utilizing resources and professionals from Illinois state political figures' governmental offices. Students will complete intensive research and field work involved in the study of public relations operations in the political arena.

**Mass Media Systems** *(Note: COM 309, COM 404, COM 435, COM 442, and COM 467 — all described above — also are included in this topical area.)*

**COM 312 News Gathering and Writing** *(4 Hrs.)*

Techniques involved in interviewing, reporting, and writing. Weekly in-class news story assignments. Typing experience helpful but not necessary.

**COM 314 Editing Techniques** *(2 Hrs.)*

Editorial skills including style, organization, and editorial symbols. First-hand experience in preparing manuscripts for publication.

**COM 315 Photography I** *(4 Hrs.)*

Basic competencies in terminology and operation of 35mm cameras, processing black-and-white film, and print making. Students assisted in formulating photographic philosophy through examination of their own work and works and thoughts of professional photographers. Camera (35mm) with adjustable focus, variable aperture settings, manually operable multiple shutter speeds, and "normal" or medium-short focus lens required. See ART 315. Students must purchase own supplies.

**COM 352 Basic Video Production** *(4 Hrs.)*

Equipment, theory, and techniques used in video production, including television cameras, graphic materials, and fundamental principles of production design. Students also develop basic skills in television directing.

**COM 403 Feature Article** *(4 Hrs.)*

Examination and utilization of feature writing techniques. Weekly feature article assignments. Publication encouraged but not required.

**COM 406 Photography II** *(4 Hrs.)*

Extension, development, and continuation of studies in black-and-white photography. Students should be increasingly able to generate their own ideas about the medium, and work toward the production of a personal body of work. Expanded film and print manipulations, including solarization, sandwiched images, collage, and hand coloring. Prerequisite: COM 315. See ART 406. Students must purchase own supplies.

**COM 436 Publication Design** *(4 Hrs.)*

Basic skills and elements of publication design. Includes lay-out and paste-up skills. Emphasis on aesthetic development. Helpful to those who wish to design and publish posters, brochures, and other printed matter. See ART 436. Students must purchase own supplies.

**COM 441 Mass Media — Theory and Practice** *(2 Hrs.)*

Social effects of the media and how societal
changes, in turn, affect the media; new media technologies; and in-depth research study of relationship between media and government. See PAR 441.

COM 443 Media Ethics (4 Hrs.)
Ethical considerations involved in media practices and procedures. Includes a discussion of media junkets, codes of ethics, privacy considerations, news judgment, and audience access. Legal as well as ethical issue examined. See PHI 443.

COM 444 Advanced News Gathering and Writing (4 Hrs.)
In-depth examination of news reporting and writing, including experience with different journalistic "beats" and discussion of media issues. Typing skills required. Prerequisite COM 312 or equivalent.

COM 445 Journalism for the Electronic Media (4 Hrs.)
Tools and techniques of professional media journalists; news writing and reporting style; and ethical and legal responsibilities. Final paper required. Students write and produce news and documentary pieces.

COM 446 Broadcast Management (4 Hrs.)
Basics of broadcast management pertaining to specific needs in areas of engineering, law regulations, and programming. Topics include the Federal Communications Commission, advertising, production, operations, personnel, equipment, accounting, and public relations.

COM UH 447 (see COM 547).

COM 448 Media Advertising (4 Hrs.)
Theoretical and creative processes in media advertising. Students receive basic orientation not only to economic aspects of advertising but also to creative processes. Students develop advertising campaigns and write television, radio, and press copy.

COM 451 Mass Media Systems: Practicum (1-4 Hrs.)
Experiential learning in Mass Media Systems.

COM 453 Television Production (4 Hrs.)
Advanced video production with emphasis on editing and studio production. Students research the technical theory and operation of studio production. Regular production assignments are made. Prerequisite: COM 352 or consent of instructor.

COM 454 Documentary Production (4 Hrs.)
Advanced video documentary production, with emphasis on history and impact of film and video documentaries in America as well as the process and technology of electronic news/documentary gathering, editing, and production. Each student produces documentary programs of varying lengths. Prerequisite: COM 352.

COM 455 Instructional Media (4 Hrs.)
Tools and techniques of media production for instructional/classroom purposes. Includes survey of electronic and film formats, including audio, video, still and motion picture films, and computer-aided instruction. Students given opportunity to develop instructional segments using various selected media.

COM 480 Studies in the Art of the Film (4 Hrs.)
In-depth exploration of a particular film genre, the cinema of a nation, or the work of a particular director. Topics may be Italian cinema, French cinema, the Western, Orson Welles, Frederico Fellini, or others. May be repeated for an indefinite number of hours, but a particular topic may not be repeated for credit.

COM 535 Narrative in Fiction and Film (4 Hrs.)
Features common to stories (structure, theme, point of view, character) studied from the perspective of semiotics. Examples drawn from contemporary fiction, history, film, and television, as well as traditional oral culture (myth, religion, folk tale).

COM 541 New Technologies in Electronic Media (4 Hrs.)
Seminar on new and emerging technologies and systems in electronic media: hardware, software, and societal impact.

COM 542 Broadcast Programming (4 Hrs.)
Theories and realities of current programming tactics for both radio and television, including such topics as format strategy, program producers and sources, and audience research.

COM 547 Media Issues (4 Hrs.)
Undergraduate honors/graduate seminar. An in-depth look at the media, focusing on such contemporary concerns as governmental interference with a free press, the media’s responsibility in society, pressures on the media, recent trends in broadcasting print journalism and evaluation of media performance.

COM 551 Telecommunications in Education (4 Hrs.)
Educational telecommunications delivery systems and their utilization. Analysis of alterna-
Communicative approaches to meeting objectives in education, business, and industry. Evaluation of program materials and learning units incorporating television, radio, telephone, computers, and other media. Introduction to instructional design.

**Individualized Study**

**COM 499 Tutorial (1-4 Hrs.)**
Specialized instruction; individuals or small groups of students may arrange for special courses on otherwise unavailable topics; subject to availability of instructor.

**COM 599 Tutorial (1-4 Hrs.)**
Specialized instruction; graduate students may arrange for special courses on otherwise unavailable topics; subject to availability of instructor.

The following courses are accepted for the Communication major. Through petition to the Program Committee, the student and adviser may obtain approval for other courses in the University curriculum.

- ENG 465 History of the English Language
- ENG 482/PAR 407 The New Journalism and Nonfiction Novel
- MGT 431 Advertising and Marketing Strategy
- MGT 461 Managerial Communication in Public Relations
- MGT 463 Report Writing for Managers
Community Arts Management
M.A. (50 Hrs.)

Program Faculty — Michal Bernstein

Associated Faculty — Ina Robertson, Larry Shiner, Donald F. Stanhope

Adjunct Faculty — John Kennedy, Cheryl Yuen

The Community Arts Management Program emphasizes the skills and knowledge appropriate to management of multi-arts organizations such as community and state arts agencies and arts centers. The program is based on the assumption that an arts administrator is one who possesses not only general management and planning skills but also knowledge and skills specifically pertinent to the arts, including awareness of art forms; ability to examine aesthetic issues and make aesthetic decisions; understanding of the similarities and differences between producing and distributing an aesthetic product and an industrial one; familiarity with nonprofit and government management systems; knowledge of strategies for increasing earned income, membership, and volunteer support; and knowledge of funding sources.

Although the program focuses upon management of multi-arts organizations, acquired competencies have also enabled graduates to pursue careers in orchestra, theater, museum, and dance company management.

Entrance Requirements

After acceptance for graduate study by the University, students must apply to the Community Arts Management Program for admission. Applicants must have academic or experiential background in the arts. At least two years' work experience (not necessarily in the arts) is an important consideration for entry to the program. Written, spoken, and aural communication skills must also be demonstrated. Enrollment is selective; a maximum of 15 students is admitted each year. Limited enrollment allows each program participant to benefit from continuous individual counseling.

Grading Policy

If balanced by an equal number of hours of "A," a maximum of eight hours of "C" is applicable toward the master's degree. "A" or "B" work is required for degree credit in any CAM-prefix course.

Program Requirements

Students should plan to complete the degree program in two full years. The program offers two options.

In the first option, the first three semesters, consisting of course work and local internships, are spent in Springfield. For the fourth semester of the program, students participate in a Field Experience which may be a full time, ongoing paid position or a position particularly designed for the student. During this semester, guidelines developed by the program describe the monitoring process and the final written report or product.

In the second option, two additional internships and a project paper replace the Field Experience.

With the completion of all course requirements, students are admitted to the two week Problem-Solving and Evaluation Seminar. Upon completion of the seminar and all University requirements, the student is recommended for the degree.
Special Program Features

With the counsel and approval of faculty, students choose an arts organization — such as the Illinois State Museum, Springfield Art Association, Springfield Theatre Centre, Springfield Ballet, Springfield Symphony, SSU Auditorium Concert Series, Springfield Area Arts Council, the Illinois Arts Council or the Missouri Arts Council with which to work eight hours per week. From the inception of their course of study in the program, students have the opportunity to increase their skills, to observe the working dynamics of arts organizations, and to compare management experiences within an academic setting.

The Seminar in Public Policy and the Arts examines public policy issues at the federal, state, and community levels. The University’s location in the state capital allows the program access to the persons, activities, and materials associated with cultural policy decision making in the public sector.

Philosophy of Art challenges students to confront, develop, and understand ethical and historical perspectives and issues relating to the arts.

Issues of law affecting arts organizations such as censorship, handicapped accessibility, lobbying, employment discrimination, contract law, tort liabilities, incorporating not-for-profit organizations, and unrelated business income are covered in appropriate course offerings.

The CAM program has been designed, and is continually under review, to ensure a balance of theory and practical work experience that stimulates inquiry, self-criticism, learning, and growth.

Course Requirements

To satisfy requirements for the master of arts degree in the three semester resident/one semester field experience format, students must complete the following CAM courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CAM 486 Legal Aspects of Not-for-Profit Organization Management</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>CAM 504 Seminar in Arts Administration</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>CAM 506 Seminar in Public Policy and the Arts</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>CAM 508 Marketing and Development/Nonprofit</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>CAM 512 Research/Analytical Tools for Arts Administrators</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>CAM 521 Internship I</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>CAM 522 Internship II</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>CAM 531 Theater/Concert Management</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>CAM 532 Museum/Art Center Management</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>CAM 571 Field Experience</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>CAM 573 Problem Solving and Program Evaluation Seminar</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>32 Hrs.</strong></td>
</tr>
</tbody>
</table>

To complete requirements for the masters of arts degree in the four-semester residency program, the student must fulfill the same requirements. In place of a field experience, however, students take two additional internships and develop a project paper.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CAM 523 Internship III</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>CAM 524 Internship IV</td>
<td>4 Hrs.</td>
</tr>
</tbody>
</table>

All students must complete the following support courses or demonstrate competency in their subject matter:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 505 Financial Management for Nonprofit Organizations</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PHI 432 Philosophy of Art*</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>COM 462 Writing for Public Relations*</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>ADB 541 Organizational Dynamics</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>Public Affairs Colloquia (University requirement)</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>50 Hrs.</strong></td>
</tr>
</tbody>
</table>

An additional program requirement is demonstrated knowledge of computers that specifically addresses ways in which computers are applicable to the func-
tioning of arts organizations. For those who do not have such skills MGT 306 Computer Applications is recommended. Credit earned in this course will not count toward the graduate degree.

At the discretion of the program, required and support courses listed may be waived in consideration of student background and learning needs. Such waivers do not reduce the total number of hours specified by the program.

*Graduate students enrolled in 400 level courses will be required to perform at a higher level than undergraduates.

Community Arts Management/Course Descriptions

CAM 483 Arts and Education (4 Hrs.)
Development, implementation, and evaluation of art and education programs. Exploration of aesthetic issues, strategies of teaching, and relationship to arts organizations as well as to schools. Designed for teachers, arts administrators, and volunteers.

CAM 486 Legal Aspects of Not-for-Profit Organization Management (2 Hrs.)
Law and its applications in the management of not-for-profit organizations. Geared to graduate-level students, experienced professionals, or community agency volunteers with little or no formal training in law. Learning strategies include case study, group work, and individual investigation. See LES 486.

CAM 504 Seminar in Arts Administration (4 Hrs.)
Development of competencies in working with organizational structures, including board-staff relations and planning and grant writing processes associated with arts organizations.

CAM 506 Seminar in Public Policy and the Arts (4 Hrs.)
Examination of issues that affect the emergence of public sector arts organizations at the national, regional, state, and local level, such as the role of legislation and advocacy in the functioning of contemporary arts organizations.

CAM 508 Marketing and Fundraising/Nonprofit Organizations (4 Hrs.)
Analysis of motivating factors affecting the arts consumer; development of new audiences; changing populations — demographics and attitudes; strategies covering areas, such as deferred giving, membership campaigns, single event fund raisers and working with the profit making sector.

CAM 512 Research/Analytical Tools for Arts Administrators (2 Hrs.)
Needs assessments, surveys, census data sources as instruments of research methods used in program development and evaluation

CAM 521 Internship I (2 Hrs.)
Supervised internship with workshops in professional development.

CAM 522 Internship II (2 Hrs.)
Continuation of CAM 521 with a different arts organization and series of workshops.

CAM 523 Internship III (2 Hrs.)
For students who elect the four semester residency option. Replaces Field Experience.

CAM 524 Internship IV (4 Hrs.)
Required along with CAM 523 for students who elect the four semester residency option. Includes a final project and/or written report.

CAM 531 Theater and Concert Management (2 Hrs.)
Program planning, house management, box office, printed programs, marketing, audience education, as well as issues affecting the future development of performing arts organizations. A variety of learning strategies are used.

CAM 532 Museum/Art Center Management (2 Hrs.)
Exhibition development, program planning, organization, funding, promotion, and general management practice.

CAM 571 Field Experience (6 Hrs.)
Supervised work experience in a professionally managed arts organization. Follows completion of resident course work.

CAM 573 Problem-Solving and Program Evaluation Seminar (2 Hrs.)
Intensive professional development seminar; sharing work experience, mutual instruction and final overall evaluation.

CAM 590 Directed Study (2-6 Hrs.)
Supervised individual or group project in a specialized area otherwise unavailable.
Computer Science
B.A. (60 Hrs.)
M.A. (in Mathematical Sciences, with a Computer Science Concentration, 32 Hrs.)

Faculty — Rassule Hadidi, Jyh-Ming Jiang, Gary Lasby, Robert C. Meeder, Mary Patton, Ouen Pin-ngern, Mary Kate Yntema, Lanny Younger

The Baccalaureate Degree
The B.A. in Computer Science is oriented toward software (the logic or instructions that control the computer) rather than hardware (the electronics of the machine itself.) The program is most appropriate for candidates interested in design, development, and implementation of computer software, including systems to control the computer, applications programs that solve specialized problems, and programs to enhance computer usefulness. By careful selection of technical electives a student can give this degree an emphasis in management information systems.

Facilities
Sangamon State University features an outstanding variety of interactive and batch-processing computing systems and equipment. There are two student computer laboratories which are open most of the time, including weekends and most vacation days. Students have access to an IBM 4341, a CDC 172 model 720, an HP-3000, Apple II and IBM microcomputers, and a PDP-11 based graphics systems. Students may gain hands-on experience with the UCSD Pascal, CDC Cyber NOSD, IBM-CMS, and HP-MPE operating systems.

Advising
Prior to initial registration the student should discuss an appropriate course of study with a Mathematical Sciences faculty adviser. Students are urged to choose a permanent adviser as soon as possible.

Entrance Requirements
A. Admission to the University.
B. Matriculation into the Mathematical Sciences Program. Matriculation requirements are 1) selection or assignment of a Mathematical Sciences faculty adviser. 2) Two semesters of calculus or a semester of business calculus and MSY 301 Applied Analysis. 3) Ability to program in Pascal. The student who has no experience programming in Pascal may take MSY 371 Introduction to Programming in Pascal or MSY 372 Pascal for Experience Programmers. 4) Assembly language programming. The student who has no significant experience or course work in assembly language programming may take MSY 373 Assembly Language Programming. SPECIAL NOTE: Credit hours earned in MSY 301, MSY 371, MSY 372, and MSY 373 may not count toward the 60 hours for the degree. 5) Enrollment in MSY 300 Writing Skills. 6) Completion of the B.A. matriculation form.

NOTE: Students may begin work toward the degree before matriculation into the program, but the above requirements should be completed as soon as possible. At least 16 hours of MSY courses needed for graduation must be taken after matriculation.

Degree Requirements
The requirements for the B.A. in Computer Science are:
Communication Skills Requirement:
MSY 300 Writing Skills 0 Hrs. 
(continued on next page)
Computer Science

Required Core Courses
MSY 302 Discrete Mathematics 4 Hrs.
MSY 311 Linear Systems or
MSY 312 Linear Algebra 4 Hrs.
MSY 323 Statistical Analysis 4 Hrs.
MSY 375 Advanced Programming in Pascal 4 Hrs.
MSY 376 Computer Organization 4 Hrs.
MSY 471 Data Structures or
MSY 472 Introduction to File Organization & Database 4 Hrs.
MSY 473 Structure of Programming Language or
MSY 474 Introduction to Systems Programming & Operating Systems 4 Hrs.
Total MSY 28 Hrs.

Other Requirements
MSY Electives 8 Hrs.
Public Affairs Colloquia 6 Hrs.
Applied Study Term 8 Hrs.
General Electives 10 Hrs.
Total Other 32 Hrs.
Total 60 Hrs.

Course descriptions for these and other Computer Science courses are included in the Mathematical Sciences section of this catalog.

All United States residents must pass the U.S. and Illinois Constitution examinations unless they have previously completed the test or its equivalent at the collegiate level.

Technical Electives
Students who wish to make management information systems a focus of their studies should choose MSY 472 and MSY 474 in the core and MSY 448 Principles of Management Information Systems as one of the MSY electives. The other MSY elective should be chosen from among MSY 441 Operations Research Methods, MSY 447 System Simulation, and MSY 478 Software Engineering.

Recommended Course Sequence

Students who have satisfied the matriculation requirements are urged to take MSY 375 as soon as possible since it is prerequisite to most other courses. They should also begin the mathematical component of the program (MSY 302, MSY 311, MSY 323). It is wise to balance programming courses and theory courses to make efficient use of time.

Those who have not met the matriculation requirements must take MSY 372 or MSY 371 during their first semester and MSY 301 and MSY 302 as soon as possible.

General Electives

There are limitations on the use of certain courses for general elective credit. No MSY or MSU courses may be used. Other courses which contain significant mathematical or computer-related content require prior written approval. For procedures, students should consult their advisers. A partial list of these courses is available at the Mathematical Sciences Program Office.

Communication Skills

Computer Science students satisfy the University communications skills requirement by completing MSY 300 Writing Skills. This course should be taken during the student’s first semester at Sangamon State as it is a requirement for matriculation into the program.

Applied Study

Most Computer Science students satisfy the University Applied Study Term (AST) requirement through work in various businesses, or governmental or community agencies. Part-time students currently pursuing computer related careers can consider the Career Applied Study Term option for personal and career growth.
The Master's Degree

Graduate students may earn a master's degree in Mathematical Sciences with a concentration in computer science. A full description of the concentration is given in the Mathematical Sciences section of this catalog.

Entrance Requirements

Graduate students should have completed the equivalent of a B.A. in Computer Science at SSU. Candidates for the M.A. degree may make up deficiencies at Sangamon State but may not count these hours toward satisfaction of degree requirements.
Creative Arts
B.A. (60 Hrs.)

Faculty — Robert Dixon, Mauri Formigoni, Karen Gilg, Mark Siebert, Jerry Troxell

Adjunct Faculty — Annette Chesky, George Ecklund, Carlton Eldridge, Fred Greenwald, Jane Allen Hartman, David Mitchell, Elizabeth Ricketts,

The Creative Arts Program provides opportunity for studying the visual arts in a context which emphasizes skill acquisition in various studio disciplines as well as understanding historical and philosophical concepts in art. The program assumes a need for educated individuals who will pursue advanced degree studies in the visual arts or utilize their education for secondary or avocation careers in the arts.

Entrance Requirements
Since work at the upper-division level should not be a student's first exposure to organized training in the arts, students should have the A.A. degree in visual art or equivalent schooling, and are expected to demonstrate basic competence in art through completion of a studio course during the first semester at SSU. Preliminary training should include 6 semester hours of Art History Survey, 3 semester hours of Two-dimensional Design, and 3 semester hours of Drawing. Lack of these courses is considered a deficiency to be remedied during the first year at SSU. Other requirements for admission to the program are identical with general University requirements.

Scholarship
The Bruce A. Magidsohn Memorial Scholarship and the Springfield Ceramics and Crafts Club Scholarship are awarded annually to students in the Creative Arts Program. For information see the “Financial Assistance” section of this catalog.

Advising
Students should consult a Creative Arts faculty member before registering for the first time. A permanent adviser from among the program faculty should be chosen before the end of the first semester of study. All students should consult their advisers before registering for the last semester of classes.

Grading Policy
Grading policy is determined by each instructor as appropriate to the individual course and is announced at the beginning of the course.

Communication Skills
The communication skills of each Creative Arts major are assessed within one semester of declaring the major. This assessment is in the form of a scheduled writing session, during which students are asked to complete an 800- to 1,000-word autobiographical essay. In addition to covering a student's educational and artistic background, this essay should include a discussion of the student's personal and professional goals in the Creative Arts.

The communication skills assessment essays are read by one member of the Learning Center staff and one faculty member of the Creative Arts Program. They are evaluated for grammar, style, form, and ability to organize and develop ideas. If a student's communication skills are found to be inadequate, the student is advised to complete appropriate coursework in the Communication or English program, or to develop and complete a
Program Requirements

Requirements for the bachelor’s degree in Creative Arts are distributed as follows:

Communication Skills
   (ART 300) 0 Hrs.

Historical and analytical courses
   12 Hrs.

Studio (beyond 310 level)
   24 Hrs.

Electives (8 Hrs. must be in a field other than ART)
   10 Hrs.

Public Affairs Colloquia
   6 Hrs.

Applied Study Term
   (Of which 2 hrs. must be Portfolio Exhibition
   ART 481)
   8 Hrs.

Total 60 Hrs.

The exact number of hours to be taken, as well as the specific subjects, depends on the student's area of interest and is determined in consultation with the adviser. Students with a particular interest in visual art should request the list of recommended courses from the program office.

Optional. Honors project in art studies (with faculty recommendation) 4 Hrs.

Tutorials. Available upon student request and with permission of instructor. These should follow program guidelines.

Private Instruction. Provisions for private instruction are available in the music arts. The program maintains a list of community teachers approved to offer private instruction for University credit. For information, apply to the program office. The student must direct arrangements concerning lessons and payment with the instructor chosen. Tuition for credit hours is billed in the usual manner.

Applied Study Opportunities

Projects to satisfy the University requirement for the AST have three sources: The Applied Study Office, the faculty, and the student. Community work in the graphic arts, photography and arts management are the most frequent. Six hours of the Program requirements for AST are satisfied in art related experience through the AST office and two hours are fulfilled through ART 481.

Portfolio Exhibition. ART 481/AST is administered through the student's faculty adviser in accordance with approved Program requirements for the course.

Activities

The Creative Arts Program sponsors a number of activities open to members of the University and greater Springfield communities.

Jazz Ensemble. The activities of courses MUS 330 and MUS 430 involve performances of the jazz ensemble, although participation is not limited to students enrolled in these courses. The group performs in Springfield and surrounding communities. For further information consult Prof. Jerry Troxell, director.

The Gallery. The Creative Arts Program sponsors and arranges on-campus exhibitions in a variety of media, featuring work of faculty, students, and regional artists. Student participation is encouraged both in installation and management procedures. Students may form various clubs or organizations through the Office of the Dean of Students. Currently there is an active Photography Club on campus. For further information consult the program office.

Creative Arts/Course Descriptions

ART 300 Writing Skills (0 Hrs.) Evaluation of writing skills for Creative Arts majors through 1) passing a diagnostic writing test given by the Learning Center; 2) completion of COM 309 Writing Laboratory or ENG 375 Expository Writing; or 3) completion of a program to improve writing skills given by the Learning Center. ART 300 should be taken during the student's first semester of study at Sangamon State. For further information con-
sult the program faculty.

**ART 301 Painting** (4 Hrs.)
Basic techniques of painting. No prior experience necessary.

**ART 302 Sculpture** (4 Hrs.)
Various three-dimensional media, processes involved, and possibilities of appropriate expression.

**ART 303 Ceramics** (4 Hrs.)
Various techniques, including use of a potter’s wheel, slab-building, and glazing. Also includes introduction to origin of ceramics and studio responsibilities.

**ART 311 Painting I** (4 Hrs.)
Painting technique in a choice of media, with emphasis on developing a means for personal expression. Prerequisite: ART 301 or equivalent.

**ART 312 Painting II** (4 Hrs.)
Painting technique in a choice of media, with emphasis on developing a means for personal expression. Prerequisite: ART 301 or equivalent.

**ART 315 Photography I** (4 Hrs.)
Basic competencies in terminology and operation of 35mm cameras, processing black-and-white film, and print making. Students assisted in formulating a photographic philosophy through examination of their own work and the works and thoughts of professional photographers. Camera (35mm) with adjustable focus, variable aperture settings, manually operable multiple shutter speeds, and "normal" or medium-short focus lens required. See COM 315. Students must purchase own supplies.

**ART 320 Drawing (General)** (4 Hrs.)
Intermediate-level class in drawing theory and technique. Focus on developing individual drawing style, with a variety of drawing materials introduced.

**ART 331 Silkscreen and Relief Printing** (4 Hrs.)
Various silkscreen, photosilkscreen, woodblock, and relief printing techniques. Prerequisite: prior experience in drawing or design.

**ART 332 Etching and Lithography** (4 Hrs.)
Various intaglio techniques (etching, aquatint, engraving) and lithographic processes. Prerequisite: prior experience in drawing or design.

**ART 341 Sculpture I** (4 Hrs.)
Designed for several approaches to form and its relationship to space. Emphasis on design and structure using various materials and approaches.

**ART 342 Sculpture II** (4 Hrs.)
Introduction to casting. Includes the use of aluminum and bronze. Designed to give the student an appreciation of sculpture through the uses of metal casting.

**ART 351 Ceramics I** (4 Hrs.)
Designed to let each student develop skills with clay, including problems in ceramic design and construction, with emphasis upon developing individual style and competencies. Also includes glaze preparation and clay body preparation, along with kiln firing and techniques. Prerequisite: ART 303 or equivalent.

**ART 352 Ceramics II** (4 Hrs.)
Various techniques with earthenware, its properties and its firing possibilities. Emphasis on clay and glazes for earthenware, oxidation, reduction. Exploration of raku included. Prerequisite: ART 303.

**ART 406 Photography II** (4 Hrs.)
Extension, development, and continuation of studies in black-and-white photography. Students should be increasingly able to generate their own ideas about the medium and work toward the production of a personal body of work. Expanded film and print manipulations, including solarization, sandwiched images, collage, and hand coloring. Prerequisite: ART 315. See COM 406. Students must purchase own supplies.

**ART 411 Painting III** (4 Hrs.)
Advanced study of painting, stressing understanding of art concepts and formation of personal goals. Prerequisite: ART 311 or 312.

**ART 412 Painting IV** (4 Hrs.)
Advanced study of painting, stressing understanding of art concepts and formation of personal goals. Prerequisite: ART 311 or 312.

**ART 413 Figure and Portrait Painting** (4 Hrs.)
Advanced course. Students work from a model and on individual projects. Emphasis on accurate perception and development of personal style. Prerequisite: ART 311 or 312.

**ART 420 Advanced Painting** (4 Hrs.)
Continuation of techniques learned in Painting IV, emphasizing increased skill and personal expression. Prerequisite: ART 412.

**ART 421 Life Drawing** (4 Hrs.)
Upper-level drawing course emphasizing the human figure. Exploratory studies in various media and styles introduce the student to drawing from the model. Prerequisite: prior experience in drawing.

**ART 431 Projects in Advanced Printmaking I** (4 Hrs.)
Individual advanced studies in printmaking
under faculty guidance, with emphasis on individual esthetics. Prerequisite: ART 331 or ART 332.

ART 432 Projects in Advanced Printmaking II  (4 Hrs.)
Individual advanced studies in printmaking under faculty guidance, with emphasis on individual esthetics. Prerequisite: ART 331 or ART 332.

ART 436 Publication Design  (4 Hrs.)
Basic skills and elements of publication design. Includes lay-out and paste-up skills. Emphasis on esthetic development. Helpful to those who wish to design and publish posters, brochures, and other printed matter. See COM 436. Students must purchase own supplies.

ART 437 Advanced Publication Design  (4 Hrs.)
Emphasis on developing skills for publication design. Advanced projects are carried out, designing containers, posters, and catalogs. Students have the opportunity to work on University or community design projects. Prerequisite: ART 436.

ART 440 Advanced Printmaking  (4 Hrs.)
Individual advanced studies in printmaking under faculty guidance. Prerequisites: ART 331 or ART 332, ART 431 or ART 432.

ART 441 Sculpture III  (4 Hrs.)
Work in three-dimensional media, with emphasis on developing skills in style and direction, using an applied approach to the material. Prerequisite: ART 341 or 342 and design.

ART 442 Sculpture IV  (4 Hrs.)
Metal casting, with emphasis on developing skills in style and direction, using the applied approach to material. Prerequisite: ART 342.

ART 451 Ceramics III  (4 Hrs.)
Investigation into various procedures of research and preparation of glazes and clay bodies, with emphasis on glaze testing and kiln firing techniques. Also designed to further develop skills in ceramic design and construction. Prerequisite: ART 303 and ART 351 or 352.

ART 452 Ceramics IV  (4 Hrs.)
Various techniques with porcelain, its properties, and its firing possibilities. Emphasis on special effects for earthenware and porcelain, oxidation, reduction. Exploration of raku included. Prerequisite: ART 303 and 351 or 352.

ART 453 Ceramics Technology  (4 Hrs.)
Clay materials and chemicals, kiln building and theory, kiln firing (oxidation and reduction), testing and analyzing clay bodies and glazes. Not designed for pottery making other than that made for testing. Prerequisites: ART 303 and ART 351 or 352 and ART 451 or 452.

ART 460 Advanced Ceramics  (4 Hrs.)
Individual problems in esthetics of contemporary ceramics.

ART 461 The Art Experience  (4 Hrs.)
Basic ideas of form and composition, standard period and style concepts, and competing evaluation criteria examined in the historical context of major developments in Western art. If used to satisfy the program art history requirement, the course may not be counted toward satisfaction of degree requirements.

ART 462 Art of the Renaissance  (4 Hrs.)
Painting and sculpture from Giotto to Michelangelo, with particular emphasis on the Italian and Flemish Renaissance.

ART 463 Modern Art  (4 Hrs.)
Major trends in painting and sculpture, 1820-1945.

ART 464 Contemporary Art  (4 Hrs.)
Important trends in the arts from 1945 to the present.

ART 470 Special Art History Studies  (4 Hrs.)
Various topics in Art History. Special attention given to non-Western traditions and topics related to the various studio courses offered by Arts.

ART 480 Special Studio Studies  (4 Hrs.)
Advanced studies in a specific studio area. Offered according to needs of students and qualifications of instructor. Areas may include pastels, bookworks, mixed media sculpture. Students may repeat course but may not repeat the same media or studio area.

ART 481 Portfolio Exhibition  (2 Hrs.)
Provides students with basic knowledge and procedures of assembling, mounting, and exhibiting their work. Fulfills 2 hours of the AST requirement.

ART 489 Honors Project in Visual Arts  (4 Hrs.)
Special projects of scholarly or creative nature conducted in close consultation with faculty adviser; projects presented formally to visual arts faculty and students during final semester of residence. Prerequisite: approval of a visual arts faculty member.

MUS 330 Jazz Improvisation  (2 to 4 Hrs.)
Individual study and ensemble performance in jazz, with emphasis on developing potential for improvisation within the idiom. Experience in playing jazz is necessary. May be repeated.

MUS 350 Private Study: Music  (1 or 2 Hrs.)
Private, applied study with an approved instructor. Fees are arranged directly between the student and the instructor and are paid in addition to tuition. May be repeated for an indefinite number of semester hours.
MUS 411 The Changing Symphony (2 Hrs.)
Changing style of the symphony, ca. 1730 through the present — for the general student. Offered via cassette, with emphasis on listening and recognition skills.

MUS 412 Opera as Drama (2 Hrs.)
Drama as presented via musical components of opera, from 1600 through the present — for the general listener. Offered via cassette, with emphasis on listening and recognition skills.

MUS 413 Music in the 19th Century (4 Hrs.)
Development of musical romanticism and its outgrowths in the later 19th century. Reading, listening, recognition, and discussion skills emphasized. For the general student.

MUS 422 Music and the Movies (4 Hrs.)
History, theory, and technique of film music as displayed in American sound films to 1960. For the non-musician and musician alike.

MUS 430 Advanced Jazz Improvisation (2-4 Hrs.)
Further individual study and ensemble performance in jazz, with emphasis on enlarging the improvisational repertoire. Experience in improvising jazz is necessary. May be repeated.

MUS 450 Private Study: Music (1 or 2 Hrs.)
Private, applied study with an approved instructor. Fees are arranged directly between the student and the instructor and are paid in addition to tuition. May be repeated for an indefinite number of semester hours.
Economics
B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Zoltan Acs, Sharon J. Erenburg, Walter D. Johnson, John Munkirs, Roy Wehrle

Associated Faculty — Michael Ayers, Mark Erenburg

The Bachelor's Degree
Most human activity involves the use of resources for which there are competing applications. As a result, the tools of economic analysis are essential ingredients in making public and private decisions, and employers in both sectors agree that training in economics is excellent preparation for many of the most challenging jobs available. Recent graduates of the program are currently employed in banking, as commodity brokers, government analysts, insurance adjusters, labor representatives, and small business owners. Others have gone on to earn advanced degrees in law, business, finance, and public administration, as well as economics.

The Economics Program at Sangamon State University strives to provide students with a solid basis in the theoretical concepts of economics, an understanding of primary quantitative tools, and a mix of topical courses which can be blended and molded to their individual career objectives. Of particular interest is the option of developing special competencies in either public finance or private sector finance. Working closely with an adviser, the student may arrange a highly focused curriculum, utilizing courses in Economics as well as related disciplines, to prepare for a career in finance.

Entrance Requirements
Students are expected to have completed the basic introductory courses in economics prior to enrollment. Those who have not are required to complete ECO 315 before enrolling in any other program offerings. In addition to a basic understanding of economics, students are expected to possess collegiate-level written and oral communication skills. Students found to be deficient are required to complete ENG 375 Expository Writing or to develop competency at the University’s Learning Center.

Advising
Upon declaring economics as their major, students are automatically assigned to a faculty adviser. First year students should meet with their faculty adviser prior to registration to discuss career objectives and curriculum.

Program Requirements
Thirty hours of course work in Economics are required at the baccalaureate level for graduation, including four hours of micro theory, four hours of macro theory, four hours of statistics, four hours of economic history, two hours of research methods, and 12 hours of Economics electives. These should be taken in the following sequence:

First Semester
ECO 301 Intermediate Microeconomics 4 Hrs.
ECO 313 Statistics for Business and Economics 4 Hrs.

Second Semester
ECO 302 Intermediate Macroeconomics 4 Hrs.
ECO 408 History of Economic Thought, or
ECO 418 U.S. Economic History 4 Hrs.

Third Semester
ECO 314 Research Methods 2 Hrs.
ECO Elective 4 Hrs.

(continued on next page)
Fourth Semester
ECO Elective 4 Hrs.
ECO Elective 4 Hrs.
30 Hrs.

In addition to the program requirements students must also fulfill the following University requirements: six hours of Public Affairs Colloquia, eight hours of Applied Study, and 16 hours of general electives.

The Master's Degree

Although the master's curriculum does provide students with the skills necessary for entry into a Ph.D. program, it is primarily designed to meet the needs and goals of students for whom the M.A. is a terminal degree. Emphasis is placed upon understanding theory and the use of quantitative tools within an applied framework. Students preparing for careers in public finance or private sector finance need to work closely with an adviser to arrange the proper sequence of courses in Economics and related disciplines. Because of the highly specialized nature of these fields, students interested in finance are advised to contact the Economics Program for guidance on appropriate undergraduate courses to complete prior to graduate enrollment.

Entrance Requirements

An undergraduate degree in Economics is not required for entrance into the M.A. program. Students are required, however, to demonstrate proficiency at the intermediate level in both micro and macro theory and in statistics. This may be accomplished through completion of appropriate undergraduate course work or by proficiency examination. A one semester course in business calculus, or equivalent, must be successfully completed prior to admission to the M.A. Program.

Advising

Students should establish an advising relationship with one of the program faculty during the first semester of study.

Students may select an adviser or ask the program convener to assign one.

Grading Policy

An overall “B” average in all Economics courses is required for an M.A., with no more than eight hours of “C” balanced by eight hours of “A.” An average of “B” or better is required in the two graduate theory courses: ECO 501 and 502.

Program Requirements

The master's degree requires completion of 40 hours of credit, including a minimum of 32 hours in Economics. Within the program each student must take four required core courses, 12 hours of graduate Economics electives, and complete a four hour Master's Thesis. The required courses are to be taken in the following sequence:

First Semester
ECO 502 Advanced
Macroeconomics 4 Hrs.
ECO 506 Mathematical
Economics 4 Hrs.

Second Semester
ECO 501 Advanced
Microeconomics 4 Hrs.

Third Semester
ECO 413 Econometrics 4 Hrs.

Graduate students who have not previously completed a course in the history of economic thought must also take ECO 408 as one of their economic electives. If a student has completed any of the other required courses or their equivalent as an undergraduate, graduate Economics electives for the same number of credit hours must be substituted.

To qualify as a graduate Economics elective, a course must be assigned a 500-level prefix or receive prior program approval. The latter is available only for 400-level courses. Approval is subject to an expanded plan of work, such as a graduate paper, and a more stringent grading standard than that required of undergraduates.

In addition, all M.A. candidates must complete a Master’s Thesis (ECO 590).
Students should discuss this project with their adviser as soon as possible. The remaining eight hours are divided between fulfilling the University four-hour Public Affairs Colloquia requirement and optional electives.

Economics/Course Descriptions

Service
(Not accepted toward satisfaction of Economics Program requirements.)

ECO 315 Economics for Administration (4 Hrs.)
Essential micro- and macroeconomic concepts as they apply to administrative decisions. Principal theories and analysis of efficient resource allocation are related to economic decisions of individuals, public and private organizations, and society. Primarily for students who have had no prior college-level work in Economics.

Theory

ECO 301 Intermediate Microeconomics (4 Hrs.)
Consumer behavior, production theory, pricing in different market structures, and cost and allocation of resources; introduction to general equilibrium theory and welfare economics.

ECO 302 Intermediate Macroeconomics (4 Hrs.)
Role of government, consumers, and business in determination of aggregate income, employment, and price level. Primary attention given to development of a model of income determination, with discussion of the model's relation to classical economic theory and its policy and social implication.

ECO 399 Tutorial in Economics (2-4 Hrs.)
Readings and/or research in areas in economics not covered in a listed course. By arrangement between student and instructor. Offered every semester.

ECO 408 History of Economic Thought (4 Hrs.)
Historical study of the body of knowledge and doctrine designated as "economics." Particular attention to historical and social circumstances from which various concepts evolved, and "theory" creation as an art. Prerequisite: ECO 315 or equivalent.

ECO 501 Advanced Microeconomics (4 Hrs.)
Optimization techniques as applied to demand, cost, and production theory. Other topics include general equilibrium, market structures, capital theory, distribution theory, as well as recent mathematical topics of game theory and input-output. Prerequisite: ECO 301 and ECO 506 or their equivalent.

ECO 502 Advanced Macroeconomics (4 Hrs.)
In-depth study of macroeconomic theory and models of the determination of aggregate income, employment, interest rate, and price level. Involves theory from the classical, Keynesian, rational expectations, and supply-side perspectives. Prerequisite: ECO 302 or its equivalent. ECO 506 is strongly recommended and may be taken concurrently.

ECO 503 Advanced Institutional Economics (4 Hrs.)
Evolution, organization, and allocation functions of modern industrial economic concepts. Philosophical and theoretical interpretations of the economy in light of contemporary developments in philosophy and social science.

ECO 599 Tutorial in Economics (1-4 Hrs.)
Graduate readings and/or research in selected topics in economics. May be repeated for additional credit hours, but a particular topic may not be repeated for credit. Arranged by the student with instructor of his/her choice. May not be substituted for a regularly scheduled class.

Quantitative Methods

ECO 313 Statistics for Business and Economics (4 Hrs.)
Methods for collecting, analyzing, and interpreting numerical data for the purpose of making better decisions. Includes basic probability theory, analysis of variance, index numbers, seasonal analysis, parametric and nonparametric tests, and regression and correlation analysis.

ECO 314 Research Methods for Business and Economics (Formerly ECO 382) (2 Hrs.)
Methods for reporting, analyzing, and interpreting numerical data, using the computer. Covers parametric and nonparametric testing and regression. Prerequisite: ECO 313 or equivalent.

ECO 413 Econometrics (4 Hrs.)
Statistical techniques used to estimate economic relationships — e.g., demand, supply, production, consumption functions. Includes linear regression and the problems of single-equation and multi-equation estimation. Prerequisite: ECO 313 or equivalent, one semester of business calculus.
ECO 506 Mathematical Economics (4 Hrs.)
Mathematical techniques for economic analysis. Includes calculus, linear algebra, and optimization techniques in the context of economic problems and issues.

ECO 513 Advanced Econometrics (4 Hrs.)
Statistical techniques used in economic modeling and forecasting. Covers simultaneous-equation and time-series estimations. Prerequisite: ECO 413 or equivalent.

ECO 533 Business and Economic Forecasting (2 Hrs.)
Methods for analyzing and forecasting business and economic conditions pertaining to industry and individual firms. Demand and supply functions stressed. See ADB 533.

Economic History and Comparative Systems

ECO 418 U.S. Economic History (4 Hrs.)
Major sources of economic development from colonial era to World War II. Special attention to sectoral contributions: foreign trade, cotton and slavery, government, finance, transportation, and industry.

ECO 421 Comparative Economic Systems (4 Hrs.)
Similarities and differences between various economic systems through examination of systems of different countries, including the Soviet Union, China, Yugoslavia, and Japan.

Labor Economics

ECO 425 Labor Economics (4 Hrs.)
Application of economic principles to problems in American labor, including employment, unemployment, and manpower policies; wage determination and wage policy; development and organization of trade unions in private and public sectors; social legislation; and policy for the labor market as these relate to contemporary social and economic problems. See LAR 425.

Money and Finance

ECO 335 Money and Banking (4 Hrs.)
Concentration on principles of banking, with commercial banks and Federal Reserve System as central topics, followed by Monetarist and Keynesian monetary theories, and presentation of empirical evidence on effectiveness of monetary policy. Offered fall and spring. Prerequisite: ECO 315 or equivalent.

ECO 437 Securities Markets (2 Hrs.)
Economic role of security markets, types of investment media, and investment practices with particular reference to savings and capital formation. Prerequisite: ECO 302 or ECO 335 or MGT 443.

ECO 438 Futures (2 Hrs.)
Economic functions of futures markets in general; analysis of speculation and its impact on price movements, followed by focus on actual workings of real-world futures markets, emphasizing specific exchange, roles of trading firms, dealers, and speculators. Prerequisite: ECO 437.

ECO 535 Advanced Monetary Economics (4 Hrs.)
Advanced exploration of professional literature. Topics include supply of money, demand for money, interest rates, and monetary policy. Prerequisite: ECO 335, ECO 502, or their equivalent.

International and Developmental Economics

ECO 445 Economic Development (4 Hrs.)
Overview of principal economic problems of the Third World. Some major theories of causes of low income, various applications of economic analysis to specific policy issues and social and political considerations. Limited number of cases presented as illustrations. Prerequisite: ECO 315.

ECO 449 The World Economy (4 Hrs.)
Overview of world economy: trade, finance, exchange rates, monetary reserves, poverty, wealth, multi-national corporations, and governments. Objective is understanding and assessing current performance and future prospects. Prerequisite: ECO 315.

ECO 547 International Trade (4 Hrs.)
Establishment and examination of the free-trade model, followed by study of real-world impediments to theoretical model, with particular emphasis on problems encountered by United States in the past decade. Prerequisite: ECO 301 or equivalent.

Public Economics

ECO 455 State and Local Finance (4 Hrs.)
Division of expenditures and taxing functions among different levels of government. Taxation theory. Impact of recent changes in the federalism system: federal grant-in-aid programs, state and local government fiscal priorities and priority problems, and revenue sharing. Emphasis on revenue sharing in historical context and current dimensions. Prerequisite: ECO 315.

ECO 456 Public Finance (4 Hrs.)
Microeconomic analysis of public finance and the role of government in a mixed economy, with attention to public goods theory, cost-benefit analysis, and taxation. Examines the economic basis of government and its functions; analyzes alternative government...
industries, regulations, and finances, including the Social Security and food stamp programs. Prerequisite: ECO 301 for majors, ECO 315 for non-majors.

**Industrial Organization and Public Policy**

**ECO 461 Industrial Organization** (4 Hrs.)  
Structure, conduct, and performance of American industry. Historical evolution of American industry; alternative industrial systems; anti-trust policies and their alternatives. Technological change and its impact on both industrial performance and conventional economic theory.

**ECO 467 Policy Analysis** (4 Hrs.)  
Survey of how policy questions in business and government can best be analyzed and presented to decision makers. Covers knowledge and theories of decision making revolving around the question: Can better policy analysis lead to better decision making? Each student presents a policy paper.

**ECO 474 Environmental Economics** (4 Hrs.)  
Basic theoretical tools necessary to examine current environmental problems from an economic standpoint. Covers externalities, cost assignment, and environmental problems associated with economic growth. Prerequisite: ECO 301 or equivalent. See ENS 474.

**ECO 487 National Health Policy** (4 Hrs.)  
Analytic and descriptive study of national health policy in America in terms of philosophy, history, politics, economics, sociology, and administration of health care. Emphasis on social setting in which health policy is made and complex workings of system by which health care is provided. See HSA 487. Prerequisite: ECO 315 or equivalent.

**ECO 488 Health Economics** (4 Hrs.)  
Application of economic theory and analytical tools to problems in the health care sector. Includes concepts and measures of health; determinants of health; cost of illness; concept of demand for medical care; welfare economics of physicians, dentists, drugs, and hospital markets; financing health care; and policy issues such as cost containment and national health insurance. See HSA 488. Prerequisite: ECO 315 or equivalent.

**ECO 512 Advanced Monetary and Fiscal Policy** (4 Hrs.)  
Consideration of principles of monetary and fiscal policy, documentation of how policies have been enacted in post-war period, and critical examination of relative effectiveness of these policies. Prerequisites: ECO 302 and 335.

**ECO 561 Advanced Seminar in Industrial Organization** (4 Hrs.)  
Detailed analysis of several industries and corporations, with emphasis on data gathering and research techniques. Specific attention to development of multi-national/national corporations and their impact on the nation state. Prerequisite: ECO 461 or equivalent.

**ECO 590 Master’s Thesis** (4 Hrs.)  
Academic study of student-selected topic that utilizes economic theory and involves both a survey of relevant literature and empirical analysis.
Educational Administration
M.A. (44 Hrs.)

Faculty — B. Douglas Anderson, Mark Heyman, James Nighswander, Merrill Redemer

Associated Faculty — Larry Shiner

Adjunct Faculty — Ronald R. Booth, Eugene M. Daly, Rebecca Douglass, Mary Loken, Ruth Patton, David M. Smith

The Educational Administration Program is designed to meet the in-service and professional growth needs of Illinois educators. The curriculum provides an opportunity to obtain the Master of Arts in educational administration, as well as the General Supervisory and the General Administrative certificates.

Because of the generic nature of most courses, the Educational Administration Program is appropriate for classroom teachers, state Department of Education personnel, central administrative staff, and school board members. A wide selection of courses is available to meet varying student needs and interests, while fulfilling degree and/or certification requirements.

Springfield Educational Consortium

The SSU program in Educational Administration is an integral part of the Springfield Educational Consortium. Comprised of SSU, Western Illinois University, Southern Illinois University-Carbondale, and Illinois State University, the Consortium coordinates course offerings in Educational Administration/Leadership in the Springfield area, thus broadening the range of courses available to students. Students enrolled in the SSU program are required to complete at least 12 hours of their course work from other universities in the Consortium. Graduate degrees are available at the master's, advanced certificate, and doctoral levels. The Consortium also is developing Springfield-based research and clinical learning opportunities for graduate students in each of the four universities.

Off-Campus Classes

During the fall and spring semesters, ADE courses are regularly offered in Decatur and Jacksonville. Since 1972, SSU has been a member of the Millikin University Graduate Study Center together with Eastern Illinois University, Illinois State University, and the University of Illinois. Participating institutions coordinate course offerings to avoid duplication and to provide maximum opportunities for students.

Certification

Individuals interested in obtaining supervisory and/or administrative positions in Illinois public schools must be properly certified. General requirements established by the State Teachers' Certification Board include a master's degree, two years of documented successful teaching experience, 30 semester hours of graduate courses divided over four content areas, and clinical experiences. Both the General Supervisory and General Administrative certificates are available in the Educational Administration Program. Detailed information is included in the ADE student guide, available from the program office.

Clinical Experiences

Candidates for the General Administrative and/or General Supervisory certificate are required to include clinical experience in their programs.
Students seeking these certificates are required to complete ADE 526, 527 (see course description below). In addition, clinical experiences are included in a number of ADE school management courses (e.g., Principalship, School Business Management, and Personnel Management).

Advising
A student enrolled in the Educational Administration Program is expected to select a faculty adviser no later than the second semester of enrollment. This decision should be documented on the University form provided for this purpose. Assistance in selecting an adviser is available from any member of the ADE faculty. The faculty adviser assists the student in planning his/her program of studies and is also available to provide career counseling.

Grading Policy
Students in Educational Administration may select a pass-fail or letter-grade option. A passing grade in an ADE course is considered "B" or above. A failing grade is given for work below that level. The grade of "C" awarded during the effective period of this catalog will be counted, provided that an equal or greater number of "A's" are earned in ADE courses. However, no more than eight semester hours of "C" grades will be accepted.

Master's Project
All Educational Administration stu-
dents are required to complete the cap-
stone course, ADE 529 Case Studies.

Students interested in advanced grad-
uate training may elect to do a formal thesis project. Credits earned for a thesis are included in the 44 semester hour re-
quirement. Advance approval by the fac-
ulty adviser is required.

Communication and Library Skills
Completion of the required course ADE 505 Introduction to Research satisfies the University communication skills requirement.

Program Requirements
The master's degree requires comple-
tion of 44 semester hours, including a minimum of 32 hours of ADE courses and 12 hours of electives. At least four courses or a minimum of 12 credit hours must be taken from the other participating universities in the Springfield Educational Consortium. There are four re-
quired courses:

ADE 505 Introduction to Research 4 Hrs.
ADE 509 Organizational Dynamics 4 Hrs.
ADE 511 Curriculum 4 Hrs.
ADE 529 Case Studies in Edu-
cational Administration 4 Hrs.

Each student must meet the Universi-
ty requirement of four semester hours of
Public Affairs Colloquia as a part of the
44 hours.

Educational Administration/Course Descriptions

ADE 500 Thesis (2-8 Hrs.)
Credit awarded upon acceptance of thesis.

ADE 502 School Finance (4 Hrs.)
Sources of school revenue, analysis of exp-
penditure policies, intergovernmental rela-
tionships, introduction to economics of edu-
cation, trends and issues, and other aspects of school finance. Clinical experiences included.

ADE 503 School Law (4 Hrs.)
An examination of the legal aspects of public education, statutory and case law, rights and

responsibilities of boards, administrators, teachers, and students, legal principals and specific applications.

ADE 504 Politics of Education (4 Hrs.)
Political effects on education at federal, state, county, and local levels. Political roles of super-
intendent, board, and special interest groups. Political activities of principals, teachers, and community groups; effects of court decisions and legislation. Clinical experiences included.
ADE 505 Introduction to Research (4 Hrs.)
Basic research methods in educational administration. Topics include basic statistics, hypothesis testing, design of experiments, and use of research tools available from other disciplines. Should be completed early in the student's program.

ADE 506 Educational Facilities (4 Hrs.)
Facilities planning: population study, educational goals, educational specifications, architect plans, contractor, financing, referendum, legal considerations, and school board; involvement of community, faculty, students, and administrators; planning site selection, additions, modernizations, and renovation; equipment and maintenance, and energy conservation. Schools are visited. Laboratory and field-based clinical experiences included.

ADE 508 School/Community Relations (4 Hrs.)
Relationships of schools to communities and citizen involvement in educational issues; development of effective ways for educators to deal with new role of the public; changes in school/community relations practices. Emphasis on effective communication processes. Clinical experiences included.

ADE 509 Organizational Dynamics (4 Hrs.)
Structure and function of an organization as a social system and of individual, group, and leadership processes and behavior within it. Clinical experiences included.

ADE 511 Curriculum (4 Hrs.)
Modern curricular theories, practices, and development. Sources of knowledge utilized in formulation of elementary and secondary curricular patterns that have emerged in American education. Approaches to curricular study, revision, and evaluation. Clinical experiences included.

ADE 512 School Business Management (4 Hrs.)
Local school business management. Includes principles and practices of accounting, budgeting, debt service, insurance, investments, lunch programs, maintenance and operations, purchasing, transportation, and other responsibilities of managing school business affairs. Clinical experiences included.

ADE 513 Educational Evaluation (4 Hrs.)
Theory, techniques, and application of evaluation as related to policy formulation and decision making in an educational environment. Recommended completion of ADE 505 prior to enrollment.

ADE 514 Collective Bargaining (4 Hrs.)
An examination of the history and impact of collective bargaining in public education, of the changing attitudes and problems, and of the collective bargaining process itself.

ADE 515 Computers in Education (4 Hrs.)
Administrative uses of data processing and computers. Application areas in attendance, report cards, scheduling, financial reports, personnel, activity accounts, student records, and SPSS.

ADE 519 The Principalship (4 Hrs.)
Competencies, role, and responsibilities of the building principal. Elementary, junior-high, and senior-high school principalships studied. Current research, issues, and problems considered. Clinical experiences included.

ADE 521 Personnel Management (4 Hrs.)
Personnel function in educational administration, including hypotheses, concepts, and practices for resolving human problems in educational systems. Problems of manpower planning, compensation, collective negotiations, personnel information, and continuity of personnel services. Clinical experiences included.

ADE 525 Supervision of Instruction (4 Hrs.)
Application of principles of supervision in the instructional setting. Includes current curricular and instructional practices, K-12. Specific goal is improvement of curricular and instructional practice through the supervisory role.

ADE 526, 527 Supervised Clinical Experience (2 Hrs. each)
Sequence of on-site practical experiences provides student with opportunities to work with administrative practitioners in the educational enterprise. These planned and supervised experiences must be worked out among the faculty coordinator, on-site supervisor, and student. Designed to be taken in consecutive semesters; required of students seeking General Supervisory or General Administrative certificates.

ADE 529 Case Studies in Educational Administration (4 Hrs.)
Integrative course utilizing case analyses of theoretical and applied aspects of educational administration. Student's particular area of interest is the focus of a required project. Prerequisites for master's degree candidates: successful completion of 16 hours of ADE courses plus ADE 505 and ADE 509, or approved equivalents. Must be taken in last portion of the student's program. However, non-degree students or candidates for the General Administrative and/or General Supervisory certificate may elect to take this course without prerequisites. Clinical experiences included.
ADE 531 The Organization and Administration of Special Education (2 Hrs.)
Philosophy, development, legislation, and current status of Illinois special education. Emphasis on cooperatives and their management including budget, personnel, and governing boards.

ADE 532 Current Issues and Problems in the Administration of Special Education (2 Hrs.)
Current issues confronted by directors, such as new state and federal legislation, new state policies and regulations, and P.L. 94-142 implementation. Staff recruitment, in-service, and personnel evaluation considered; effective governing board policies and relations examined.

ADE 533 The Organization and Administration of Vocational/Technical Education (2 Hrs.)
Philosophy, development, legislation, and current status of Illinois vocational/technical education. Emphasis on cooperatives and their management, including budget, personnel, and governing boards.

ADE 534 Current Issues and Problems in the Administration of Vocational/Technical Education (2 Hrs.)
Current issues confronted by directors, such as new state and federal legislation, new state policies and regulations, and program evaluation. Staff recruitment, in-service, and personnel evaluation considered; effective governing board policies and relations examined.

ADE 535 Philosophy of Education (4 Hrs.)
Major philosophical views of aims and processes of education. Consideration given to educational ideas of such thinkers as Plato, Augustine, Rousseau, and Dewey, as well as to assumptions underlying current reform proposals. See PHI 535.

ADE 590 Independent Research and Study (1-4 Hrs.)
Supervised investigation into specific topic or research project selected by student with faculty approval. May include library or field work. Offered each term.
English
B.A. (60 Hrs.) M.A. (36-44 Hrs.)

Faculty — Dennis Camp, Judith Everson, Norman Hinton, Jacqueline Jackson, John Knoepfle, Michael Lennon, Charles Schweighauser, Richard Shereikis

Associated Faculty — Judy Shereikis, Donald Swanson

Degree candidates in the English Program may develop one of several concentrations, selecting courses which suit individual needs and interests. An English major may pursue a conventional degree in English or American literature, or may develop a personalized and less traditional course of study. The program regularly offers classes which cover specific literary periods, genres, figures, and themes; but other options are available. For example, students may wish to select courses especially helpful to classroom teachers. Students interested in careers in writing and editing may take specific writing courses offered by the English Program and by other University programs. Courses in expository writing, journalism, feature writing, and creative writing (novel, poetry, short story) are offered on a regular basis, along with classes on layout and publication design. Students who focus on writing and editing may also wish to take basic courses in other programs in order to study current issues and problems in fields which generate publications of various kinds (e.g., environmental studies, political studies, and economics). Students interested in teaching English at the secondary level may seek Illinois state teacher certification. Students may obtain information on requirements for this certificate from their adviser or from the Teacher Education Program.

Advising
Because the English Program offers a wide range of courses with relative freedom from requirements and prerequisites, undergraduate majors are encouraged to select advisers as soon as possible. Chosen from among program faculty, advisers assist students in developing appropriate and individualized courses of study. If an adviser is not chosen, one will be assigned. All students should consult their adviser before enrolling for their last semester of study.

Program Requirements
The undergraduate student must complete 30 semester hours of English Program courses. ENG 311 Introduction to Literary Study is required of all undergraduate program majors and is offered each year. Students are urged to take this course early in their study at Sangamon State. A student wishing to waive ENG 311 must petition the program committee for waiver approval. While juniors are normally expected to enroll in courses at the 300- or 400-level, seniors may petition individual instructors for admission into select 500-level English courses.

In addition to satisfying general University requirements for the B.A. degree, candidates in English are expected to develop research, writing, analytical, and interpretive skills. All English courses provide opportunities for acquiring and refining these skills. Students judged deficient in written communication skills may be asked to complete certain designated writing courses, such as ENG 375 Expository Writing. Completion of ENG
311 satisfies the University's communication skills requirement.

**Program Requirements**

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>ENG 311 Introduction to Literary Study</strong></td>
<td>4 Hrs.</td>
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<tr>
<td>At least one course ending in 00-29</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>At least one course ending in 30-49</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>At least one course ending in 50-89</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>ENG electives</td>
<td>14 Hrs.</td>
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</tbody>
</table>

*Total ENG hours: 30 Hrs.*

**University Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Public Affairs Colloquia</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Applied Study Term</td>
<td>8 Hrs.</td>
</tr>
<tr>
<td>General electives (8 hours of which must be in areas distinctly outside English)</td>
<td>16 Hrs.</td>
</tr>
</tbody>
</table>

*Total: 60 Hrs.*

**Applied Study**

In consultation with their adviser, English majors may select from a variety of challenging Applied Study Term (AST) experiences. Students who wish to become English teachers at the elementary, middle-school, or secondary level should enroll in the University's Teacher Preparation sequence and take student teaching as an AST. Students interested in writing and editing careers may work with local agencies and publications and gain firsthand experience with various phases of production. Students who wish to engage in an extended creative writing project may offer evidence of such writing in satisfaction of AST requirements. Students may also prepare for positions in literary site preservation at such locations as the Vachel Lindsay home in Springfield and the Edgar Lee Masters home in Petersburg. Students who choose to work as librarians upon graduation may design AST experiences at an area library. Under certain circumstances, and with approval of the adviser and the AST committee, the AST may be waived.

**English M.A.**

**Entrance Requirements**

Students with baccalaureate degrees in English from an accredited college or university are normally accepted into the M.A. program after an examination of their transcripts by the English Graduate Committee. If the committee requires further evidence of competency, the student may be admitted on a probationary basis, pending an interview with the committee and/or successful completion of eight hours of course work at the graduate (400-500) level in the English Program at Sangamon State.

Applicants with undergraduate degrees in fields other than English must take at least eight hours of program course work prior to matriculation at the graduate level, unless a waiver petition is approved by the English Graduate Committee. Students must gain the endorsement of the two full-time faculty who taught the completed courses. Those faculty members report their estimates of the student's potential for success in the program, and the Graduate Committee then makes a decision regarding matriculation into the English Program.

**Advising**

Because the English Program offers a wide range of courses, the graduate major is encouraged to select an adviser as soon as possible. Chosen from among program faculty, advisers assist students in developing appropriate and individualized courses of study. If an adviser is not chosen, one will be assigned. All students should consult their adviser before enrolling for their last semester of study.

**Grading Policy**

Courses in which English students have earned a grade of "C" or below are not accepted toward the M.A. degree in English.
Course Numbering

Graduate students are required to complete approximately half of their courses at the 500-level in the English Program. In addition, graduate students taking 400-level courses are asked to do extra work, such as a critical paper, oral reports, or additional reading in primary and secondary sources.

Communication Skills

Completion of the Graduate Colloquium (ENG 572) satisfies University communication skills requirements. In exceptional cases where the Program Committee waives ENG 572, students must make alternate arrangements with the committee in order to fulfill the communication skills requirement.

Program Requirements

ENG 572 4 Hrs.
ENG electives (see below) 28-36 Hrs. (at least 12 Hrs. must be at the 500-level)
Public Affairs Colloquia 4 Hrs.
Total 36-44 Hrs.

Students should work closely with their adviser to insure that graduate course work does not duplicate undergraduate work. All M.A. candidates are required to take the Graduate Colloquium (ENG 572) and should do so as early as possible in their academic careers. The Colloquium introduces the master's candidate to graduate study in English, as well as to the program and its faculty, to University and community facilities, to basic literary concepts and terminology, and to opportunities in the profession. ENG 572 may be waived only by a majority vote of the Program Committee.

All M.A. candidates in English must complete at least four 500-level courses, including ENG 572. In addition, students must take: 1) at least one course which covers a major literary period in English or American literature; 2) at least one course that focuses on a major literary figure in English or American literature; and 3) at least one course that deals with a major literary type (novel, short story, poetry, drama).

As a closure requirement, students may write a traditional master's thesis. In lieu of the thesis, students may choose to write an extended paper in conjunction with a 500-level course. The subject of the paper must be agreed upon by the student, the adviser, the instructor of the course, and the program Graduate Committee, which will read and approve the final product. Creative writing students may substitute original work, again with the approval of the adviser, the instructor of the course, and the Graduate Committee.

All non-thesis students must also complete the closure examination, a three-hour examination covering an important literary work and the significant critical and bibliographical information related to that work. Each academic year, the program Graduate Committee selects three literary works as the basis for this closure examination.

English/Course Descriptions

ENG 311 Literary Study and Research (4 Hrs.)
For undergraduate majors early in their study. Includes basic bibliographical tools and critical perspectives on the study of literature, and major issues and controversies in the profession. Offered once each year; various members of the English faculty may contribute.

ENG 375 Expository Writing (4 Hrs.)
Individualized instruction in writing nonfiction. Satisfies University’s communications skills requirement for several academic programs.

ENG 400 Major Figures in English Literature to 1700 (4 Hrs.)
Major authors such as Chaucer, Shakespeare, Donne, and Milton. Students may earn credit in several sections of 400, but they must study different figures in each section.

ENG 401 The Canterbury Tales (4 Hrs.)
Canterbury Tales, high medieval culture and the social history of England in the period.
ENG 402 Medieval Literature in Translation  (4 Hrs.)
Major types and themes of literature which form the strengths of medieval literary culture.

ENG 404 Elizabethan-Jacobean Drama (4 Hrs.)
Shakespeare's contemporaries, including plays by Marlowe, Jonson, Dekker, Webster, and Ford.

ENG 408 Renaissance Literature (4 Hrs.)
Nondramatic literature of England in the 1500s. Works of various important continental writers are read in translation.

ENG 410 Major Figures in English Literature: 1700 to 1900 (4 Hrs.)
Major authors such as Pope, Blake, Wordsworth, and Dickens. Students may earn credit in several sections of 410, but they must study different figures in each section.

ENG 411 The English Novel from Defoe to Austen (4 Hrs.)
Major novelist of the 18th and early 19th centuries, including Defoe, Richardson, Fielding, Sterne, Smollett, and Austen.

ENG 412 18th-Century English Literature (4 Hrs.)
Prose and poetry of England in the 1700s, including Pope, Swift, Johnson, and Goldsmith. Special emphasis on the Industrial Revolution.

ENG 413 The English Romantics (4 Hrs.)
Major figures from the English Romantic period (1789-1832), including Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.

ENG 414 Poetry and Prose of the Victorian Age (4 Hrs.)
Major poets and prose writers of 19th-century England, including Carlyle, Tennyson, Browning, Arnold, and Mill.

ENG 415 The English Novel from Dickens to Hardy (4 Hrs.)
Major novelists of 19th-century England, including Dickens, Thackeray, Eliot, Meredith, and Hardy.

ENG 420 Major Figures in English Literature since 1900 (4 Hrs.)
Major authors such as Conrad, Lawrence, and Joyce. Students may earn credit in several sections of 420, but they must study different figures in each section.

ENG 421 Modern British Literature (4 Hrs.)
English literature from the end of the 19th century to 1950, including Shaw, Wells, Lawrence, Joyce, Auden, and Greene.

ENG 422 Contemporary British Literature (4 Hrs.)
English literature from 1950 to present, including Amis, Thomas, Larkin, Wain, Beckett, and Hughes.

ENG 430 Major Figures in American Literature to 1900 (4 Hrs.)
Major authors such as Whitman, Twain, Melville, and Hawthorne. Students may earn credit in several sections of 430, but they must study different figures in each section.

ENG 431 The American Novel from Brockden Brown to Henry James (4 Hrs.)
Major American novelists of the 19th century, including Brown, Cooper, Hawthorne, Melville, Crane, and James.

ENG 435 American Renaissance (4 Hrs.)
American literature from 1835 to about 1870, including works by Emerson, Thoreau, Hawthorne, Melville, Poe, and Whitman.

ENG 436 The American Novel, 1865-1915 (4 Hrs.)
Novels by such writers as Stephen Crane, Theodore Dreiser, Henry James, Mark Twain, and Edith Wharton.

ENG 439 Thoreau and Frost (4 Hrs.)
Works of Thoreau and Frost, with comparative emphasis on 19th- and 20th-century views of nature and humankind.

ENG 440 Major Figures in American Literature since 1900 (4 Hrs.)
Major authors such as Frost, Hemingway, Faulkner, and Mailer. Students may earn credit in several sections of 440, but they must study different figures in each section.

ENG 441 Literature Between the Wars (4 Hrs.)
Fiction of major American writers from 1919 to 1939, including Anderson, Lewis, Wolfe, Fitzgerald, Hemingway, Steinbeck, Dos Passos, and Faulkner.

ENG 442 Modern American Novel (4 Hrs.)
Major post-war novelists, including Updike, Mailer, Oates, Bellow, Ellison, O'Connor, Roth, and Malamud.

ENG 443 Contemporary American Poetry (4 Hrs.)
Present scene in American poetry, including works by John Logan, James Wright, Robert Lowell, Robert Creeley, Allen Ginsberg, and John Ashberry.

ENG 445 The Midwestern Novel (4 Hrs.)
Selected novels which illuminate rural, town, and urban experience in the Middle West, including works by Howe, Cather, Lewis, Anderson, Farrell, and Bellow.
ENG 455 Literature and the Bible (4 Hrs.)
Biblical literature and its influence on English and American writers.

ENG 450 Classical Greek Theater (4 Hrs.)
Greek theater in the Fifth Century B.C., including Aeschylus, Sophocles, Euripides, and Aristophanes. Particular attention to their influence on later dramatists, such as Shakespeare.

ENG 459 Greek Mythology and Literature (4 Hrs.)
Classical authors such as Homer, Hesiod, Pindar, Aeschylus, Sophocles, and Euripides. Particular emphasis on their influence on later writers such as Ovid, Dante, and John Updike.

ENG 460 Themes in Literature (4 Hrs.)
How literary works express such themes as the American Dream, futurism, industrialism, minority experiences, and women's roles. Students may earn credit in several sections of 460, but they must study different themes in each section.

ENG 461 Major Women Writers (4 Hrs.)
Novels by such major female authors as Austen, Bronte, Eliot, Woolf, and Lessing. See WMS 461.

ENG 465 History of the English Language (4 Hrs.)
Development of the sounds, vocabulary, and structure of English from earliest time to the present. Special attention given to American English and to dialects of Illinois.

ENG 470 Creative Writing (4 Hrs.)
Instruction in writing original poetry, novels, and short stories. Students may earn credit in several sections of 470, but the focus of each section must be distinct.

ENG 471 Perceptual Writing (4 Hrs.)
Creative writing to increase personal awareness of worlds within and without, and to stimulate expression of this awareness in words. A central concern is what encourages creativity, making the course valuable for those who live or work with children.

ENG 472 The Personal Journal (4 Hrs.)
Creative writing course with a reading component of personal journals, including works by Pepys, Boswell, Emerson, Anais Nin, Anne Frank, and Maggie Owen. Students keep their own personal journals.

ENG 474 Writing Autobiography (4 Hrs.)
Students shape the materials of their own lives into full or partial autobiographies. Writing is primary, but published autobiographies are also read.

ENG 475 Writing Essays and Reviews (4 Hrs.)
Practice in writing essays, reviews, and other forms of short non-fiction, using current periodicals as models and guides.

ENG 480 Literary Genres (4 Hrs.)
Genres such as science fiction, film, drama, and lyric poetry. Students may earn credit in several sections of 480, but they must study a different genre in each section.

ENG 481 Fantasy (4 Hrs.)
Reality and fantasy in such authors as Lewis Carroll, George MacDonald, C.S. Lewis, J.R.R. Tolkien, Charles Williams, and Ursula LeGuin.

ENG 482 The New Journalism and Nonfiction Novel (4 Hrs.)
Best contemporary works of nonfiction, including narratives of Mailer, Capote, Didion, Doctorow, Hailey, Hunter Thompson, and Tom Wolfe. Selected examples of the New Journalism also discussed. See PAR 407.

ENG 483 Women and the Mystery Novel (4 Hrs.)
The popular fiction genre, with special emphasis on women writers, including Sayers, Christie, Marsh, Cross, and James. See WMS 483.

ENG 485 Classics of Children's Literature (4 Hrs.)
Books children read from times when there was no "children's literature," up to modern books written with children in mind. Course encompasses both literature and a social history of children and the family. See CFC 485.

ENG 500 Seminar: Major Figures in English Literature to 1700 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 500 but they must study different figures in each section.

ENG 510 Seminar: Major Figures in English Literature: 1700-1900 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 510, but they must study different figures in each section.

ENG 520 Seminar: Major Figures in English Literature to 1900 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 520, but they must study different figures in each section.

ENG 530 Seminar: Major Figures in English Literature since 1900 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 530, but they must study different figures in each section.
ENG 540 Seminar: Major Figures in American Literature since 1900 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 540, but they must study different figures in each section.

ENG 572 The Graduate Colloquium (4 Hrs.)
Introduction to graduate study in literature, as well as to the program and its faculty, to University and community facilities, to basic literary concepts and terminology, and to opportunities in the profession.

ENG 580 Seminar: Literary Genres (4 Hrs.)
Genres such as creative nonfiction, science fiction, film, drama, and lyric poetry, with special emphasis on significant scholarly research. Students may earn credit in more than one section of 580, but they must study a different genre in each section.

The following courses are accepted for the program major. Normally, no more than two may apply to the English concentration requirement.

COM 415 Sign/Symbol Systems in Communications
COM 511 Semiotics
ENS 477 Expressions of American Naturalism: From Colonial Days to Wendell Berry
HIS 404 The American Midwest: A Cultural and Historical View
LES 456 Law and Literature
Environmental Studies
M.A. (48 Hrs.)

Faculty — Alexander J. Casella, Edward L. Hawes, Malcolm P. Levin, Charles Schweighauser, Luther Skelton, William D. Warren

Associated Faculty — Fred Becker, Michal Bernstein, Jeanne-Marie Col, Phillip Gregg, Mark Heyman, Randolph Kucera, William Martz, John Munkirs

Adjunct Faculty — Mark Walbert

The goal of the Environmental Studies Program is to enhance society's ability to create an environmentally acceptable future. Program faculty with diverse backgrounds in the social and natural sciences and in the humanities are committed to developing interdisciplinary approaches to environmental problem solving. The primary objective is to educate citizens and professionals who are aware of environmental issues, their origins, causes, effects, and resolutions.

The curriculum is designed so that students gain an understanding of ways to balance social and economic needs with environmental realities, learn how to use resources imaginatively for sustained yields, and become aware of the role of values in issue formulation and policy making. Objectives to be reached are: 1) understanding key environmental problems, 2) enhanced awareness of human dependence on the environment, 3) knowledge of historical roots of environmental problems and impact of human activities over time, 4) skill in stating issues in environmental policies and actions, 5) basic literacy in the natural and social sciences and the humanities as they contribute to an understanding of environmental affairs, and 6) ability to evaluate short- and long-term solutions to environmental problems.

Undergraduate Course of Study
The Environmental Studies Program provides course work for those undergraduates who wish to acquire a basic environmental background. This work is especially valuable for students who desire to investigate environmental issues and perspectives to complement their major and/or who wish to prepare for graduate work in an environmental or related field. For these students, the program recommends the following courses: ENS 351 Introduction to Environmental Studies (4 Hrs.); and ENS 446 Concepts of Ecology (4 Hrs.) (Biology majors may substitute BIO 371 Principles of Ecology). Additionally, a wide variety of 400-level courses provides suitable educational experiences for students who wish to expand their environmental knowledge and awareness. Program faculty welcome the opportunity to advise undergraduates on environmental careers and on options for graduate studies.

Environmental Studies M.A.
The principal emphasis of the M.A. degree in Environmental Studies is on professional education. There are two concentrations: Environmental Administration and Environmental Planning. In addition, the curriculum permits individualized courses of study for students who wish to develop a graduate specialty. The program is designed for those persons who intend to enter the job market for the first time, as well as for mid-career professionals.

Faculty believe that decisions affecting human and natural environments re-
quire professionals who can understand environmental problems in depth, who have the technical expertise to explore possible solutions, and who can plan and execute responsive action programs. Program M.A. candidates are asked to compare and evaluate data and concepts, and to synthesize them, using comprehensive systems approaches.

The Administration concentration provides skills required for developing policies and for administering laws and regulations. The Planning concentration focuses on requisite analytical and technical skills for defining land- and resource-use problems, formulating solutions, and selecting and implementing appropriate plans. The individualized course of study permits students to focus on one of the other broad areas that fall within the expertise of program and associated faculty.

**Entrance Requirements**

Students with a bachelor's degree or the equivalent may enter the graduate Environmental Studies Program. Before students are formally accepted to candidacy for the M.A. degree, they must complete ENS 446 Concepts of Ecology or its equivalent. This course when taken at Sangamon State University as a graduate course may be counted under the "Professionally-Related Course" requirement (see below). Students who have taken an upper level college course in Ecology may waive this requirement.

**Advising**

During the first semester of study, each student selects a faculty adviser who assists the student in defining objectives, in selecting courses within the framework of concentration requirements, and in developing the master's thesis or graduate project and internship.

With guidance from the adviser, the student must prepare an Educational Plan before completing 12 hours of graduate study. The plan is submitted to the program convener for approval.

**Concentrations**

Each student shall select one of the following concentrations or the individualized course of study.

*Environmental Administration.* This concentration prepares people to function effectively in agencies and organizations with environmental mandates and programs. Students learn about the administration of major federal pollution control laws and their application to specific environmental problems through state and local governments. Students also learn how to work at the interface between environmental policy and its administration on the federal, state, and local levels. The concentration provides training in organizational functions and behavior, and in administrative theory as it relates to institutions that deal with environmental problems.

*Environmental Planning.* This concentration provides training in environmental analysis and planning for preservation and use of land and other resources. Students learn to develop and implement plans and policies that assist in natural and cultural resource management. Several courses provide training in techniques of remote sensing and cartography.

*Individualized Environmental Studies.* Students whose needs are not met by the above concentrations may develop individualized courses of study. After fulfilling core requirements, students develop a plan that fits their career objectives. There are many areas of study which students may emphasize under this option. The major ones include: energy studies, environmental interpretation, environmental economics and risk assessment, water resources, hazardous substances, environmental education, environmental health, and environmental history. (See separate description in this catalog for more detail on the Energy Studies area of study.)
Program Requirements

The master's degree in Environmental Studies requires 48 hours of graduate-level work, including two integrative core courses, a seminar, and a thesis or graduate project. Detailed requirements vary according to the concentration selected.

Advising information sheets for the two concentrations and for the individualized course of study are available upon request. These advising sheets outline required and suggested courses in each concentration including core courses, and distribution and professionally related requirements. Requirements are summarized as follows.

Integrative Core 8 Hrs.

All candidates must take two integrative core courses during their first two semesters of study. These are ENS 452 Environmental Natural Sciences, offered in the fall semester, and ENS 453 Environmental Social Sciences and the Humanities, offered in the spring semester.

Concentration Core 12 Hrs.

Twelve hours of course work in this category are required; specific concentration requirements are:

a. Environmental Administration: ENS 581 or 582, ADP 502, ADP 503
b. Environmental Planning: ENS 401, ENS 402, ENS 501
c. Individualized Environmental Studies: appropriate Environmental Studies courses are indicated on advising sheets.

Distribution Requirements 8 Hrs.

Students select eight hours of course work involving technical training or advanced environmental analysis in their chosen concentration. Courses satisfying the distribution requirements are indicated on advising sheets for particular concentrations.

Professionally Related Courses 4 Hrs.

Students select four hours of professionally related courses; examples are listed on the relevant advising sheet.

Public Affairs Colloquia 4 Hrs.

Seminar in Environmental Studies (ENS 502) 4 Hrs.

Master's Thesis, or Graduate Project and Internship 8 Hrs.

M.A. candidates, with the assistance of their advisers and Graduate Committees, are required to develop a thesis or major graduate project. For many students, the culminating experience of graduate-level work is a formal thesis. Other students develop a substantial and carefully designed graduate project, such as an interpretive plan for a nature center, an exhibit for a museum or visitors' center, a film or multi-media show with supportive materials, or a finished and well-researched draft of environmental legislation or policy. The thesis or project is defended in an oral examination before the Graduate Committee.

Environmental Studies faculty believe that a period of time working in an environmental agency or organization can be a vital part of professional training. Internships are normally carried out in conjunction with a graduate project and may count toward four of the required eight hours of project/internship credit. Students in the Graduate Public Service or Local Government Internship Programs may count up to four hours of their special internship seminar, ADP 560 or 570, toward the internship. Students may arrange to do an internship in association with a thesis but the full eight hours of regular thesis credit must be taken in addition to those devoted to the internship.

Grading Policy

A maximum of eight hours of "C" grades is applicable to a degree, provided they are balanced by equal hours of "A."

Student's Educational Plan

Development of an Educational Plan in a standard format is a key activity on which student and adviser work closely together. The plan indicates the courses
for the chosen concentration or area of study. The plan includes a proposal for the thesis or graduate project. Students are expected to demonstrate how the plan is appropriate for their background, aspirations, and needs. The program convener approves the plan.

The Graduate Committee: In consultation with the student, the adviser establishes a Graduate Committee, which reviews the plan and gives final approval. Amendments may be made during the course of study with approval of the adviser. The Graduate Committee reviews the plan, together with the completed thesis or final project.

Variances and Waivers: Courses which the student wishes or needs to take are listed in the Educational Plan; variances sought from requirements must be indicated. Courses in other programs which are not cross-listed or which have been taken at other institutions of higher education must also be listed for consideration by the Graduate Committee. All variances must be approved by both the program convener and the Graduate Committee.

Energy Studies

Energy Studies is a University-wide area of study administered within the School of Public Affairs and Administration. The majority of the course offerings in this area are in the Environmental Studies Program. Most students interested in this area are enrolled as Environmental Studies graduate students in the individualized concentration. A separate advising sheet is available. Students interested in this area should contact Dr. Alexander J. Casella, Coordinator of Energy Studies and Professor of Environmental Studies. (See separate section in catalog for more details.)

Certificate in Environmental Risk Assessment

Risk assessment is a frequently used tool in environmental analysis. The certificate in environmental risk assessment provides students with the professional education necessary to perform risk assessment operations in their agencies and industries, and to be able to relate risk assessment methodologies, procedures and results to environmental policies.

Students complete 14-18 credit hours for the certificate: ENS 489 Environmental Risk Assessment, ENS 421 Environmental Economics, and ENS 524 Risk Assessment Practicum are required (total of 12 hours). In addition, students select 2-6 hours from ENS 521 Risk Assessment: Air; ENS 522 Risk Assessment: Water; and ENS 523 Risk Assessment: Land. For further information about the certificate in risk assessment, contact Charles Schweighauser, Professor of Environmental Studies.

Environmental Studies/Course Descriptions

ENS 351 Introduction to Environmental Studies

(4 Hrs.)

Basic processes and dynamics of ecosystems and of development of societal values pertinent to earth resources. Major environmental questions examined, along with options and implications involved in resolution.

Senior/Graduate

ENS 401 Environmental Planning: Land and Resource Use

(4 Hrs.)

Processes of preparing environmental plans, including environmental analysis, formulation of land-use policies, environmental design, and influences of institutional constraints. Offered every fall semester.

ENS 402 Land Use Planning: Principles and Practices

(4 Hrs.)

The procedures and methodologies for preparing land use plans are examined. Analytical tools for evaluating land use planning data are presented. Links between land use and transportation are examined.

ENS 403 Transportation, Problems and Planning Procedures

(3 or 4 Hrs.)

Primary attention is given to the American Metropolitan transportation problem. Basic transportation planning methodologies are presented and transportation energy efficiency is evaluated. Case studies on transportation problems are presented.
ENS 404 Techniques of Environmental Planning: Remote Sensing  (3 Hrs.)
Applications of remote sensing that apply to environmental planning are examined. Computer mapping procedures that are relevant to environmental planning are presented.

ENS 407 Futures Planning  (4 Hrs.)
Design of future planning processes; the spiritual and intellectual roots of futurism; actual futures planning processes and techniques, with study of existing examples such as Soleri’s Arcosanti community.

ENS 408 Implementation of Environmental Planning  (3 Hrs.)
Techniques and tools for managing environmental resources, including wetlands, riverine resources, and other sensitive land areas. Focus on land reclamation, transfer of development rights, land conservation practices, site plans, zoning rights, and other legal prerogatives. Environmental planning activities viewed from perspective of both local and regional agencies. Prerequisites: ENS 401 and 402.

ENS 411 Midwest Rural Life and Its Roots  (4 Hrs.)
Midwest rural culture, as well as contributions of folk and popular cultures of Atlantic seaboard and Europe. Interdisciplinary case studies used to interpret relation of natural environment, buildings, food, and farming to social patterns. Field trips required. See HIS 411.

ENS 417 Museum and Society  (2 Hrs.)
Ways museums have been used since the 1870s and the functions they serve today. Consideration of indoor and outdoor history, art, folklife, and science museums. Focus on use of learning resources with analysis of problems in communicating realities. See HIS 407.

ENS 418 American Environmental History  (4 Hrs.)
Thematic and chronological approach to American land and natural resource use since 1600, including interactions of political institutions, governmental policies, technologies, and beliefs. Focus on conflicts between exploitation and conservation.

ENS 419 Historic Environmental Preservation  (4 Hrs.)
Consideration of preservation policies and their applications in planning. Survey of history of preservation movements, and of American architecture and landscape. Reviews current preservation technologies. Case studies of politics and economics of preservation; field work. See HIS 405.

ENS 421 Environmental Economics  (4 Hrs.)
Basic theoretical tools necessary to examine current environmental problems from an economic standpoint. Covers externalities, cost assignment, and environmental problems associated with economic growth. See ECO 474.

ENS 422 Energy Resource Economics  (4 Hrs.)
Production, consumption, and distribution of energy resources both static and dynamic. Examines the problems of economic growth, environmental issues, and energy policy in energy development. Calculation on benefit-cost of conservation investment included.

ENS 431 Energy and the Environment  (4 Hrs.)
Relation of energy principles to environmental affairs. Energy as the ultimate resource; considerations of its uses as basis for environmental analysis. Systems analysis used for analyzing environmental problems and planning practical applications of energy policy.

ENS 432 Appropriate Energy Technology: Theory and Applications  (4 Hrs.)
So-called “appropriate technologies” (such as solar, wind, and biomass) from perspective of technological and economic applicability and social impact. Detailed analysis of hard versus soft energy paths and their consequences.

ENS 433 Energy Resources and Technology  (4 Hrs.)
Basic concepts of technological energy systems, historical use, current practices, future potential, and ultimate limitations, including economic and energy efficiency considerations. Comparison of centralized (hard) and decentralized (soft) technologies.

ENS 434 Solar Energy: Principles and Applications  (4 Hrs.)
Physics of solar radiation; applications of solar energy in heating, cooling, electric power generation; economics of solar energy technology; environmental factors; and survey of present commercial applications. Emphasis on active rather than passive solar designs.

ENS 435 Advanced Solar Energy Design  (4 Hrs.)
Research on practical applications of solar energy design. Students pursue individual projects involving design and/or construction of passive, active, and hybrid solar systems. Prerequisite: solar energy course or equivalent experience.

ENS 436 Energy Conservation Technology: Buildings  (4 Hrs.)
Theory and practice of reducing building energy consumption with emphasis on residences, including heat principles, solar gain, heat radiation, building structure, insulation, infiltration, heating systems, renovation practices and economics, solar retrofitting, and energy auditing.
ENS 437 Solar Architecture (4 Hrs.)
Influence of solar energy on design and construction of homes and buildings. Conservation: passive and active solar; hybrid systems; design consequences of solar geometry; siting, microclimate, sunspaces and greenhouses, Trombe walls, and flat plate collectors.

ENS 441 Heredity and Evolution: Implications for Ecological Management (4 Hrs.)
Genetics and evolution as unifying principles of biology; their application to human problems, including biological and ethical issues in agriculture, environmental hazards, populations, social structure, and human behavior.

ENS 445 Biology of Water Pollution (4 Hrs.)
Effects of organic wastes, industrial chemicals, and thermal discharges on river fauna and flora; waterborne diseases; detection and measurement of water pollution. Several Saturdays or weekend field trip required. Offered spring semester.

ENS 446 Concepts of Ecology (4 Hrs.)
Structure and function of ecological systems, including basic ecological principles and concepts, habitat analysis with focus on populations in terrestrial and aquatic ecosystems, and collection and analysis of biological data. Laboratory work required.

ENS 447 Environmental Chemistry (4 Hrs.)
Use of chemical principles in understanding processes that occur in the environment. Ecological problems of a chemical nature are analyzed. See CHE 431.

ENS 448 Environmental Toxicology (4 Hrs.)
Study of effects of toxic chemicals on the environment. Included are sources, transport, chemical behavior, and toxic mechanisms of environmental pollutants. See CHE 465.

ENS 452 Environmental Natural Sciences (4 Hrs.)
Scientific knowledge required to understand and solve environmental problems. Basic concepts of geology, physics, chemistry, biology, and ecology explored to bring the biological and physical world into perspective as an integrated continuum of structures, processes, and functions.

ENS 453 Environmental Social Sciences and the Humanities (4 Hrs.)
Concepts and methods of anthropology, history, economics, political science, psychology, geography, and literature explored in integrative fashion. Focus on understanding processes, patterns, and alternatives of relationships of society to bio-physical world.

ENS 462 Environmental Physical Geography (4 Hrs.)
Physical elements of the landscape with attention to climate and weather, water balance, landforms, soils, and vegetation. Interrelationships between environmental elements and influence on changing natural landscape: environmental problems.

ENS 464 North America (4 Hrs.)
Cultural, economic, and physical patterns of North America with evaluation of regional characteristics and problems. Selected applications of regional planning techniques.

ENS 467 Environmental Oceanography (4 Hrs.)
Environmental aspects of oceans, including their origins; ocean floor geology; properties of sea water; tides, currents, and waves; beaches; estuaries; basic aspects of marine ecosystems; and resources of marine environments. Environmental problems stressed.

ENS 468 Environmental Geology and Natural History (4 Hrs.)
Relationships between humans and the geological environment, utilizing examples from Midwestern natural history as case studies. Topics include fundamental geologic principles; hazardous earth processes; minerals, energy, and the future; land use; and decision-making processes.

ENS 471 Biocultural Education and Interpretation (4 Hrs.)
Bioculturalism as holistic education in traditional and non-traditional settings, including links between natural and cultural world, and reductive and intuitive concepts. Focus on education for the future; case studies and field work.

ENS 472 Mornings at Clayville (2 Hrs.)
Practicum in historical and environmental interpretation at Clayville Rural Life Center. Students take part in a program for fifth-graders, working with children in cooking, gardening, and other activities of the 1850s. Written work required. See HIS 472.

ENS 474 Environmental Perception (4 Hrs.)
Perception of and responses to natural environments. Analysis of the eye and other senses as perceptual systems: landscape interpretation; concepts of aesthetics; and environmental metaphors, images, and symbols.

ENS 476 Environmental Ethics (4 Hrs.)
Consideration of evolution of human ethical systems and the resulting lived-in environment, advent of a uniquely American ethical system, contemporary ecological consciousness, emergent life-affirmative ethic, and utopian or dystopian planetary realities.
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<td>Expressions of American Naturalism: From Colonial Days to the Present</td>
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<td>ENS 501</td>
<td>The Development of Planning Theory</td>
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<td>ENS 511</td>
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**Graduate Courses**

- **ENS 477 Expressions of American Naturalism: From Colonial Days to the Present**
  - Historical and literary sources, with artistic representations, in chronological order, to uncover growth and change of American attitudes toward the natural environment. Selections from Jefferson, Cooper, Audubon, Emerson, Thoreau, Whitman, Cather, Sandburg, Frost, and others.

- **ENS 481 Water Resource Policy and Administration**
  - Water needs: water hazards such as flooding, erosion, and drought; water in ecosystem maintenance; and water/energy relationship with regard to present and potential policies.

- **ENS 482 Environmental Policies: Solid Waste**

- **ENS 483 Environmental Policies: National Environmental Policy Act**
  - In-depth study of the Environmental Impact Statement (EIS) process in the National Environmental Policy Act. Case studies analyzed; EIS on new projects researched and written.

- **ENS 484 Environmental Policies: Air Quality**
  - Clean Air Act of 1977 and amendments; their effect on improving air quality. Analysis of administrative procedures, standards, and regulations, as well as case studies.

- **ENS 485 Environmental Policies: Water Quality**
  - Clean Water Act of 1977 and amendments; their effect on water quality. Analysis of administrative procedures, standards, and regulations, as well as case studies.

- **ENS 486 Hazardous Substance Control**
  - The nature of the threat of hazardous substances in the post World War II era is reviewed. Laws, regulations and enforcement procedures are studied and present and potential public policy solutions are considered.

- **ENS 487 Practicum in Environmental Action**
  - Consideration of mechanisms by which citizens might influence governance and planning processes in relation to environmental affairs, including design of short, intermediate, and long-range response mechanisms and implementation of promising models.

- **ENS 488 Environmental Law and the Citizen**
  - Citizen participation in legal processes directed toward resolution of environmental issues, including citizen roles in public hearings, litigation, class-action suits, and appeals processes.

- **ENS 489 Environmental Risk Assessment**
  - Introduction to the many aspects of risk assessment, the relationship between risk assessment and public policy, and the perception of risk. Students will be expected to work out elementary problems in risk and exposure assessment.

- **ENS 490 Environmental Risk Assessment: Air**
  - Course will investigate assessment methodologies of airborne pollutants. Case studies and extant data will be considered. Prerequisite: ENS 489.

- **ENS 491 Environmental Risk Assessment: Water**
  - Course will investigate risk assessment methodologies of waterborne pollutants. Case studies and extant data will be considered. Prerequisite: ENS 489.

- **ENS 492 Environmental Risk Assessment: Land**
  - Course will investigate risk assessment methodologies of land pollutants. Case studies and extant data will be considered. Prerequisite: ENS 489.
ENS 524 Risk Assessment Practicum (4 Hrs.)
Subject matter to include identification and
assessment of hazardous and toxic materials,
site assessment, cleanup and management
strategies, and legal, policy and economic
applications in a real situation using extant
data. This is the final course in the risk
assessment sequence. Prerequisite: ENS 489
and ENS 421.

ENS 532 Photovoltaics and the
Solar-Hydrogen Economy (4 Hrs.)
The generation of energy from light and natu­
ral motion, the conversion of energy to hyd­
rogen, and the storage and transportation of
energy in the hydrogen molecule is studied
and considered in technical, political and
economic context. The Solar-Hydrogen Eco­
my is used as a case example of developing
new high technology energy sources. Public
policy implications are stressed.

ENS 544 Agroecosystems: An Ecological
Analysis (4 Hrs.)
Research-oriented exploration of past, pre­
sent, and future agricultural practices inter­
preted through application of current ecolog­
ic concepts. Prerequisite: ecology course or
consent of instructor.

ENS 571 The Sangamon River Valley:
A Sense of Place (6 Hrs.)
In-depth study of natural and human histories
of the Sangamon River Valley; extensive use
made of local materials, resource people, and
field experience. For elementary, middle, and
high school teachers; teachers-in-training;
and teachers-to-be.

ENS 581 Environmental Policy and
Administration (4 Hrs.)
Environmental policy development and im­
plementation utilizing in-depth integrative ap­
proaches. Seminar method used.

ENS 582 Energy Policy and Planning (4 Hrs.)
Planning methodology and theory with re­
gard to technological imperatives and policy
potential. Energy systems examined in admin­
istrative and public policy context, including
effect on natural and human-made environ­
ment.

Research
ENS 500 Graduate Research (1-4 Hrs.)
Advanced investigation of specific interac­
tion between people and environment. Stu­
dent must have permission of the Environ­
mental Studies Program faculty member
under whom the work will be done. Substan­
tial research paper required for credit; maxi­
mum of 8 hours may be applied toward M.A.
degree.

ENS 510 Thesis (1-8 Hrs.)
ENS 520 Graduate Project (1-8 Hrs.)
ENS 530 Internship (1-4 Hrs.)

The following course is accepted for
the program major:
ADP 564 Seminar in Urban
Administration and Planning
Gerontology
M.A. (40 Hrs.)

Faculty — Jeffrey A. Chesky, Rosamond Robbert

Associated Faculty — Harry Berman, Robert Crowley, Cullom Davis, Mark Erenburg, Proshanta Nandi

Adjunct Faculty — C. Jean Blaser, Glen W. Davidson, Ezio Giacobini, James N. Kvale, Josephine Oblinger, David Spencer

Gerontology is the study of aging — the specific changes that occur in older individuals as well as the broader psychosocial and health issues confronting them.

One out of every nine Americans is age 65 or older; the age group 75 and over is the fastest growing segment of society. These demographic facts raise important questions about health care, social services, Social Security, education and employment opportunities, and the quality of life of the older population. Gerontology brings together a number of disciplines — anthropology, biology, economics, history, medicine, nursing, psychology, and sociology — all of which are involved in issues of aging.

Gerontology is therefore, multi-disciplinary: biology investigates the physiological processes of aging, the gradual growth and decline of body functions, and the increasing probability of disease and eventual death; psychology explores emotional stability and changes in intellectual and emotional processes, coping and adaptive behavior, and self-concept — personality traits through which people express themselves as they age; sociology studies roles and responsibilities in situations where older persons interact with others, such as family, education, politics, community, occupation, religion, and leisure. Students are provided a generic background which builds upon undergraduate disciplines and permits latitude in developing specific career interests.

Graduates of the program are involved in a variety of activities, including teaching gerontology to university, secondary, and elementary students; teaching older adults or others preparing for later life or retirement; providing direct services to senior centers, nursing homes, and other facilities; planning, administering, and evaluating services and service-delivery systems for the elderly; transmitting information about aging through writing, speaking, or the media, and serving as advocates for the elderly; consulting with older persons and/or their families; and assisting in legislative bodies and public or private organizations which serve older persons.

Such graduate-level education prepares professionals to become skilled administrators, planners, supervisors, consultants, instructors, and practitioners. Internships provide opportunities to put classroom learning into practical operation.

Preparation of students focuses on three major areas:

Policies and Programs for the Elderly: leading to positions in state and federal agencies, consumer protection agencies, and law centers.

Educational Gerontology: leading to positions in recreation and leisure centers, pre-retirement programs, schools, community colleges, and universities.

Direct Services Management: leading to positions in long-term care facilities, residential facilities, public housing projects, hospitals, and social service centers.
**Entrance Requirements**

1. Gain admission to Sangamon State University with graduate status.
2. Apply to the Gerontology Program for admission to the M.A. degree program.

Applications for admission to the program are reviewed by the Gerontology Program Admissions Committee. Applicants are expected to have undergraduate preparation in the natural and social sciences. Experience in health or social services is also desirable.

**Advising**

Advising in the Gerontology Program provides an individual approach to the academic and professional development of each student. Upon admission to the program, each student is assigned a temporary adviser for assistance with academic planning; thereafter, students choose an adviser from the Gerontology Program or associated faculty. Among other things, the adviser serves as the chairperson of the student's master's project committee.

**Grading**

Students are expected to maintain an overall grade average of 3.0, with no more than one grade below "B-" in a Gerontology course.

**Program Requirements**

The master's degree in Gerontology requires successful completion of 40 semester hours of course work plus a master's project. Of the total, 16 hours are required core courses, 16 hours electives, 4 hours Internship, and 4 hours Public Affairs Colloquia. Course substitutions are possible based upon previous course work and/or experience; students should consult their adviser.

Students who do not have an introductory gerontology course or substantial gerontology work experience may be required to take an additional 4 hours in GER 402. Course requirements are as follows:

**Multidisciplinary Core Courses**

- GER 501 Biology of Aging (4 Hrs.)
- GER 502 Psychology of Aging (4 Hrs.)
- GER 482 Aging and the Social Services or
- GER 551 Policies and Programs for the Elderly (4 Hrs.)
- GER 587 Professional Seminar (4 Hrs.)

**Total Core**

**Other Requirements**

- GER 580 Gerontology Internship (4 Hrs.)
- Electives (16 Hrs.)
- Public Affairs Colloquia (4 Hrs.)

**Total Other**

**Total**

16 Hrs.

24 Hrs.

40 Hrs.

**Electives**

Twelve hours of electives may be used to develop a particular specialization within Gerontology, such as administrative service, counseling, education, health service, long-term care, program planning, and program evaluation. Students choose specialization electives with the assistance of the adviser and in consultation with faculty from relevant programs. Four hours of electives may be earned by a second registration in GER 580 Gerontology Internship.

**Master's Project**

In addition to completing required course work, all M.A. candidates must complete a master's project developed jointly with the adviser and M.A. project committee. Following specific guidelines, the project may be a workshop thesis, problem-solving exercise, or similar closure experience.

**Gerontology/Course Descriptions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GER 402</td>
<td>Perspectives on Aging</td>
<td>4 Hrs.</td>
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<tr>
<td>GER 410</td>
<td>Oral History Method</td>
<td>(2-4 Hrs.)</td>
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Overview of disciplines related to the field of aging, including perspectives of biology, psychology, economics, and sociology, as well as newly developing areas of gerontology. Research technique rather than study of historical data, including oral history through tape recording, transcribing, and editing personal reminiscences. Projects added to the
University's Oral History Collection. See HIS 410.

GER 412 Retirement (4 Hrs.)
Major psychological and social policy issues relating to retirement, including mandatory versus flexible retirement policies, early retirement trends, and economics of aging. See CFC 483.

GER 422 Long-Term Care Administration (4 Hrs.)
Theory, philosophy, and behavior of administration and management of long-term care facilities. Role of administrators relative to management, community activities, public relations, ethical practices, licensure, and state and federal agency requirements. See HSA 422.

GER 431 Work and Aging (4 Hrs.)
Problems of Americans older than 45. Emphasis on present and possible future psychological and socio-economic status of older workers; includes problems such as unemployment, job search, and job training and seeks to develop policies for problem areas.

GER 442 Legal Advocacy for the Elderly (4 Hrs.)
Laws and legal problems having greatest impact on the elderly; analysis of tools and techniques available to the advocate. See LES 442.

GER 447 Moral Dilemmas in Health Care (4 Hrs.)
Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery, and euthanasia. Students are encouraged to further develop and understand their own value orientation, and come to better appreciate those of others. See PHI 447.

GER 456 Aging, Nutrition, and Health (4 Hrs.)
Relationship between nutrition and health in the elderly; nutritional requirements in aging; nutrition and longevity; nutrition in disease (e.g., cardiovascular disease, cancer, diabetes).

GER 463 Death, Dying and Bereavement (4 Hrs.)
Social structures, attitudes, beliefs and values about death, dying and bereavement in contemporary American Society as well as in other societies and other time periods will be considered. Medical, legal, religious and psychological issues in relation to death, dying and bereavement will be considered. Not recommended for persons recently bereaved.

GER 469 Biomedical Problems in Aging (4 Hrs.)
Etiology and treatment of medical problems of the aged, such as cardiovascular disease, metabolic diseases (osteoporosis, diabetes, Parkinson's disease), and neurobiologic diseases (dementia and depression). Topics include nutrition, exercise, sleep disorders, alcoholism, and pharmacology.

GER 482 Aging and the Social Services (4 Hrs.)
Process and condition of being aged, along with social services that operate to lessen problems of aging. Evaluation of services, attitudes, and policies that inhibit or promote service delivery. See CFC 482.

GER 489 Managing the Community Organization (4 Hrs.)
Overview of management field as it pertains to community organizations, including communications, development of professional and non-professional staff, budgeting, and marketing not-for-profit organizations. Focus orients participants to managerial environments of organizations and provides experimental opportunities to develop managerial skills. See MGT 489.

GER 501 Biology of Aging (4 Hrs.)
Comparative view of biological changes and aging, with emphasis on humans and other mammals; theories of aging; genetic and environmental factors in longevity and aging; age-related changes in human organ systems (e.g., cardiovascular, nervous, respiratory); and pathobiology of aging.

GER 502 Psychology of Aging (4 Hrs.)
Foundation in psychology of adult development and aging, with emphasis on theories, methodologies, and research findings. Focus on cognitive, social, psychological, and mental health aspects of aging. See PSY 557 and CFC 568.

GER 503 Sociology of Aging (4 Hrs.)
An examination of the process of aging in American society. Major consideration will be given to theories of aging and the social implications of age grading, the meaning of work and retirement, and the status and roles of the elderly.

GER 504 Philosophy of Aging (4 Hrs.)
How ancient attitudes transmitted through myth, ritual, religion, and folklore have affected present-day concepts of aging and the older person. Analysis of concepts of aging in current literature and in ancient and modern philosophies.

GER 511 Cross-Cultural Studies in Gerontology (4 Hrs.)
Concepts of aging in various cultures, includ-
ing cultural responses to aging and various support services for older persons.

GER 532 Counseling the Adult/Aged (4 Hrs.)

GER 551 Policies and Programs for the Elderly (4 Hrs.)
Review of local, state, and national policies with respect to allocation of monies and development of programs for older persons. Policies and programs analyzed in relation to current needs and projected future service requirements.

GER 565 Experimental Gerontology (1-4 Hrs.)
Laboratory projects dealing with age-related changes in biological systems.

GER 580 Gerontology Internship (4 or 8 Hrs.)
Internship in a setting providing services for older persons. Experience is related to career interests of student. May be repeated once.

GER 581 Seminar on Adult Development and Aging (4 Hrs.)
Discussion of the recent contributions to the understanding of adult development and aging which draw on psychoanalytic concepts. Includes the formation of sexual identity, ego development over the life course, mid-life crisis in men and women, late onset psychopathology and successful aging. See CFC 581.

GER 587 Professional Seminar (4 Hrs.)
Includes grant writing, research design, evaluation, basic statistics, and ethics.

GER 588 M.A. Project (1-4 Hrs.)
Developed jointly with adviser and master's project committee. Following specific guidelines, the project may be a workshop, thesis, problem-solving exercise, or similar closure experience. May not be used to fulfill the 40 hours required for the M.A.

GER 599 Independent Study: Tutorial (1-4 Hrs.)
Opportunity for individualized learning.
Health Services Administration

B.A. (60 Hrs.) M.A. (48 Hrs.)

Faculty — Ashim Basu, Michael Quam, Thomas Reutzel, Henry Smorynski, Kathleen Vinehout

Associated Faculty — Hugh Harris, Roy Wehrle

Adjunct Faculty — William Carder, Robert Clarke, Ted LeBlang, Sister Anne Pitsenberger, Arthur Pittman

The Health Services Administration Program is designed to prepare students for direct entry into positions in administration, policy analysis, program development, and service coordination in health services organizations. The program also broadens, updates, and sharpens administrative knowledge and skills for individuals currently employed in the health services field.

The Bachelor's Degree

The health field in the United States today encompasses more organizations, spends more dollars, and employs more people than any field except construction. With expenditures for health currently over 10 percent of our Gross National Product, new emphasis is being placed on the need for coordination and competent management of health system resources. The Health Services Administration Program at Sangamon State University focuses on this need for skilled health system managers. The B.A. degree particularly emphasizes the development of job entry managerial skills.

Competent and knowledgeable persons are needed in public and private health service organizations, financing organizations, health planning organizations, governmental regulatory agencies, professional groups, funding organizations, voluntary health organizations, trade associations, and public health agencies.

Entrance Requirements

Health Services Administration faculty must have an opportunity to advise and counsel all new students prior to initial registration at Sangamon State University. Students wishing to enter the program at the undergraduate level should consult with a member of the HSA faculty well in advance of anticipated enrollment.

In addition to admittance to the University, new students must be admitted to the program. The application procedure includes: 1) two letters of recommendation from employers, peers, or educators; 2) a personal interview regarding professional goals; and 3) a professional goal statement on file with the Program Committee.

Advising

Students should consult a Health Services Administration faculty member before registering for the first time. A permanent adviser from among the program faculty should be chosen before the end of the first semester of study. All students should consult their advisers prior to registering for each semester of classes. A student may elect, at any time, to select another adviser. Undeclared majors may register for HSA courses only with permission of the instructor.

Students who are employed full time are strongly urged to take no more than eight hours of course work per semester.

Program Requirements

Program requirements* for the B.A. degree are distributed as follows.
Required HSA Courses*
HSA 301 Introduction to Health Services Administration 4 Hrs.
HSA 325 Social Dimensions of Illness 4 Hrs.
HSA 335 Modern Hospital and Administrative Process 4 Hrs.
HSA 401 Organizational Behavior in Health Care Institutions 4 Hrs.
HSA 435 Financing Health Care 4 Hrs.
HSA 451 Health Planning 4 Hrs.
Total HSA 24 Hrs.

Required Generic Courses
Accounting (HSA 412, ACC 412) 4 Hrs.
Economics (ECO 315) 4 Hrs.
Statistics (HSA 309, ECO 313, MSU 401) 4 Hrs.
Total Generic 12 Hrs.

University Requirements
Applied Study Term 8 Hrs.
Public Affairs Colloquia 6 Hrs.
Electives (300- or 400-level courses approved by adviser) 10 Hrs.
Total University 24 Hrs.
Total 60 Hrs.

*Upon formal petition to the HSA Program Committee through the student’s adviser, any of these required courses may be waived as justified either by previous academic course work or by work experience which demonstrates competence in the subject matter. A waiver request is considered only in terms of substitution of other course work and not for waiver of hour requirements.

Generic Waiver Rules
Accounting, economics, and statistics requirements are only waived by the program when an individual has achieved a “B” grade or better in a previous principles course at the lower-division or community college level. A grade of “C” is insufficient for waiver unless earned at the junior/senior level.

International Health Series
The Health Services Administration Program offers a series of courses in international health in conjunction with faculty from other programs. Although this series is intended primarily to meet educational and career needs of international students, it is also available to American students as an area of undergraduate specialization or as graduate elective credit. The series focuses on public health, primary care, and health development problems of Third World countries. This series of courses replaces HSA 301, HSA 435, and HSA 451 in the program’s core requirements for foreign nationals.

Applied Study
The University requirement of an applied study term (AST) offers an excellent opportunity for students to gain experience related to the HSA degree. Students currently pursuing careers in the health field can consider the career AST option, which encourages self-assessment of career goals and the skills and knowledge necessary for professional growth.

International students are required to register for HSA 351 and HSA 352 to satisfy the AST requirement.

Communication Skills Assessment
Certification of communication skills in Health Services Administration is accomplished through completing required writing assignments in HSA 301 Introduction to Health Services Administration. This course must be taken within the first year of study. Students should consult with the HSA coordinator or their adviser for further information.

Library Skills Assessment
Every HSA major must participate in an instructional series on library usage and library skills as a part of HSA 301. Exemption from this certification requirement is available only through adequate demonstration of equivalent competen-
cies, such as completion of a previous library skill or research course.

Computer Competency Requirement

All Health Services Administration majors must document basic computer skills literacy relevant to their future administrative careers. All students, who cannot document via prior course experience, work experience, or the Credit for Prior Learning (CPL) process the program's expected level of literacy, must successfully complete HSA 371 Computers and Decisions in Health Management. The computer skills requirement is a prerequisite non-degree credit course for graduate students.

The Master's Degree

The Health Services Administration master's degree is especially targeted to the needs of mid-level management and rural health administration. The HSA program is particularly strong in the areas of ambulatory care and emerging delivery systems, health care planning and policy, international health, long term care, and leadership and human resource management in health care. Students can select elective courses that emphasize these and other career goals.

Competent and knowledgeable administrators are needed in public and private health service organizations such as hospitals, ambulatory centers, mental health facilities, and long-term care facilities; financing agencies such as health maintenance organizations; medical practice groups; voluntary associations as diverse as professional groups, trade associations, and fundraising organizations; and public health agencies.

Entrance Requirements

Program admission is based on: 1) admission to the University as a graduate student, and 2) acceptance of an application specifying professional goals and identifying past academic/work experiences related to those goals. Students are urged to take a nationally recognized entrance exam, such as the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT). For those with traditional college preparation, an overall grade-point average of 2.5 on a 4-point scale is considered minimal for admission. Two letters of recommendation from employers, peers, or educators and a statement of the student's career goals must be on file with the Program Admission Committee before a final decision of admission will be made.

Because of the time required to complete the pre-admission advising process, prospective students should contact the Health Services Administration Program well in advance of their intended date of registration. Students entering the fall semester must apply no later than April 15; students entering the spring semester must apply by Oct. 15.

Curricular entry requirements consist of a basic principles course in each of the following areas: accounting, economics, computers and statistics. Professional experience equivalency will be considered. Entry requirements may be fulfilled by taking introductory courses in these areas at Sangamon State. However, these four prerequisites must be completed by the end of the first year of enrollment in the Health Services Administration Program or before more than 16 credit hours are earned toward the degree, whichever comes first. A "B" grade must be earned in these prerequisite courses if they are taken at the lower-division or community college level. Prerequisite courses do not count toward the 48 hours required for the M.A. degree.

Advising

Students should consult a Health Services Administration faculty member before registering for the first time. A permanent adviser from among the program faculty should be chosen before the
end of the first semester of study. All students should consult their advisers prior to registering for each semester of classes. A student may elect, at any time, to select another adviser. Undeclared majors may register for HSA courses only with permission of the instructor.

Students who are employed full time are strongly urged not to enroll in more than eight hours of course work per semester.

**Grading**

No "C" grade will be accepted for credit toward the M.A. degree in Health Services Administration.

**Communication Skills Assessment**

M.A. degree candidates are expected to demonstrate competency in communication skills. These skills are developed and measured in the laboratory and research work included in HSA 401 and HSA 557. Completion of these courses satisfies the University communication skills requirement.

**Program Requirements**

Program requirements for the M.A. degree are distributed as follows:

**Required HSA courses**

- HSA 401* Organizational Behavior in Health Care Institutions 4 Hrs.
- HSA 509 Quantitative Analysis for Health Managers 4 Hrs.
- HSA 515 Financial Management 4 Hrs.
- HSA 545 Medical Sociology 4 Hrs.
- HSA 556 Leadership and Human Resource Management 4 Hrs.
- HSA 557 Program Evaluation for Health Managers 4 Hrs.

Total 24 Hrs.

*Graduate students who have taken the equivalent of HSA 401 are required to substitute four semester hours of appropriate graduate course work acceptable to the student's adviser and the program convener.

**One core course may be waived for qualified students, although the waiver cannot be for HSA 509, HSA 515, or HSA 545 without full Program Committee approval.

**PAC and Other Requirements:** The University requires that all graduate students complete four hours of Public Affairs Colloquia in addition to requirements established by the program. The remaining 20 program hours must come from elective courses which can be taken from any program at the graduate level. At least eight elective hours must be completed at the 500 level. Electives must be approved by the adviser; the selection must justify a particular emphasis or expertise in the student's course of study.

Students without any sustained practical experience or employment in the health industry must complete at least four credit hours of experiential learning. This credit is developed through HSA 511 Behavioral Research in Organizations or HSA 589 Graduate Internship. The adviser should be consulted regarding a timetable.

Graduate students may earn no more than eight credit hours in 400-level courses outside HSA 401. In all HSA 400-level courses, graduate students are expected to meet more rigorous requirements and are evaluated according to higher standards than undergraduates in the same course.

**M.A. Degree Program Evaluations**

All M.A. students must be evaluated for demonstrated academic deficiencies by their adviser before any credits beyond 16 hours can be counted toward the M.A. degree. Normally, this assessment for full-time students would occur after one semester and for part-time students within two semesters.

The Program adheres to University policy which limits the time for degree completion to five years for an M.A. de-
degree. Students will be dropped from candidacy if all degree requirements are not met by the end of the fifth year following acceptance into the Program. Appeals for extension must be filed with the Program Committee and are rarely granted.

Graduation Requirements

All graduate students must successfully complete one of two closure options in order to graduate. These are the Master's Thesis and the Comprehensive Examination.

The thesis is original research employing any one of several possible methodologies and problem-solving approaches. The thesis must be approved by a three member faculty committee. Because of the rigorous and time consuming nature of the thesis, full-time students should consult their advisers before the close of the second semester of study. Part-time students should consult their advisers about thesis work before completing 24 hours of graduate course work. This will help ensure timely completion of the research.

The comprehensive examination requires students to complete a series of written and oral examinations. These are designed to evaluate students' ability to integrate HSA course work in preparation for a professional career in health services administration. Each student selecting the comprehensive examination must sit for the exam during the semester in which the student completes course work or during the immediately following semester (excluding summer).

Health Services Administration/Course Descriptions

HSA 301 Introduction to Health Services Administration (4 Hrs.)
A survey of the health care delivery system in the United States. Designed to acquaint beginning health services administration students with key markets in the health care industry. Emphasis on current forces that shape the health care system and affect administrative efforts to ensure quality, availability, and access to health care while containing costs. Prerequisite: Permission of instructor for undeclared majors.

HSA 309 Biostatistics (4 Hrs.)
Applied statistics and concepts of measurement in health care settings. Descriptive and inferential methods. Emphasis on decisions that are appropriate and commonly made by health care managers using statistical analyses.

HSA 325 Social Dimensions of Illness (4 Hrs.)
Nonclinical background to the nature of illness and disease. Understanding and application of epidemiological terminology, biostatistics of disease, and epidemiological factors relating to major acute and chronic disease categories. Changing social character and distribution of disease in contemporary America, especially rural-urban differences. See SOA 325. Prerequisite: HSA 309.

HSA 335 Modern Hospital and Administrative Process (4 Hrs.)
Structure and function of health care organizations as a socio-technical system and the administrative processes of planning, controlling, directing, staffing, and coordinating. Basic organization of the general acute hospital operation including functions of board of directors, medical staff organizations, and the hospital administrator. Current methods and techniques used to administer hospitals.

HSA 350 Health Services Administration
Applied Study Term (1-8 Hrs.)
Appropriate experiential learning. Monitored and evaluated by AST Office consistent with HSA Program expectations. Should not be taken before completing at least two substantive HSA courses. See AST 350.

HSA 351 Exploration in a High Technology Health Care System (4 Hrs.)
American health care delivery system through lectures/field visits with practitioners. Review of current management practices and technical requirements for health care service delivery for specific group of health consumers. Evaluation of effectiveness and limitations of present practitioner strategies of care delivery and management. Guest lecturers, demonstrations, field trips, institutional literature review, and case discussions relating to hospitals, nursing homes, clinics, public health agencies, mental health agencies, and other health care providers (AST requirement for foreign nationals, in lieu of HSA 350).
HSA 352 Third World Assessment: A Managerial Viewpoint (4 Hrs.)
Builds upon HSA 351. Use of library and embassy materials to integrate those aspects of the American health care delivery system that are applicable to enhancing the health status of Third World countries. Examines the health planning, organizational features, financing strategies, evaluation techniques, and control methods of practicing American health care. Country or regional field report on current health status and managerial methods of improving that status required. (AST requirement for foreign nationals, in lieu of HSA 356.)

HSA 371 Computers and Decisions in Health Management (4 Hrs.)
An exploration of the relationships between the management decision-making context within health services organizations and the computer technology that may be utilized to assist such decision-making. Students make use of mainframe and micro-computer applications as they analyze the link between the initial stages of problem formulation and the products of the data analytic techniques employed to achieve meaningful solutions. The course considers the use of these rational tools in light of the unique aspects of managing the delivery of a social good (health services). Experience with computers is not a prerequisite.

HSA 401 Organizational Behavior in Health Care Institutions (4 Hrs.)
Understanding interpersonal relations and group dynamics as they affect managerial decision making and organizational effectiveness within health services organizations. Provides a working understanding of forces which influence individual, interpersonal, and group behavior; develops diagnostic skills in identifying causes of human problems in group and interpersonal work settings; and enhances judgmental skills in taking actions to improve effectiveness and satisfaction of groups and individuals. Particular attention given to understanding and managing primary work groups (such as departments) and intergroup (boss-subordinate) relationships. Also deals with conflict resolution, ineffective performance, giving and receiving feedback, effective communication, motivation, and influence. Cases, films, exercises, readings, and conceptual notes used.

HSA 412 Accounting for Health Care Institutions (4 Hrs.)
Basic principles of accounting and finance and their applications in the hospital/health care environment. Basic accounting procedures along with various financial and managerial accounting topics examined. Along with current attempts to resolve financing problems in health care facilities. See ACC 412.

HSA 415 Medical Terminology for Health Services Managers (1 Hr.)
Professional vocabulary. Uses student-paced audio tape cassettes in conjunction with a workbook. Not open to students with previous professional training which included medical terminology.

HSA 421 Community Health Organizations (4 Hrs.)
Multiplicity of community health organizations at national, state, and local levels in relation to health problems and needs; their organization and functions; their governance; and the role of the consumer-citizen.

HSA 422 Long-Term Care Administration (4 Hrs.)
Theory, philosophy, and behavior of administration and management of long-term care facilities. Role of administrators relative to management, community activities, public relations, ethical practices, licensure, and state and federal agency requirements. See GER 422.

HSA 425 Public Health Administration (4 Hrs.)
Consideration of contemporary public health issues and the role of the public health manager. Fundamentals of public health program development, implementation and evaluation. Application of management theory and skills to the administration of public health programs and facilities. Prerequisites: HSA 301, 325, or permission of instructor.

HSA 427 Seminar: Managing Health Care in the Third World (4 Hrs.)
Overview of health and health care problems in Asia, the Middle East, Africa, and Latin America focusing on issues in policy management and implementation. Central issues include ecologic and environmental factors; organizational structure (including administration, bureaucracy, organization, evaluation, and direction); utilization of health resources including manpower and relation of health to development; and importance of health in national planning priorities.

HSA 435 Financing Health Care: Institutional Practices (4 Hrs.)
Basic exploration of sources for financing health care and current financial practices in typical health care institutions such as hospitals, long-term care facilities, and clinics. Application of financial theory to finance problems.
HSA 437 Health, Economic Development, and Social Change in Third World/Developing Countries (4 Hrs.)
Theories and strategies used by industrialized and developing nations in their search for continuing development in methods of health care delivery. Analysis of specific private and public sector approaches and rationales used by different geographic regions to accomplish delivery aims for equality and social justice. National economy and planning, role of the entrepreneur, land reform, education, foreign aid, and population policies and their effect on health care delivery.

HSA 447 Organizational and Administrative Aspects of Primary Health Care Delivery in Third World/Developing Countries (4 Hrs.)
Seminar in philosophy, planning, and delivery of primary health care in developing countries. Examination of major health problems of mothers and children, stressing causation, management, and prevention. Nutrition programs and policies also considered along with problems and priorities in nutrition education. New concepts in primary health care services, mass media, communication, governmental intervention, and role of rural development explored. Stress upon adapting programs to limited resources.

HSA 451 Health Planning (4 Hrs.)
History of health planning and interpretation of its relevance to health services administration; overview of health planning theory, definitions, methodology, and sites; in-depth examination of current health planning structures, processes, and products.

HSA 452 Health Planning Implementation (4 Hrs.)
Steps required to develop action programs to meet health needs identified by the health planning process: program identification and development, legislation and the legislative process, resource requirements and grantsmanship, project review and evaluation, and understanding the regulatory process.

HSA 453 Labor-Management Relations in Health Organizations (4 Hrs.)
Behavioral, economic, social, and institutional forces which affect quality of union-management relations and objectives in health organizations. Analysis of relationships at individual work-unit level as they influence negotiations, grievances, and administration of collective-bargaining agreements.

HSA 458 Health Law (3 Hrs.)
Historical and current legal status in physician and hospital liability; confidentiality of medical records; labor law in health organizations; medical ethics and the law; recent legal developments in utilization review, rate review, planning, and other legal-medical areas.

HSA 465 Cross Cultural Perspectives on Health (4 Hrs.)
Relationships between health and human culture, including health of prehistoric humanity, traditional and non-Western medical systems and how they heal, and problems faced by health care professionals as they provide care to cultural and ethnic groups from various healing traditions. See SOA 445.

HSA 466 Moral Dilemmas in Health Care (4 Hrs.)
Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery, and euthanasia. Students are encouraged to further develop and understand their own value orientation, and come to better appreciate those of others. See PHI 447.

HSA 472 Information and Decision Making (4 Hrs.)
Examination and study of general frameworks for systems analysis design, and implementation as well as specifics of computerized information systems in hospitals. The course focuses on development of a rational approach to the acquisition and utilization of computerized information in an organizational (hospital) setting.

HSA 477 Cases in Health Planning and Budgeting in Developing Countries (4 Hrs.)
Case studies of national and local planning. Limitations on health planning due to budgetary processes and administrative conflicts. Methods of health care budgeting. Administrative problems and challenges in the implementation of regional and national health care plans and budgets.

HSA 480 Learning Modules in Health Services Administration (2 Hrs.)
Integration of community and University resources in an individual option mode. Students package readings, films, professional meetings, interviews, and other resources to gain depth and experience in working in one area of administrative interest. Areas available include hospital management, public health, health care research/statistics, community health, planning/policy, long-term care, clinics, and management/operations. May be repeated for a maximum of four hours.

HSA 481 Grants Acquisition and Management (2 Hrs.)
Strategy for grant location, development and application. Examines features of successful grant applications, along with strategies and
managerial activities necessary to make grants work for institution building both during and after initial funding.

HSA 485 Health Services Administration Research Analyses/Review (2 Hrs.)
Critical examination of methods and products of health services research. Students critique pieces of research and develop design improvements. Overall focus upon the ethic of integrating research in daily managerial behavior and philosophy of administrators. Prerequisite: HSA 309 or equivalent.

HSA 486 Budgeting for Health Care Facilities (4 Hrs.)
Theory and process of budgeting as applied to health care facilities. Creation of functional and program budgets and integration into a master budget. Development of revenue, expense, statistical cash, and capital budgets.

HSA 487 National Health Policy (4 Hrs.)
Analytic and descriptive study of national health policy in America in terms of philosophy, history, politics, economics, sociology, and administration of health care. Emphasis on social setting in which health policy is made and complex workings of system by which health care is provided. No prior study of economics required. See ECO 487.

HSA 488 Health Economics (4 Hrs.)
Application of economic theory and analytical tools to problems in the health care sector. Includes concepts and measures of health; determinants of health; cost of illness; concept of demand for medical care; welfare economics of physicians, dentists, drugs, and hospital markets; financing health care; and policy issues such as cost containment and national health insurance. Prerequisite: ECO 315 or equivalent. See ECO 488.

HSA 489 Topics in Comparative National Health Care Systems (2 or 4 Hrs.)
One crucial area of public policy — health care — and the similarities and differences in organizational structure, policy, and planning in developed and Third World countries.

HSA 490 Current Topics in Health Administration (2 or 4 Hrs.)
Special topics announced when offered. May be repeated for a maximum of four hours.

HSA 499 Tutorial in Health Administration (1-4 Hrs.)
Individual study directed by a faculty member. Tutorials are offered to meet special course work needs not otherwise available.

HSA 503 Ambulatory Care Management (4 Hrs.)
Basic concepts of ambulatory care management and organization of ambulatory care practice, including application of research and theory. Students must demonstrate competency in solving ambulatory care management problems through in-class simulations and case study assignments. Development of skills related to personnel management, consumer and provider satisfaction, quality assessment, planning, marketing, and financing ambulatory care facilities. Prerequisites: HSA 401 or permission of instructor.

HSA 504 Health Maintenance Organization (4 Hrs.)
By reversing the incentives in medical care from “buy more” to “buy less” and “get sick” to “stay healthy,” health maintenance organizations (HMO’s) are purported to promote health and reduce the cost of medical care. This course acquaints students with the unique organization of HMOs and the advantages attributed to them. Current research will be used to examine their success in meeting expectations of the federal government, medical community, and employers. History of related federal legislation, variations in the structure of prepaid group practices, and incentives in fee for service and prepaid group practices. Prerequisites: HSA 401, HSA 503, or permission of instructor.

HSA 509 Quantitative Analysis for Health Managers (4 Hrs.)
Integration of disparate quantitative techniques into a managerial problem-solving framework. Areas covered include management sciences; systems analyses; cost-benefit techniques; game theory; risk theory; advanced regression modeling; and quality assurance measures. Stress on industry practices and levels of precision. Prerequisite: HSA 309 or equivalent.

HSA 511 Behavioral Research in Organizations (4 Hrs.)
Application of research in analyses of behavioral problems within organizations. Design and execution of a research project, analysis of data, and information of conclusions and recommendations based on empirical results of study.

HSA 515 Financial Management of Health Care Organizations (4 Hrs.)
Internal and external financial environments of health care institutions. Covers areas of working-capital management, decision criteria for investment, and long- and short-term financing. Prerequisite: ACC 421 or HSA 412.

HSA 545 Medical Sociology (4 Hrs.)
Medical sociological framework for analyzing and understanding the health status of American society; social structure and social value; special issues in health and medical care; var-
ious models of health; life styles and impact on health. See SOA 545.

HSA 548 Modern Techniques in Institutional Health Services Planning (4 Hrs.)
Concepts and techniques used in intra-institutional planning for health care services, facilities, and manpower. Methods of determining market demand and resource requirements for health services development discussed, along with methods to obtain necessary data for complex and long-term planning decisions. Interrelationships with community health planning and with health regulatory programs are explored.

HSA 552 Contemporary Practices and Problems in Hospital Administration (4 Hrs.)
Case studies covering the contemporary hospital and its multifaceted problems. Examination of objectives, authority, management, resources, and controls in the administrator-physician-staff triad. Organizational research paper required. Prerequisite: HSA 401.

HSA 556 Leadership and Human Resource Management in Health Care Institutions (4 Hrs.)
Dilemmas health care managers encounter in managing large numbers of professional people, beginning with personnel policy and organizational strategy. Forces the student to struggle in a practical way with personnel and leadership issues which top management staff face in health care organizations. Concepts and techniques useful for managers in improving effectiveness of human resources through leadership skills, job design, job analysis, selection, job evaluation, compensation, supervision, communication, training, and development examined as management tools. Based on the premise that every manager is dependent on his/her people and their competence, spirit, and support and that a manager bears responsibility for the well-being of those people. Prerequisite: HSA 401.

HSA 557 Program Evaluation for Health Managers (4 Hrs.)
General and specific grounds for evaluating health care programs, including concept of a program, analysis of evaluation models, program measurement, causality in program evaluation, internal and external evaluation, process and outcome evaluation, and evaluationation strategies. Use of experimental design, quasi-designs, and case studies. Prerequisites: HSA 401, HSA 509.

HSA 559 Strategies for Financial Management of Hospitals (4 Hrs.)
In-depth examination of cost analysis and cost funding in health care institutions, mergers, acquisitions, rate setting, and capital financing. Techniques to maximize revenues to health care institutions through strategic financial planning.

HSA 589 Graduate Internship (2-4 Hrs.)
Administrative practicum in a health-related organization or agency. Supervised by an assigned faculty member. Prerequisites: HSA 401, HSA 509 and completion of 24 hours of graduate credit.

HSA 590 Topics in Health Services Administration (2 or 4 Hrs.)
Selected topics announced when offered. May be repeated for a maximum of four hours.

HSA 599 Tutorial in Health Services Administration (1-4 Hrs.)
Individual study directed by a faculty member. Tutorials are offered to meet special course work needs not otherwise available.
History
B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Nina S. Adams, Cullom Davis, Edward Hawes, Irene W. D. Hecht, Durward Long, Robert K. McGregor, Ralph A. Stone

Associated Faculty — Larry Shiner

Adjunct Faculty — Roger D. Bridges, Daniel Holt, Christopher J. Schuberth, Keith A. Sculle, John R. Squibb

The Bachelor’s Degree

By emphasizing the link between the past and the contemporary world, the History Program seeks to help students understand themselves and the times in which they live. The program encourages students to compare their own culture with elements of other cultures from other time periods. Students of history gain a sense of what is unique in, as well as generally characteristic of, individuals, groups, and national cultures in the present as well as the past.

The baccalaureate program is organized for citizen-students who hope to place their world in historical perspective as a means of living rich and intelligent lives. Through understanding change as well as continuity in human institutions, students can grasp the forces shaping their present and future. Education in history at Sangamon State University is broad-based, humanistic training, providing students with research capabilities, analytical methods, and communication skills that are useful in many fields. The program curriculum prepares people for careers in history, politics, government, law, journalism, writing, and administration. Through the applied study experience students test possible career areas where the research and analytical skills of the historian are appropriate.

Advising

After completing History 301, each student may select a faculty adviser to assist in planning an individual program of study responsive to the student’s interests and goals and designed to meet the requirements of the History Program.

B.A. Requirements

Core Requirements (32 Hrs.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HIS 301 Roots of Contemporary History</td>
<td>4</td>
</tr>
<tr>
<td>HIS 401 The American Character</td>
<td>4</td>
</tr>
<tr>
<td>Two non-U.S. history courses</td>
<td>8</td>
</tr>
<tr>
<td>Elective history courses</td>
<td>16</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
<tr>
<td>University Requirements</td>
<td></td>
</tr>
<tr>
<td>Public Affairs Colloquia</td>
<td>6</td>
</tr>
<tr>
<td>Applied Study Term</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Courses from other programs may count for history credit when they support the student’s degree plan and are approved in advance.

Students must demonstrate the ability to analyze and interpret historical sources through submission and acceptance of a research paper or comparable project. For this purpose the student and adviser will confer about the paper or project as well as the composition of the examining committee.

Learning Experiences

Learning experiences available to History majors include regular classroom courses; independent study and tutorials; and applied study internships at libraries, archives, historic sites, and other institutions, particularly in state government. The History curriculum includes period courses covering America
from the colonial era to the present; thematic courses, emphasizing historic forces shaping the contemporary world; regional and local history courses in psychohistory, oral history, women's history, and museum methods.

**The Master's Degree**

The master of arts in History emphasizes the field of public history, that is, the blending of academic and applied history with intent to broaden public awareness of the value of studying the past. The public history curriculum is designed to serve students with a variety of goals, including those who seek employment in historical agencies, museums, societies, or archives; those interested in becoming teachers; those pursuing careers with business, labor, or community organizations; and those desiring the intellectual stimulation of a challenging discipline. Public history embraces such skills and subjects as historical editing, sponsored research, community history, historic preservation, oral history, and media production. Courses and field experiences in these areas are available. Through timely advising and careful course selection, the graduate student may pursue any of these avenues of interest. Whatever the objective, degree candidates should expect to acquire critical and analytical abilities and intellectual breadth appropriate to graduate-level study.

**Entrance Requirements**

Candidates for admission into the master's program in History must satisfy the following entrance requirements: 1) A baccalaureate degree with an undergraduate major in history, political science, economics, literature, or sociology; OR 2) Demonstration of sufficient undergraduate course work in the social sciences and/or the humanities to provide preparation for graduate-level study in history, or the equivalent in experience and achievement. Matriculation to official M.A. degree candidacy will be approved only after successful completion of HIS 501 The Graduate History Colloquium, which provides students the opportunity to develop and demonstrate skills in historical research and to explore a thesis subject or a project topic.

**M.A. Requirements**

Master's degree candidates in History must complete 40 semester hours distributed as follows.

**The Public History Core**

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIS 501 Graduate History Colloquium (Required 4 Hrs. for matriculation as an M.A. candidate; satisfies the University communication skills requirement)</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>HIS 502 Public History Colloquium</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>HIS 570 Public History Internship and Project, or, HIS 580 Thesis</td>
<td>8 Hrs.</td>
</tr>
<tr>
<td><strong>Total Core</strong></td>
<td><strong>16 Hrs.</strong></td>
</tr>
</tbody>
</table>

**Other Requirements**

Public History courses emphasizing methods and applications (consult faculty adviser for details). 8 Hrs.

Other history courses or approved courses from other programs 12 Hrs.

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Affairs Colloquia</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td><strong>Total Other</strong></td>
<td><strong>24 Hrs.</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40 Hrs.</strong></td>
</tr>
</tbody>
</table>

The Graduate Colloquium (HIS 501) provides an orientation to the M.A. degree program in History and assistance in preliminary planning for individual graduate study plans. Guidelines are available from the History Program Office.

In accord with University policy, students must complete the Illinois and United States constitution examinations if not previously completed at the undergraduate level.
The Master's Project or Thesis
All students must complete a written master's project or thesis. In most cases, students develop project topics related to their internship experiences.

The master's project or thesis requirement is designed to encourage students to utilize the rich resources available in the Springfield area, including the University's own Archives, Illinois Regional Archival Depository collections, Oral History Office, and Clayville Rural Life Center and Museum. There are also primary and secondary sources available in the Illinois State Library, the State Archives, the State Museum, the State Historical Library, the Sangamon Valley Collection of Springfield's Lincoln Library, and several historic sites in the area.

Grading Policy
Students must earn a grade of "B" or better in all courses counting toward major. Students may petition the program for exceptions to this policy. History majors may repeat program courses for grade improvement only once without seeking program approval.

Graduate Credit in 400-Level Courses
Graduate students enrolled in 400-level courses are expected to perform at a higher level than undergraduates and to complete extra work as defined by the instructor. Examples of such work include reading and reporting on material in addition to that required of undergraduate students; completion of an annotated bibliography in the professional literature of the field; or meeting separately with the instructor to research a specified topic.

History/Course Descriptions

The Undergraduate Core
HIS 301 Roots of Contemporary History (4 Hrs.)
Introduction to the History Program, exploring significant themes in contemporary history, defined and traced to their emergence in the past. Readings include monographs on specific topics and the Sunday New York Times. Completion satisfies the program's enabling skills requirement.

HIS 401 The American Character (4 Hrs.)
Conceptual approach to understanding the nation's development through the study of major works analyzing themes such as individualism, democracy, the frontier, equality, and abundance. Required of all undergraduate history majors. Prerequisite: HIS 301.

The Public History Core
HIS 501 The Graduate History Colloquium (4 Hrs.)
Introduction to the graduate program, assisting students in diagnosing skills, designing a degree plan, learning research methods, utilizing various bibliographical resources, examining professional conflicts among historians. Research project. Successful completion constitutes matriculation into graduate program and satisfies communication skills requirements.

HIS 502 Public History Colloquium (4 Hrs.)
Concepts of public history including subject areas, techniques, and ethical issues. The application of historical knowledge and methods to the administration, preservation, and interpretation of historical materials as well as historical analysis of public policy issues. Required for all MA Candidates.

HIS 570 Public History Internship and Project (4-8 Hrs.)
Supervised applied study in public history; used to develop a project to meet History M.A. requirements. Maximum of eight hours of History credit.

HIS 580 Thesis (4 to 8 Hrs.)
Historical research for the required master's research essay. May be repeated for a maximum of eight credit hours. Formerly History 502.

Elective History Courses
HIS 402 Illinois History (4 Hrs.)
People, economy, government, and culture of Illinois from statehood to the present, designed to help students understand the national experience through the study of this pivotal Midwestern state.

HIS 404 The American Midwest: A Cultural and Historical View (4 Hrs.)
Multidisciplinary examination of country and
city life in middle America; how historians, sociologists, novelists, artists, and others have viewed the Midwestern experience and culture.

**HIS 405 Historic Environmental Preservation**  
(4 Hrs.)  
Consideration of preservation policies and their applications in planning. Survey of history of preservation movements and of American architecture and landscape. Reviews current preservation technologies. Case studies of politics and economics of preservation; field work. See ENS 419.

**HIS 407 Museum and Society**  
(2 Hrs.)  
Ways museums have been used since the 1870s and the functions they serve today. Consideration of indoor and outdoor history, art, folk life, and science museums. Focus on use of learning resources with analysis of problems in communicating realities. See ENS 417.

**HIS 408 Archives and Community History: Issues, Techniques, and Outreach**  
(4 Hrs.)  
Concepts and methods of community history and archival management. Considers issues in acquiring, preserving, evaluating, and making archival resources accessible. Focus on creative research and developing means to reach broad publics. Co-taught by historian and archivist.

**HIS 409 Frank Lloyd Wright: Modern Architect**  
(2 or 4 Hrs.)  
Wright's influence on modern architecture and the cultural context from which modern architecture emerged.

**HIS 410 Oral History Method**  
(2-4 Hrs.)  
Mastery of oral history technique, including interviewing, transcription, and editing. Includes technical and conceptual language, collateral fields, and professional concerns. Student work added to SSU Oral History Collection. See GER 410.

**HIS 411 Midwest Rural Life and Its Roots**  
(4 Hrs.)  
Midwest rural culture, as well as contributions of folk and popular cultures of Atlantic seaboard and Europe. Interdisciplinary case studies used to interpret relation of natural environment, buildings, food, and farming to social patterns. Field trips required. See ENS 411.

**HIS 418 American Environmental History**  
(4 Hrs.)  
Thematic and chronological approach to American land and natural resource use since 1600, including interactions of political institutions, governmental policies, technologies, and beliefs. Focus on conflicts between exploitation and conservation.

**HIS 427 American Labor History**  
(4 Hrs.)  
Historical analysis of changing views and nature of work; cause and effect of workers' organizations; and culture of workers through songs and novels of and about ordinary people. See LAR 427.

**HIS 433 The Age of Lincoln: United States, 1815 to 1877**  
(4 Hrs.)  
History of the United States from westward expansion to Civil War and Reconstruction. Emphasis on manifest destiny and the Indians; slavery and sectionalism; abolitionist and women's rights; and careers of Jackson, Stephen Douglas, Frederick Douglass, Elizabeth Cady Stanton, Johnson, Grant, and most of all, the towering figure of Abraham Lincoln.

**HIS 436 United States, 1877 to 1929**  
(4 Hrs.)  
America's emergence to a position of united nationhood, industrial might, urban culture, and world responsibility. Topics include the industrial revolution, the 1890s, progressivism, World War I, the 1920s; with interpretive readings and various exercises in politics, diplomacy, economics, society, thought, and literature.

**HIS 437 United States, 1929 to the Present**  
(4 Hrs.)  
Domestic issues from 1929 to the present: the Great Depression, New Deal, McCarthyism, civil rights, anti-war, and protest movements of the 1960s, conservative reaction of the 1970s.

**HIS 438 Lincoln from Kentucky to Illinois**  
(4 Hrs.)  
Lincoln's story followed through three states; traces the way his remarkable life links up with important themes in American history.

**HIS 439 American Foreign Policy in the Twentieth Century**  
(4 Hrs.)  
How, why, and toward what end the U.S. has grown from a minor power in 1898 to the world's most powerful nation in the 1960s. Major themes include isolationism, collective security, internationalism, and imperialism, with coverage of World Wars I and II, the Cold War, and Vietnam.

**HIS 445 Perspectives on Nazi Germany**  
(4 Hrs.)  
Multiple perspectives on the mass irrationality and peculiar distortion of German culture by the Nazis. Approaches the Nazi period (1933-1945) from social, intellectual, and psychological points of views.

**HIS 452 History of American Law**  
(4 Hrs.)  
Historical examination of the professional and constitutional development of law in the United States. Topics include the common-law legacy; substantive and procedural aspects of legal history; jurisprudence; the Amer-
ican lawyer; and interaction of law with American society, though, and politics. See LES 452.

**HIS 453 Introduction to Psychohistory (4 Hrs.)**
Diverse ways that psychology is currently being used to understand history, including study of individuals; the family (and childhood); and the meaning of political, social, and cultural change.

**HIS 454 The History of the Family (4 Hrs.)**
The modern family in comparative and historical perspective. Selected themes — changing patterns of sexuality, high rate of divorce, shifting kinship relationships — explored historically to understand their present importance. See CFC 454.

**HIS 455 Women in American History (2-4 Hrs.)**
Issues and themes (production, reproduction, socialization, and women's movements) from colonial times to the present. Self-paced course emphasizing thinking and writing skills as well as content. See WMS 455.

**HIS 456 Myth, Reality, and History (4 Hrs.)**
Man's quest for meaning through historical action and historical writing, including differences between historical and nonhistorical ("primitive") people, visions of transcending the terror of history through myth and art, special characteristics of historical space and time, role of imagination, and understanding in history. See PHI 456.

**HIS 457 Comparative Women's History (4 Hrs.)**
Women's history in England, Russia, China, Vietnam, and the U.S., with survey of areas in which conventional historical insights and methods need reinterpretation. See WMS 457.

**HIS 458 The Search for Community (4 Hrs.)**
Examines communities in various forms: mainstream and alternative, secular, religious and utopian, rural and urban, with emphasis on the Midwest. Dream proposals and practices are compared to understand roots, effects and possibilities. Includes field trips.

**HIS 462 Europe in the 19th Century: Between Revolution and Reform (4 Hrs.)**
Social and cultural approach to the nature and impact of the Industrial and French Revolutions, the democratization of politics and culture, and nationalism and imperialism. Considers the emergence of the bureaucratic state, or labor, socialist, and other movements.

**HIS 463 Europe in the 20th Century: The Enigmatic Era (4 Hrs.)**
Social and cultural approach to the roots, nature, and impacts of the world wars, technological and social change, democratic and totalitarian movements, and new forms of imperialism. Considers the emergence of a "European" consciousness and regional awareness.

**HIS 466 Imperialism (4 Hrs.)**
Emergence and growth of Western European, American colonialism, and imperialism. Emphasis on 19th and 20th centuries, including theories of imperialism advanced by Lenin, Hobson, others; assessing the impact of classical and contemporary imperialism on the third world; analysis of its manifestations today.

**HIS 472 Mornings at Clayville (2 Hrs.)**
Practicum in historical and environmental interpretation at Clayville Rural Life Center. Students take part in a program for fifth-graders, working with children in cooking, gardening, and other activities of the 1850s. Written work required. See ENS 472.

**HIS 476 Introduction to Contemporary China (4 Hrs.)**
Introduces basic theories, personalities, and policies connected with agriculture, industry, education, and the arts in China from 1949 through the Great Leap Forward, the Cultural Revolution, the period of the Gang of Four, and what is now seen as the post Maoist era.

**HIS 477 Long Revolution in China and Vietnam (4 Hrs.)**
Comparison and contrast of two societies confronting Western power and developing revolutionary nationalism, including impact and legacy of feudalism, colonialism, patriarchy, and military struggle from 1898 to the present. Readings in conservative nationalism, radical socialism, conservative/radical feminism, and varieties of communism.

**HIS 499 Independent Study: Special Topics in History (2-8 Hrs.)**
Independent and directed readings on an individual topic for students in history. Students should make arrangements with an appropriate faculty member.

**HIS 511 Museum/Historic Sites Methods (4 Hrs.)**
Collection development and conservation, artifact research and registration, interpretive and educational programming and administration, and exhibit preparation. Utilizes indoor and outdoor museums. See ENS 511.

**HIS 521 Local and Community History Seminar (4 Hrs.)**
Research and writing seminar employing primary materials on Springfield or nearby communities. Includes critical examination of local history literature and requires an advanced research paper.
HIS 599 Independent Study: Special Topics in History (2-8 Hrs.)

Independent and directed readings on an individual topic for graduate students in history. Students should make arrangements with an appropriate faculty member.

The following courses have been approved for the program major. Students may petition the program for credit for courses not listed.

ENS 512 Environmental History: A Problems Approach
SOA 487 Archaeology
Human Development Counseling
M.A. (50 Hrs.)

Faculty — Marilou Burnett-Dixon, Robert Crowley, Gerald Curl, Jack Genskow, Barbara A. Hartman, James E. Lanier, James Pancrazio

Adjunct Faculty — Sarah Dauphinais, Glen Davidson, Richard Dayringer, Ugo Formigoni, Darlene Hoffman, Mary Loken

The basic educational goal of the Human Development Counseling Program centers around the identification and academic development of students who hold promise for enriching the lives of others through helping relationships or counseling. The attainment of that goal involves the specification not only of a body of knowledge related to the helping professions that students should acquire, but also of the competencies needed in order to apply that knowledge effectively.

Graduates of the program are able to provide counseling and consulting services at a professional level in a wide range of environments. Career options for graduates include counseling in mental health, correctional, educational, social welfare, rehabilitative, and human relations agencies and institutions. Opportunities for employment within each category vary; prospective students should consult HDC faculty responsible for an area of study prior to choosing a career option. Presently, the program offers qualified candidates a career pathway leading to elementary or secondary school counselor certification which has Illinois State Board of Education approval. Certified teachers who wish to pursue this course of study should contact their adviser immediately after acceptance into the program.

The following areas of study are offered: 1) life-span counseling with emphasis on facilitating counseling services for families and various age groups and minorities; and 2) educational processes with emphasis on providing educators and/or pupil-personnel workers with human relations skills related to enhancing learning.

Entrance Requirements

Graduate students admitted to the University should request admission to degree candidacy through the Human Development Counseling Program. Applications are available at the HDC program office. Prior to acceptance into the program, candidates must complete entry-level course work or the equivalent in abnormal, developmental, and social psychology. Courses which appear on a valid transcript from an accredited institution of higher education can serve as evidence of meeting these prerequisites. Prerequisite courses can also be taken at the University, in addition to the full 50-semester-hours program. Equivalent experience which is to be evaluated as meeting a prerequisite must be described in writing to the HDC program for approval prior to admission to the program.

Admission Process

The admission process involves: 1) submission of an HDC program application; 2) three references on forms provided with the application; and 3) an interview with an HDC student and faculty member. Admission is based upon academic competence, interest, and/or prior experience in the helping professions, and evidence of personal characteristics associated with success in counseling.
relationships. Inability to meet any of the criteria does not negate reapplication; however, the program will delay formal acceptance until all pre-admission requirements are met.

Students applying for acceptance into HDC should contact their advisers or the program convener regarding current requirements.

Advising
The advising relationship within the program is important. If students have not already chosen a faculty adviser, an initial adviser assignment will be made by the program. If students decide at a later date to change advisers, they may complete a "Selection of Adviser" form and return it to the Advising and Counseling Office. Adviser selection forms are available at the program office, the Office of Admissions and Records, or in the Advising and Counseling Center.

Grading Policy
HDC Program students must obtain grades of "B" or better in core courses. In other courses, a maximum of eight hours of "C" is allowed, if balanced by an equal number of hours of "A."

Expected Professional Competencies
Prior to graduation, students accepted into Human Development Counseling must demonstrate competencies related to: a) personal development, such as ability to communicate effectively with others; b) professional development, such as ability to conceptualize client concerns and to provide appropriate intervention through an individual or group relationship; and c) social development, such as ability to participate as a team member.

Each program course may contain an applied or experiential component in addition to the didactic component; however, core courses such as micro-counseling and practicum specifically emphasize experiential learning. These courses require application of professional skills in simulated and/or real settings, and students should expect to demonstrate understanding of ethical behavior in the helping professions as well as evidence of interaction skills with clients. All master's candidates must be familiar with the HDC program's policy on professional experience, and should consult their adviser about satisfying its provisions. Information regarding all competency requirements may be obtained from the HDC program office.

Program Requirements
After completion of the HDC generic core (26 semester hours), the candidate, in consultation with the adviser, designs a course of study in one of two areas of study (20 semester hours), selects appropriate Public Affairs Colloquia (four semester hours), and completes a thesis or master's project. Students who wish to design a personalized program across rather than within areas should petition the HDC program through their adviser for approval prior to implementing the individual plan of study. A student who plans a tutorial from an HDC faculty member should, with concurrence of the adviser and the faculty member concerned, submit a proposal for the approval of the faculty member designated to review tutorials. Students wishing to participate in an experience which they believe is equivalent to any HDC course may petition the Program Committee through their adviser to determine if equivalent credit may be earned.

Master's Project
This requirement coincides with the University master's degree requirement and supersedes program policy which appears in former catalogs. Specific details on completing this requirement are available from the HDC program office. All students admitted to the program after Aug. 15, 1981, must meet this re-
quirement. Successful completion of the master's project or thesis, along with a grade of "B" or better in HDC 501, constitutes satisfaction of the University's communication skills requirement.

Generic Core
HDC 475 Psychological Tests and Measurements 4 Hrs.
HDC 501 Fundamental Issues in Helping (This is the foundations course and should be completed as early as possible.) 4 Hrs.
HDC 502 Theories of Counseling and Psychotherapy 4 Hrs.
HDC 503 Techniques of Group Counseling and Psychotherapy 4 Hrs.
HDC 504 Microcounseling 4 Hrs.
HDC 587 Professional Experience: Practicum 6 Hrs.
Total 26 Hrs.

Areas of Study

Life-Span Counseling. This area introduces the student to techniques of counseling for all ages, across settings, and within systems and classifications, such as family units or minorities.

Suggested courses: HDC 434, 529, 531, 532, 535, 536, 539, 559, 580, 589.

Educational Processes. This area focuses on educational processes, including communication, human relationships, and learning. The student examines both how he or she teaches and interacts with others and what strategies of learning are optimal for human development and learning.

Suggested courses: HDC 411, 412, 413, 529, 531, 541, 545, 580, 589.

Requirements for the certification of school guidance personnel:
1. School guidance specialists must hold or be qualified for a standard teaching certificate.
2. In addition to the HDC core courses, graduates are required to have: a) a course in career or vocational psychology; b) a course in mental hygiene and/or personality dynamics (can be met by the abnormal psychology prerequisite); c) a practicum in a school setting with both elementary and secondary students.

Human Development Counseling/Course Descriptions

HDC 411 Interpersonal Communications (4 Hrs.)
Nature of communication, barriers to interpersonal communication, motivation and change, small-group processes, and communication skills development. Emphasis on both research and theory, with opportunity for laboratory experience.

HDC 412 Interpersonal Relations (4 Hrs.)
Psychosocial views of relationships. Emphasis on both research and theory. Theories range from Sullivan to Laing, topics from attitude change to interpersonal attraction.

HDC 413 Behavior Management (4 Hrs.)
First of two courses which relate principles of learning to problematic human behavior. Objective is to develop skill at changing dysfunctional client behavior and facilitating effective behavior. See HDC 513.

HDC 423 Counseling Women (4 Hrs.)
Specialized biological, psychological, and social issues which affect women. Exploration of theoretical assumptions, counseling practices, and process variables which may apply differently to or affect women in counseling therapy. Identification of skills facilitative to women in general and to particular subgroups of women. Prerequisite: CFC 303. See CFC 423 and WMS 423.

HDC 434 Introduction to Family Therapy (4 Hrs.)
Major techniques of family therapy. Emphasis on integration of theoretical constructs with therapeutic skills. Lecture, demonstration, and laboratory learning approaches are used. Students analyze a family system or present a project demonstrating comprehension. See CFC 434.

HDC 446 Family Law (4 Hrs.)
Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See LES 446, SOA 454, CFC 446, WMS 446.

HDC 448 Mental Health (4 Hrs.)
Theories, models, and research related to psychological health.
HDC 449 Preventing and Coping with Burnout (4 Hrs.)
Burnout (definition, causes, research), along with strategies for prevention and coping (individual, interpersonal, and organizational).

HDC 451 Rehabilitation Counseling (4 Hrs.)
Surveys major aspects of rehabilitation counseling, including advocacy and independent living, employment environmental/attitudinal barriers, legal rights and disability information. Focus on current practice by literature review, site tours, and guest presenters.

HDC 452 Developing Self-Concept (4 Hrs.)
Self-concept and self-esteem. Research and various theories and approaches to enhancement emphasized.

HDC 453 Independent Living Skills Rehabilitation (2 Hrs.)
Description and analysis of independent living skills for severely disabled persons as support to vocational rehabilitation. Emphasizes nature, need, overview, and applications of current programs in independent living skills.

HDC 456 Human Sexuality (4 Hrs.)
Knowledge and values concerning issues of human sexuality, with emphasis on sociological content, personal growth, and professional development. Format includes lectures, film presentations, and small-group discussions. See CFC 456, WMS 456, and SOA 456.

HDC 458 Group Process: Quality Circles (2 Hrs.)
Reviews the background and characteristics of quality circles. Describes techniques used to establish and maintain an effective circle. Attention given to management context in which circles operate, such as industry, government, education, and health care.

HDC 459 Managing the Human Services (2 Hrs.)
Considers principles of management applied to human services. Emphasis given to functions of the manager as implemented in the helping sector.

HDC 461 Employee Assistance (4 Hrs.)
Remedial, preventive, and developmental programming and services delivery in workplace. Approaches to helping employees whose performance is impaired by alcohol or substance abuse, emotional problems, or family difficulties discussed. Strategies for addressing debilitating stress, burnout, and life crisis in employee population explored. Appropriate for students in human services and management curricula.

HDC 462 Career Planning and Development (2 Hrs.)
Focuses on assessing the individual and the work environment, then relating one to the other. Includes material on career assistance in schools and other organizations.

HDC 463 Problem Solving (2 Hrs.)
Provides experience in structuring problems. Includes cause analysis, decision making, plan implementation and their major variations.

HDC 475 Psychological Tests and Measurements (4 Hrs.)
Basic theories of psychological tests and of test construction and interpretation. Includes representative tests and examines contemporary issues in testing. See PSY 475.

HDC 490 Issues in Counseling (2 or 4 Hrs.)
Seminar for HDC students focusing on specific issues in the field. Topics announced prior to registration. May be repeated without limit, but topics must vary.

HDC 501 Fundamental Issues in Helping (4 Hrs.)
Academic, ethical, and vocational issues in the helping professions, with relation to student's values and objectives. Required core course (recommended as introductory course).

HDC 502 Theories of Counseling and Psychotherapy (4 Hrs.)
Systematic examination of major counseling and psychotherapeutic theories and techniques essential to human relationships and helping processes. Required core course. See PSY 502.

HDC 504 Microcounseling (4 Hrs.)
Presentation format in which helping relationship process can be analyzed and skills known in the helping professions can be acquired. Final grade is partially based on competencies. Required core course. Prerequisites: HDC 501 & 502 or equivalent.

HDC 511 Gestalt Therapy (2 or 4 Hrs.)
Theoretical bases of Gestalt approaches to growth. Participants experience a variety of techniques and explore application of Gestalt therapy to individual/group settings. Current Gestalt literature examined critically. Experiential foci include body work and dream work as well as experiment, figure/ground, contact cycle, and polarities.

HDC 512 Rational Emotive Therapy (2 Hrs.)
Basic principles and essentials of rational
emotive psychotherapy, their derivation and empirical support. Emphasis on application to individual and group therapy.

**HDC 513 Behavior Therapy** (2 Hrs.)  
Second of two courses which present methods employed by professional helpers in therapeutic settings. Emphasis on cognitive-behavioral approaches. Prerequisite: HDC 413 or equivalent.

**HDC 515 Client-Centered Therapy** (2 Hrs.)  
Theory and practice of client-centered therapy examined from perspective of major constructs as developed by Carl Rogers.

**HDC 516 Advanced Group Process** (4 Hrs.)  
Awareness expansion of basic group dynamics through leadership experiences focusing on integration of affective with cognitive process. Learning experiences contribute to development of facilitator skills. Prerequisite: HDC 503 or equivalent.

**HDC 517 Crisis Intervention and Short-Term Therapy** (2 Hrs.)  
Present techniques for coping with community mental health problems and survey of a range of new proposals.

**HDC 518 Self-Managed Lifestyles** (4 Hrs.)  
Outlines a procedure and a set of techniques changing a behavior which interferes with a preferred lifestyle. Emphasis falls upon assuring a permanent change.

**HDC 525 Preventive Programming** (2 Hrs.)  
Models for conceptualizing preventive programs. Students design and, when possible, implement a preventive program in the community.

**HDC 529 Multicultural Counseling** (4 Hrs.)  
Literature and research on counseling services to minorities, focusing on applicability of traditional psychological theories and interventions to mental-health needs of minority clients.

**HDC 531 Counseling the Child/Adolescent** (4 Hrs.)  
Major problems faced by children and adolescents in society and exploration of a variety of solutions proposed to ameliorate them.

**HDC 532 Counseling the Adult/Aged** (4 Hrs.)  

**HDC 533 Counseling the Chronic Pain Patient** (2 Hrs.)  
Designed for the helper who interacts with chronic pain patients. Most emphasis placed on patients with minimal organic findings. Prerequisite: HDC 502 or equivalent.

**HDC 535 Couple Counseling** (2 or 4 Hrs.)  
For advanced students specializing in family counseling. Students develop treatment plans for dysfunctions occurring in marital relations. Prerequisite: HDC 434 or equivalent.

**HDC 536 Divorce Counseling** (2 or 4 Hrs.)  
For advanced students specializing in family counseling. Students develop and implement treatment to ameliorate problems of persons separated from spouses. Prerequisite: HDC 434 or equivalent.

**HDC 539 Counseling at the College Level** (4 Hrs.)  
Various counseling career options available in higher education (community colleges, colleges, and universities), concentrating on such areas as psychological advising, financial aids, and career placement. Discussion of counseling problems concerning college students.

**HDC 541 Designing Effective Learning Experiences** (4 Hrs.)  
Exploration of questions “What is teaching/learning?” and “How do I teach effectively?” Students examine and experience a variety of teaching methods with concentration on classroom applications. Major focus is enhancement of self-esteem in the classroom.

**HDC 542 Effective Schooling** (4 Hrs.)  
Critical review of research on effective schools teaching and teacher-student relationships. Examines approaches for self-evaluation of teaching. Includes experiential activities related to one’s teaching.

**HDC 544 Staff Development and Supervision** (4 Hrs.)  
Training in and background understanding of personnel issues, staff development models, and principles of supervision. See CFC 544 and ADP 513.

**HDC 553 Psychosocial Aspects of Disabilities** (2 Hrs.)  
Psychosocial problems, principles, and practice with disabled, including psychological assessment; counseling and psychotherapy; attitudes, motivations, and emotions; and psychological rehabilitation and adjustment.

**HDC 556 Career Counseling** (4 Hrs.)  
Utilization of Holland’s work on vocational choice as framework for developing techniques useful in career counseling.

**HDC 558 Theories of Family Therapy** (4 Hrs.)  
Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models. Students read extensively in one
or more approaches and make class presentations. Prerequisite: CFC 434 or HDC 434 or equivalent. See CFC 558 and PSY 558.

HDC 559 Advanced Family Therapy (4 Hrs.)
For advanced students interested in specializing in family counseling techniques. Students develop and implement family treatment plans in actual and/or simulated family systems, and must be able to articulate at least two major family counseling approaches. Prerequisite: CFC 434 or HDC 434 or equivalent. See CFC 559 and PSY 559.

HDC 560 Clinical Education in Psychosocial Care
(12 Hrs./6 per Sem.)
Interdisciplinary, clinically oriented course in which the student attempts to help people while working under supervision. Verbatim write-ups of visits, learning incidents, case conferences, and weekly resumes required. One-hour weekly interpersonal growth group; discussion topics presented by various professionals. Course covers two semesters; admission by application and interview only. Tuesdays, 8 a.m. to 1 p.m., plus eight additional hours weekly. (For additional information, contact HDC program office.)

HDC 563 Counselor as Consultant (2 Hrs.)
Role of counselor as consultant. Covers a variety of strategies currently in use, as well as techniques useful in implementation. Prerequisite: HDC 502 or equivalent.

HDC 567 Sexual Counseling (4 Hrs.)
Problems in sexual functioning and some therapeutic methods available for change. Prerequisite: college-level course in human sexuality or permission of instructor. See CFC 567.

HDC 575 Tests in Counseling: Vocational/Personality (2 or 4 Hrs.)
Practitioner-oriented, emphasizing use of tests in counseling. Provides experiences beyond those acquired in basic measurement courses. Includes study of interpretation and practical applications of psychological tests and assessments with individuals or groups.

HDC 580 Research Methods in Human Development Counseling (2 or 4 Hrs.)
Training for research in counseling. Includes sources of information and types, strategies, design, methods, and techniques of research. May be repeated for a maximum of eight semester hours.

HDC 587 Professional Experience: Practicum (6 Hrs.)
Professional experience in helping relationships within institutions and agencies that promote human welfare. Admission by application to professional experience coordinator. Applicants should familiarize themselves with HDC program policy on professional experience and consult with adviser in advance of electing this course. Registration limited and waiting list maintained. Offered fall and spring. Final grade partially based on competencies. Required core course. Prerequisites: HDC 475, 501, 502, 503, and 504.

HDC 588 Professional Experience: Internship (4-12 Hrs.)
Supervised learning experience which allows students to implement acquired skills in actual work settings. Focus on intern's professional competencies. Admission by application to professional experience coordinator and permission of appropriate HDC faculty. Prerequisite: HDC 587.

HDC 589 Research Colloquium: Master's Project (2-6 Hrs.)
Completion of intensive project as culmination to student's progress in the program. Project may be experimental or applied. May be taken as an elective. Prerequisite: HDC core or equivalent.

HDC 590 Issues in Counseling and Helping (2 or 4 Hrs.)
Seminar for advanced HDC students focusing on specific issues in the field. Topics announced prior to registration. May be repeated without limit, but topics must vary.

HDC 599 Independent Study: Tutorial (1-4 Hrs.)
Opportunity for individualized learning for students who can demonstrate skill in accomplishment of self-initiated activities. Topics studied may not duplicate courses offered in this or other programs within the University. Prerequisite: approval of appropriate HDC faculty.
Individual Option
B.A. (60 Hrs.) M.A. (42 Hrs.)

Faculty — Ed Cell, Ronald Ettinger, David Hilligoss

Associated Faculty — Alma Lowery-Palmer, Ron Sakolsky, Robert Sipe, Phyllis Walden

Although many institutions offer a self-designed B.A. program, Sangamon State University is one of the few institutions in the country offering both undergraduate and graduate study within a self-designed curriculum. Individual Option offers opportunity for students to design degree programs consistent with their own educational goals and with available institutional and area resources. The program's major purpose is to serve students whose needs and objectives are best met by combinations of courses or mixes of learning formats not available through established University curricula.

Given the accelerating rate of change characterizing modern society, program faculty believe that self-directed, lifelong learning skills are essential to survival in the future. Learning how to learn is a prerequisite to solving problems we have yet to confront.

In designing an individualized curriculum, students develop skills that promote critical thinking and facilitate significant learning. Individual Option students assume responsibility for integrating their own learning activities and for evaluating and revising their own curricular design. Program faculty, in the core curriculum, seek to facilitate this learning process and to promote the growth in personal autonomy that necessarily ensues.

Individual Option students prepare a degree proposal which outlines particular educational goals and objectives, available learning resources, and appropriate learning activities. In addition to conventional course work, students are encouraged to use internships, independent study, symposia, foreign study, and exchange with other educational institutions. The student, however, is largely responsible for contacting resources and arranging these experiences.

Entrance Requirements and Advising

Since their educational programs must be self-designed, prospective students should contact the Individual Option Program as soon as they are admitted to the University. Program faculty provide additional advising materials, orient students to the program and to relevant University resources, and outline the process for selecting a degree committee.

Each student’s degree committee consists of at least three faculty and two peers, all chosen for their interest and expertise in the chosen area of study. The committee approves and monitors the student’s degree proposal.

During the initial term of study, each student normally establishes a close mentor relationship with one program faculty member who works with the student throughout his/her University career. Students write their degree proposals with assistance provided by program faculty and enrollment in the program's introductory course sequence (Self-Directed Learning and the INO Colloquium). When the proposal is approved by the degree committee and the program faculty, the student is officially admitted to the program.
Communication Skills

All competencies necessary to attain the student's goals, including communication skills, are addressed in the degree proposal. Assessment of written communication skills occurs in two phases: 1) students perform a self-assessment in preparing their proposals, and 2) the degree committee assesses the student’s written communication skills as documented by the proposal. When necessary, in consultation with the degree committee, the student plans appropriate learning experiences to acquire any needed skills; these learning experiences are included as part of the degree proposal. Completion of the proposal constitutes certification of communication skills as required by the University.

Grading Policy

University policy allows students to choose a traditional grading scale or a Credit/No Credit option for each course. The Individual Option Program conforms with this policy in all courses except INO 301/501 and INO 311/511, which are offered only on a credit/no credit basis.

At the graduate level, a maximum of eight hours of “C” grades is applicable to the degree, provided that each hour of “C” is balanced by an hour of “A” and provided the “C” grade is approved by the student’s degree committee.

Graduate-Level Study

The graduate Individual Option Program is based on the assumption that degree candidates have the fundamental knowledge and skills of the baccalaureate degree and that they are prepared to apply these competencies in a graduate curricular framework. Such advanced study is typified by the ability to pursue and generate complex levels of knowledge, to engage in self-directed and original inquiry, and to merge rigorous analysis with creative synthesis. This integration of convergent and divergent thinking, complemented by mature judgment, should characterize work within individual courses, as well as in the overall conduct of the graduate degree. Graduate students registering in 400-level program courses, for example, are expected to perform at a higher level than undergraduates in the same course. Although individual instructors in 400-level courses specify the criteria for awarding graduate-level credit, these may be qualitative (increased standards in written work and contributions to group discussion) and/or quantitative (additional work).

Applied Study and Experiential Learning

The Individual Option Program is based on the assumption that experiential learning is essential to significant learning. The University requires that undergraduate students complete eight hours of credit in Applied Study; students may register for as many as 16 hours of Applied Study Term (AST) credit. Each AST is an individually designed, field-based learning project with variable credit. While many students arrange their AST projects in organizational or agency settings, the possibilities for location and type of experiential learning are virtually unlimited, including apprenticeships, independent research and writing, travel, studio work in the arts, laboratory experimentation, or a combination of these and other formats.

As part of the emphasis on experiential learning, Individual Option requires all undergraduate majors to complete INO 421 Learning from Experience, and offers INO 422 Freedom, Experience, and the Person, as an elective. These courses examine fundamental issues related to the nature of the self, autonomy, personal change, and lifelong learning from philosophical and psychological perspectives. The program strongly recommends that majors complete INO 421 before (or simultaneous with) enrollment in the Applied Study Term, in order to make optimal use of the course in conducting the field experience.
Students should consult with the AST office early in the first term of study and begin to explore general possibilities for experiential learning. In early consultations with a member of the INO faculty, students will discuss the role that experiential learning can play in meeting their particular needs and objectives, as well as examine ways that the Applied Study Term may be integrated into their degree plans.

Program Requirements

In response to the demands that self-directed learning places upon the student, Individual Option requires a sequence of colloquia and courses that focus on the learning process and on the skills and understanding needed for autonomous learning. The purposes of these course requirements are both to guarantee a continuing dialog among student, adviser, and degree committee and to provide opportunity for the student to engage in activities essential to autonomy, namely, integration of learning and assessment of the learning process.

Students normally may count a maximum of 16 semester hours in courses taken prior to contracting their INO degree proposal with the degree committee. With program approval, this restriction may be modified to 30 credits for undergraduate students (20 credits for graduate students) who transfer from other programs.

Course requirements for the Individual Option B.A. are as follow:

INO Process Requirements

1st semester
INO 301 Self-Directed Learning 2 Hrs.
INO 311 Individual Option Colloquium 2 Hrs.

Prior to final semester
INO 321 Liberal and Integrative Studies 2 Hrs.
INO 421 Learning from Experience 2 Hrs.

Total Process 8 Hrs.

INO Elective Courses
INO 380 Exploration of Learning Resources 2-12 Hrs.
INO 422 Freedom, Experience, and the Person 2 Hrs.
INO 480 Readings and Problems in Experimental Studies 2-12 Hrs.
Minimum 2 Hrs.

Other Requirements
INO 471 Final Demonstration of Achievement 2 Hrs.
Public Affairs Colloquia 6 Hrs.
Applied Study Term 8 Hrs.
Additional Courses 34 Hrs.
Total Other 50 Hrs.
Total 60 Hrs.

Course requirements for the Individual Option M.A. are as follow:

INO Process Requirements

1st semester
INO 501 Self-Directed Learning 2 Hrs.
INO 511 Individual Option Colloquium 2 Hrs.

Prior to final semester
INO 521 Liberal and Integrative Studies 2 Hrs.

Total Process 6 Hrs.

INO Elective Courses
INO 421 Learning from Experience 2 Hrs.
INO 422 Freedom, Experience, and the Person 2 Hrs.
INO 480 Readings and Problems in Experimental Studies 2-12 Hrs.
INO 580 Independent Field Project 2-12 Hrs.
Minimum 2 Hrs.

Graduate Closure Project
INO 550 Master's Project or 4-12 Hrs.
INO 599 Thesis 2-12 Hrs.
Minimum 4 Hrs.
Individual Option/Course Descriptions

INO 301 Self-Directed Learning (2 Hrs.)
Concepts and skills of self-directed learning for INO and other students. Topics include clarifying values, setting educational goals, assessing personal learning history, defining learning needs, designing effective learning experiences, evaluating learning outcomes, and designing a learning proposal. Offered first 8 weeks.

INO 311 Individual Option Colloquium (2 Hrs.)
Study of designing effective learning experiences, documenting and evaluating independent learning, organizing learning resources, and designing a curriculum. Students design a major learning project. Offered second 8 weeks. Prerequisites: INO 301.

INO 321 Liberal and Integrative Studies Project (2 Hrs.)
Symposium for three to five students on applying principles of integration and autonomy explored in INO 301 and 311 to the learning experiences of the degree program. Students present a paper to their degree committee, integrating at least two of these learning experiences with a common theme or issue. Prerequisites: INO 301, INO 311.

INO 380 Exploration of Learning Resources (2-12 Hrs.)
Independent study, primarily experiential, exploring a topic directly related to the student's degree plan. Journal of exploration process, comprehensive resources inventory, and demonstration of learning (a major product) are required. May be repeated for a max-
INO 421 Learning from Experience (2 Hrs.)
Exploration of how we learn from experience and of conditions that encourage functional and dysfunctional learning. Special attention to resistance to change, the task of maintaining identity, and personal knowledge of others. Provides perspective on lifelong, informal learning. See AST 421 and PHI 421.

INO 422 Freedom, Experience, and the Person (2 Hrs.)
Exploration of the nature of autonomy, obstacles to it, and the use of experiential learning to enhance it. Special attention to games and scripting, personal power and powerlessness, humanistic paths to autonomy, and behavioral paths to self-control. See AST 422 and PHI 422.

INO 471 Final Demonstration of Achievement (2 Hrs.)
Closure project required of all B.A. candidates. Demonstration must be approved by the degree committee and INO faculty. Must be completed during term of expected graduation.

INO 480 Readings and Problems in Experimental Studies (2-12 Hrs.)
Readings or research on trends and current issues in the student's self-designed, experimental discipline. In consultation with faculty, students define topics integral to satisfaction of their self-assessed learning needs. May be repeated for a maximum of 12 hours.

INO 501 Self-Directed Learning (2 Hrs.)
Concepts and skills of self-directed learning for INO and other graduate students. Topics include clarifying values, setting educational goals, assessing personal learning history, defining learning needs, designing effective learning experiences, evaluating learning outcomes, and designing a learning proposal. Offered first 8 weeks.

INO 511 Individual Option Colloquium (2 Hrs.)
Advanced study of designing effective learning experiences, documenting and evaluating independent learning, organizing learning resources, and designing a curriculum. Students design a major learning project. Offered second 8 weeks. Prerequisite: INO 501.

INO 521 Liberal and Integrative Studies Project (2-6 Hrs.)
Application of the principles of integration and autonomy explored in INO 501 and 511. Students present a paper relating learning experiences to a common theme or issue. Prerequisites: INO 501, INO 511.

INO 550 Master's Project (4-12 Hrs.)
Closure project required of all M.A. candidates. This University requirement may also be satisfied by INO 599. May be repeated for a maximum of 12 hours.

INO 580 Independent Field Project (2-12 Hrs.)
Experiential learning project must be directly applicable to the student's degree proposal. Field experience journal and formal presentation of project results required. May be repeated for a maximum of 12 hours.

INO 599 Thesis (2-12 Hrs.)
Major research and writing project. Topic must be approved by the degree committee prior to registration. Thesis normally satisfies the University Master's Project requirement. May be repeated for a maximum of 12 hours.
Labor Relations
B.A. (60 Hrs.)

Faculty — Michael Ayers, Mark Erenburg, Hugh Harris, Robert Sipe

Associated Faculty — Anne Draznin, Ron Sakolsky, Ralph Stone

The Labor Relations Program is designed to develop an understanding of the environment in which both employees and managers find themselves in contemporary American society. The curriculum offers a broadening experience for a variety of academic backgrounds and preparations, including students with an A.A. or A.S. degree and a focus on labor studies, or students with two years’ study at a college or university and a major in business administration, public administration, or social-science-related fields. Building upon these backgrounds, the program curriculum provides a framework in which contemporary labor-management relations issues in the economy’s public and private sectors are addressed.

The Labor Relations curriculum focuses on a variety of areas related to work relations and work environments, including: a) the nature of work in our society; b) the politics and economics of the workplace; c) the various schemes of work design and compensation; and d) the consequences of present and possible alternative forms of work and/or work relations. Work itself is viewed as a major factor influencing the lives of individuals and institutions. The program’s emphasis is on the relationship between labor and management and the impact of that relationship on organizational effectiveness and on the work force.

The general approach of the program is critical inquiry designed to facilitate self-education. Critical inquiry skills are fostered by: a) studying the values associated with currently held beliefs; b) examining alternative frameworks for analyzing problems and prospects associated with labor environments; c) investigating the nature of myths and ideologies that surround and shape work relations; d) studying legislative and organizational politics which affect work and work relations; and e) examining various reform alternatives and strategies.

The program’s overall emphasis is on the integration of theory and practice. Theories must be grounded in reality and serve as realistic guides for action if they are to be useful in assisting people who participate in labor-management relationships. Application of theory to problem solving is important and integral, and involves both systematic study of theory application and actual practice through supervised projects.

Entrance Requirements
There are no entrance requirements beyond those needed for admission to the University.

Advising
All students must select and meet with an academic adviser from the Labor Relations Program during their first semester. Students are encouraged to consult regularly with their advisers for program information, program planning assistance, and general advice. Upon entry, students are required to enroll in the program’s introductory seminar, LAR 423 Labor-Management Relations. Because students may enter the program from a variety of backgrounds and for a variety of reasons, this seminar, when coupled with personal academic advising, provides means for monitoring, adjusting, and assessing individual skill levels and patterns of study. Should students have
skill deficiencies — e.g., in communication or analytical skills — means for eliminating those deficiencies must be determined by the student and adviser.

Program Requirements

Program requirements for the B.A. degree are distributed as follows:

Foundation Courses
LAR 423 Labor Management Relations 4 Hrs.
MGT321 Human Resource Management 4 Hrs.
LAR 424 Theories of the Labor Movement 4 Hrs.
LAR 425 Labor Economics 4 Hrs.
LAR 427 American Labor History 4 Hrs.
LAR 429 Labor Relations Seminar 4 Hrs.

Total Foundation 24 Hrs.

Other Requirements
Two labor relations skills courses from among: 8 Hrs.
LAR 452 State and Local Public Sector Labor Relations
LAR 463 Labor Law
LAR 464 Contract Administration
LAR 467 Labor Arbitration

Labor Relations/Course Descriptions

LAR 419 Marxism and Critical Theory (4 Hrs.)
Basic ideas and concepts in recent European Marxist philosophy and critical theory. Emphasis on dialectic method and its use in analyzing Western capitalism. See SOA 409.

LAR 423 Labor Management Relations (4 Hrs.)
Behavioral, economic, social, political, and institutional forces affecting character and quality of employer-union-management relationships and objectives in both public and private employment. See MGT 423.

LAR 424 Theories of the Labor Movement (4 Hrs.)
Examination of the American labor movement in an historical and international context through comparative analysis of political, economic, and social theories of labor movements in the public and private sectors.

LAR 425 Labor Economics (4 Hrs.)
Application of economic principles to problems in American labor, including employment, unemployment, and manpower policies; wage determination and wage policy; development and organization of trade unions in private and public sectors; social legislation; and policy for the labor market as these relate to contemporary social and economic problems. See ECO 425.

LAR 427 American Labor History (4 Hrs.)
Historical analysis of changing views and nature of work; cause and effect of workers' organizations; and culture of workers through songs and novels of and about ordinary people. See HIS 427.

LAR 429 Labor Relations Seminar (4 Hrs.)
Integration of Labor Studies course work in the form of policy proposals on various labor-related issues.
Contemporary Issues

LAR 434 Women and Work (4 Hrs.) Role of women workers participating in the American labor force, their status and roles, their satisfaction and alienation, and their part in the labor movement. See WMS 434.

LAR 438 Work and Health (4 Hrs.) Relationship between work environments and workers' health. Emphasis on mental, physical, and sexual maladies attributable to work environments of white- and blue-collar workers. Includes examination of possible reform, preventative medicine approaches, and government involvement.

LAR 441 Radical Social and Political Theory (4 Hrs.) Ideas and prophetic visions of Herbert Marcuse, Wilhelm Reich, and Marshall McLuhan as critics of the technocratic state. Examines validity of critiques and alternative proposals for a radical reconstruction of social life. See POS 427.

LAR 447 Organized Labor and American Politics (4 Hrs.) Organized labor in national, state, and local electoral politics. Examines strategies of lobbying, mass mobilization, and political ideology.

LAR 452 State and Local Public Sector Labor Relations (4 Hrs.) Behavioral, legal, social, political, and institutional forces that affect dynamics of labor relations in public employment.

Applications and Alternatives

LAR 461 Labor Union Organizing (4 Hrs.) Critical analysis of trends in labor union membership, including legal procedures, theories, strategies, and techniques of organizing in the public and private sectors.

LAR 462 Workplace Democracy (4 Hrs.) Origins and recent developments in theory and practice of workplace democracy, both in the United States and in other capitalist as well as communist countries. Exploration of such concepts as worker control, worker self-management, and economic democracy. See ADP 441.

LAR 463 Labor Law (4 Hrs.) Practical study of national and state laws governing collective bargaining in both private and public sectors. Includes a thorough discussion of bargaining units, election procedures, unfair labor practices, and good faith bargaining. See LES 463.

LAR 464 Contract Administration (4 Hrs.) Contract administration with emphasis on interpretation, application, and impasse resolution techniques of grievance procedures, mediation, and arbitration. See ADP 411.

LAR 467 Labor Arbitration (4 Hrs.) Philosophy and practice of labor arbitration in the unionized private and public work settings. Students develop skills in arbitration practices, research methods, decision making, rules and procedures, selection of arbitrators, and construction and presentation of cases in simulated arbitration proceedings. See LES 467.

LAR 470 Special Project (4 Hrs.) Application of critical theory to a specific, timely problem area announced each time course is offered. May be repeated for indefinite number of credit hours, but same topic may not be repeated for credit.
Legal Studies
B.A. (60 Hrs.) M.A. (48 Hrs.)

Faculty — Anne Draznin, Nancy Ford, William Jordan, Frank Kopecky, Pat Langley

Associated Faculty — G. Cullom Davis, Larry Golden, Barbara Hayler, Peter Wenz

Adjunct Faculty — James Lestikow, Theodis Lewis, Charles Northrup

The Legal Studies Program has been approved by the American Bar Association as an educational program for legal assistants.

The Baccalaureate Degree

The primary focus of the Legal Studies Program is the study of law as a system of justice, with emphasis on public aspects of the law and on government as a law-making institution. Program objectives are to: 1) generate the analytical skills necessary to perceive law as a social phenomenon; 2) develop an understanding of how law is created; 3) impart knowledge in substantive areas of the law; 4) provide clinical educational experience; and 5) perfect skills in legal analysis, research, and writing.

The Legal Studies undergraduate program focuses on law and law-making institutions within the framework of the liberal arts. Students consider law-making institutions and the manner in which these institutions resolve conflicting policy considerations underlying the law. Foundation courses provide the student with a general and broad perspective of law and serve as bases for specialized courses.

The program also offers courses in technical skills, such as legal research and civil practice, as well as courses in substantive areas of law. These specialized courses are designed to enhance the student’s ability to apply knowledge to future career experience.

In addition to traditional classroom work, the program emphasizes extensive use of clinical and experiential education. Students visit legal institutions; engage in legal problem-solving exercises; speak with judges, lawyers, and legal assistants; and work for credit in law-related placements.

Entrance Requirements

The student seeking admission into the Legal Studies Program must meet the University entrance requirement of 60 undergraduate hours or its equivalent. The program requires no additional application for admission and expects no particular background from the student. Indeed, program faculty anticipate that students will come from a variety of educational backgrounds and work experiences. Applicants should be skilled in oral and written communication, should be interested in some aspect of the legal profession, and should expect to engage in a rigorous educational experience.

Advising

Because the Legal Studies Program recommends that required courses be taken in a sequential manner, students should consult with an adviser prior to registration. New students should contact the Legal Studies Program convener by calling the program office; the convener will assign an adviser. Students may select a different adviser at a later date. Students should consult advisers regularly to ensure that studies meet in-
dividual educational objectives. To this end, the Legal Studies curriculum is designed to provide maximum flexibility.

Students are expected to satisfy all program requirements. Required courses are waived only under rare circumstances, and while a student’s adviser may be helpful in identifying situations in which a waiver is appropriate, only the Legal Studies Waiver Committee has authority to grant waivers. To make such a request, the student must obtain a University Student Petition form and submit it to the Waiver Committee well in advance of the semester in which he or she intends to graduate.

Advisers are responsible for helping students meet closure requirements for graduation.

**Grading**

The Legal Studies Program follows University policy in regard to grades, although the clinical education course and tutorials are graded only on a credit/no credit basis.

**Bachelor’s Degree Requirements**

Students should be aware that required courses are not offered every semester. The Program recommends that courses be taken in the semester and year indicated.

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LES 301</td>
<td>Introduction to Law (fall, 1st year)</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 302</td>
<td>Seminar on Legal Environment (fall, 1st year)</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>LES 401</td>
<td>Legal Research and Writing (spring, 1st year)</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 404</td>
<td>Law and Social Order (fall, 2nd year)</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 405</td>
<td>Law and Decision Making (spring, 1st year)</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 416</td>
<td>The American Constitution (fall, 1st year)</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 452</td>
<td>History of American Law (spring, 1st or 2nd year)</td>
<td>or</td>
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</tbody>
</table>

**University Requirements**

<table>
<thead>
<tr>
<th>Term</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Study Term</td>
<td></td>
<td>8 Hrs.</td>
</tr>
<tr>
<td>Public Affairs Colloquia</td>
<td></td>
<td>6-8 Hrs.</td>
</tr>
<tr>
<td>Electives*</td>
<td></td>
<td>18-20 Hrs.</td>
</tr>
</tbody>
</table>

**Total University**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td>60 Hrs.</td>
</tr>
</tbody>
</table>

*In deciding on electives, a student must complete four credit hours from the following: LES 402, 421, 441, 445-449, 463, 465, 466, 468, 469, 471-478, or a related course acceptable to the student’s adviser.

**Clinical Education/Applied Study Term.** Under supervision of the Legal Studies faculty, students gain on-the-job experience in law-related placements. The experience fulfills the University’s Applied Study Term requirement. With special permission a student may take up to 12 hours of applied study; the Career Applied Study Term (CAST) option is available for those already employed in law-related fields.

**Communication Skills Requirements.** The University requires that students demonstrate proficiency in communication skills before obtaining a degree. To satisfy this requirement, each student’s writing skills are initially assessed by instructors in Legal Studies courses during the student’s first semester. Students identified as having writing difficulties work out a plan for improvement with their advisers.

Actual certification of communication skills occurs in LES 401 Legal Research and Writing. Students are required to pass the writing portion of the course, and those who do not demonstrate adequate communication skills receive an incomplete until sufficient skill is demonstrated. In some cases, the instructor may require a formal remediation program.

**Closure Requirements.** Students must
complete at least 60 upper-division hours and take required program courses. In addition, degree candidates must satisfy the U.S. and Illinois constitution requirement and must complete the graduation contract.

The Master's Degree

Since the study of law as a social system of justice is the primary focus of the Legal Studies graduate program, the curriculum places the study of law and law-making institutions in a broader social context than is generally the case in traditional legal education. Program courses and faculty emphasize law as a human activity rather than as a technical body of language. At the same time the program introduces students to specialized areas of study and seeks to develop analytical thinking, research and writing, and other professional skills needed to pursue a career in a law-related field or to pursue education beyond the master's level. Graduate program objectives are to: 1) enhance analytical thinking, legal research and writing, and advocacy skills; 2) generate a sense of law as a value-laden social institution; 3) perfect a thorough understanding of the law-making processes of a particular branch of government; 4) apply skills to substantive and administrative problems which occur in law-related fields; 5) develop the ability to approach and resolve fundamental value, policy, and practice issues in law-related fields; and 6) provide opportunities to develop on-the-job experience.

The curriculum is specifically structured to meet the needs of a diverse student body. Required core courses provide students with the opportunity to learn essential concepts and to develop needed skills. Electives give students the opportunity to focus their program to meet individual career goals. The following are four exemplary study areas:

Social Services. This area of study is designed for students currently working in or toward a career in social work, social welfare, counseling, or other human service profession. Students may select from a wide range of courses covering legal problems and processes important to development of social policy and delivery of social services.

Public Law/Public Employment. This course of study seeks to equip students with the administrative and legal knowledge and skills needed to pursue careers in a variety of governmental agencies. Students may choose from various substantive law and public management courses in order to understand the legal and bureaucratic dynamics of public service leadership.

Civil Rights/Liberties. Students enroll in a variety of Legal Studies and non-Legal Studies courses that focus on questions of fairness, equality, and individual rights; courses in substantive areas that focus on the interests of the poor, racial minorities, and women; and courses that provide advocacy, lobbying, and/or paralegal skills needed to work in alternative law practices, public interest organizations, neighborhood justice centers, and offices which provide legal services to the poor.

Legal Theory. For students interested in theories of law and government, this area of study provides opportunity to examine ethical questions concerning the individual's relationship to the state, the legitimacy of the state, the source and role of law in society, and the relationship of law to social change. Legal systems may be studied both historically and comparatively. This area is particularly helpful to those planning to pursue degrees beyond the master's level.

Because many state and federal law-making institutions are located in Springfield, a wide variety of paid internships, fellowships, and graduate assistantships are available to Legal Studies graduate students. Students are also encouraged to take advantage of supervised, on-the-job placements available for graduate credit (see LES 554 Clinical Education).
Students must have a baccalaureate degree to be admitted into the program. No particular undergraduate major is required, and it is anticipated that students will come from a variety of educational and experiential backgrounds. Students seeking admission into the graduate program must meet the University's admission requirements.

Legal Studies students are expected to analyze and comprehend complex legal materials; written and oral communication skills are vital. To ensure that all master's candidates are capable of completing the program, faculty require students to apply for admission to the program as well as to the University. Information on admission requirements and application forms may be obtained from the program convener.

All graduate students, as part of their undergraduate education, must have taken for credit LES 404 Law and Social Order and LES 416 American Constitution and Constitutional Law or comparable courses, or take both courses as early as possible in their graduate studies. Credit earned for these courses may not be applied toward degree requirements. However, students may petition to establish competency in American Constitutional Law.

Advising

Because the Legal Studies program recommends that required courses be taken in a sequential manner, students should consult with an adviser prior to registration. New students should consult the Legal Studies program convener by calling the program office; the convener will assign an adviser. Students may select a different adviser at a later date.

An educational plan consistent with program requirements and individual career goals should be developed with assistance of the adviser at the earliest possible date.

Students are expected to satisfy all program curricular requirements: required courses are rarely waived. While a student's adviser may help identify situations in which a waiver is appropriate, only the Legal Studies Waiver Committee has authority to grant waiver requests. To make such a request, a student must submit a University Student Petition form (available from the adviser) to the Waiver Committee well in advance of the semester in which he or she intends to graduate.

The adviser is responsible for helping the student meet closure requirements.

Grading

A maximum of four hours of "C" is allowed in LES course work, and students must have a "B" or higher average within the program. To encourage students in choosing electives, an additional four hours of "C" are permitted if an overall "B" average is attained.

Clinical education courses and tutorials are graded on a credit/no credit basis.

Clinical Education

While not required, graduate students are encouraged to participate in a clinical education experience. Experiential education in a legal setting helps the student develop work skills and can enhance opportunities for future employment.

Since many state and federal governmental offices and courts are located in Springfield, Legal Studies students enjoy a unique opportunity to gain legal experience in the public arena. Clinical placements include appellate courts, administrative agencies, state and federal attorney generals' offices, legal aid, and a variety of public-interest citizen groups.

Graduate students may earn up to eight hours of credit by enrolling in LES 554 Clinical Education. The clinical education experience should be planned in consultation with the student's adviser.
Master's Degree Requirements

Students should be aware that required courses are not offered every semester. The program recommends that courses be taken in the semester and year of graduate study indicated.

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LES 401</td>
<td>Legal Research and Writing</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 501</td>
<td>Legal Studies Colloquium</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 587</td>
<td>Public Advocacy</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 411</td>
<td>Judicial Process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(spring, 1st or 2nd year)</td>
<td></td>
</tr>
<tr>
<td>LES 551</td>
<td>Administrative Law</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(fall or spring, 1st or 2nd year)</td>
<td></td>
</tr>
<tr>
<td>POS 402</td>
<td>Legislative Politics</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>LES 500</td>
<td>Thesis</td>
<td>4 Hrs.</td>
</tr>
</tbody>
</table>

Total Core

20 Hrs.

Electives

In deciding on electives, students must complete four credit hours from the following substantive law courses: LES 402, 411, 441, 445-449, 463, 466, 468, 469, 471-478, 551-552, 578, 579, or a related course which is acceptable to the student’s adviser.

Students must also focus eight hours of electives according to career goals in one of several areas of studies: a list of recommended courses is available from the adviser. Students can satisfy the substantive law requirement by completing a course which also satisfies the study area requirement.

Total Electives

24 Hrs.

University Requirements

Public Affairs Colloquia

4 Hrs.

Total Requirements

48 Hrs.

Closure Requirement

In addition to completing course requirements, each graduate student must complete University requirements for the degree, including the master's thesis and the United States and Illinois constitution exams. Students should submit a Graduation Contract to their adviser prior to registering for the last semester of study.

Legal Studies/Course Descriptions

Both undergraduate and graduate students may enroll in 400-level courses. In most instances, however, graduate students are held to a higher standard of academic performance and additional requirements may be imposed.

Undergraduate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LES 301</td>
<td>Introduction to Law</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td></td>
<td>Introduction to legal reasoning and legal institutions. Survey of law-making institutions and various substantive areas of the law. Basic legal terminology and concepts stressed.</td>
<td></td>
</tr>
<tr>
<td>LES 302</td>
<td>Seminar on Legal Environment</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td></td>
<td>Daily workings of the legal system. Trips conducted to courts, administrative hearings, and law offices. Persons employed in the legal system participate in seminars. Readings about law and the legal system discussed.</td>
<td></td>
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</tbody>
</table>

LES 399 Tutorial in Legal Studies

(4 Hrs.)

Independent study, structured readings, or research in fields of legal studies and administration of justice. (Maximum of 8 hours may be earned.)

Undergraduate and Graduate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LES 401</td>
<td>Legal Research and Writing</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td></td>
<td>Methods of legal research into case and statutory materials. Use of public documents stressed, as well as traditional legal sources such as digests, encyclopedias, and legal periodicals. Student demonstrates skills by performing research exercises and by preparing legal memoranda.</td>
<td></td>
</tr>
</tbody>
</table>
LES 402 Practice Skills: Illinois Civil Procedure for Legal Assistants (4 Hrs.)
Legal skill-building including exposure to interviewing and counseling, legal drafting, and legal ethics. Civil trial practice covers pleadings, motions, discovery, pre-trial conference, jury selection, trial protocol, and appellate strategies. Learning techniques involve role playing and media demonstrations.

LES 404 Law and Social Order (4 Hrs.)
Nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from a critical perspective, including relationships between the legal system and justice, fairness, and equality. Particular emphasis on issues of inequality involving race, class, and gender. See POS 421, SOA 425, and WMS 445.

LES 405 Law and Decision Making (4 Hrs.)
Processes by which statute law and public policy are constructed, interpreted, implemented, and evaluated with special emphasis on Illinois criminal justice policy. See SJP 405.

LES 411 Judicial Process (4 Hrs.)
Social science literature on judicial process in the United States, with emphasis on Illinois. Major topics include legal culture, court structure, litigation, legal profession, trial and appellate courts, impact and compliance, and criticisms of the process. See POS 417.

LES 415 The American Constitution and Civil Liberties (4 Hrs.)
Civil Liberties constitutional law, with examination of Supreme Court's role in definition and development of civil liberties. Emphasis on Bill of Rights and Civil War Amendments.

LES 416 The American Constitution and Constitutional Law (4 Hrs.)
The place of the Constitution and Supreme Court in American policy, using both empirical and case materials. Focus on structure and powers of national government, with special emphasis on the Supreme Court as a policy-making institution.

LES 421 Judicial Administration (4 Hrs.)
Basic concepts and critical issues in judicial administration. Emphasis on Illinois court system structure and functions in comparison with national standards and other court systems. Topics include case-flow management, jury management, records management, personnel administration, judicial rule making, budgeting, planning, and research. See ADP 451.

LES 423 Dispute Resolution (4 Hrs.)
Alternative methods of settling disputes, including arbitration, conciliation, and mediation. Emphasis on understanding the processes and the when and how of using alternative techniques. Incorporates hearing simulations and practice skills training. Covers commercial construction, labor, accident claims, and international and family disputes.

LES 441 Welfare Law: Law and the Poor (2 Hrs.)
Historical and philosophical bases of welfare law and ways laws affect the poor. In-depth analysis of Illinois welfare law and practice provides basis for exploration of alternatives, with the goal of building a model system.

LES 442 Legal Advocacy for the Elderly (4 Hrs.)
Laws and legal problems having greatest impact on the elderly; analysis of tools and techniques available to the advocate. See GER 442.

LES 445 Housing Law (2 Hrs.)
Styles of life within public-housing programs, laws and legal practices affecting this area, exigencies that prevail, as well as possibilities for future improvements. Includes direct observation and study of landlord and tenant laws and relationships; some direct work with public housing projects and programs.

LES 446 Family Law (4 Hrs.)
Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See SOA 454, HDS 446, CFC 446, WMS 446.

LES 447 Sex-Based Discrimination (4 Hrs.)
Substantive law course including constitutional standards, impact of ERA on these standards, the family, employment, the criminal justice system, credit, education, athletics, and public accommodations. See WMS 447.

LES 448 Juvenile Law (2 Hrs.)
Laws and legal practices governing children and youth, in particular those from poor families who need assistance, wards of the courts, and juvenile offenders. Rights of children and youth services available, institutional practices, and laws governing these. Direct observation of systems and practices involving children and youth, both nonoffenders and offenders of the law.

LES 449 Nondiscrimination Laws in Employment (4 Hrs.)
Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits, and pay. Focus on protective labor laws, veteran preference, harassment,
and due process requirements in employment. See WMS 449 and ADP 452.

LES 452 History of American Law (4 Hrs.)
Historical examination of the professional and constitutional development of law in the United States. Topics include the common-law legacy; substantive and procedural aspects of legal history; jurisprudence; the American lawyer; and interaction of law with American society, thought, and politics. See HIS 452.

LES 456 Law and Literature (4 Hrs.)
Individual conscience and the duty to obey and disobey law; nature of political trials; concept of property, especially ownership or exploitation of racial minorities and women; issues of justice through readings and discussions of literature. See WMS 448.

LES 463 Labor Law (4 Hrs.)
Practical study of national and state laws governing collective bargaining in both private and public sectors. Includes a thorough discussion of bargaining units, election procedures, unfair labor practices, and good faith bargaining. See LAR 463.

LES 465 Corrections Law and Advocacy (4 Hrs.)
Emerging law affecting the accused, the prisoner, and responsible institutions. Study includes examination of related constitutional issues surrounding pretrial, plea agreement, sentencing, incarceration, parole and probation revocation, and other post-conviction remedies. Emphasis also given to public policy issues surrounding reform and alternatives.

LES 466 Prisoner's Rights (2 Hrs.)
Historical and current cases on prisoner's rights. Includes summary of LES 465, but focuses on the institutionalized inmate; inmate's rights; duties of the institution, with special attention to Illinois Department of Corrections, and advocacy of institutional reform.

LES 467 Labor Arbitration (4 Hrs.)
Philosophy and practice of labor arbitration in the unionized private and public work settings. Students develop skills in arbitration practices, research methods, decision making, rules and procedures, selection of arbitrators, and construction and presentation of cases in simulated arbitration proceedings. See LAR 467.

LES 468 Small Business Law (1 Hr.)
Common forms of small business organization, including sole proprietorship, partnership, and corporation. Liability, tax, management, and formation issues also discussed.

LES 469 Real Estate Law (1 Hr.)
Practical, basic introduction to legal matters which routinely occur in transfer of real estate in Illinois, focusing on residential real estate.

LES 471 Probate Law (1 Hr.)
Practical, basic introduction to transfer of property between generations as regulated by Illinois law.

LES 472 Street Law: Criminal Rights (1 Hr.)
Legal protections in the criminal area compared to actual practices. Rights in the street, house, and car; search and seizure; police visits, arrests, and interrogation; jail and bail; traffic, gun, and drug violations; court procedures and expungement.

LES 473 Consumer Credit Law (1 Hr.)
Basic, practical look at consumer credit issues in Illinois. Special areas include liens, attachment of property, garnishment of wages, truth in lending, equal credit opportunity, credit reporting, and various debtor rights.

LES 474 Law of Evidence (2 Hrs.)
Basic study of rules of evidence for non-lawyers working in lawyer-support or investigatory situations which require basic evidentiary knowledge. Provides practical knowledge of problems faced in investigations with a view toward evidentiary sufficiency and possible admissibility in hearings or trials.

LES 475 Marital Dissolution Law (1 Hr.)
Basic analysis of marital dissolution practice in Illinois, with focus on divorce, custody, support, and related issues.

LES 476 Legal Ethics (1 or 2 Hrs.)
Overview of legal assistants and their functions in relation to authorized practice of law. Other topics include legal education and licensing requirements, ethical and unethical conduct by lawyers and nonlawyers, the Code of Professional Responsibility, and disciplinary proceedings.

LES 477 Criminal Law and Procedure (4 Hrs.)
Criminal law and criminal procedure at the state and federal level, through case law and policy studies. Includes consideration of constitutional requirements and statutory procedures throughout the criminal justice system. See SJP 417.

LES 478 Substantive Criminal Law (4 Hrs.)
Selected aspects of substantive criminal law and policy, with particular emphasis on Illinois criminal code. Topics include criminal liability and responsibility, constitutional restrictions on definitions of crime, types of crimes, and criminal defenses. See SJP 418.

LES 480 Special Topics Seminar (2 or 4 Hrs.)
Intensive examination of selected issues important to study of the legal system. Topics announced each time course is offered. May be repeated for an indefinite number of hours, but particular topic may not be repeated.
LES 486 Legal Aspects of Not-for-Profit Organization Management (2 or 4 Hrs.)
Law and its applications in arts administration. Geared to graduate-level students, experienced professionals, or community agency volunteers with little or no formal training in law. Learning strategies include case study, group work, and individual investigation. See CAM 486.

LES 488 Legal Reporting (4 Hrs.)
Methods and techniques of reporting on activities of courts and other legal institutions. Students analyze substantive issues in law. Several feature-length articles on law or legal institutions required; articles reviewed for publication through the Illinois Bar Association.

Graduate Courses

LES 500 Thesis (4-8 Hrs.)

LES 501 Legal Studies Colloquium (4 Hrs.)
Provides a common framework for graduate students in legal studies, focusing on such topics as history and philosophy of justice, law, and legal institutions.

LES 504 Graduate Seminar (2-4 Hrs.)
A seminar for second year graduate students which provides students with an opportunity to build upon and further develop research, writing, and analytical thinking skills and to apply these skills to the resolution of a current substantive legal problem(s) or issue(s) in such a way that the relationship of law to society and to social change is heightened. Seminar design varies with instructor.

LES 522 Helping Professions and the Law (4 Hrs.)
Helping professions and network of legal regulations and proscriptions, including legal responsibility, malpractice, privacy, confidentiality, torts, and licensure. Attention to recent changes in the law. See CFC 522.

LES 551 Administrative Law (4 Hrs.)
Legal foundation of administrative powers and limitations; study of delegation of administrative power, administrative discretion, legislative and executive controls, and legal restraints; types of administrative action and enforcement, administrative remedies, and judicial review of administrative action. See ADP 551.

LES 554 Clinical Education (4-8 Hrs.)
Work experience in a legal setting. Placement arranged and supervised by student's adviser or program's clinical educational instructor. Credit/No Credit only.

LES 578 Advanced Legal Research and Writing (2 or 4 Hrs.)
As a class, students select and research in-depth current legal problems and issues. Increased emphasis placed on analytical thinking and writing skills. Students may write legal memoranda or law-related articles. Prerequisite: LES 401 or equivalent experience. See ADP 552.

LES 579 Legal Drafting (2 or 4 Hrs.)
Students build upon legal research and writing skills by learning to read, analyze, and draft legislation and administrative rules and regulations. Students also learn to draft pleadings and legal instruments. Prerequisite: LES 401 or equivalent experience.

LES 587 Public Advocacy (4 Hrs.)
Focus on skills, methods and strategies of institutional advocacy. Students study the role and uses of effective advocacy, both written and oral, through structured readings and use of various advocacy techniques in a variety of posited situations. Topics of current interest that are allied to students' thesis research topics will be emphasized. Prerequisite: LES 401 or equivalent experience and consent of instructor.

LES 599 Tutorial in Legal Studies (4 Hrs.)
Independent study, structured readings, and research in fields of legal studies and administration of justice. Maximum of 5 hours may be earned. Credit/No Credit only.

The following courses are recommended to Legal Studies students.

ACC 424 Commercial Law (4 Hrs.)
ADE 503 School Law (4 Hrs.)
CFC 438 Children and the Law (4 Hrs.)
ENS 488 Environmental Law and the Citizen (4 Hrs.)
HSA 458 Health Law (3 Hrs.)
MSY 465 Legal Issues in Computing (4 Hrs.)
PHI 461 Law, Justice, and Power (2 Hrs.)
PHI 465 Moral Issues in the Law: Economic Justice (2 Hrs.)
PHI 467 Philosophy of Law (4 Hrs.)
POS 418 Rights in Theory and Practice (4 Hrs.)
POS 419 Profession of Law and Public Affairs (4 Hrs.)
Management
B.A. (60 Hrs.)

Faculty — Alfred S. Arkley, Mark Cheren, John J. Fleming, George Gruendel, Donald Vanover, Joseph Wilkins

Adjunct Faculty — Robert Cronson, H. Brent DeLand, George Hatmaker, James C. Worthy

The Management Program is designed to prepare students for careers in both the public and private sectors, and/or for graduate study. The program is based on the premise that managers of business, government, and nonprofit organizations, for the most part, face similar management problems and thus need a common core of managerial skills and knowledge in order to be effective. Specific management careers may be explored both in course work and in the Practicum/Internship. Various internship opportunities in business and government are available to Management majors.

The Management curriculum is multidisciplinary and includes concepts developed in the behavioral sciences, social sciences, humanities, and mathematical sciences.

Entrance Requirements

Although there are no specific requirements for beginning the program, fundamental competencies in areas of economics, accounting, and quantitative methods must be demonstrated before the student can enroll in MGT 331, MGT 341 and MGT 351. Fundamental competencies must be demonstrated in one of the following ways: 1) approved course work completed at a community college or other university: (a) prior to enrollment at Sangamon State University, or (b) while enrolled at Sangamon State University; 2) competency-based exam: meeting criteria determined by the program; or 3) successful completion of ACC 421, ECO 315, and ECO 313 at Sangamon State University (will not count toward requirements for graduation).

Incoming students are required to participate in diagnostic communication tests. Students who demonstrate deficiencies in oral and written communication will be assisted by their advisers and the Learning Center to develop competencies.

Advising

After entering the program, students should select an adviser from the Management faculty. Prior to that time, assistance may be sought from the program convener. Actual planning of each student’s baccalaureate curriculum is a joint responsibility of the student and the adviser.

Recognition of Excellence

Each spring, at a special Management Honors Convocation following the University commencement ceremonies, Certificates of Merit are awarded to those students demonstrating high academic achievement.

In addition, the following awards are presented; names of students receiving these awards are engraved on plaques located in the Management office: 1) the James C. Worthy Award for the best senior paper; 2) the First National Bank of Springfield Award for highest academic achievement; 3) the Lincoln Land Chapter of American Production and Inventory Control Society Award for the best student in the field of production; 4) Springfield Marine Bank Award for the...
Management Curriculum

The Management Curriculum seeks to integrate, utilize, and emphasize the following characteristics:

General approach. The program prepares students for careers in business, health care, public, administration, and/ or for graduate study. Materials introduced deal with the four subsystems operating in any organization (human resources, finance, marketing, production), and are viewed in terms of similarities and differences in both public and private sector activities.

Skills development. Focus is on three skills categories: communications (written, oral, and listening); methodologies (quantitative and qualitative); and concepts (e.g., power, culture, leadership). Communications ability is particularly important in the practice of management. Students who evidence weak writing skills are required to develop a program for improvement. This plan must be approved by the student's adviser. Grading practices in all core courses include consideration of communication skills and their development.

Synthesis of theory and practice. Material deals with value change, interacting subsystems, and general systems and is theoretical and abstract in nature. Through lectures of visiting practitioners and via field studies, the student understands the relationship between theory and practice.

Systems approach. Goal of the program is to develop the student's ability to think, plan, and operate on the basis of systems perception. Management faculty deem it important for the student to understand how the pieces fit together regarding decision making.

Focus on humanism. The one concern of the program is people, their personal growth within organizations, and their potential contribution to the organization.

Future orientation. The curriculum is designed to develop the student's awareness of the rapidity of technological change and shifting values.

Management Core

MGT 301 The Foundation of Management 8 Hrs. (Introductory core course)
MGT 306 Computer Applications 4 Hrs.
MGT 321 Human Resource Management 4 Hrs.
The following core courses require competencies in accounting, economics, and statistics:
MGT 331 Marketing Systems prerequisite: MGT 301 4 Hrs.
MGT 341 Financial Systems prerequisite: MGT 301 4 Hrs.
MGT 351 Production and Operations Management prerequisite: MGT 301 4 Hrs.

The Capstone

MGT 487 Management Policy (Final core course) 4 Hrs.

Total Core Requirements 32 Hrs.

University Requirements

Public Affairs Colloquia 6 Hrs.
Electives 14 Hrs. (must have adviser's approval and must be in at least two different fields of study, one of which must be Management)

AST requirement 8 Hrs.

Total Requirements 60 Hrs.
Management/Course Descriptions

Management Core

MGT 301 The Foundation of Management (8 Hrs.)
Theory and application of management functions, organizational behavior/theory, and external organizational environment as related to business, public, and nonprofit organizations. Management functions will cover planning, organizing, directing, and controlling. Organizational behavior and theory will include communications, motivation, leadership, conflict, group dynamics, and decision-making. The external organizational environment will include the political, economic and social system and human values as related to organizational culture.

MGT 306 Computer Applications (4 Hrs.) Managerial approach to computer systems, software systems, data preparation methods, on-line data collection, and data delivery systems, including cases in public/private sectors. See ADB 306.

MGT 321 Human Resource Management (4 Hrs.)
Principles and practices in the field of management of human resources in industry, and nonprofit and public organizations. Topics include human resource planning, recruitment and selection, training and development, personnel-related laws, compensation, performance appraisal, and collective bargaining in the public and private sector.

MGT 331 Marketing Systems (4 Hrs.)
Consumer choice behavior, channels of distribution, advertising, pricing, and adaptation of products and services to markets in private and public sectors. Includes use of case studies. Prerequisite: competencies. See ADB 331.

MGT 341 Financial Systems (4 Hrs.)
Use of financial statements, taxes, stocks and bonds, evaluation of investments, cash flow, and capital budgeting techniques. Also includes American public expenditures, revenues, and overview of relationship to finances of the public and private sector. Prerequisite: competencies. See ADB 341.

MGT 351 Production and Operations Management (4 Hrs.)
Integration of various topics in production, operations, scheduling, materials management, quality control, distribution, transportation, and project management. Includes: PERT, CPM, linear programming, and simulation. Prerequisite: competencies. See ADB 351.

MGT 487 Management Policy: The Capstone (Senior Project) (4 Hrs.)
Interrelationships between changes in roles of managers, structure of organizations, and nature of environments. Major policy issues in private and public sector are studied, using case analyses. Prerequisites: MGT 301, 321, 331, 341, and 351.

Practicum/Internships

MGT 480 Management Practicum/Internship (2-6 Hrs.)
Provides students the opportunity either to complete an internship or develop a project or problem-solving exercise within an external organization. Options are based on mutually approved performance contract between student, field supervisor, and Management Program. May be waived under exceptional circumstances. MGT 480/481 satisfies University Applied Study Term requirements.

MGT 481 Management Practicum/Internship Seminar (2 Hrs.)
Seminar component of practicum/internship; must be taken with MGT 480.

Human Resources

MGT 421 Wage and Salary Administration (4 Hrs.)
Basic job-evaluation systems, approaches to employee evaluation, wage surveys and the pricing of jobs, legislation affecting pay, job analysis and writing of job descriptions, group and individual incentives, and facets of fringe-benefit packages.

MGT 423 Labor Management Relations (4 Hrs.)
Behavioral, economic, social, political, and institutional forces affecting character and quality of employer-union-management relationships and objectives in both public and private employment. See LAR 423.

MGT 424 The Public Personnel Executive (4 Hrs.)
Management of personnel in the public sector, with emphasis on features unique to public service. Topics include: rise of the merit system, collective bargaining in public service and civil service reform, employee classification, and training.

Marketing

MGT 431 Advertising and Marketing Strategy (4 Hrs.)
Advertising techniques in both print and electronic media; planning the advertising campaign, examining the role of the advertising agency; and relating advertising to other key marketing decisions.
MGT 433 Consumer Behavior (4 Hrs.)
Basic consumer decision models and application of concepts, principles, and models to both private and public sectors. Includes studies from other disciplines, mainly political science and sociology.

MGT 434 Marketing Research (4 Hrs.)
Marketing research process; problem formulation, identifying data sources, selecting data collection and analysis techniques, and preparing research reports.

MGT 435 Sales and Sales Management (4 Hrs.)
Principles of successful professional selling. The management aspect concerns recruitment, organization, motivation, direction, and control of the sales force.

MGT 436 Real Estate (4 Hrs.)
Examines the fundamentals of real estate practice and financing combined with property management to provide an overall background relative to property analysis, the relationship between operation and value, and the administration of private and public sector property.

MGT 437 Advanced Real Estate Principles (4 Hrs.)
An in-depth examination of real estate principles with emphasis upon contracts and conveyances and the effective use of risk management.

Finance

MGT 442 Public Financial Management (2 Hrs.)
Major emphasis on management and interrelationship of all segments of public finance: budgeting, revenue sources, revenue administration, and debt management.

MGT 443 Financial Investment Analysis (4 Hrs.)
Elements of an “ideal” investment: examination and testing of specific investment securities. Considers alternative approaches to management of stock and fixed-income security portfolios. Problems and cases are assigned for analysis.

MGT 445 Financial Institution Management (4 Hrs.)
Provides broad knowledge and skills in the practices of commercial bank, pension fund, thrift, insurance and finance company management. An analysis of the financial management of financial institutions is presented. An analysis of the nature, purposes, and objectives of the American financial systems is stressed. Topics also include “nonbanks” and financial regulations/deregulation. Case exercises and project work are required.

Production, Operations Management

MGT 447 Production and Systems Management (4 Hrs.)
Design and analysis of operating systems, using scientific decision making. Methodology such as on-line systems. Case exercises and project work are required. Prerequisite: MGT 351.

MGT 449 Production Planning and Quality Control (4 Hrs.)
Selected topics from production theory; application of quantitative methods to current production problems. Integration of production planning within overall objectives of the firm. Prerequisite: MGT 351.

MGT 450 Production and Inventory Management (4 Hrs.)
Models used for materials management, control of purchased goods and services. Includes EOQ models, simulations, cases, exercises, problems. Prerequisite: MGT 351.

Management Science

MGT 453 Decision Making in Organizations (4 Hrs.)
Major theories of decision making, their application in the organizational environment, and recent techniques for improving or facilitating organizational decision making.

MGT 464 Computers and Information Systems in Management (4 Hrs.)
Analysis and design of information systems; study of computer: hardware principles and software, such as data definition, manipulation languages, data processing concepts, and comparing programming languages. Prerequisite: MGT 306.

Communications

MGT 461 Managerial Communication in Public Relations (4 Hrs.)
Current methods of dissemination of public information as practiced by business, government, industry, educational, and social organizations; role responsibilities of information officers in private and public sectors.

MGT 463 Report Writing for Managers (2-4 Hrs.)
Develops expertise in report writing according to individual needs. Emphasis on techniques of planning, organizing, writing, and editing.

Policy and Organizational Behavior

MGT 471 Political Environment of Organizations (4 Hrs.)
Issues related to mutual interaction of politics
and management in organizations. Issues examined relate to large complex public and private organizations.

MGT 474 Leadership and Motivation (4 Hrs.)
Major leadership theories, characteristics of leaders, leadership styles, delegation, decision making, communication, and subordinate development examined. Motivational methods and techniques studied as potential tools for those assuming leadership roles.

MGT 475 The Management of Change (4 Hrs.)
Current methods of dealing with change as a solution to organizational problems. Techniques used by “change agents” examined in context of underlying rationale, as related to diagnosis of problems in organizations experiencing significant difficulties.

MGT 476 Managers, Power, and Organizations (4 Hrs.)
Concept of power as it relates to the individual, manager, organization, and society. Power skills are practiced in power laboratory. Laboratory fee may be required.

MGT 479 Legal Environment of Organizations: Social and Economic Implications (4 Hrs.)
Exercise of administrative, legislative, and judicial power in regulating activities of public and private organizations. Present regulatory techniques examined for mergers, monopoly power, and unfair trade practices.

Studies in Entrepreneurship

MGT 454 Entrepreneurship (4 Hrs.)
Elements of entrepreneurship, highlighting successful characteristics. Functions of the entrepreneur explained and illustrated. Students examine personal and commercial strategies that can be used in establishing new business ventures.

MGT 455 Small Business Management (4 Hrs.)
Role of small business in the economy; characteristics of small businesses and owners/managers; marketing and producing product or service; maintaining financial health; and the future of small business.

MGT 456 Franchising (4 Hrs.)
History of franchising, with pros and cons and how to plan a franchise. Primary functional components explained and illustrated, including marketing, finance, legality, and operations. The franchise package, franchisor/franchisee relationships, and international franchising also addressed.

MGT 457 Strategic Planning in Business (4 Hrs.)
Substantive material on strategy formulation and implementation presented, as well as the process for integrating business knowledge for strategic planning, policy formulation, and achieving results. Prerequisites: MGT 331, 341, 351, and 455.

MGT 458 Small Business Counseling (2 Hrs.)
Individual and team projects associated with business firms requesting management assistance. Students work to refine the problem, establish an appropriate research method, collect and analyze the information, and make recommendations to the requesting business owners. Class offered in conjunction with the Small Business Institute. Recommended to be taken concurrently with MGT 457. Prerequisites: MGT 331, 341, 351, and 445.

General Courses

MGT 330 Problems in Management (1-8 Hrs.)
Topics offered on selective basis to help students consolidate core program. With approval of Management adviser, courses may be substituted for specific sections of pre-fall, 1979, Management core. Variable credit; courses may be repeated for an indefinite number of hours.

MGT 445 Ethical Issues in Business and Management (4 Hrs.)
Controversial issues in business management related to fundamental disputes in ethics and social philosophy. Students examine their own and others’ views and values, with attention to the moral ambiguities of contemporary professional life. Topics include the place of the profit motive in business, truth in advertising, governmental regulation, and environmental protection. See PHIL 445.

MGT 450 Issues in Management (1-8 hrs.)
Wide range of management issues examined. Requires approval of student’s academic advisor. May be repeated for a total of 8 semester hours.

MGT 483 Corporate Social Responsibility (4 Hrs.)
Relationship of business and the extramural social system. Broad areas covered include business giving, consumerism, ecology, community needs, labor relations, stockholder relations, minorities, government relations, and educational and economic activities.

MGT 485 Career Planning and Development (2 Hrs.)
Selection of a career, entry into an organization, and subsequent effects of the organizational environment. Anticipates possible factors which may influence career development.
MGT 486 Group Management Techniques: Quality Circles (2 Hrs.)
Background and characteristics of quality circles, with description of techniques used to establish and maintain an effective circle. Attention given to the management context in which circles operate — industry, government, education, and health care.

MGT 489 Managing the Community Organization (4 Hrs.)
Overview of management field as it pertains to community organizations, including communications, development of professional and non-professional staff, budgeting, and marketing not-for-profit organization. Focus orients participants to managerial environments of organizations and provides experimental opportunities to develop managerial skills. See GER 489.

MGT 490 Topics in Managerial Concepts and Skills (1-4 Hrs.)
Each topic covers a different managerial concept and includes an intensive workshop.
Management Information Systems
M.A. (48 Hrs.)

Associated Faculty — Stephen Balogh, John Collins, William J. Crampon, Rassule Hadidi, Gary Lasby, Moshe Levin, Ardeshr Lohrasbi, John Nosari, David O'Gorman, Ouen Pin-ngern

The Management Information Systems (MIS) master's curriculum, which is administered by the School of Business and Management, is designed to provide both technical expertise in computer-based information systems and an ability to design and manage systems which provide management with needed information for decision making. Specifically, the MIS curriculum is designed:

1. To provide students with the analytical and creative framework and methodology necessary to analyze, design, implement and manage complex information/decision support systems in contemporary organizational structures.

2. To demonstrate the principles necessary for understanding basic computer hardware and software systems and packages in order to insure the data quality, transmission, processing and storage necessary to facilitate organizational decision making and general operations.

3. To provide high-level competencies in applying systems analysis and systems design strategies and techniques in realistic marketplace environments.

With the complexity of informational needs and the complexity of computer systems, and with increasing utility of microcomputers and packaged software, today's organizations require a variety of new experts: information systems managers, systems analysts and designers, applications programmers, data base administrators, communications analysts and systems librarians.

Expectations are, moreover, that developments in the next few years will demand MIS expertise of any professional administrator/manager who wishes to be competitive in his/her particular field. Although some positions necessitate more technical expertise than others, all require something of a balance between technical knowledge and organizational knowledge. The Management Information Systems degree is designed to provide this balance for a variety of professional environments.

In addition, the MIS curriculum includes four courses designed to bring basic information systems expertise to students in other degree programs, such as Business Administration, Public Administration, Health Services Administration, Accountancy, Economics and Mathematical Sciences. These courses, which are considered electives and may be taken in total or in part, are MIS 465 Structure of Computer Systems, MIS 475 Managerial Decision Support Systems, MIS 515 Strategic Decision Support Systems and MIS 525 Management of Information Systems. MIS 465 and MIS 475 are also open to seniors in undergraduate programs such as Management.

Entrance Requirements

In addition to University graduate admission requirements, majors must have completed the equivalent of two semesters of accounting or ACC 421 Administrative Uses of Accounting Information and one semester of statistics (such as MSY 323 Statistical Analysis or
ECO 313 Statistics for Business and Economics) and competency in a structured high-level language, either through course work or practical experience.

Students work closely with an academic adviser who teaches in the program. The overall objective is to achieve the balance between technical knowledge and organizational knowledge which is necessary for MIS expertise. Students may select electives based upon their background and interest. All electives must be approved by the faculty adviser.

Communication Skills

Ability to communicate is central to the MIS expert and students should expect that writing and speaking skills will be an essential requirement in all MIS courses. Entering students are required to pass a diagnostic writing examination administered by the Learning Center. Students with deficiencies in writing may be required to take ENG 375 Expository Writing or COM 309 Writing Laboratory.

Closure Requirement

All MIS graduates must complete MIS 588 Graduate Project or MIS 590 MIS Thesis. The nature of the project is contingent on the individual's career goals and may or may not include a practicum experience. Projects may involve, for example: design/analysis of an information system for an existing organizational need; development of one or more data bases for a potential organizational need; or analysis of managerial needs or uses for information that is accessible in an existing data base.

Program Requirements

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACC 506</td>
<td>Accounting Controls in MIS</td>
<td>4</td>
</tr>
<tr>
<td>MIS 465</td>
<td>Structure of Computer Systems</td>
<td>4</td>
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<tr>
<td>MIS 475</td>
<td>Managerial Decision Support Systems</td>
<td>4</td>
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<tr>
<td>MIS 515</td>
<td>Strategic Decision Support Systems</td>
<td>4</td>
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<tr>
<td>MIS 525</td>
<td>Management of Information Systems</td>
<td>4</td>
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<tr>
<td>MIS 535</td>
<td>Management of Data Base Systems or</td>
<td>4</td>
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<tr>
<td>MSY 572</td>
<td>Database Management</td>
<td>4</td>
</tr>
<tr>
<td>MIS 555</td>
<td>Systems Analysis and Design</td>
<td>4</td>
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<tr>
<td>MIS 588</td>
<td>Graduate Project or</td>
<td>4</td>
</tr>
<tr>
<td>MIS 590</td>
<td>Thesis*</td>
<td>8</td>
</tr>
<tr>
<td>MIS 585</td>
<td>Seminar</td>
<td>4</td>
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</tbody>
</table>

Approved elective in Organizational Dynamics such as ADB 541, ADP 541, ADE 501 or HSA 511 4 Hrs.

Total Degree Requirements: 44 Hrs.

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<tr>
<th>Course Name</th>
<th>Hours</th>
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<tr>
<td>Public Affairs Colloquia</td>
<td>4</td>
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Total: 48 Hrs.

*Those who do a thesis are not required to take the approved elective.

Students who have equivalent experience in all except MIS 588 and MIS 585 may substitute approved elective, but must complete 44 hours for the degree. Students with deficiencies may be required to complete more than 44 hours. Equivalencies and deficiencies are determined by the MIS Program Committee.

Grading Policy

MIS Program majors must maintain a 3.0 grade-point average on a 4.0 scale. Two successive semesters of probation may lead to a one-year suspension. One "C" in an MIS course is acceptable, provided that "C" is balanced by an "A" in an MIS course of equivalent status (400 or 500 level).

Special Facilities

Sangamon State University features an outstanding variety of interactive and batch-processing computer systems — including access to an IBM 4341, a CDC 172 model 720, two HP-3000s, a PDP-11 based graphics system and numerous IBM and Apple microcomputers. Four campus computer laboratories in three separate locations are open, with rare exceptions, seven days a week.
Management Information Systems/Course Descriptions

MIS 465 Structure of Computer Systems (4 Hrs.)
Comparative study of operating systems, computer architecture, data communications, high-level languages, systems design and technological trends. Open to non-majors.

MIS 475 Managerial Decision Support Systems (4 Hrs.)
Understanding and applying systems that support management decision processes. Includes operations research methods, data bases and microcomputer applications. Open to non-majors.

MIS 515 Strategic Decision Support Systems (4 Hrs.)
Theoretical and practical aspects of collecting and interpreting strategic information and using the results in organizational decision making. Includes computerized and noncomputerized sources of external data, selection and reprocessing of internal data, alternative means of storage and retrieval and effective utilization of information in dynamic strategic decision processes. Open to non-majors.

MIS 525 Management of Information Systems (4 Hrs.)
Information systems from the management point of view, including computer-based information systems; user requirements; analysis and specification of systems requirements, life cycle and security; and organization of electronic data processing (EDP) centers. Prerequisite: MIS 475 or equivalent. Open to non-majors.

MIS 535 Management of Data Base Systems (4 Hrs.)
The management of data base systems within organizational settings. Covers topics such as relational and hierarchical systems, data security, data consistency, query languages, selection of data base systems and micro and micro-to-mainframe networks.

MIS 555 Systems Analysis and Design (4 Hrs.)
System life cycles, including planning requirements, analysis, components acquisition, installation, maintenance, enhancement, and evolution; emphasis on distributed systems. Team project course involving reports and walk-throughs. Prerequisites: MIS 465 and MIS 535 or equivalent.

MIS 570 Topics in Management Information Systems (1-4 Hrs.)
An advanced topic from the current literature of MIS. May be repeated for an indefinite number of hours, but particular topics must differ.

MIS 585 MIS Seminar (4 Hrs.)
Closure seminar involving advanced techniques of MIS, including topics such as expert systems, performance evaluation, systems simulation and artificial intelligence. Designed to be taken in conjunction with MIS 588. Prerequisite: MIS 555 or equivalent. Must be taken as part of last 8 hours of course work.

MIS 588 Graduate Project (4 Hrs.)
Closure experience involving an advanced problem or need in MIS; may or may not involve a practicum. For project examples, see above: "Closure Requirement." Project must be approved in advance by the MIS Program Committee; written report and oral presentation required. Course may be repeated but only four hours may be used to satisfy degree requirements. Prerequisite: consent of adviser.

MIS 590 MIS Thesis (8 Hrs.)
Academic study of student-selected topic in MIS which involves a survey of relevant literature and empirical analysis.

ACC 506 Accounting Control for MIS (4 Hrs.)
A study of accounting system design considerations and the use of accounting as a means of organizational control. Topics include internal control, accounting systems life cycle, cost of capital, capital budgeting, operational budgeting, responsibility accounting systems, break-even analysis and cost accounting systems. Prerequisite: ACC 421 or equivalent.
Mathematical Sciences
B.A. (60 Hrs.) M.A. (32 Hrs.)

Faculty — Rassule Hadidi, Jyh-Ming Jiang, Gary Lasby, Robert C. Meeder, Mary Patton, Ouen Pin-ngern, Mary Kate Yntema, Lanny Younger

Associated Faculty — Doh Shinn

The Baccalaureate Degree

To meet ever-increasing demands for diverse quantitative skills, the Mathematical Sciences Program offers two degrees: the bachelor of arts in Computer Science and the bachelor of arts in Mathematical Sciences. The degree in Computer Science is described in detail in the Computer Science section of this catalog.

The bachelor of arts in Mathematical Sciences is designed to prepare students for careers using mathematics and statistics in teaching, research, industry, insurance and management or for graduate work in mathematical sciences or related fields. By making different choices for technical electives students can prepare for a wide variety of careers. Those who plan to teach mathematics or work in engineering or the physical sciences should choose mathematics courses. Those who wish to apply mathematical methods to life sciences; social sciences, or business fields should choose statistics or operations research courses. Any of these choices provide excellent preparation for graduate work in fields using quantitative methods, such as accounting, biology, business, economics, education, environmental science, health sciences, physics, psychology, and sociology.

Advising

Prior to initial registration, the student should discuss an appropriate course of study with a member of the Mathematics faculty. After classes begin, students are urged to choose a permanent adviser as soon as possible.

Entrance Requirements

A. Admission to the University.
B. Matriculation into the Mathematical Sciences Program. Requirements for matriculation are: 1) Selection or assignment of a Mathematical Sciences faculty adviser. 2) Completion of calculus, including differentiation, integration, and convergence of series (usually three semesters of work). Differential and integral calculus must be completed before taking MSY 323. Calculus is not counted as part of the 60 credit hours needed for graduation. 3) Ability to program in BASIC, FORTRAN, PL/1, or Pascal. Students without programming knowledge may take MSU 414/415 Introduction to Computers and Programming I and II, or MSY 371 Introduction to Programming in Pascal, but may not count these courses as part of the hours needed for graduation. 4) Enrollment in MSY 300 Writing Skills. 5) Completion of the B.A. matriculation form.

NOTE: Students may begin work toward a degree before matriculation into the program, but the above requirements should be completed as soon as possible. At least 14 semester hours of MSY courses needed for graduation must be taken after matriculation.

Degree Requirements

Requirements for the B.A. in Mathematical Sciences are distributed as follows.

Communication Skills Requirement
MSY 300 Writing Skills 0 Hrs.
Required Mathematical Sciences Courses

MSY 312 Linear Algebra 4 Hrs.
MSY 415 Advanced Calculus 4 Hrs.
MSY 425 Probability and Statistics I 4 Hrs.
MSY 426 Probability and Statistics II 4 Hrs.
MSY 441 Operations Research Methods 4 Hrs.
Total Required MSY 20 Hrs.

Other Requirements

MSY electives 10 Hrs.
Public Affairs Colloquia 6 Hrs.
Applied Study Term 8 Hrs.
General Electives 16 Hrs.
Total Other 40 Hrs.
Total 60 Hrs.

All United States residents must pass the U.S. and Illinois Constitution exam unless they have previously completed the test or its equivalent at the collegiate level.

Technical Electives

By careful choice of MSY electives students may concentrate in mathematics, statistics, or operations research. Those planning to teach mathematics must take MSY 413 Modern Algebra and MSY 416 Geometry. Those specializing in statistics should take MSY 423 Regression and Analysis of Variance among their MSY electives. Those wishing to take actuarial examinations should take MSY 427 Actuarial Probability and Statistics. Those concentrating in operations research should choose from among MSY 445 Linear Programming, MSY 447 Systems Simulation, and MSY 448 Principles of Management Information Systems. These 10 hours may not include more than four hours of computer courses and those hours may not be in introductory computer programming.

Recommended MSY Course Sequence for Full-Time Students

Semester 1: MSY 312, MSY 425
Semester 2 and 3: One of MSY 415, MSY 426, and MSY 441 each semester and 4 to 8 hours of MSY electives
Semester 4: Remaining one of MSY 415, MSY 426, and MSY 441 and Applied Study Term.

General Electives

Students should take note of the fact that there are limitations on the use of certain courses for general elective credit. This category of courses includes MSY, MSU, and other non-MSY courses which contain related content. Four hours of MSY courses can be used without prior approval from the Mathematical Sciences Program Committee. All other courses in this category, including additional MSY courses, require prior approval. For procedures, students should consult their advisers. A partial list of these courses is available at the Mathematical Sciences Program Office.

Communication Skills

In Mathematical Sciences, students satisfy the University communication skills requirement by completing MSY 300 Writing Skills. This course should be taken during the student's first semester at Sangamon State, as it is a requirement for matriculation into the program.

Applied Study

Most Mathematical Sciences students satisfy the University Applied Study Term (AST) requirement through work in various businesses, or governmental or community agencies. For those interested in teaching careers, student teaching fulfills the applied study requirement. Part-time students currently pursuing careers can consider the Career Applied Study Term option for personal and career growth.

The Master's Degree

Candidates for the master of arts degree in Mathematical Sciences may concentrate in statistics and operations
research or in computer science. Candidates may also design an individualized degree by combining elements from mathematics, statistics, operations research, and/or computer science, or by combining elements from Mathematical Sciences with related course work from other University programs. Individualized concentrations must be approved by the Mathematical Sciences Program Committee.

The statistics and operations research concentration emphasizes applications and theory. Both statistics and operations research are widely used in business and public institutions and agencies. Students who plan to teach mathematics will also find ample flexibility in the Mathematical Sciences Program.

The computer science concentration is oriented toward software rather than hardware and is most appropriate for candidates interested in the design of computer systems and in analyzing and implementing systems programs. The curriculum integrates an outstanding variety of interactive and batch-processing systems.

Entrance Requirements

Beginning graduate students who meet requirements for University admission will have only provisional status as Mathematical Sciences degree candidates until they satisfy the matriculation requirements for their chosen concentration. Students must complete at least eight semester hours of work toward their degrees before they are permitted to matriculate, but at least 12 semester hours of MSY courses must be completed after matriculation. Students with proper undergraduate backgrounds should matriculate after their first semester at Sangamon State University.

Communication Skills

Mathematical Sciences graduate students satisfy the University communication skills requirement in the written portion of graduate projects or theses. A required diagnostic test taken prior to matriculation alerts the student to communication weaknesses that must be strengthened before the final project or thesis is undertaken.

Grading Policy

Master's candidates must maintain a grade-point average of 3.0 or better for courses to be counted toward the 32 hours of degree requirements. Grades below "B" in MSY courses must be counterbalanced by grades above "B" in MSY courses of the same level or higher. In keeping with University policy, graduate students enrolled in 400-level courses as part of their degree requirements should expect to have additional demands placed upon their performance.

Special Facilities

The program features an outstanding variety of interactive and batch-processing computing systems — including an IBM 4341, a CDC 172 model 720, an HP-3000, Apple II and IBM microcomputers, and a PDP-11 based graphics system. Students are able to acquire hands-on experience with the UCSD Pascal, CDC Cyber NOS, IBM-CMS, and HP-MPE operating systems.

Statistics, Operations Research, and Mathematics Concentrations

Matriculation Requirements

A. Selection or assignment of a Mathematical Sciences faculty adviser.
B. Completion of the Communication Skills Diagnostic Test.
C. Undergraduate preparation. Candidates lacking proper undergraduate background may make up deficiencies by obtaining a grade of "C" or better in the courses listed here in parentheses or may demonstrate competency by passing a proficiency examination. Background courses required for matriculation are not counted toward the 32 hours
of degree requirements. 1) **Mathematics:** linear algebra (MSY 312) and advanced calculus (MSY 415). 2) **Statistics:** mathematical statistics (MSY 425 and MSY 426). 3) **Computer Programming:** ability to program in BASIC, FORTRAN, PL/1, or Pascal. (MSY 371 or MSU 414/415). 4) An additional 12 semester hours of upper-division work in mathematics, statistics, or operations research.

D. Grades of “B” or better in eight hours of MSY course work counted toward the degree requirements.

**Degree Requirements**

**Mathematical Sciences Courses (MSY) (28 Hrs.)**

These must include the following: a) At least 16 hours at the 500 level, including four hours of MSY 549 Graduate Project or eight hours of MSY 589 Thesis. b) At least eight hours of statistics other than MSY 549 and MSY 589, including MSY 424 Regression and Analysis of Variance if not completed previously. (Any hours at the 500 level also count as part of required 500-level work.) c) At least eight hours of operations research other than MSY 549 and MSY 589, including MSY 441 Operations Research Methods, if not taken previously. (Any hours at the 500 level also count as part of required 500-level work.)

**Public Affairs Colloquia (4 Hrs.)**

**Total (32 Hrs.)**

**Computer Science Concentration**

**Matriculation Requirements**

A. Selection or assignment of a Mathematical Sciences faculty adviser.

B. Completion of the Communication Skills Diagnostic Test.

C. Undergraduate Preparation. Candidates lacking proper undergraduate background may make up deficiencies by obtaining a grade of “C” or better in the courses listed in parentheses below or may demonstrate competency by passing a proficiency examination. Back-ground courses required for matriculation are not counted toward the 32 hours of degree requirements. 1) Two semesters of calculus, or one semester of business calculus and MSY 301 Applied Analysis; 2) Discrete Mathematics (MSY 302); 3) Linear Algebra (MSY 311 or MSY 312); 4) Statistics: A calculus-based statistics course (MSY 323); 5) Ability to program in assembly language (MSY 373); 6) Advanced Programming in Pascal (MSY 375); 7) Computer Organization (MSY 376); 8) Two of the following courses or their equivalent (MSY 471 Data Structures, MSY 472 Introduction to File Organization and Database, MSY 473 Structure of Programming Languages, and MSY 474 Introduction to Systems Programming and Operating Systems); 9) An additional eight hours of upper-division work in computer science. D. Grades of “B” or better in eight hours of MSY course work counted toward degree requirements.

**Degree Requirements**

**Mathematical Sciences Courses (MSY) (28 Hrs.)**

These must include the following: a) Completion of those courses from among MSY 471, MSY 472, MSY 473, and MSY 474 which were not taken as part of undergraduate preparation. No more than two of these courses may count toward the degree. b) Selection of two areas of specialization as evidenced by the completion of two 500-level Computer Science courses selected from MSY 572 Data Base Management; MSY 573 Operating Systems; MSY 576 Computer Architecture; MSY 578 Software Engineering. c) Four hours of MSY 588 Graduate Project or eight hours of MSY 589 Thesis. d) Technical electives which may include MSY courses or other computer-related courses approved by the Mathematical Sciences Program Committee.

**Public Affairs Colloquia (4 Hrs.)**

**Total (32 Hrs.)**
Mathematical Sciences/Course Descriptions

Courses with the prefix MSY are designed for majors. Those designated MSU are service courses for majors from other fields and, in general, do not require a special background in mathematical sciences.

MSY 300 Writing Skills (0 Hrs.)
Evaluation of writing skills for Mathematical Sciences students through: 1) passing a diagnostic writing test given by the Learning Center; 2) completion of COM 309 Writing Laboratory or ENG 375 Expository Writing; or 3) completion of a program to improve writing skills given by the Learning Center. MSY 300 should be taken during the student's first semester of study. For more information consult program faculty.

MSY 301 Applied Analysis (4 Hrs.)
Mathematical induction, functions, limits and continuity, transcendental functions, differentiation and integration, series and convergence, higher order derivatives and Taylor's series, functions of two variables, and partial derivatives and multiple integrals. Prerequisite: Business calculus.

MSY 302 Discrete Mathematics (4 Hrs.)
Topics include sets, functions, relations, graphs and trees, Boolean algebra and Karnaugh maps; combinational logic and sequential networks; languages and automata; counting techniques, permutations and combinations; recurrence relations; propositional and predicate logic. Prerequisite: At least one semester of calculus or MSY 301.

MSY 311 Linear Systems (4 Hrs.)
Systems of linear equations and matrix manipulations, including evaluation of eigenvalues. Applications of matrices chosen from linear programming, graph theory, theory of games, Markov chains, PERT-CPM, and dynamic programming. Prerequisite: differential and integral calculus or MSY 301. Credit is not given for both MSY 311 and MSY 312.

MSY 312 Linear Algebra (4 Hrs.)
Systems of linear equations, matrices, vectors in 2-space and 3-space, vector spaces, linear transformations, eigenvalues and eigenvectors, diagonalization and canonical forms. Prerequisite: Two semesters of calculus. Credit is not given for both MSY 311 and MSY 312.

MSY 400 Topics in Mathematics (1-4 Hrs.)
Various topics; description changes according to topic offered. Subjects may be chosen from areas such as geometry, analysis, algebra, logic, or topology. May be repeated for an indefinite number of hours, but particular topics must differ. See Course Schedule for prerequisites.

MSY 413 Modern Algebra (4 Hrs.)
Algebra with special emphasis on vector spaces, including linear dependence, bases, linear transformations, and changes of bases. Theory of groups, rings, and fields including subgroups, ideals, quotient algebras, homomorphisms, and isomorphisms. Prerequisite: MSY 312.

MSY 415 Advanced Calculus (4 Hrs.)
Differential and integral calculus of functions of several variables; infinite series, uniform convergence, and power series. Prerequisite: Three semesters of calculus and MSY 312.

MSY 416 Geometry (4 Hrs.)
Euclidean geometry as an axiomatic system with emphasis on consequences of the parallel postulate. Comparison with non-Euclidean geometries.

MSY 417 Numerical Analysis (4 Hrs.)
Fundamental numerical algorithms, elementary error analysis, polynomial interpolation, solution of linear and nonlinear systems of equations. Additional topics chosen from eigenvalue problems, matrix inverse, and numerical solution of differential equations. Prerequisite: calculus or MSY 301, MSY 311, or MSY 312 and MSY 371 or MSY 372.

Statistics Courses

MSY 323 Statistical Analysis (4 Hrs.)
Statistics with limited use of calculus. Topics include descriptive statistics, probability for finite sample spaces, random variables and probability distributions, sampling distributions, estimation and testing hypotheses, and inference when comparing two populations. Prerequisite: differential and integral calculus or MSY 301.

MSY 420 Topics in Statistics and Probability (1-4 Hrs.)
Various topics; description changes according to topic offered. Subjects may be chosen from areas such as contingency table analysis, discrete data analysis, reliability and life testing, Bayesian statistics, variance components, bioassay, queuing theory, or design of experiments. May be repeated for an indefinite number of hours, but particular topics must differ. Prerequisite: See Course Schedule for prerequisite.

MSY 424 Regression and Analysis of Variance (4 Hrs.)
Second course in applied statistics. Topics include simple and multiple linear regression, concepts in the design of experiments, analy-
sis of variance for fixed and random effects models, and analysis of covariance. Prerequisite: MSY 311 or MSY 312 and MSY 323 or consent of instructor.

**MSY 425 Probability and Statistics I**  
(4 Hrs.)  
Random variables, mathematical expectation, Chebyshev's inequality, marginal and conditional distribution, independence, probability distributions and their properties, transformations of variables, moment-generating functions, limiting distributions, the central limit theorem, interval estimation, Bayesian interval estimates. Prerequisites: Two semesters of calculus and MSY 323, or consent of instructor.

**MSY 426 Probability and Statistics II**  
(4 Hrs.)  
Point estimation, including maximum likelihood estimation and the application of criteria such as consistency, unbiasedness, and minimum variance; test of statistical hypothesis, including power functions, Type I and Type II errors, Newman-Pearson lemma, and likelihood ratio tests; regression and correlation; method of least squares. Prerequisite: MSY 425 or equivalent.

**MSY 427 Actuarial Probability and Statistics**  
(2 Hrs.)  
Drill in problem solving in preparation for Part II of the associateship examinations of the Society of Actuaries and the Casualty Actuarial Society. Prerequisite or corequisite: MSY 426.

**MSY 435 Bayesian Decision Analysis**  
(4 Hrs.)  
Measuring uncertainty: Bayesian inference for probability models; decision theory; the value of information; application to decision making in business. Prerequisite: MSY 323.

**MSY 436 Applied Multivariate Analysis**  
(4 Hrs.)  
Multivariate statistical methods. Topics include tests on means and variances, multivariate analysis of variance, cluster analysis, principal components, and discriminant and factor analysis. Prerequisite or corequisite: MSY 424 or equivalent.

**MSY 438 Survey Sampling**  
(4 Hrs.)  
Principles of sampling for assessment of data in business, social sciences, or natural resource management. Sampling problems include selection of samples, designing questionnaires, estimation of means and variances, simple and stratified random sampling, systematic sampling, and cluster sampling. Prerequisite: MSY 423 or equivalent.

**MSY 439 Nonparametric Statistics**  
(4 Hrs.)  
Statistical methods that do not depend upon particular form of density function of underlying distribution. Includes selected distribution-free tests and estimation techniques such as sign test, Kolmogorov-Smirnov, Wilcoxon signed rank, Mann-Whitney tests, Chi-square, and rank correlation tests. Prerequisite: MSY 323 or equivalent.

**MSY 442 Stochastic Processes**  
(4 Hrs.)  
See Operations Research section.

**MSY 447 Systems Simulation**  
(4 Hrs.)  
See Operations Research section.

**MSY 520 Advanced Topics in Statistics**  
(1-4 Hrs.)  
Advanced topics from literature of statistics. May be repeated for an indefinite number of hours, but particular topics must differ. See Course Schedule for prerequisites.

**MSY 527 Discrete Data Analysis**  
(4 Hrs.)  
Use of classical Chi-square tests and modern techniques such as loglinear models for analyzing categorical and other discrete data. Prerequisite: MSY 312 and MSY 323.

**MSY 528 Design of Experiments**  
(4 Hrs.)  
Experiments with a single factor, randomized block designs, Latin square designs, incomplete block designs, analysis of the 2k factorial design, analysis of the 3k factorial design, confounding, fractional replication. Prerequisite: MSY 424 and MSY 425.

**MSY 538 Sampling from Finite Population**  
(4 Hrs.)  
Derivation of standard results of finite population sampling theory. Includes simple and stratified random sampling, systematic sampling, multistage sampling, regression, and ratio estimation. Effect of costs on sample location. Prerequisite: MSY 425 or equivalent.

**MSY 542 Advanced Stochastic Processes**  
(4 Hrs.)  
See Operations Research section.

**Operations Research Courses**

**MSY 440 Topics in Operations Research**  
(1-4 Hrs.)  
Various topics; description changes according to topic offered. Subjects may be chosen from areas such as forecasting and time series analysis, queuing theory, inventory models, game theory, nonlinear programming, integer linear programming, network analysis, or dynamic programming. May be repeated for an indefinite number of hours, but particular topics must differ. Prerequisite: See Course Schedule for prerequisite.

**MSY 441 Operations Research Methods**  
(4 Hrs.)  
Quantitative methods necessary for analysis.
modeling, and decision making. Topics include decision theory, linear programming, network analysis, sequencing and scheduling, inventory systems, and queueing problems. Prerequisite: MSY 311 or MSY 312 or consent of instructor. See ADP 473.

MSY 442 Stochastic Processes (4 Hrs.)
Probabilistic systems which are dynamic in time with aid of probability theory and stochastic processes. Includes Markov processes, recurrent events, and queueing, as well as general random processes and their applications to systems analysis in business, economics, ecology, and science. Prerequisite: MSY 323 or equivalent.

MSY 444 Inventory Control Systems (4 Hrs.)
Deterministic, probabilistic, static, and dynamic models of inventory control. Selection of optimal inventory control systems. Prerequisite: knowledge of introductory statistics or MSY 323.

MSY 445 Linear Programming (2-4 Hrs.)
Theory underlying linear programming methods, including duality, sensitivity analysis, and integer linear programming. Prerequisite: MSY 311 or MSY 312 or equivalent.

MSY 447 Systems Simulation (4 Hrs.)
Construction of simulation models; methods of generation of stochastic variables; use of a special purpose simulation language such as GPSS. Students are given real-life projects in which to apply simulation techniques. Prerequisite: MSY 323 or MSY 441 or consent of instructor.

MSY 448 Principles of Management Information Systems (4 Hrs.)
Study of field of information systems from a management point of view; decision support systems; computer based information systems; information systems analysis; measures for evaluation; client/information considerations; systems design, development and evaluation. Prerequisite: Senior or graduate standing.

MSY 540 Advanced Topics in Operations Research (1-4 Hrs.)
Advanced topics from literature of operations research. May be repeated for an indefinite number of hours, but particular topics must differ.

MSY 542 Advanced Stochastic Processes (4 Hrs.)
Characteristics, development, and application of complex models with special emphasis on group arrivals, batch service, and priority discipline in queueing theory. Prerequisite: MSY 442 or equivalent.

MSY 545 Advanced Linear Programming (4 Hrs.)
Theory behind the simplex method, duality, revised simplex, primal-dual methods, and transportation problems; introduction to integer linear programming. Prerequisite: MSY 445 or equivalent.

MSY 549 Graduate Project (4 Hrs.)
Final exercise involving an advanced problem in statistics or operations research, for the candidate who chooses not to write a thesis. Problem must be approved in advance by the student's graduation committee; written report and oral presentation required. May be repeated, but only four hours may be applied toward degree requirements. Prerequisite: consent of project adviser.

MSY 589 Thesis (4-8 Hrs.)
Graduate study of specific topic in Mathematical Sciences utilizing accepted research methods and procedures. Topic must be approved in advance by the graduation committee. Formal written thesis must be accepted by graduation committee and defended before program faculty. Prerequisite: consent of the thesis adviser.

Computer Science Courses

MSY 371 Introduction to Programming in Pascal (4 Hrs.)
Computer programming and the Pascal language, stressing structured programming techniques. Emphasis on control structures, correct procedures and functions, simple data types, and structured data types, including arrays, records, and files. Assigned problems require considerable time in the computer lab. For students with no prior programming experience. Credit is not given for both MSY 371 and MSY 372. (Formerly MSY 351)

MSY 372 Pascal for Experienced Programmers (2 Hrs.)
Intended for experienced programmers who need to know Pascal. Emphasis on control structures and on user-defined, enumerated data types, records, and files. Assigned problems require considerable time in the computer lab. Prerequisite: A course in FORTRAN or PL/1 or a year's professional experience programming in a high level programming language. Credit is not given for both MSY 371 and MSY 372. (Formerly MSY 349)

MSY 373 Assembly Language Programming (4 Hrs.)
Underlying hardware organization, base register concept, base-displacement addressing, indexing, assembler instructions and the assembly process. Subroutine linkage, branching instructions, macro facility, conversion of data representation, implementation of pa-
rameter passing mechanisms and the implementation of high level algorithms. Prerequisite: MSY 371, MSY 372, or equivalent.

MSY 375 Advanced Programming in Pascal (4 Hrs.)
Extensive experience using top down design principles to solve non-trivial problems. Emphasis on pointer variables, variant records, enumerated and set types. Implementation of lists stacks and queues. Introduction to recursive algorithms. Prerequisite: MSY 371 or MSY 372, or equivalent. (Formerly MSY 354 Information Structures I)

MSY 376 Computer Organization (4 Hrs.)
An introduction to binary number systems, information representation, Boolean algebra, combinational logic and sequential circuits; memories, registers and counters, register transfer languages, elementary computer architecture, instruction cycle, and addressing modes. Prerequisite: MSY 302, and MSY 371 or MSY 372, or equivalent. (Formerly MSY 353).

MSY 417 Numerical Analysis (4 Hrs.)
See beginning section of MSY course descriptions.

MSY 447 Systems Simulation (4 Hrs.)
See Operations Research section.

MSY 488 Principles of Management Information Systems (4 Hrs.)
See Operations Research section.

MSY 470 Topics in Computer Science (1-4 Hrs.)
Various topics; description changes according to topic offered. May be repeated for an indefinite number of hours, but particular topics must differ. See Course Schedule for prerequisites.

MSY 471 Data Structures (4 Hrs.)
Abstract data type specification. Definition and implementation of stacks, queues, lists, hashing tables, trees, sets and strings. Concept of time and storage complexity. Prerequisite: MSY 375. (Formerly MSY 458 Information Structures II)

MSY 472 Introduction to File Organization and Database (4 Hrs.)
An examination of file organizations and file access methods. Study of various database models: relational hierarchical and network models. Use of data definition and manipulation languages. Prerequisites: MSY 375. (Formerly MSY 457)

MSY 473 Structure of Programming Languages (4 Hrs.)
Design principles and implementation of computer programming languages. Topics include syntax, data types, control structures, storage management, and binding. Principles illustrated through comparison of programming assignments. Languages may include FORTRAN, COBOL, BASIC, APL, LISP, SNOBOL, and ADA. Prerequisite: Assembly language programming and MSY 375. (Formerly MSY 455)

MSY 474 Introduction to Systems Programming and Operating Systems (4 Hrs.)
Assemblers, macro processing, loaders, time sharing operating system, process control, I/O primary memory allocation and virtual memory. Prerequisite: MSY 373 or equivalent, MSY 375, and MSY 376. (Formerly MSY 461 Operating Systems Principles)

MSY 476 Introduction to Microprocessors and Computer Architecture (4 Hrs.)
Analysis and synthesis of combinational and sequential circuits, counters and decoders. Details of computer organization as applied to micro-computers. Time permitting: control unit design, microprogramming, I/O channels, and memory systems. Prerequisite: MSY 376. (Formerly MSY 462)

MSY 478 Introduction to Software Engineering (4 Hrs.)
Study of the software life cycle with emphasis on design, documentation and implementation. Term project modifying and implementing an existing design. Prerequisite: MSY 471 or MSY 472. (Formerly MSY 463 Structured Analysis and Programming)

MSY 481 Introduction to Computer Graphics (4 Hrs.)
Basic concepts, display hardware and techniques, raster graphics, 3-D graphics, and processing of pictorial information. Prerequisite: MSY 311 or MSY 312, and MSY 375.

MSY 482 Introduction to Artificial Intelligence (4 Hrs.)
Problem solving methods, data representation and list processing, state-space search strategies, game playing programs, knowledge representation; logic and theorem proving, question answering systems, and natural language processing. Prerequisite: MSY 471 or MSY 472.

MSY 483 Introduction to Data Communications (4 Hrs.)
Network, architectures, the ISO reference model, network design, terminal handling, virtual circuits, datagrams, protocols, routing algorithms, and local area networks. Prerequisite: MSY 323 and MSY 376.
MSY 570 Advanced Topics in Computer Science (4 Hrs.)
Topics vary. May be repeated for an indefinite number of hours, but particular topics must differ. See Course Schedule for prerequisites.

MSY 572 Database Management (4 Hrs.)
Study of relational approach to database: underlying theory, implementation and use. Detailed study of the hierarchial approach and the network approach. A look at existing systems like IMS, System R, and SEQUEL. Support of logical databases to support difference in view. Concurrent access also discussed. Prerequisite: MSY 472. (Formerly MSY 557)

MSY 573 Compiler Construction (4 Hrs.)
Lexical analysis, syntax analysis, error detection and recovery, symbol tables, data type representation, address assignment and code generation. Run-time support for type checking and storage allocation. Prerequisite: MSY 473. (Formerly MSY 555)

MSY 574 Operating Systems (4 Hrs.)
Concurrency, mutual exclusion, process cooperation, semaphores, conditional critical regions, deadlock, scheduling; operating system structures, protection system models, virtual machine concept and system design issues. Prerequisite: MSY 474.

MSY 576 Computer Architecture (4 Hrs.)
Hardware specification techniques such as RTL and/or AHPL; special purpose units such as multipliers, look ahead array arithmetic/logic units; details of computer organization, control unit design, and microprogramming. Other topics include hardware paging mechanisms, and direct memory access techniques. Time permitting: pipelining, cache memories; specification techniques such as P-M-S diagrams and petri-nets; multiprocessing systems such as array processors, MIMD systems and dataflow or mixed flow architectures. Prerequisite: MSY 476.

MSY 578 Software Engineering (4 Hrs.)
Problem analysis, system requirements specification, system design, testing methodologies, quality assurance, software maintenance and automated documentation systems. Team project involving the analysis, creation of a design specification and formal presentation involving a significant software project. Prerequisite: MSY 478.

MSY 588 Graduate Project (4 Hrs.)
Final exercise involving an advanced problem in computer science; for the candidate who chooses not to write a thesis. Problem must be approved in advance by the student's graduation committee; written report and oral presentation required. May be repeated but only four hours may be applied toward degree requirements. Normally the problem chosen will be in one of the student's two specialization areas. Prerequisite: Consent of project supervisor. (Formerly MSY 569)

MSY 589 Thesis (4-8 Hrs.)
See Operations Research section.

Service Courses for Nonmajors

MSU 307 Mathematical Insights (3 Hrs.)
For students whose primary interests do not lie in a field closely related to mathematics. Topics vary, but primary emphasis is placed on logic, structure, and history.

MSU 401 Applied Statistics (4 Hrs.)
Basic statistics for nonmathematics majors. Topics may include descriptive statistics, elementary probability, binomial and normal probability distributions, testing of hypotheses, estimation, one way analysis of variance, simple linear regression, and correlation. Adequate background in high school algebra required.

MSU 402 Applied Statistics II (4 Hrs.)
Multiple linear regression, analysis of enumerative data, analysis of variance, multiple comparisons, design of experiments, analysis of covariance, and certain nonparametric tests. Prerequisite: MSU 401 or equivalent.

MSU 406 Sampling for Accounting and Auditing (4 Hrs.)
Sampling techniques for accounting and auditing students. Topics may include sampling principles, sampling plans, attribute and variable sampling, selection techniques, random sampling, systematic and stratified sampling, sample size determination and estimation procedures, simple extension, difference, ratio, and regression methods. Prerequisite: MSU 401 or equivalent.

MSU 414 Introduction to Computers and Programming I (2 Hrs.)
Computer programming and computing technology for nonmathematics majors. Use of BASIC, an easily learned language, provides focus. Students are encouraged to perform programming assignments on microcomputers, although access to a mainframe computer is available. NOTE: considerable time in the computer lab required.

MSU 415 Introduction to Computers and Programming II (2 Hrs.)
Continuation of MSU 414. Further techniques of programming and problem solving. NOTE: considerable time in the computer lab required.
Medical Technology
B.S. (68 Hrs.)

Faculty — William Bloemer, Paula Garrott, James Veselenak

Adjunct Faculty — Esther L. Cheatle, John D. Dietrich, Jane Hoegl, Grant Johnson, Caroline K. Nelson, Gilma Roncancio

The Medical Technology Program offers the B.S. degree to students interested in careers in clinical laboratory science. Such careers require competence in the performance, analysis, and interpretation of clinical laboratory procedures, and the ability to function in problemsolving situations. The curriculum features both broad-based and selective learning experiences encompassing theory and practice in all areas of clinical laboratory science. Completion of the program leads to eligibility for certification by the Board of Registry of the American Society of Clinical Pathologists and/or the National Certification Agency for Medical Laboratory Personnel.

Entrance Requirements/Advising

The Medical Technology Program provides for the continuing education of students who have completed the first two years of lower-division work (preferably with the A.A. or A.S. degree). Prerequisite courses required for admission include: 1) 90 quarter hours or 60 semester hours of lower-division courses, including the University general education requirements detailed in the admissions section of this catalog; 2) two semesters of general chemistry; 3) one semester of organic chemistry; 4) two semesters of biological sciences; 5) one semester of college algebra or higher mathematics; and 6) one semester of microbiology with lab. Recommended courses include physics, genetics, statistics and a second semester of organic chemistry. Normal time of entry into the program is the fall semester of the junior year; however, mid-year, part-time status is possible.

Since program enrollment is limited, admission to the University does not guarantee admission to the Medical Technology Program. Interested applicants should forward a short biographical sketch to the program director, with names and addresses of two science instructors (preferably one biology and one chemistry) for use as references. A personal interview is also required. To assure consideration for the next fall semester, applications should be completed by February 15.

Program Features/Requirements

The Medical Technology Program requires 68 credit hours of upper-division work. Interdisciplinary and problem-oriented, with emphasis on the basic sciences and standards of contemporary medical technology, the program includes fundamental academic and clinical experiences.

Academic work during the junior year is designed to provide a strong background in chemical and instrumental analysis, biochemistry, physiology, microbiology, and immunology. The summer term of the senior year provides theory and laboratory experience in clinical chemistry, hematology, immunohematology, coagulation, and urinalysis. During the balance of the senior year the student’s clinical education encompasses rotations through the various clinical specialty areas of affiliated hospital laboratories. The Applied Study Term is in-
Medical Technology

Medicinal Technology is incorporated in the clinical experience, which is under the joint supervision of faculty at Sangamon State University and practicing laboratory professionals in affiliated hospital laboratories. Clinical education is coupled with didactic courses offered at the University: Advanced Concepts in Hematology, Immunology/Immunohematology, Clinical Chemistry, Medical Microbiology, Analysis of Body Fluids, and Clinical Education and Management.

Recognizing the importance of communication in allied health professions, faculty in all MET courses emphasize development of effective oral and written communication skills. Consequently, completion of MET required courses constitutes successful demonstration of effective communication skills.

Since the program includes laboratory work done under professional supervision, the degree candidate not only must satisfy the customary expectations of academic work but also must meet the high-quality standards demanded of a professional medical technologist in a hospital laboratory. Students must maintain a minimum GPA of 2.0 in required science courses before beginning the senior year. In addition, students with more than four hours of "D" in required courses must repeat those courses before progressing into the senior year. Medical Technology students are required to maintain a grade of "C" or better in all MET courses.

Individual professional liability insurance is required of each student. Evidence of current coverage must be submitted prior to engaging in clinical course work.

As a closure requirement for graduation, students must pass a comprehensive examination covering all aspects of clinical laboratory science. The examination is given in the final week of scheduled classes, during the spring semester.

Medical Laboratory Technician (MLT) — Medical Technology (MT) Articulation

Special opportunities are available for individuals who have completed an associate degree medical laboratory technician (MLT) program. Through proficiency testing and planned academic and clinical course work, medical laboratory technicians are provided a unique opportunity to complete the baccalaureate degree without repeating areas in which they are already proficient. Medical Laboratory Technicians interested in this articulation opportunity should contact the Program Director to discuss proficiency testing and curriculum based on their previous academic and clinical experience.

MET Curriculum

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<th>First semester, junior year:</th>
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<tr>
<td>CHE 321 Chemical Analysis</td>
<td>4 Hrs.</td>
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<tr>
<td>MET 321 Seminar in Medical Technology</td>
<td>1 Hr.</td>
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<tr>
<td>MET 447 Medical Mycology/Parasitology</td>
<td>1 or 2 Hrs.</td>
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<tr>
<td>BIO 362 Human Physiology</td>
<td>4 Hrs.</td>
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<tr>
<td>Public Affairs Colloquia</td>
<td>4 Hrs.</td>
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<td>15 Hrs.</td>
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<th>Second semester, junior year:</th>
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<tr>
<td>CHE 421 Instrumental Analysis</td>
<td>4 Hrs.</td>
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<tr>
<td>BIO 347 Medical Bacteriology</td>
<td>1-4 Hrs.</td>
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<tr>
<td>CHE 432 Introduction to Clinical Biochemistry</td>
<td>3 Hrs.</td>
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<tr>
<td>MET 448 Introduction to Immunology</td>
<td>1-3 Hrs.</td>
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<tr>
<td>Public Affairs Colloquium</td>
<td>2 Hrs.</td>
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<td></td>
<td>16 Hrs.</td>
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<tr>
<th>Summer, senior year:</th>
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<tbody>
<tr>
<td>MET 401 Introduction to Clinical Chemistry</td>
<td>1-3 Hrs.</td>
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<tr>
<td>MET 402 Introduction to</td>
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Medical Technology

Hematology, Coagulation, Urinalysis 1-3 Hrs.

MET 403 Introduction to Immunohematology 1 or 2 Hrs.

First semester, senior year:
MET 411 Clinical Education/Management 3 Hrs.

Second semester, senior year:
MET 405 Pathology with Clinical Correlations 1 Hr.
MET 455 Analysis of Body Fluids 1 Hr.

In addition, two of the following courses should be taken in the first semester of the senior year, with the other two taken in the second semester:
MET 451 Advanced Concepts in Immunology/Immunohematology 2 Hrs.
MET 452 Advanced Concepts in Hematology/Coagulation 2 Hrs.
MET 453 Advanced Concepts in Medical

Microbiology 2 Hrs.
MET 454 Advanced Concepts in Clinical Chemistry 2 Hrs.

Total 68 Hrs.

Students are assigned a number of the following courses each semester, so that all seven courses are completed by the end of the senior year:
MET 421 Clinical Chemistry Laboratory 1-3 Hrs.
MET 422 Clinical Hematology Laboratory 1-3 Hrs.
MET 423 Clinical Microbiology Laboratory 1-3 Hrs.
MET 424 Clinical Immunohematology Laboratory 1-3 Hrs.
MET 425 Clinical Coagulation Laboratory 1 Hr.
MET 426 Clinical Urinalysis Laboratory 1 Hr.
MET 427 Clinical Immunology Laboratory 1 or 2 Hrs.

Total 16 Hrs.

Medical Technology/Course Descriptions

MET 321 Seminar in Medical Technology (1 Hr.)
For first-year medical technology students. Ethical standards of the profession and current trends in federal and state legislation governing licensure of laboratories and laboratory personnel examined. Roles of various individuals in allied health professions defined.

MET 400 Applied Research (1-4 Hrs.)
Directed research in procedure development or in-depth investigation of a specific area in medical technology. Topic approved and hours assigned by instructor. Written report required. May be repeated for a maximum of 4 credit hours.

MET 401 Introduction to Clinical Chemistry (1-3 Hrs.)
Lecture/laboratory course focusing on carbohydrates, proteins, lipids, enzymes, electrolytes, blood gases, acid-base balance, liver function, kidney function, and toxicology. Emphasis on quality control as it applies to selected clinical chemistry procedures.

MET 402 Introduction to Hematology, Coagulation, Urinalysis (1-3 Hrs.)
Lecture/laboratory course that emphasizes basic hematologic and coagulation principles. Manual and simple automated procedures of clinical testing are performed. Screening methodology for coagulation problems is presented. In urinalysis, students are introduced to routine screening tests, including microscopic examination of abnormal and normal urine.

MET 403 Introduction to Immunohematology (1 or 2 Hrs.)
Lecture/laboratory course surveying immunohematologic concepts and properties underlying scientific principles of blood banking. Includes theory and practical applications of blood-group systems, antibody identification and compatibility testing, hemolytic disease of the newborn, autoimmune hemolytic anemia, and donor procurement and processing.

MET 405 Pathology with Clinical Correlations (1 Hr.)
General survey of pathology using an organ
system approach. Gross pathology and clinical laboratory aspects of various diseases correlated with signs and symptoms of the disease as well as to the disease process. Prerequisite: senior in Medical Technology Program.

**MET 411 Clinical Education/Management**
(3 Hrs.)
Processes and practices of laboratory management. Includes basic principles of competency-based education, development of course objectives, evaluation procedures, and teaching techniques.

**MET 421 Clinical Chemistry Laboratory**
(1-3 Hrs.)
Instruction and experience in use, standardization, set-up, and maintenance of sophisticated, multiple analyzer instruments. Hand chemical methods are learned plus an introduction to toxicology and radioimmunoassay. Prerequisite: senior in Medical Technology Program.

**MET 422 Clinical Hematology Laboratory**
(1-3 Hrs.)
Automated and hand methods of cell counting and differentiation performed on blood and other body fluids. Hemoglobin determinations are also performed. Also includes advanced instrumentation experience using particle counters, electrophoresis, automated differential systems, and special hematologic testing of white and red cells, using cytochemistry techniques to identify disease states. Prerequisite: senior in Medical Technology Program.

**MET 423 Clinical Microbiology Laboratory**
(1-3 Hrs.)
Isolation and identification of clinically important bacteria, mycobacteria, and fungi including antibiotic susceptibility testing. Techniques for identifying parasites are learned. Prerequisite: senior in Medical Technology Program.

**MET 424 Clinical Immunohematology Laboratory**
(1-3 Hrs.)
Blood typing, antibody screening and identification, Direct Coombs testing, and other blood bank procedures. Included is experience at the Central Illinois Community Blood Bank learning to collect and process donor blood. Prerequisite: senior in Medical Technology Program.

**MET 425 Clinical Coagulation Laboratory**
(1 Hr.)
Factors important to hemostasis, including prothrombin times and thrombin times, plus numerous factor assays. Complete coagulation workup with platelet function studies covered.

**MET 426 Clinical Urinalysis Laboratory**
(1 Hr.)
Qualitative, quantitative, and microscopic examination of urine; pregnancy tests; and other special procedures used to analyze urine. Prerequisite: senior in Medical Technology Program.

**MET 427 Clinical Immunology Laboratory**
(1 or 2 Hrs.)
Evaluation of immunoglobulin levels to identify a disease process or to measure this important defense system in the patient. Includes routine serologic techniques, protein chemistry, and immunofluorescence. Prerequisite: senior in Medical Technology Program.

**MET 447 Medical Mycology/Parasitology**
(1 or 2 Hrs.)
Concise overview concentrating on medically significant fungi and human parasites. Emphasis on identification and mode of transmission. Lecture and laboratory.

**MET 448 Introduction to Immunology**
(1-3 Hrs.)
Lecture/laboratory course introducing immunologic principles, concepts, and techniques including components of the immune system, immune response, antigen-antibody reactions, hypersensitivity, autoimmunity, tissue transplantation, and tumor immunology. Emphasis on clinical application.

**MET 451 Advanced Concepts in Immunology/Immunohematology**
(2 Hrs.)
Immunologic and immunohematologic applications to topics such as tissue transplantation, tumor immunology, paternity testing, and appropriate current research. Emphasizes journal reviews, case studies, and problem-solving techniques.

**MET 452 Advanced Concepts in Hematology/Coagulation**
(2 Hrs.)
Advanced principles of hematologic testing leading to improved interpretative skills in hematology and coagulation. Case studies and discussion to illustrate the pathophysiology of hematological dysfunction.

**MET 453 Advanced Concepts in Medical Microbiology**
(2 Hrs.)
Medical virology, recent advances in instrumentation, new techniques for optimum cultivation and identification of pathogenic microorganisms and quality control procedures for a clinical microbiology laboratory.

**MET 454 Advanced Concepts in Clinical Chemistry**
(2 Hrs.)
Advanced chemical methodologies and intermediary metabolism with reference to pathologic conditions. Analysis and interpretation of case studies and clinical situations.

**MET 455 Analysis of Body Fluids**
(1 Hr.)
Principles and techniques utilized in the analysis of body fluids. All aspects of medical microscopy explored, including cytogenetics, cerebral spinal fluid analysis, semen analysis, and fecal testing.
Nursing
B.S.N. (64 Hrs.)

Faculty — Alison Blasdell, Marje Fonza, Alma Lowery-Palmer, Thomas A. Mackey, Marty Milligan, Mary C. Mulcahy, Margie Williams

The Nursing Program at Sangamon State University offers an upper-division, integrated curriculum for registered nurses leading to the Bachelor of Science degree in nursing. The program seeks to provide education that prepares the graduate for practice as a generalist in various health-care settings and to adapt to changing needs of society and consumer expectations.

The curriculum features an integrative approach, with attention both to the needs of the learner and to the needs of the health-care consumer. It focuses on promoting wellness and self-care practices by individuals, families, and communities; on approaching problems analytically; and on accountability for professional judgments, actions, and outcomes.

Within the framework of the general course of study, students in their senior year fulfill the Applied Study Term required of all Sangamon State University undergraduates. Five goals direct the applied study experience: 1) to provide role expansion, 2) to address the public affairs mandate of the University, 3) to utilize professional expertise and knowledge in studying health-care problems, 4) to provide opportunity for personal growth, and 5) to develop appropriate communication skills.

The baccalaureate-prepared nurse assumes responsibility for providing health-care services, works interdependently with other health-care professionals and related disciplines for the improvement of health-care, utilizes information generated through research, broadens the scope of nursing practice, and assumes increased independence in an advocacy role with clients.

Program Admission Requirements

Because of the special nature of the Nursing Program, certain procedures must be completed before a student may formally matriculate. All requirements should be completed during the term prior to the one in which the student wishes to begin the program.

Admission to the University. Students who meet SSU's criteria for admission are asked to complete an application form and have their transcripts forwarded to the Admissions Office.

Transcript credit for:
Anatomy and Physiology 6-8 sem. hrs.
Microbiology 4 sem. hrs.
Chemistry (including lab experience) 4-6 sem. hrs.

Current R.N. License/Current Insurance Coverage. A copy of a current professional liability insurance policy must be placed in the student's file and be updated on a regular basis.

Letters of Verification. Two letters of verification from individuals who have knowledge of the applicant's clinical performance and communication skills should be forwarded directly to the Nursing Program Director. A standard form for the letters is provided by the program.

Pre-entrance Examinations. Pre-entrance examinations provide information necessary for the applicant and faculty to plan a course of study. They also provide a base upon which a student's advancement and development can be measured. Students should contact the program for further information, since this requirement should be completed before the interview requirement is met.
Interview. Applicants are asked to arrange a meeting with a Nursing Program faculty member for advising and sharing information. This is the last step in the admission process.

**Baccalaureate Nursing Degree Requirements**

The upper-division baccalaureate completion program in Nursing at SSU requires a minimum of 64 semester hours distributed as follows:

- **Required Nursing courses**: 36 Hrs.*
- **Required cognate courses**: 16 Hrs.
- **Public Affairs Colloquia**: 6 Hrs.**
- **Electives**: 6 Hrs.

**Total**: 64 Hrs.

*Eight hours meet the Applied Study Term requirement

**University requirement

Registered nurses holding a baccalaureate degree in another discipline and desiring a bachelor’s degree in Nursing must complete a minimum of 45 semester hours of study. Requirements include 36 semester hours in core Nursing courses, six hours in public affairs colloquia, and other University non-course requirements. The same pre-entry requirements apply.

The program is designed for both part-time and full-time students. Part-time students are allowed up to seven years to complete the degree. For tuition and fee purposes, 12 semester hours of course work is considered full-time study. The program is designed for completion in two years (four semesters) by those admitted to full-time study. Individuals who complete all entry requirements and are accepted into the program may enroll in the fall or spring semester.

Individual professional liability insurance is required of each student. Evidence of current coverage must be submitted prior to engaging in each clinical course.

Because of the nature of the program and the professional component, careful student advisement is necessary prior to and during the student’s enrollment. Those admitted to the program are assigned an adviser according to University policy.

Communication skills are initially verified either prior to or during NUR 311. Developmental guidance is provided following the assessment. Ongoing assessment and verification is an essential component of successive course requirements.

Nursing majors are expected to maintain a grade-point average of 2.0, with at least a final grade of “C” for all Nursing core and required cognate courses. Students are allowed to repeat only one Nursing course for which a “C” is not obtained.

**Sample Curriculum/Program Guide**

**Level I — one semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 351</td>
<td>Nursing Research</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>NUR 361</td>
<td>Health Assessment</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>BIO 362</td>
<td>Human Physiology</td>
<td>4 Hrs.</td>
</tr>
</tbody>
</table>

**Level II — one semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 321</td>
<td>Acute Care Nursing</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>NUR 331</td>
<td>Family Health Nursing</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>NUR 362</td>
<td>Community Health Nursing</td>
<td>4 Hrs.</td>
</tr>
</tbody>
</table>

Elective course covering concepts of the meaning and value of the person | 4 Hrs.

**Level III — two semesters**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 441-442</td>
<td>Applied Nursing Practice</td>
<td>8 Hrs.</td>
</tr>
<tr>
<td>NUR 465</td>
<td>The Nursing Profession: Analysis of Issues</td>
<td>4 Hrs.</td>
</tr>
</tbody>
</table>

Elective course covering concepts of management and organizational function | 4 Hrs.

Political Studies Elective | 4 Hrs.
Public Affairs Colloquia Electives | 6 Hrs.

**Total**: 64 Hrs.
Nursing/Course Descriptions

NUR 311 Nursing: Process, Issues, and Trends  (4 Hrs.)
Concepts of the individual, society, wellness, self-care, and professional nursing. Emphasis on problem solving and the development of professional practice, including contemporary issues and trends viewed within a historical framework.

NUR 321 Acute Care Nursing  (4 Hrs.)
Theory/practicum. Holistic focus on care planning, utilizing problem-solving skill, emphasizing health assessment, nursing diagnosis, and discharge planning. Study models are clients who have developed an acute exacerbation of a chronic health problem. Prerequisites: NUR 311, NUR 361, BIO 362, Chemistry.

NUR 331 Family Health Nursing  (4 Hrs.)
Theory/practicum. Focus on delivery of health care within the context of family dynamics, behavior, and health needs throughout the family's developmental life cycle. An in-depth family assessment is used as a data base for planning, implementing, and evaluating care. Special attention given to the needs of well families and the variables influencing family life style, health status, behavior, and self-care ability. Prerequisites: NUR 311, NUR 361, BIO 362, Chemistry.

NUR 351 Introduction to Nursing Research  (4 Hrs.)
Theory with emphasis on research methods as applied to nursing and development of beginning investigative skills. Implications of such research findings serve as a basis for planning care by the nurse and in assisting clients to engage in self-care.

NUR 361 Health Assessment  (4 Hrs.)
Nursing competencies necessary for completing health assessment of individual, with specific attention to development of skills in comprehensive history-taking and physical examination. Emphasis on holistic assessment.

NUR 362 Community Health Nursing (4 Hrs.)
Theory/practicum. Health status of the community and its subsystems, factors which influence that health status, and implications for nursing practice when the community is the client. Particular attention given to epidemiology, biostatistics, and nursing as sociopolitical force for change. Prerequisites: NUR 311, NUR 361, BIO 362, Chemistry.

NUR 403 Minority Women: Issues and Perspectives  (4 Hrs.)
Cultural traditions of Asian, Black, Hispanic, and Native American women. Various sociocultural perspectives, values, and practices discussed as they impact on family, health, illness, work, and participation in public policy decision making. See WMS 403.

NUR 441-442 Applied Nursing Practice  (8 Hrs.)
Theory/Practicum. Study of clinical problems which are specific to either primary (high risk families) or secondary/tertiary (individuals with critical illnesses) health care settings. A project is developed in light of a designated clinical issue and a professional role. NUR 441-442 meet University Applied Study Term requirements. Prerequisites: NUR 321, NUR 331, NUR 362.

NUR 461 Cross-Cultural Approaches to Health Care Delivery  (4 Hrs.)
The Holistic Health Movement and the view of health and illness that incorporates body, mind, spirit, and environment into a unified perspective. Holistic Health Movement origins, developments, philosophies, and healing procedures examined in an attempt to evaluate potential for improving health.

NUR 463 Clinical Teaching  (4 Hrs.)
Learning needs of various clientele encountered in clinical practice. Development of plans for need resolution through use of education.

NUR 465 Seminar: The Nursing Profession: Analysis of Issues  (4 Hrs.)
Examines societal trends and professional issues influencing nursing practice. Analyzes the necessary and reciprocal relationship between society and nursing. Prerequisites: NUR 321, NUR 331, NUR 362.

NUR 484 Pathophysiology  (4 Hrs.)
Pathophysiology approached as alterations in normal physiologic processes resulting in disease or disability, including physiological changes in health disorders as well as subsequent signs and symptoms. Units presented include: cardiovascular, respiratory, renal, acid-base, nervous, endocrine, genetic, gastro-intestinal, hepatic, proliferative, and immune-inflammatory. Representative diseases/disorders selected for each unit; pathophysiological processes stressed.

NUR 485 Theoretical Models in Nursing  (4 Hrs.)
Methods by which nursing knowledge is accumulated, developed, and applied. Relevance of a unifying theoretical framework for nursing practice explored from a multidisciplinary perspective.

NUR 499 Independent Study in Nursing  (1-8 Hrs.)
Reading/research in areas not covered in the regular curriculum. Must be arranged with the faculty member involved.
Political Studies
B.A. (60 Hrs.) M.A. (44 Hrs.)

Faculty — Craig Brown, David Everson, Larry Golden, Kent Redfield, Doh Shinn, Robert C. Spencer, Jack Van Der Slik

Illinois is a state with a strong agricultural economy, a diverse industrial base, and one of the nation's more interesting political cultures. Located in Springfield, the hub of Illinois political activity, Sangamon State University is able to provide a laboratory for the study of state and local government and politics.

Sangamon State Political Studies faculty participate in research, public service, and teaching appropriate to the University's public affairs mission. Many of the program faculty participate actively in the work of the Illinois Legislative Studies Center.

Sangamon State students encounter political science in a setting where practical politics brings theoretical studies to life. Opportunities for experiential learning are available through the Legislative Applied Study Term for undergraduate majors and through internships and assistantships for graduates. By using electives in particular areas of public policy and professional studies, students are able to develop research skills and acquire broad academic backgrounds reflective of the rich political resources readily available in the Illinois state capital.

Students are encouraged to participate in special activities related to their course of study. The Political Studies Program is strongly involved in the Model Illinois Government and, with faculty and students in International Studies, in the Model United Nations. Students and faculty in Political Studies also regularly attend several public affairs conferences.

The Baccalaureate Degree
A major in Political Studies provides students with a systematic knowledge of political life, helping them to evaluate public issues and make decisions through a balanced program of study in which philosophical, empirical, and policy concerns complement one another. The Political Studies curriculum offers a flexible course of study that provides a solid foundation for a career in law, politics, public service, research, or teaching.

The program is strong in the study of American national and state politics, political thought, and political behavior. Individual faculty have special competencies in such topics as policy analysis, voting behavior, minority politics, legislative politics, civil liberties, political thought, public administration, and the role of symbols in politics. Program members are active in the University's public affairs centers and participate in several internship programs directed by the University.

Entrance Requirements
While the Political Studies Program has no specific entrance requirements, it is assumed that students have had college-level study in political science. Students entering the program without preparation in political science should consult a program adviser before registering for their first semester.

Communication Skills
Both the study and the practice of politics require that students/citizens speak, write, and read well. These skills are also critical for successful careers in government, law, and business.

As a consequence, all Political Studies students are required to complete an assessment of their communication
skills in the first semester of residence. Political Studies faculty also monitor student communication skills in all program courses. Students with deficiencies are assisted by the faculty or are directed to the Learning Center.

**Advising**

After entering the program, students should select an adviser from the program faculty. Prior to that time, advice may be sought from the program chairperson. Actual planning of each student’s B.A. curriculum is a joint responsibility of the student and the adviser.

**Applied Study Term**

One distinct advantage of the program is its location in Springfield, affording opportunities to participate directly in politics, especially during the Applied Study Term. Cooperation between the University and governmental and private agencies provides many experiential opportunities in public affairs research and politics. Of special note are AST 303 Legislative Applied Study Term, which places students as assistants to legislators in the Illinois General Assembly every spring semester, and AST 309 Public Service Applied Study in which students learn by working in governmental agencies.

**Program Requirements**

Program courses are divided into five general areas, encompassing the major areas of the discipline. Undergraduate students must take a minimum of one course in each area to ensure an understanding of the discipline’s scope and the major questions addressed by a variety of approaches to political study. There are no upper limits on the number of hours a student may take in Political Studies; however, students are urged to plan a liberal program including some familiarity with allied social sciences.

Program requirements are as follows.

<table>
<thead>
<tr>
<th>Study Area I — Political Institutions, Policy, and Behavior</th>
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<tbody>
<tr>
<td>These courses examine the constitutional, institutional, and informal factors which influence governmental decision making. They constitute the common sense core, the substance of the study of politics. In addition, some courses focus on the interrelationship of process and public policy. Courses in this area are numbered 401 through 414.</td>
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<tr>
<th>Study Area II — Politics and the Legal Order</th>
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<tbody>
<tr>
<td>These courses examine the role of law and legal institutions in the American political system. Special attention is given to civil liberties, judicial processes, and the public meaning of legal careers to modern society. Courses in this area are numbered 415 through 421.</td>
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<tr>
<th>Study Area III — Political Thought</th>
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</thead>
<tbody>
<tr>
<td>These courses raise fundamental and enduring questions about the nature of politics. They comprise the program’s effort to cultivate the major ideas and forms of thought which distinguish political understanding. Several courses in critical theory examine special approaches to the relation of society and politics. Courses in this area are numbered from 425 through 437.</td>
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<tr>
<th>Study Area IV — Empirical Analysis</th>
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<tbody>
<tr>
<td>These courses examine varieties of empirical research in politics, particular-</td>
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### Political Studies courses

| Area I | 4 Hrs. |
| Area II | 4 Hrs. |
| Area III | 4 Hrs. |
| Area IV | 4 Hrs. |
| Area V | 4 Hrs. |
| Political Studies electives | 8 Hrs. |
| **Total POS** | **28 Hrs.** |

### Other Requirements

| Applied Study Term | 8 Hrs. |
| Public Affairs Colloquia | 6 Hrs. |
| Electives | 18 Hrs. |
| **Total Other** | **32 Hrs.** |
| **Total** | **60 Hrs.** |
ly measurement, research design, data gathering, and interpretation of quantitative research. Courses in this area are numbered from 451 through 454.

**Study Area V — Comparative and International Politics**

These courses deal with non-American politics, comparisons of American politics with other political systems, or the study of politics among nations. The Political Studies faculty believe it imperative that each student has a knowledgeable appreciation of politics in cultures with different institutional arrangements. Courses in this area are numbered from 471 through 479.

Students who wish to focus their undergraduate work on International Studies are advised to take the following courses:

- **POS 473 World Politics** 4 Hrs.
- **POS 475 International Organization and Integration** 4 Hrs.
- **ECO 449 The World Economy** (prereq. ECO 315, or beginning course in economics) 4 Hrs.

Elective courses for students interested in International Studies include:

- **POS 471 Comparative Politics** 4 Hrs.
- **POS 472 Political Economy of the Third World** 4 Hrs.
- **ECO 445 Economic Development** 4 Hrs.

Additional elective courses may be found in the International Studies listing in this catalog.

Students focusing their efforts on International Studies may participate in the Midwest Model United Nations and other events concerned with global issues.

**The Master's Degree**

The graduate program leading to the master of arts in Political Studies offers advanced instruction in political science. In a balanced political science curriculum, the program emphasizes comparative state politics, with particular emphasis on Illinois. Courses are offered in the five areas previously outlined, with the curriculum designed to strike a balance between structure and flexibility. This ensures that students gain basic understanding of the language, theories, and techniques of political science, developing critical abilities and communication skills while enjoying flexibility in pursuing substantive interests. The M.A. curriculum in Political Studies provides preparation for further training in political science, law, and other public professions; community college teaching; and a wide range of careers in both the public and private sectors. Program courses are also appropriate for those mainly interested in gaining a better understanding of the political process and its philosophical and legal bases.

The University's location in the state capital provides a number of unique internships and other experiential activities, ensuring that political science at SSU is a challenging combination of the theoretical and the practical. All things considered, however, the quality of a program is marked by the achievements and experiences of its faculty. SSU Political Studies faculty are professionally active, maintaining ongoing research and public affairs endeavors. They are widely published and highly successful in winning competitive grants. They also have a wealth of practical experience in state and local government, including elective office. The intimate atmosphere of SSU allows students to work closely with faculty and take full advantage of their professional and practical experiences.

**Entrance Requirements**

The program encourages diversity among its graduate students and admits persons with training in most undergraduate fields of study, particularly students with strong backgrounds in history and the social sciences. For students lacking
adequate undergraduate study in political science, admission is conditional upon completion of two or more courses designated by the program chairperson. A student is formally considered a candidate for the degree after completing POS 501 The Graduate Study of Politics with a grade of "B" or better. This course is offered every fall semester.

Program Requirements
The M.A. in Political Studies is a 44-hour program. There is a 24-hour core of 500-level courses: POS 501; two graduate seminars; either POS 510 Governmental Internship or POS 509 Graduate Project; POS 551 Empirical Analysis; and POS 590 Thesis. The remaining 20 hours are divided between the four-hour University PAC requirement and 16 hours of electives. At least eight of these 16 hours must be in Political Studies.

The Core
POS 501 The Graduate Study of Politics 4 Hrs.
Two of the following: 8 Hrs.
POS 511 Seminar in Institutions, Policy, and Behavior
POS 512 Seminar in State/Local Politics and Policy
POS 513 Seminar in Politics and the Legal Order
POS 514 Seminar in Political Thought
POS 515 Seminar in Comparative and International Politics
POS 551 Empirical Analysis 4 Hrs.
POS 509 Graduate Project or POS 510 Governmental Internship 4 Hrs.
POS 590 Thesis 4 Hrs.
Total Core 24 Hrs.

Other Requirements
Public Affairs Colloquia 4 Hrs.
Electives (at least 8 Hrs. of which must be in POS courses) 16 Hrs.
Total Other 20 Hrs.
Total 44 Hrs.

POS 501 and POS 551 introduce the student to the language, theories, and techniques of political science. The two seminars expose the student to literature in at least two fields at a level more sophisticated than that of undergraduate courses. POS 509 and 510 are designed for experiences which serve as the basis for the M.A. thesis. POS 509 is for an independent research project, the nature and substance of which are decided by the student and the faculty adviser. POS 510 is designated for credit earned in supervised internships taken under the direction of the student's faculty adviser. Students in established internship programs, such as the Graduate Public Service Internship or the Illinois Legislative Staff Internship, may fulfill the requirement to complete POS 509 or POS 510 by substituting four semester hours credit from their intern seminars for POS 510.

Advising
Beginning graduate students are initially assigned to the chairperson for one semester if they have not chosen an adviser. By the end of the first semester, the student either chooses or is assigned an adviser. Students should make their selections carefully since they will work under supervision of their adviser in POS 509 and POS 590, and on their theses.

Master's Thesis
Students studying for the M.A. degree in Political Studies are required to write a Master's thesis. After consulting with the faculty adviser, the student selects a thesis topic and presents a proposal to the thesis committee. This committee is composed of the student's adviser, a faculty representative of the Dean, and a Political Studies faculty member chosen by the student. When the student has successfully presented the thesis in an oral examination and the final draft is approved by the thesis committee, the official copy is placed in the University Library.
Grading

A maximum of eight hours of "C" is applicable toward the degree so long as each hour of "C" is balanced by an hour of "A." However, under no circumstances can a grade of "C" in POS 501, POS 509, or POS 510 be counted toward the degree. A student must have a "B" average to graduate. For those choosing the credit/no credit option an "S" represents work equivalent to a "B," meaning that only grades of "S" may be counted toward the degree.

Political Studies/Course Descriptions

Both undergraduate and graduate students may enroll in 400-level courses. Graduate students, however, are held to a higher standard of performance, and additional work may be required.

POS 301 Understanding Politics (4 Hrs.)
Fundamentals of political understanding gained through study of modern political institutions and events. Emphasis on American national politics.

Area I — Political Institutions, Policy, and Behavior

POS 401 Political Communication (4 Hrs.)
The several roles human speech plays in politics. Political advocacy from rhetoricians of classical antiquity to the 5:30 p.m. news and today's packaged candidates. See COM 467.

POS 402 Legislative Politics (4 Hrs.)
Legislative decision making in the state legislature and United States Congress. The law-making process as a system involving interplay of competing personalities, interests, and actors. Special attention to Illinois.

POS 403 Comparative State Politics (4 Hrs.)
Environments affecting public policy, with focus on principal state decision makers and process of policy formation.

POS 404 Gubernatorial Politics and Administration (4 Hrs.)
Comparative analysis of state executive branches, focusing on policy formation with emphasis on Illinois.

POS 405 Illinois Government and Politics (4 Hrs.)
Policy-making process as it operates in Illinois. Major topics include constitutional structure, role of parties and interest groups, initiation of public policy, legislative process, role of the governor, politics of the budgetary process, implementation of public policy. See PAR 405.

POS 406 The American Presidency (4 Hrs.)
Nature and scope of the American Presidency — both historically and analytically. Topical attention given to the views of the framers of the Constitution and to problems of Presidential management, leadership, and prerogative.

POS 407 Urban Politics (4 Hrs.)
Structure, function, and politics of governmental entities in urban areas, with policy focus on issues and alternative methods of analysis. Attention given to small and large urban areas.

POS 408 Political Participation (4 Hrs.)
Different ways in which citizens influence government, significant theories of political participation, various conditions and forces which encourage and discourage participation, and participation of deprived groups.

POS 409 Parties and Pressure Groups (4 Hrs.)
Role and function of political parties and interest groups in linking the public to American political institutions.

POS 410 Contemporary Public Policy Issues (2 Hrs.)
Offered in conjunction with the biennial Crossroads Conference, a three-day meeting of legislators, journalists, academics, officials, and others. Students participate in a seminar, write intensive analyses of selected public policy issues, and discuss these issues with public figures. Combines policy research, evaluation, and advocacy.

POS 411 Human Nature in Politics (4 Hrs.)
Reciprocal influences of human conditions and public affairs. Topics may include politics and personality, family and the state, child-rearing and schooling in political socialization, and individual adaptation to political roles.

POS 412 Political Processes (4 Hrs.)
An introduction to the examination of public policymaking at federal and state levels, utilizing game simulation of legislative action. Includes review of major national and state policy concerns, budgeting, and bill drafting. See PAR 451.

POS 413 Politics and Public Administration (4 Hrs.)
Role of administration in state and national governments. Topics include: administration
in the development of the nation-state; political ecology of public agencies, administrative processes and public policy; administrative decision making and democratic forms. Provides students with basic knowledge of political sector administration.

POS 414 Taking Part: Entry Level Civic Skills (4 Hrs.)
A study of government and policy making from the view point of the participant. Introduction to the skills and knowledge required for effective participation in local government, voluntary civic organizations and legislative bodies. Advocacy skills, policy background, library and research resources, parliamentary procedure, constituency understanding.

Area II — Politics and the Legal Order
POS 415 American Constitution and Civil Liberties (4 Hrs.)
Civil liberties constitutional law, with examination of Supreme Court’s role in definition and development of civil liberties. Emphasis on Bill of Rights and Civil War Amendments. See LES 415.

POS 416 The American Constitution and Constitutional Law (4 Hrs.)
The place of the Constitution and Supreme Court in American polity, using both empirical and case materials. Focus on structure and powers of national government, with special emphasis on the Supreme Court as a policy-making institution.

POS 417 Judicial Process (4 Hrs.)
Social science literature on judicial process in the United States, with emphasis on Illinois. Major topics include legal culture, court structure, litigation, legal profession, trial and appellate courts, impact and compliance, and criticisms of the process. See LES 411.

POS 418 Rights in Theory and Practice (4 Hrs.)
Relationships between civil liberties and economic and political systems. Definition of rights and civil liberties problems; role of judiciary, legislature, and bureaucracy.

POS 421 Law and Social Order (4 Hrs.)
Nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from a critical perspective, including relationship between the legal system and justice, fairness, and equality. Particular emphasis on issues of inequality involving race, class, and gender. See LES 404, SOA 425, and WMS 445.

Area III — Political Thought
POS 425 Democracy, Pluralism, Elitism (4 Hrs.)
Three theoretical perspectives on the distribution of power in society: democracy, pluralism, and elitism. Both normative (what ought to be) and empirical (what is) theoretical perspectives examined. Major focus on American society, but comparative materials included.

POS 427 Radical Social and Political Theory (4 Hrs.)
Examination of ideas and prophetic visions of Herbert Marcuse, Wilhelm Reich, and Marshall McLuhan as critics of the technocratic state. Examines validity of critiques and alternative proposals for a radical reconstruction of social life. See LAR 441.

POS 428 Public Interest (4 Hrs.)
Traditions of political thought through contemporary authors and classic texts, with attention to the public interest versus private, vested, and other interests.

POs 431 Classical Political Thought (4 Hrs.)
Major theoretical treatments of injustice and justice in Western political tradition. Emphasis on Plato and Aristotle. Includes origins of political science and political philosophy, and consideration of relevant historical contexts.

POS 432 Modern Political Thought (4 Hrs.)
Major theoretical treatments of injustice and justice in Western political tradition. Emphasis on political tradition from Machiavelli to Marx, with particular concern for development of American constitutionalism and Marxism.

POS 433 American Political Thought I (4 Hrs.)
British and American thought that provided the basis of American idealism found in the Declaration of Independence. Readings from 17th and 18th centuries, with modern interpretations.

POS 435 American Political Thought II (4 Hrs.)
19th- and 20th-century American political thought that mirrored the transformation of America from an agrarian confederacy to an industrialized world power.

POS 436 Religion and Politics (4 Hrs.)
Religious elements of political thought, primarily in Judeo-Christian tradition, using source documents of antiquity, reformation era, and modern period. Some attention given to Islamic belief. Guest lectures.

Area IV — Empirical Analysis
POS 451 Empirical Analysis for Political Science (4 Hrs.)
Methods political scientists employ to collect and analyze current data. Practical research experience and some available data processing equipment. Not open to graduate students. See POS 551.
POS 452 Public Opinion and Electoral Behavior (4 Hrs.)
Methods and substantive findings of empirical research on American public opinion and voting behavior. Implications for democratic theory.

POS 454 Microcomputers in Politics and Government (4 Hrs.)
Review of microcomputer applications for uses in local politics and government. Problems and exercises develop proficiency in the uses of microcomputer programs for data analysis and management, and report writing. No prior knowledge of a computer language is required or assumed.

Area V — Comparative and International Politics

POS 471 Comparative Politics (4 Hrs.)
Analysis and comparison of politics in developing and developed nations.

POS 472 Political Economy of the Third World (4 Hrs.)
Characteristics, causes and sustaining mechanisms of developed and underdeveloped countries. Strategies that have been or can be adopted to overcome underdevelopment. Historical analysis, theory and general overview of contemporary problems in the Third World.

POS 473 World Politics (4 Hrs.)
Topics in international relations — e.g., North-South and East-West relations, international economy, war and peace, and international organization.

POS 474 American Foreign Policy (4 Hrs.)
How foreign policy is formulated in the United States and its evolution from the beginnings of the Cold War, through Vietnam, to the uncertainties of today. Why U.S. is a symbol of hope for some and a source of violent opposition to change by others. Major focus on U.S. foreign policy towards Third World, Cold War Conflict and the Arms Race.

POS 475 International Organizations and Integration (4 Hrs.)
International organizations, particularly in the United Nations.

POS 477 Comparative Black Political Thought (4 Hrs.)
Political ideas in Africa, black America and, to a lesser extent, the rest of the black world, including six systems of black thought: traditionalism, liberalism, nationalism, socialism, Pan-Africanism, and Mantaism (Humanism). Students develop a comparative approach to analyzing black thought.

Additional Topics

POS 480 Topics in Political Studies (4 Hrs.)
Issues arising from current and important political phenomena. May be taken for unlimited number of credit hours, but particular topic must differ.

POS 499 Tutorial in Political Studies (1-4 Hrs.)

Graduate Courses

POS 501 The Graduate Study of Politics (4 Hrs.)
Graduate study of politics, with emphasis on major subjects, perspectives on political study, and current controversies.

POS 503-504 Academic Seminar: Illinois Legislative Staff Internship (2-6 Hrs.)
Literature on legislative process and behavior, theories of representation, legislative staffing, and Illinois government and politics. Each intern is required to prepare a major original research paper. Restricted to students selected as Illinois Legislative interns.

POS 505-506 Academic Seminar: Illinois Private Sector Legislative Internship (2-6 Hrs.)
Literature on legislative process and behavior, theories of representation, role of private sector in legislative process, and Illinois government politics. Each intern is required to prepare a major original research paper. Restricted to students selected for the Illinois Private Sector Legislative Internship Program.

POS 509 Graduate Project (4 Hrs.)
In-depth, individualized investigation of a topic related to political science. Taken on a tutorial basis, the exact substance and nature of the project to be determined by the student and supervising faculty member. Prerequisites: POS 501, POS 551, and one graduate seminar.

POS 510 Governmental Internship (4 Hrs.)
Political processes and behavior with specific application to Illinois state or local government and politics. Restricted to students serving in internships related to Illinois state or local government. May be repeated once, for a total of eight hours. Prerequisites: POS 501, POS 551, and one graduate seminar.

POS 511 Seminar in Political Institutions, Policy, and Behavior (4 Hrs.)
Examination of dominant themes and literature in the field. Exact topic varies according to instructor.

POS 512 Seminar in State/Local Politics and Policy (4 Hrs.)
Dominant themes and literature in the field. Exact topic varies according to instructor.

POS 513 Seminar in Politics and the Legal Order (4 Hrs.)
Dominant themes and literature in the field.
Exact topic varies according to instructor.

POS 514 Seminar in Political Thought (4 Hrs.)
Dominant themes and literature in the field. Exact topic varies according to instructor.

POS 515 Seminar in Comparative and International Politics (4 Hrs.)
Dominant themes and literature in the field. Exact topic varies according to instructor.

POS 551 Empirical Analysis for Political Science (4 Hrs.)
Methods political scientists employ to collect and analyze current data. Practical research experiences and some available data processing equipment. Open only to graduate students. See POS 451.

POS 554 Microcomputers in Politics and Government (4 Hrs.)
Review of microcomputer applications for uses in local politics and government. Problems and exercises develop proficiency in the uses of microcomputer programs for data analysis and management, and report writing. No prior knowledge of a computer language is required or assumed. Open only to graduate students.

POS 580 Special Topics (4 Hrs.)
Intensive study of particular research or theoretical problems in political studies. Students are expected to develop a research topic and pursue it to closure.

POS 590 Thesis (1-4 Hrs)
Development and completion of a master's thesis in Political Studies. Prerequisites: POS 501, POS 551, two seminars, and either POS 509 or POS 510.

POS 599 Graduate Tutorial in Political Studies (1-4 Hrs.)
Psychology
B.A. (60 Hrs.) M.A. (40-56 Hrs.)

Faculty — Joel Adkins, Ronald Havens, Jonathan L. Hess, Karen Kirkendall, Thomas Low, John Miller, A. Dan Whitley

Associated Faculty — Larry Shiner

Adjunct Faculty — Jerry Colliver, Richard E. Dimond

Psychology B.A.
The Psychology Program at Sangamon State University is designed to serve both the needs of those students seeking a general liberal arts degree and the needs of those who intend to pursue professional training in psychology or related fields. The primary goal of the program is to help students gain the perspectives, knowledge, and problem-solving skills needed to develop an understanding of human functioning and to solve theoretical and practical problems of human psychology. The core of required courses is meant to insure that students become acquainted with a reasonably broad range of perspectives, methods, and content areas within the discipline. Required courses include those that focus primarily upon methods of inquiry and those that focus primarily upon bodies of knowledge, insuring that students develop a general understanding not only of psychological knowledge but also of the means by which that knowledge is produced.

Students are encouraged to pursue electives outside Psychology and related areas as part of a broad liberal arts education. The public affairs requirement also contributes to broadening the educational experience, and the Applied Study Term provides students with an unusual opportunity to integrate classroom learning and practical field experience, as well as to gain experience that may be useful in decisions about employment or later training.

Graduate work (M.A. or Ph.D.) generally is necessary for professional employment in psychology, but the skills and knowledge obtained by the undergraduate major are applicable to diverse occupations. Course work also provides appropriate background for continued study at the graduate level in psychology and related fields. Students should confer with a program adviser to choose elective courses in psychology that best suit individual interests and needs.

Psychology is an appropriate major for students who seek certification as elementary school teachers. The Psychology Program in conjunction with the Teacher Education Program offers an integrated course of study leading to teacher certification and to a B.A. in Psychology. A major in Psychology provides the education student with a fundamental liberal arts perspective and with an introduction to the psychological principles underlying the teaching and learning processes. Requirements for students choosing the Psychology/Teacher Education option are somewhat different from those for the regular B.A. degree and are listed separately below.

Entrance Requirements
The undergraduate Psychology Program has no specific entrance requirements beyond admission to the University, but it is assumed that entering students have had at least one course in introductory psychology.

Communication Skills
All psychology majors are required to complete tests to assess reading and writing skills in English within one year of
declaring a psychology major. Students who do not meet standards established by the Psychology faculty will be required to complete remedial work, which may include course work for which degree credit is not granted.

**Applied Study**

The Applied Study Term (AST) provides Psychology students with an opportunity to gain practical experience in field placements suited to their goals and interests. Placements have included local mental health centers, various other mental health and community service organizations (such as the Youth Service Bureau, the Springfield Mental Health Center, the Sangamon-Menard Alcoholism and Drug Abuse Council, and the YMCA), research positions at the SIU Medical School, and research experience with Sangamon State faculty. Generally, the AST office and the Psychology Program can provide an appropriate placement, and student-initiated placements also are possible with approval of the adviser and the AST office.

**Program Requirements**

Total hours required in the Psychology undergraduate program are distributed as follows:

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 301</td>
<td>Advanced General Psychology</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 311</td>
<td>Quantitative Methods</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 401</td>
<td>Experimental Psychology</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 412</td>
<td>Introduction to Physiological Psychology</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 441</td>
<td>Life-Span Developmental Psychology</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 451</td>
<td>Introduction to Clinical Psychology</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 452</td>
<td>Abnormal Psychology</td>
<td>4 Hrs.</td>
</tr>
</tbody>
</table>

**Other Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology Electives (Psychology courses or cross-listed courses)</td>
<td></td>
<td>8 Hrs.</td>
</tr>
</tbody>
</table>

**Total Psychology Courses**

32 Hrs.

**University Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Study Term</td>
<td></td>
<td>8 Hrs.</td>
</tr>
<tr>
<td>Public Affairs Colloquia</td>
<td></td>
<td>6 Hrs.</td>
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</tbody>
</table>

**Total University**

14 Hrs.

**General Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 300- or 400-level courses, psychology or nonpsychology</td>
<td></td>
<td>14 Hrs.</td>
</tr>
</tbody>
</table>

**Total Requirements**

60 Hrs.

**Psychology/Teacher Education**

The Psychology Program requirements are modified slightly to meet the special needs of Psychology majors who seek elementary teacher certification. The student should also consult the Teacher Education section of this catalog.

**Core Requirements**

<table>
<thead>
<tr>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>PSY 311</td>
<td>Quantitative Methods</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 475/HDC 475</td>
<td>Psychological Tests and Measurements</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 441</td>
<td>Life-Span Developmental Psychology</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 451</td>
<td>Introduction to Clinical Psychology</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PSY 452</td>
<td>Abnormal Psychology</td>
<td>4 Hrs.</td>
</tr>
</tbody>
</table>

**Total Core**

16 Hrs.

**Psychology Electives**

16 Hrs.

**Total Requirements**

32 Hrs.

*See also Teacher Education Requirements in this catalog.*

**Psychology M.A.**

General (40 Hrs.) Clinical (56 Hrs.)

The graduate program in Psychology offers two M.A. concentrations, one in general psychology and one in clinical psychology. The degree in general psychology provides a broad academic background and is appropriate as a terminal
degree for work in many psychology-related occupations or as preparation for advanced graduate work. Core requirements for the general M.A. degree focus upon methodology and theoretical issues. In addition, each student is required to complete intensive readings and pass an examination in a selected area, such as developmental psychology, general experimental psychology, or biopsychology.

The clinical M.A. is designed as a professional, terminal degree, but also is suitable as preparation for a Ph.D. program in clinical psychology, or in counseling or related areas. The clinical M.A. program includes general theoretical knowledge and emphasizes the development of applied skills in psychological assessment and in individual and group psychotherapy.

**General M.A. Program**

**Entrance Requirements**

Admission to the general M.A. program in Psychology is by application; forms can be obtained from the Psychology Program.

Applications, including transcripts and two letters of recommendation, should be submitted as early as possible prior to the term in which the student plans to enter, but not later than 30 days before the first day of classes.

PSY 311 Quantitative Methods, or its equivalent, and at least three additional undergraduate courses in psychology are required for admission to the general M.A. program in Psychology. Students who do not meet these requirements may enter provisionally but must make up the prerequisite undergraduate course work in addition to the regular graduate requirements.

**Advancement to Candidacy**

Students admitted to the general M.A. program are advanced to candidacy for the degree only upon completion of the Psychology Graduate Colloquium (PSY 507). Requirements for completing the colloquium include demonstration of graduate-level performance in reading, writing, and speaking English. Students who initially fail to meet these requirements are responsible for developing a plan for remedial study that results in successful completion of the colloquium.

Independent Study: Directed Readings (PSY 560) and M.A. Project (PSY 599) are not open to students who have not been advanced to candidacy.

**Advising**

An adviser must be selected from the Psychology Program faculty; students are expected to meet with advisers prior to registration.

**Grades**

An acceptable grade for graduate students is "A" or "B." Any "C" must be balanced by an equal number of hours of "A"; no more than eight hours of "C" are acceptable.

**Graduate Credit for 400-level Courses**

With permission of the adviser, graduate students may receive credit for a maximum of eight semester hours of 400-level courses. Graduate students are expected to meet a higher standard of performance than undergraduate students in 400-level courses and may be required to complete additional course requirements at the discretion of the instructor. Graduate students must earn a grade of "B" or better to receive credit for 400-level courses. In some instances, graduate students may be advised to remedy deficiencies in their preparation for graduate study by completing additional undergraduate courses beyond the eight hour maximum; such extra remedial courses cannot be used for graduate credit.
General M.A. Program
Requirements

Total Psychology Hours
PSY 500 Seminar in Psychology 4 Hrs.
PSY 507 Graduate Colloquium in Psychology 4 Hrs.
PSY 511 Advanced Quantitative Methods 4 Hrs.
PSY 515 Theoretical Psychology 4 Hrs.
PSY 560 Independent Study: Directed Readings or other graduate courses in Psychology approved by the student’s academic adviser 8 Hrs.
PSY 599 M.A. Project 4 Hrs.
Total Psychology 28 Hrs.

Other Requirements
Electives approved by adviser 8 Hrs.
Public Affairs Colloquia 4 Hrs.
Total 12 Hrs.

Total 56 Hrs.

Waivers
Students may petition the Psychology Program for a waiver of any admission or degree requirement. The sole basis for any waiver is demonstrable competence in the area and the decision is entirely at the discretion of the Psychology Program.

Clinical Concentration

The clinical concentration consists of a blend of courses from the Human Development Counseling Program and the Psychology Program. Students take a group of cross-listed courses from the HDC Program to obtain a general background in theories, issues, and skills. The remainder of the curriculum consists of courses provided by the Psychology Program designed to build upon this background with skills, knowledge, and experiences specific to clinical psychology.

Entrance Requirements

Because of the nature of the training, students may enter the Clinical Psychology concentration only in the fall semester. Acceptance into this M.A. program is based upon a separate application to the Psychology Program. Application forms are available from the Psychology Program; completed forms must be submitted before May 1.

Courses in abnormal psychology, quantitative methods (statistics), psychological tests and measurements, personality theory, and developmental psychology or their equivalents are required for admission into the Clinical Psychology concentration. Provisional admission contingent upon completing these requirements is possible.

Clinical Concentration
Requirements

Human Development Counseling/ Psychology Core
HDC 502/PSY 502 Theories of Counseling and Psychotherapy 4 Hrs.
HDC 503/PSY 503 Techniques of Group Counseling and Psychotherapy 4 Hrs.
Total Core 8 Hrs.

Clinical Psychology Courses
PSY 535 Advanced Clinical Psychology 4 Hrs.
PSY 538 Psychopathology 4 Hrs.
PSY 539 Clinical Biopsychology 4 Hrs.
PSY 544 Intelligence Testing 4 Hrs.
PSY 545 Personality Assessment 4 Hrs.
PSY 552 Child Psychopathology and Therapy 4 Hrs.
PSY 580 Practicum in Clinical Psychology 12 Hrs.
Total Clinical 36 Hrs.

Other Requirements
Psychology electives 8 Hrs.
Public Affairs Colloquia 4 Hrs.
Total Other 12 Hrs.
Total 56 Hrs.

In addition to course requirements,
students are required to complete a formal closure exercise as required by University policy. Guidelines for completion of this report are available from the Psychology Program.

Students in the clinical psychology concentration are encouraged to obtain additional specialized training in areas such as behavior modification, family therapy, play therapy, neuropsychological evaluation, and psychotropic medication. Courses in these areas are available periodically in the Psychology and Human Development Counseling Programs.

**Psychology/Course Descriptions**

**PSY 301 Advanced General Psychology** (4 Hrs.)
Selected methods, data, and theories in perception, learning, cognition, and motivation. Prerequisite: introductory course in psychology.

**PSY 311 Quantitative Methods in the Behavioral Sciences** (4 Hrs.)
Intuitive conceptual overview of statistics as used in psychology and the human services professions, including introduction to descriptive statistics (central tendency, variability, standard scores, correlation) and inferential statistics (hypothesis testing). Prerequisite: understanding of basic algebraic concepts.

**PSY 369 Fieldwork — COPE I** (2 Hrs.)
First-semester advocacy experience in building a relationship with a troubled young person. Includes one and one-half hour team meeting each week. Can be used to partially fulfill the University Applied Study Term requirement. Approval of program adviser required. See CFC 369.

**PSY 371 Fieldwork — COPE II** (2 Hrs.)
Continuation of advocate relationship above. Includes one and one-half hour team meeting each week. Prerequisite: PSY 369. See CFC 371.

**PSY 400 Special Topics in Psychology** (4 Hrs.)
Selected topics of special interest which may vary from semester to semester. May be repeated if topics are different.

**PSY 401 Experimental Psychology** (4 Hrs.)
The experimental method in psychology, including philosophical background and introduction to research strategies and designs. Prerequisite: introductory course in psychology.

**PSY 411 Educational Psychology** (3 Hrs.)
Topics in psychology relevant to teaching: educational objectives, student characteristics and development, the learning process, and evaluation of learning. See TEP 411.

**PSY 412 Introduction to Physiological Psychology** (4 Hrs.)
Basic structure and functions of the nervous system; neuron physiology, sensory processing, and physiological regulations. Prerequisite: PSY 301 or equivalent.

**PSY 413 Advanced Physiological Psychology** (4 Hrs.)
Data and theories of brain function in learning, attention, motivation, and psychopathology. Prerequisite: PSY 412.

**PSY 414 Hormones and Behavior** (4 Hrs.)
Roles of internal secretion glands and their hormones in metabolic processes; their effects upon behavior; regulation of hormonal secretion; and effects of environmental factors.

**PSY 415 Psychoactive Drugs** (4 Hrs.)
Major classes of drugs that affect psychological processes and behavior; issues of drug use in treatment of mental disorders; drugs as a social problem.

**PSY 421 Exceptional Child** (3 Hrs.)
Behaviors and conditions that make a child different from most other children, including all conditions addressed by Public Law 94-142. Topics include mental retardation; learning disabilities; behavior disorders; hearing, vision, and speech impairments; and giftedness. See TEP 421.

**PSY 422 Psychology of Learning** (4 Hrs.)
Major theories of learning and selected historical and contemporary research in learning and related areas. Prerequisite: PSY 301 or equivalent.

**PSY 431 Social Psychology: Psychological Perspectives** (4 Hrs.)
Survey of major theories and selected areas of research in social psychology. Prerequisite: PSY 301 or equivalent.

**PSY 432 Social Psychology: Sociological Perspectives** (4 Hrs.)
Brief statement of history of social psychology; problems of social psychology, socialization, role, perception, belief systems, stereotyping, group dynamics, issues in soci-
logy of knowledge, and theoretical orientations in social psychology. Symbolic interaction—a framework for possible eclectic theory. See SOA 461.

PSY 435 Social Psychology of Women (4 Hrs.)
Empirical research and phenomenological descriptions of five key areas of female psychology: biology, personality, social roles, sexuality, and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem, and identity formation. See SOA 451 and WMS 451.

PSY 441 Life-span Developmental Psychology (4 Hrs.)
Cognitive, emotional, and social development across the life span; determinants of individual differences and principles of mental and physical health throughout life.

PSY 442 Child Development (4 Hrs.)
Development of intelligence, language and cognition, physical growth, and social and personal development in newborns, infants, and toddlers, and in early and middle childhood. Emphasis on child-rearing practices.

PSY 443 Adolescence (4 Hrs.)
Psychological, social, and biological development (including medical problems) in adolescence. Influence of milieu (family, peers, school, church, work) on cognitive, emotional, and social development.

PSY 451 Introduction to Clinical Psychology (4 Hrs.)
Theories, research, intervention strategies, and professional issues in clinical psychology. Topics include assessment, individual psychotherapy, hypnotherapy, behavior modification, and electroconvulsive shock therapy. Describes steps involved in becoming a clinical psychologist.

PSY 452 Abnormal Psychology (4 Hrs.)
Theories, research, and classification systems relevant to abnormal behavior. Emphasis on current diagnostic and descriptive systems.

PSY 453 Interpersonal Influence (4 Hrs.)
Theory, research, and strategies underlying interpersonal influence efforts such as sales, management, romance, parenting, psychotherapy, acting, and propaganda.

PSY 454 Consulting Psychology (4 Hrs.)
Role and procedures of the psychological consultant to organizations and individuals. Models of human behavior discussed but emphasis is upon techniques.

PSY 455 Interviewing (4 Hrs.)
Discussion of interviewing process, with emphasis on procedures of effective interviewing. Students practice interviewing and receive feedback.

PSY 456 Creativity and Problem Solving (4 Hrs.)
Systems-oriented approach to problem solving and creativity. Experiential learning with structured exercises.

PSY 457 Transactional Analysis: Theory and Procedures (2 Hrs.)
Concepts in transactional analysis and their utilization. Topics include stroke economies, script work, stimulus hunger, position hunger, time structuring, attribution, and injunctions.

PSY 458 Transactional Analysis: Principles of Group Treatment (2 Hrs.)
Procedures in organizing and leading a transactionally oriented treatment group. Students specify and utilize a treatment contract for themselves. Prerequisite: PSY 457 or several introductory workshops in transactional analysis.

PSY 459 Stress Management (4 Hrs.)
Comprehensive program of techniques for stress management, including anger and fear reduction, time management, decision making, autogenic training, imagery and visualization, social networking, and centering.

PSY 461 Theories of Personality (4 Hrs.)
Major theories of personality and determinants of individual differences. Prerequisite: PSY 452.

PSY 462 Consciousness (4 Hrs.)
Theories of consciousness; consciousness-altering techniques, with emphasis on procedures to uncover unconscious material. Meditation, hypnosis, biofeedback, sensory deprivation, dreams, and drugs.

PSY 463 Psychoanalytic Psychology (4 Hrs.)
Principles of Freudian psychoanalytic theory and practice.

PSY 464 Existential and Humanistic Psychology (4 Hrs.)
Major existential and "Third Force" theories in psychology.

PSY 465 Philoposophy of Psychology (4 Hrs.)
Philosophical and metatheoretical issues in contemporary psychology.

PSY 466 Advanced Human Potential (2 Hrs.)
Provides students with opportunities to examine and enhance self-esteem, values and life goals. Exercises, group discussions and dyadic exchanges utilized. Blocks to increase levels of self esteem reviewed and procedures provided to aid students in quest of self awareness and self actualization.

PSY 475 Psychological Tests and Measurements (4 Hrs.)
Basic theories of psychological tests and of
test construction and interpretation. Includes representative tests and examines contemporary issues in testing. See HDC 475.

PSY 490 Independent Study in Psychology (2-4 Hrs.)
Selected topics by agreement with a member of the Psychology Program faculty; topics, methods of study, and means of evaluation to be negotiated between student and faculty member.

PSY 500 Seminar in Psychology (4 Hrs.)
Specially selected topics in psychology. Content varies according to interest and demand. May be repeated without limit, but topics must differ.

PSY 502 Theories of Counseling and Psychotherapy (4 Hrs.)
Systematic examination of major counseling and psychotherapeutic theories and techniques essential to human relationships and helping processes. See HDC 502.

PSY 503 Techniques of Group Counseling and Psychotherapy (4 Hrs.)
Systematic examination of divergent theories and techniques for changing interpersonal relations and resolving personal problems through group processes. See HDC 503.

PSY 507 Graduate Colloquium in Psychology (4 Hrs.)
Seminar in which students examine and report upon selected areas of psychological research. Prerequisite: graduate standing in Psychology and PSY 311 or equivalent.

PSY 511 Advanced Quantitative Methods in the Behavioral Sciences: Hypothesis Testing (4 Hrs.)
Various laboratory and nonlaboratory methodologies and tools for research and assessment. Preparation for graduate-level analysis of available literature. Prerequisite: PSY 311 or equivalent.

PSY 514 Program Evaluation (4 Hrs.)
Theory, techniques, and application of evaluation principles as related to policy formation and decision making. Covers evaluation of clinical and educational efforts, with application to many settings.

PSY 515 Theoretical Psychology (4 Hrs.)
The problems of knowledge in psychology. Prerequisite: graduate standing in Psychology.

PSY 520 Seminar in Developmental Psychology (4 Hrs.)
Specially selected topics relevant to the field of developmental psychology. Content varies according to interest and demand. May be repeated without limit, but topics must differ.

PSY 530 Seminar in Clinical Psychology (4 Hrs.)
Specially selected topics concerned with theories and issues in clinical psychology. Content varies according to interest and demand. May be repeated without limit, but topics must differ.

PSY 535 Advanced Clinical Psychology (4 Hrs.)
Seminar for advanced students in clinical psychology. Emphasis on individual attention; student participation varies according to contracts set at beginning of course.

PSY 536 Ericksonian Approaches to Psychotherapy (4 Hrs.)
Advanced training in theories and techniques of Ericksonian psychotherapy: metaphors, double-binds, paradoxes, and experiential learning assignments. Prerequisite: PSY 502.

PSY 537 Group Dynamics and Leadership (4 Hrs.)
Variables influencing group behavior and behavior of individuals in groups; analysis of effective leadership styles. Simulations demonstrate group processes and provide practice in specific leadership techniques.

PSY 538 Psychopathology (4 Hrs.)
Investigation of abnormal behavior: theories, research, and techniques of assessment.

PSY 539 Clinical Biopsychology (4 Hrs.)
Organic factors in psychological disorders, general physical diseases manifested as psychological disorders, psychological disorders resulting from drug use (including drugs prescribed for physical disease), and effects and side effects of drugs used in treating psychological disorders.

PSY 544 Intelligence Testing (4 Hrs.)
Basic administration, scoring, and interpretation of intelligence tests such as WISC, WAIS, and Stanford-Binet.

PSY 545 Personality Assessment (4 Hrs.)
Basic administration, scoring, and interpretation of objective and projective personality tests, such as MMPI, EPPS, Rorschach, TAT, and Bender-Gestalt.

PSY 546 Neuropsychological Assessment (4 Hrs.)
Conceptual framework for assessing brain impairment from psychological tests; basics of clinical neuroanatomy; emphasis upon aphasia. Prerequisites: graduate standing in psychology, or speech pathology, or occupational therapy, and PSY 475 and PSY 544.

PSY 550 Seminar in Clinical Interventions (4 Hrs.)
Specially selected topics relevant to the process of clinical intervention. Content varies
according to interest and demand. May be repeated without limit, but topics must differ.

PSY 551 Principles and Techniques of Child Therapy (4 Hrs.)
Consideration of recent thinking and research about child therapy. Surveys techniques recommended for treatment of disorders classified as intrapersonal, situational, and crisis. Diagnosis of disorders emphasized. See CFC 551.

PSY 552 Child Psychopathology and Therapy (4 Hrs.)
Recognition and definition of clinical problems of childhood. Students learn how to disclose clinical results, prescribe treatment approaches, and outline theoretical positions based upon research findings. See CFC 552.

PSY 556 Play Therapy: Comparative Approaches (4 Hrs.)
Play therapy in treatment of children with severe handicaps, such as transient developmental adjustment difficulties. Examination of divergent theoretical models upon which play therapy is founded. See CFC 556.

PSY 557 Psychology of Aging (4 Hrs.)
Foundation in psychology of adult development and aging, with emphasis on theories, methodologies, and research findings. Focus on cognitive, social, psychological, and mental health aspects of aging. See GER 502 and CFC 568.

PSY 558 Theories of Family Therapy (4 Hrs.)
Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models. Students read extensively in one or more approaches and make class presentations. Prerequisite: CFC 434 or HDC 434 or equivalent. See CFC 558 and HDC 558.

PSY 559 Advanced Family Therapy (4 Hrs.)
For advanced students interested in specializing in family counseling techniques. Students develop and implement family treatment plans in actual and/or simulated family systems, and must be able to articulate at least two major family counseling approaches. Prerequisite: CFC 434 or HDC 434 or equivalent. See CFC 559 and HDC 559.

PSY 560 Independent Study: Directed Readings (4-8 Hrs.)
Intensive study of assigned readings in general psychology, developmental psychology, biopsychology, or other approved areas, including completion of a written comprehensive examination. Prerequisite: PSY 507.

PSY 570 Psychology Field Placement (4 Hrs.)
Placements designed to provide experiential learning opportunities; 16-20 hours per week. May be repeated for a total of 12 semester hours.

PSY 580 Practicum in Clinical Psychology (4 Hrs.)
Community placement for experiential learning of clinical skills; 52-week commitment of 16-20 hours per week. May be repeated for a total of 12 semester hours.

PSY 590 Independent Research in Psychology (2-4 Hrs.)
Study of selected topic by agreement with a member of the Psychology Program faculty; topics, methods of study, and means of evaluation to be negotiated between student and faculty member.

PSY 599 M.A. Project (4 Hrs.)
Intensive individual project to demonstrate ability to formulate, investigate, and analyze a problem and to report upon it in writing and orally. Experimental, applied, or library projects are acceptable, with agreement of academic adviser. Consult adviser before registering.
Public Administration
M.P.A. (48 Hrs.)

Faculty — Fred Becker, Jr., John Collins, Jeanne-Marie Col, Geoffrey Y. Cornog, Phillip M. Gregg, Kenneth Oldfield, Randolph P. Kucera, A. Wayne Penn, Ronald Sakolsky, Charles Sampson

Adjunct Faculty — Leland W. Fuchs

The Public Administration Program offers professional graduate education leading to the M.P.A. degree and prepares students for careers in public service. The curriculum and requirements for this degree have been approved and meet the standards set by the National Association of Schools of Public Affairs and Administration (NASPAA). The program works actively with many elements of state and local government to integrate academic and experiential components of the educational process. Many students have positions within agencies of Illinois state government; a growing number of pre-professional students have joined them in preparation for careers in public administration. Both the mix of students and the location of the program assist in the process of relating the concepts of theory to the insights of practical experience.

The effective management of public agencies requires a high level of administrative competence; therefore, basic curricular requirements are designed to impart knowledge and skills essential to meet pressing public problems. Advanced course work in the program may be pursued through identified sets of professional development courses or through individually designed programs of study related to particular career goals. Thus, the program allows highly flexible career preparations, while imparting fundamental knowledge and problem-solving skills.

Pre-Service Students

Students entering the program without significant professional work experience in the public or private sector are encouraged to undertake internships as part of their programs of study. Opportunities for such internships exist in various state and local government agencies within the Springfield area. A student may undertake an internship for up to four semesters, with up to 20 hours of work per week. Associated with the internship is an Internship Seminar (two credit hours) taken during each semester of internship activity, for a maximum of eight credit hours that may be counted toward satisfying the professional option requirement. Intern seminars are designed to relate the work experience to the career development goals of the student. These seminars are undertaken upon joint agreement of the student and the adviser. Other opportunities for work experience are identified in this catalog under the headings of Graduate Public Service Internship and Local Government Internship programs.

Grading Policy

Public Administration students may apply up to eight credit hours of "C" work toward the M.P.A. degree, provided that each credit hour of such work is offset by a credit hour of "A" work earned in a 500-level ADP course. All course work applied toward the M.P.A. under this arrangement must be earned at SSU while the student is enrolled in a graduate program at the University.

Writing Competence

Faculty identify writing deficiencies in courses and refer students to the Learning Center.
Program Requirements

Program Foundation and Core

Within the first 20 hours of program study, students are to meet the requirements of the Program Foundation (12 hours), which surveys the field of public administration and those analytical tools prerequisite to advanced study. In addition, students are required to complete 12 hours of Program Core course work covering major functional areas and processes of public administration.

Advanced Professional Development

Advanced Professional Development courses concern particular areas of expertise and career opportunities. Twenty hours of elective course work are taken in pursuit of elected areas of study; at least 12 hours typically involve public administration courses. Recognizing the diversity of student goals, the program allows students who wish to pursue individualized areas of study to do so in consultation with their advisers. Others may wish to pursue one of the Professional Development areas of study specifically identified here.

Students pursuing the M.P.A. typically follow one of two advanced professional development patterns. One pattern involves course work chosen from ADP offerings, often including specialization in fields such as personnel, budgeting, policy analysis/program evaluation, intergovernmental program administration, or organizational change/development. The second pattern involves completing advanced course work in ADP offerings in conjunction with course work offered by other SSU academic programs, such as Legal Studies (administrative law); Mathematical Systems (computer science, operations research); Environmental Studies (environment); Accountancy (public financial management); Child, Family, and Community Services (social services); or Social Justice Professions (law enforcement, corrections).

The Public Administration Handbook contains detailed information concerning the planning of advanced professional development course work.

Master’s Project: Problem-Solving Exercise or Thesis

Within the Public Administration Program, students are required to complete a problem-solving exercise, a policy position report, or a master’s thesis. Students typically complete this requirement by writing an appropriate policy position paper within an advanced ADP class chosen in consultation with the adviser. Students then defend the master’s project before a committee established according to University regulations. Detailed information concerning the master’s project is provided in the Public Administration Handbook.

Program Foundation

ADP 501 Bureaucratic Politics and Public Policy Development 4 Hrs.
ADP 502 Dynamics of Public Organizations 4 Hrs.
ADP 503 Analytical Tools for Public Administrators 4 Hrs.
12 Hrs.

Core Courses

ADP 504 Public Budgeting 4 Hrs.
ADP 505 Public Human Resource Administration 4 Hrs.
ADP 506 Management Skills 4 Hrs.
12 Hrs.

Advanced Professional Course work

(See Public Administration Handbook.) 20 Hrs.

University Requirements

Public Affairs Colloquia 4 Hrs.

Master’s Project Total 48 Hrs.
Public Administration/Course Descriptions

Program Foundation

ADP 501 Bureaucratic Politics and Public Policy Development (4 Hrs.)
Patterns and limits of bureaucratic power in public policy processes. Attention to impact of relationships between agencies, chief executives, and legislatures upon exercise of agency policy initiatives.

ADP 502 Dynamics of Public Organizations (4 Hrs.)
Structure and function of public organizations as socio-technical systems and of related individual, group, and leadership processes. Topics include leadership, decision making, group dynamics, motivation, job satisfaction, authority, power, organizational change, communications, conflict, and organization structure and design.

ADP 503 Analytical Tools for Public Administrators (4 Hrs.)
Analytical and research tools required by professional public administrators. Topics include access to research materials; research methodology; analytical decision-making tools; descriptive statistics; inferential statistics; and introduction to advanced statistics.

Program Core

ADP 504 Public Budgeting (4 Hrs.)
Budgetary decision making in governmental units. Political, economic, and administrative aspects of budgeting are examined. Analysis of budget innovations, such as the PPB System and Zero-Base Budgeting.

ADP 505 Public Human Resource Administration (4 Hrs.)
Personnel administration in the public sector and administrative problems raised by this important management responsibility. Evaluation of psychological, administrative, political, and legal factors affecting management’s ability to deal with organization/employee relationships. Examples from federal, state, and local governments.

ADP 506 Management Skills (4 Hrs.)
Specific management skills important to effective operation of public organizations and programs.

Human Resource Administration

ADP 511 Collective Bargaining in Public Employment (4 Hrs.)
Development and nature of employee organizations, collective bargaining, and public policies on labor relations in the public sector — federal, state, and local. Analysis of contemporary bargaining relations, procedures, problems, and consequences.

ADP 512 Advanced Issues in Public Human Resource Administration (4 Hrs.)
Contemporary issues in employee staffing and evaluation, government/employee relations, organizational structure and innovation, and technologies affecting public employment. Topics include images of public service, merit systems, patronage, employee conduct, wage and salary levels, and effects of employee organization. Prerequisite: ADP 505 or equivalent.

ADP 513 Staff Development and Supervision (4 Hrs.)
Training in and background understanding of personnel issues, staff development models, and principles of direct supervision. See CFC 544 and HDC 544.

ADP 514 Wage and Salary Administration (2 Hrs.)
Process of developing general compensation policies and criteria for large organizations. Direct and indirect compensation systems, incentive plans, wage surveys, and compensation guidelines. Designed for students interested in careers in personnel administration. Prerequisite: ADP 502 or equivalent. See ADB 559.

ADP 515 Performance Appraisal (2 Hrs.)
Performance appraisal systems from both developmental and evaluative perspectives. Students are involved in developing performance appraisal systems to meet needs of a variety of employees in a variety of organization. Prerequisite: ADP 505 or equivalent. See ADB 552.

ADP 411 Union Contract Administration (4 Hrs.)
Contract administration with emphasis on interpretation, application, and impasse resolution techniques of grievance procedures, mediation, and arbitration. See LAR 464.

ADP 412 Demystifying Professionalism (4 Hrs.)
Consideration of definition of professionalism as an ideological question. Conservatives defend traditional model of professionalism; liberals allude to “new professionalism”; radicals call for de-professionalization of society. These differences are explored. See LAR 445.

Budget and Finance

ADP 521 Financial and Managerial Control Systems (4 Hrs.)
Overview of financial and other managerial systems used to control the internal operations of state agencies, to monitor the activities of private organizations that perform services for state agencies, and to insure compli-
In the course of the audit process, the student learns about the role of the audit function in society and the knowledge of concepts and techniques underlying the audit process. Includes historical evolution of the audit function; professional responsibilities and ethics; auditing standards; legal liabilities; the audit process, reports, and opinions. Prerequisites: ACC 323 and 334. See ACC 464.

Organization Development and Change

ADP 541 Organization Change and Development (4 Hrs.)
Theories and approaches to organizational change, overview of applied methodologies used to further organizational development processes, including action research, team building, job design, and career development.

ADP 543 Development Administration (4 Hrs.)
Administrative issues, practices, and requirements in countries or national subunits seeking or experiencing rapid economic and social change, including internal and external factors affecting the development process. Focus on project management, technical assistance, work force development, participation, and center/periphery relations.

ADP 441 Workplace Democracy (4 Hrs.)
Origins and recent developments in theory and practice of workplace democracy, both in the United States and in other capitalist as well as communist countries. Exploration of such concepts as worker control, worker self-management, and economic democracy. See LAR 462.

Public Law

ADP 551 Administrative Law (4 Hrs.)
Legal foundation of administrative powers and limitations; study of delegation of administrative power, administrative discretion, legislative and executive controls, and legal restraints; types of administrative action and enforcement, administrative remedies, and judicial review of administrative action. See LES 551.

ADP 552 Advanced Legal Research and Writing (2 or 4 Hrs.)
As a class, students select and research in depth current legal problems and issues. Increased emphasis placed on analytical thinking and writing skills. Students may write legal memoranda, law-related articles, and/or draft legislation. Prerequisite: LES 401 or equivalent experience. See LES 578.

ADP 451 Judicial Administration (4 Hrs.)
Basic concepts and critical issues in judicial administration. Emphasis on Illinois court system structure and functions in comparison with national standards and other court systems. Topics include case-flow management, jury management, records management, personnel administration, judicial rule making, budgeting, planning, and research. See LES 421.
ADP 452 Nondiscrimination Laws in Employment (4 Hrs.)
Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits, and pay. Focus on protective labor laws, veteran preference, harassment, and due process requirements in employment. See LES 449 and WMS 449.

Intergovernmental/Local Administration

ADP 461 State/Local Program Implementation (4 Hrs.)
Basic concepts and issues of intergovernmental administration. Examines impacts of national policy and state and local government on program implementation. Applications to Illinois programs such as public assistance, health, law enforcement, water supply, and urban development.

ADP 462 Seminar in Intergovernmental Administration (4 Hrs.)
Intergovernmental administration concepts used to analyze problems of program coordination confronting public officials. Applications take the form of problem solving and case studies of specific agencies and intergovernmental networks.

ADP 463 Local Public Service Delivery (4 Hrs.)
Concepts and issues of delivery of legal public services in urbanizing areas. Focus on opportunities and problems of intergovernmental administration in service delivery. Application to services such as fire and police protection, streets and roads, solid waste disposal, sewerage, water supply, and recreation.

ADP 464 Seminar in Urban Administration and Planning (4 Hrs.)
Analysis of city management functions as a complex organization. Advances in decision making, policy analysis, program budgeting, evaluation, and organizational development relating to the chief executive. Case studies of budgeting and policy analysis in response to system of demands and supports.

ADP 465 Metropolitan Intergovernmental Relations (4 Hrs.)
Impact of multidistrict, multicounty relations within the metropolitan region. Comparison of state and federal requirements as an integrative device from the outside. Analysis of planning and operating agency experience.

ADP 467 Community Organizing (4 Hrs.)
Identification of sets of organizing tactics that consistently contribute to successful strategies for social change. Reviews divergent thematical approaches and examines actual case studies to evaluate their validity and effectiveness.

Management Science

ADP 472 Management Information Systems (4 Hrs.)
Systematic study of work organizations and establishment of criteria for information flows. Examination of data sources and uses for information systems for management planning and control in various types of administrative environments. Development of methodology for design and implementation of management information systems.

ADP 473 Operations Research Methods (4 Hrs.)
Quantitative methods necessary for analysis, modeling, and decision making. Topics include decision theory, linear programming, network analysis, sequencing and scheduling, inventory systems, and queuing problems. Prerequisite: MSY 311 or consent of instructor. See MSY 441.

Legislative Administration

ADP 561 State/Legal Program Implementation (4 Hrs.)
Basic concepts and issues of intergovernmental administration. Examines impacts of national policy and state and local government on program implementation. Applications to Illinois programs such as public assistance, health, law enforcement, water supply, and urban development.

ADP 562 Seminar in Intergovernmental Administration (4 Hrs.)
Intergovernmental administration concepts used to analyze problems of program coordination confronting public officials. Applications take the form of problem solving and case studies of specific agencies and intergovernmental networks.

ADP 563 Local Public Service Delivery (4 Hrs.)
Concepts and issues of delivery of legal public services in urbanizing areas. Focus on opportunities and problems of intergovernmental administration in service delivery. Application to services such as fire and police protection, streets and roads, solid waste disposal, sewerage, water supply, and recreation.

ADP 564 Seminar in Urban Administration and Planning (4 Hrs.)
Analysis of city management functions as a complex organization. Advances in decision making, policy analysis, program budgeting, evaluation, and organizational development relating to the chief executive. Case studies of budgeting and policy analysis in response to system of demands and supports.

ADP 565 Metropolitan Intergovernmental Relations (4 Hrs.)
Impact of multidistrict, multicounty relations within the metropolitan region. Comparison of state and federal requirements as an integrative device from the outside. Analysis of planning and operating agency experience.

ADP 567 Community Organizing (4 Hrs.)
Identification of sets of organizing tactics that consistently contribute to successful strategies for social change. Reviews divergent thematical approaches and examines actual case studies to evaluate their validity and effectiveness.

ADP 581 Theories and Processes of Legislative Administration (4 Hrs.)
Application of administrative theories and techniques to legislatures. Examination of staffing patterns, information systems, and functions, such as policy development and legislative oversight. Comparison with Congress and legislatures of other states and countries. Students must create individual proposals for improvement in legislative processes or practices.

ADP 582 Organization and Management in Legislatures (4 Hrs.)
Application of organization theory and management techniques to specific administrative issues, such as coordination, leadership, consensus building, staff development, budgeting, and accountability. The course includes simulations, cases, and field research. Prerequisite: ADP 581 or permission of instructor.

ADP 583 Legislative-Agency Relationships in Illinois (4 Hrs.)
Interorganizational relationships between executive agencies and legislative units as they relate to policy formation, budget, administrative rule making, and internal organizational processes. Interactions between the Illinois General Assembly and executive agencies in Illinois provide specific focus.
ADP 584 Seminar in Legislative Administration (4 Hrs.)
Advanced research and analysis of management practices in legislatures. Participants analyze one or more major management issues in the legislature, such as allocation of research functions, organization of oversight activities, development and tracking of legislative proposals, or organization of staff services. Specific attention given to the Illinois General Assembly. Prerequisites: ADP 581 and ADP 582.

Topics/Individual Arrangements

ADP 500 Thesis (1-8 Hrs.)
Credit awarded upon acceptance of thesis.

ADP 590 Topics in Public Administration (2 or 4 Hrs.)
Selected topics announced when offered. May be repeated for indefinite number of credit hours but particular topics must differ.

ADP 599 Tutorial in Public Administration (1-12 Hrs.)

Internship Seminars

ADP 560 Graduate Public Service Internship Seminar (2 Hrs.)
Topics include critical issues in public service for public policy development processes, functional operations of public agencies, and independent research. May be repeated for maximum of eight credit hours.

ADP 570 Local Government Internship Seminar (2 Hrs.)
Basic administrative problems and procedures for local government in context of Local Government Internship Program assignment. Subjects include local government budgeting, personnel, zoning and planning, intergovernmental programs, codes, revenues, and taxes. May be repeated for a maximum of eight credit hours.

ADP 580 Public Administration Internship Seminar (2 Hrs.)
Analysis of internship experience. May be repeated for a maximum of eight credit hours.
Public Affairs Reporting
M.A. (40 Hrs.)

Faculty — Mary Bohlen, Bill Miller

Associated Faculty — Michael Lennon, Raymond Schroeder

The Public Affairs Reporting Program is designed for the student who wishes to specialize in news coverage of governmental affairs; a primary goal is for graduates to obtain employment in which they can report or interpret governmental activity for the population at large. The objectives of the year-long program are to graduate men and women who are able not only to understand and interpret public affairs but also to communicate with the clarity, accuracy, and speed demanded of deadline reporters of the highest rank. The program directs students to an investigation of the interactions between the news media and society and the news media and government, and encourages students to expand the knowledge of such interaction through research and experimentation. Program faculty also expect that each graduate, whatever the skill level upon entering the program, be proficient in reporting, editing, and writing upon graduation. The unique nature of the program is derived from the simultaneous pursuit of various goals: none is considered paramount.

Entrance Requirements

The program is open only to students who have completed the baccalaureate degree. Students are selected primarily on the basis of writing ability, interest in government and public affairs, potential for a career in journalism, and academic record.

The deadline for filing applications with the program director is April 1. Application forms may be obtained by contacting the program office. Applicants must submit samples of their written work, a narrative statement on why they feel qualified and want to enroll in the program, and three references. Applicants are required to take a literacy/competency and writing test and are interviewed by the PAR admissions committee, comprised of faculty and journalists.

Advising

The program director serves as principal adviser for PAR students, although special advising requests may be referred to other faculty members with particular expertise. After students are accepted into the program, they should contact their adviser for an appointment prior to initial registration.

Grading Policy

PAR students must receive a grade of "B" or better in any required course to receive credit toward the degree.

Program Requirements

The Master of Arts in Public Affairs Reporting requires 40 hours of graduate-level course work. In the fall semester, students enroll in two required courses: Advanced Public Affairs Reporting (six hours) and Illinois Government and Politics (four hours). Students choose other courses after consultation with their adviser.

During the spring semester, students begin an internship with an experienced professional journalist covering state government and the Illinois General Assembly. This internship (12 credit hours) includes a weekly seminar. Legislative Issues (two hours) is also required in this semester. After consultation with their adviser, students register for other courses to maintain a full course load.
Students participate in the second phase of the internship (four credit hours) during the summer term (until July 1). This internship period is considerably more intense, as it coincides with the conclusion of the legislative session. During the six-month internship, students receive a monthly stipend and tuition waiver.

Before graduation, students must complete a master's project, including preparation of a formal research paper on some phase of the media, state government, or public affairs, followed by development of one or more magazine-length articles or radio/TV documentary programs.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR 405</td>
<td>Illinois Government and Politics</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>PAR 501</td>
<td>Advanced Public Affairs Reporting</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>PAR 503</td>
<td>Legislative Issues</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>PAR 504</td>
<td>Internship I</td>
<td>12 Hrs.</td>
</tr>
<tr>
<td>PAR 505</td>
<td>Internship II</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>Electives</td>
<td>(including 4 Hrs. of PACs)</td>
<td>12 Hrs.</td>
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<tr>
<td>Total</td>
<td></td>
<td>40 Hrs.</td>
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</tbody>
</table>

### Public Affairs Reporting/Course Descriptions

**PAR 404 Media Law**

Legal privileges and limitations primarily affecting those who work in the media. Includes examination of free press and fair trial, obscenity, libel, right of privacy, access to the media, access for the media, contempt of court, and advertising law. See COM 404.

**PAR 405 Illinois Government and Politics**

Policy-making process as it operates in Illinois. Major topics include constitutional structure, political culture, role of parties and interest groups, initiation of public policy, legislative process, role of the governor, politics of the budgetary process, and implementation of public policy. See POS 405.

**PAR 407 The New Journalism and Nonfiction Novel**

Best contemporary works of nonfiction, including narratives of Mailer, Capote, Didion, McPhee, Orwell, Hunter Thompson, and Tom Wolfe. Selected examples of the New Journalism also discussed. See LIT 482.

**PAR 441 Mass Media — Theory and Practice**

Social effects of the media and how societal changes, in turn, affect the media; new media technologies; and in-depth research study of relationship between media and government. See COM 441.

**PAR 451 Legislative Simulation/Public Policy**

Public policy making at federal and state level.

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*Optional courses for PAR students.*
Social Justice Professions
B.A. (60 Hrs.)

Faculty — Barbara J. Hayler, S. Burkett Milner, Gary A. Storm

Social Justice Professions
B.A.

The purpose of the undergraduate Social Justice Professions Program is twofold: 1) to prepare people for work in public and private social service or criminal justice agencies and 2) to provide interested persons with course offerings that deal with aspects of the American system for administering justice. The Social Justice Professions curriculum is interdisciplinary, approaching the complex professional justice environment through study in the social sciences. Students interested in careers in criminal justice or in human or social service agencies integrate course work from several degree programs within the School of Human Services and Sciences, including work from the Social Justice Professions Program.

Graduate students pursuing a degree in another program such as Legal Studies, Public Administration, Child, Family and Community Services, or Individual Option may wish to incorporate advanced courses in SJP in their programs of study. Students are encouraged to consult with their major advisers and the SJP chairperson regarding this opportunity.

Entrance Requirements

There are no program entrance requirements beyond those for admission to the University. However, majors are encouraged to enroll in one or more social justice courses at the lower-division level. Students without lower-division course work in this area are required to enroll in SJP 301 during their first semester at the University. In addition, applicants are required to submit an evaluation of their lower-division course work, including a description of their undergraduate study goals, before enrolling in the program.

Applied Study

The University’s Applied Study Term (AST) requirement is an integral part of the Social Justice Professions degree, and field experiences related to classes, clinical experiences, or on-the-job experiences are valued highly. In consultation with their adviser and the AST Office, SJP majors may select from a variety of challenging AST experiences. Students interested in law enforcement may design an AST with a local law enforcement agency or may develop a training or research AST with one of the state law enforcement agencies located in Springfield. Applied Study Term experiences have been designed around most aspects of the criminal justice system, including the state’s attorney’s office, pre-sentence investigations, probation supervision, corrections counseling, and victim compensation programs. In-service students often satisfy the AST requirement by developing a learning experience that focuses on additional activities and responsibilities carried out within their employing agency. (A patrol officer, for example, might design an AST in the detective or juvenile branch of the police department.) One distinct advantage of the program is the opportunity to work with the many state agencies and criminal justice training academies that are headquartered in Springfield.

Program Requirements

The bachelor of arts in Social Justice Professions requires 60 semester hours distributed as follows.

<table>
<thead>
<tr>
<th>SJP Core Courses</th>
<th>20 Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJP Electives</td>
<td>20 Hrs.</td>
</tr>
</tbody>
</table>
### University Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Affairs Colloquia</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Applied Study Term</td>
<td>8 Hrs.</td>
</tr>
<tr>
<td>Electives</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60 Hrs.</strong></td>
</tr>
</tbody>
</table>

Courses suggested for the core are required of all students unless equivalencies are approved by program faculty. Work in the core courses is distributed as follows, with the required number of hours indicated:

#### Social Justice Systems
- **SJP 303 Criminal Justice Practice and Policy** (4 Hrs.)
- **SJP 340 Social Justice Research and Literature** (2 Hrs.)
- **SJP 441 Using the Computer** (2 Hrs.)
- **Law and Legal Policy**
  - **SJP 311 Law and Social Justice** (4 Hrs.)
- **Philosophy/Ethics**
  - **PHI 461/462 Law, Justice, and Power or** (4 Hrs.)
  - **PHI 465/466 Moral Issues in the Law** (4 Hrs.)
- **Social Science Field** (4 Hrs.)

Four hours of course work must be taken in a related social science program, generally Sociology, Economics, Political Studies, or Psychology. Students should consult their adviser in order to select a course that complements lower-division work and broadens understanding of the social justice field.

### Recommended Course Sequence

Students should schedule courses as follows.

- **First Semester**: SJP 303 (4 Hrs.); SJP 340 (2 Hrs.); PHI 461/462 or PHI 465/466 (4 Hrs.); Social Science Elective (4 Hrs.). **Total 14 Hrs.**
- **Second Semester**: SJP 311 (4 Hrs.); PAC (4 Hrs.); SJP 441 (2 Hrs.); SJP Elective (4 Hrs.). **Total 14 Hrs.**
- **Thirs Semester**: AST (8 Hrs.); PAC (2 Hrs.); SJP Elective (6 Hrs.). **Total 16 Hrs.**
- **Fourth Semester**: SJP Electives (8 Hrs.); Electives (4 Hrs.); SJP 432 or 442 (4 Hrs.). **Total 16 Hrs.**

### Social Justice Professions/Course Descriptions

With assistance from their faculty advisers, undergraduates must select sufficient courses from the following list to meet the 20-hour SJP electives requirement. Core courses may not be used to satisfy both the core and SJP electives requirements. With adviser approval, related courses from other programs may be used to satisfy up to eight hours of the SJP electives requirement.

#### Core Courses (Undergraduate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SJP 303 Social Justice Practice and Policy</strong></td>
<td>(4 Hrs.)</td>
</tr>
<tr>
<td>Survey of literature relating to the administration of justice, presented in a public policy framework. Analysis of problems from all components of the criminal justice system, emphasizing the responsibilities of professionals in the field.</td>
<td></td>
</tr>
<tr>
<td><strong>SJP 311 Law and Social Justice</strong></td>
<td>(4 Hrs.)</td>
</tr>
<tr>
<td>Historical and analytical survey of legal issues and policies in social justice, including court authority and organization, criminal procedure, legal rights and liabilities of criminal justice personnel, juvenile justice, and mental health and commitment procedures. Provides a basic understanding of constitutional and statute law for lay-persons and professionals working in criminal justice fields.</td>
<td></td>
</tr>
<tr>
<td><strong>SJP 340 Social Justice Research and Literature</strong></td>
<td>(2 Hrs.)</td>
</tr>
<tr>
<td>Specialized professional literature, bibliographic tools, and primary resource material in social and criminal justice, with emphasis on developing library and written communications skills. Designed to increase student ability to identify, locate, and use relevant literature to answer substantive questions. May be repeated once.</td>
<td></td>
</tr>
<tr>
<td><strong>SJP 441 Using the Computer</strong></td>
<td>(2 Hrs.)</td>
</tr>
<tr>
<td>Basic computer familiarization. Students learn to access existing computer programs, including SPSS, and use them to analyze data through descriptive statistics. No previous computer or statistics courses necessary.</td>
<td></td>
</tr>
<tr>
<td><strong>Social/Criminal Justice Courses</strong></td>
<td>(4 Hrs.)</td>
</tr>
<tr>
<td><strong>SJP 301 Survey of American Criminal Justice</strong></td>
<td>(4 Hrs.)</td>
</tr>
<tr>
<td>Examines basic institutions, and the processes</td>
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</table>
used by criminal justice and juvenile justice agencies. Includes consideration of current popular issues and discussion of legal problems and responsibilities likely to be faced by citizens. Primarily for students who have had no prior college-level work in criminal justice. Cannot be used to satisfy the SJP Concentration requirement.

SJP 305 Cultures, Individuals, and Society (4 Hrs.)
Cultural set, knowledge of self, relation of self to others of differing cultures, and impact of such understandings on the social and criminal justice system.

SJP 321 Juvenile Delinquency (4 Hrs.)
Theoretical explanations of juvenile delinquency, with critical view of their value in the field, followed by practical and analytical view of juvenile justice systems in operation. See SOA 321.

SJP 323 Perspectives on Adolescents and Adults: Personality Continuums (4 Hrs.)
Human nature and activities at adolescent and adult levels, including personality traits and social conditions that create psychosocial health-making environments. Emphasis on deviant human breakdown, law-offending, and personality deficiencies.

SJP 324 Problems of Intervention: Law Enforcement and the Human Services (4 Hrs.)
Responsibilities of community members and social justice professionals in dealing with persons under stress, including helping agencies in helping systems, intervention situations involving marriage and family problems, alcoholism and suicide, child neglect and abuse, truancy, and advocacy.

SJP 326 Human Relations and Group Dynamics (4 Hrs.)
Interaction of people/groups regarding basic needs, characteristics, and individual differences in the light of social (environmental) and cultural causes of behavior. Topics include feelings, attitudes, and beliefs that influence interaction in conjunction with concepts of group dynamics motivation, leadership, subordinate relationships, and conflict/conflict resolution in formal and informal groups.

SJP 336 Justice and Juveniles (4 Hrs.)
Children in families, community institutions, and juvenile justice, including the range of programs and institutions concerned with child abuse and neglect, minors in need of authoritative intervention, and criminal offenses committed by juveniles. Attention to both theory and practice.

SJP 342 Contemporary Issues in Police Administration (4 Hrs.)
Critical review of purposes, organization, administrative processes, and service delivery of law enforcement agencies, including tensions between administration and operations. Critical factors between social goals, police operational goals, and individual objectives presented in terms of professionalism, police organizational change, and the emerging police role.

SJP 343 Correctional Institutions (4 Hrs.)
Past, present, and future trends in correctional institutions; correctional experiences from both sides of the bars. Advanced study of adult and juvenile correctional literature, social systems, in-prison occupational stress, violence, and decision making. Trends in punishment theories.

SJP 403 Criminal Justice Studies (4 Hrs.)
Intensive examination of recent analytic and research studies in selected areas of the social justice professions, with special focus on primarily sources. Topic varies with instructor, and is announced each semester.

SJP 405 Law and Decision Making (4 Hrs.)
Processes by which statute law and public policy are constructed, interpreted, implemented, and evaluated, with special emphasis on Illinois criminal justice policy. See LES 405.

SJP 409 Criminal Justice Policy (4 Hrs.)
Intensive examination of contemporary problems and policies in the criminal justice system, impact of law on administration of justice, implications of existing policies, and models for change.

SJP 417 Criminal Law and Procedure (4 Hrs.)
Criminal law and criminal procedure at the state and federal level, through case law and policy studies. Includes consideration of constitutional requirements and statutory procedures throughout the criminal justice system. See LES 477.

SJP 418 Substantive Criminal Law (4 Hrs.)
Selected aspects of substantive criminal law and policy, with particular emphasis on Illinois criminal code. Topics include criminal liability and responsibility, constitutional restrictions on definitions of crime, types of crimes, and criminal defenses. See LES 478.

SJP 421 Criminology (4 Hrs.)
Classical and modern theories of crime; social and economic factors in criminal behavior, crime formation, and control; exploration of the justice system; evaluation of treatment of offenders. All elements of criminology viewed critically. See SOA 421.

SJP 423 Sociology of Being Different: "Deviant Behavior" (4 Hrs.)
In-depth look at issues in sociology of de-
viance and social control, including topics such as suicide, mental illness, occupational deviance, and social capacity to handle deviance. Contending theories of deviant behavior analyzed. See SOA 423.

SJP 425 Counseling (4 Hrs.)
Counseling as a model helping relationship and its potential for social justice professions personnel. Includes techniques, theoretical concepts of counseling relationships and strategies, basic interviewing skills, the role of the helper, and components of personal change.

SJP 426 Perspectives on Human Assessment in Social Justice Professions (4 Hrs.)
Assessment tools and techniques used by professionals within the several components of social justice professions — law enforcement, courts and probation, corrections, and parole; their functional values. Current personnel practices in personality assessment explored.

SJP 431 Sentencing and Probation (4 Hrs.)
Intensive examination of sentencing criteria and decisions; pre-sentence investigative reports; case studies; theory and practice of probation. Alternatives to imprisonment considered.

SJP 432 Corrections: Issues in Management and Aftercare (4 Hrs.)
Intensive study of correctional supervision, management, and policy using case studies. Decision making in classification, parole, and community corrections. Practitioner and client perspectives. Prerequisite: SJP 343 or equivalent.

SJP 433 Psychology of the Offender (4 Hrs.)
Psychological makeup and individual characteristics of various offenders, such as murderers or sex offenders, who can be described as "acting out" some part of their problems at the expense of others. Case study approach used throughout.

SJP 440 Applied Research in Social Justice (4 Hrs.)
Problem definition, proposal writing, designing studies, information gathering, and data interpretation. Attention given to research design, sampling techniques, interviewing, questionnaire or survey instrumentation, and observation-participation techniques. May be repeated once for credit with permission of instructor.

SJP 442 Police Management and Supervisory Process (4 Hrs.)
Role and function of the supervisor in a municipal police agency, including responsibilities of supervision and service provision. Readings taken from management/administration research and organizational theory. Prerequisite: SJP 342 or equivalent.

SJP 455 Security Administration (4 Hrs.)
Development of security programs with a survey of principles, procedures, and techniques employed by protective services practitioners. Includes historical, philosophical, and managerial considerations using industrial, commercial, and governmental models.

SJP 470 Special Topics (1-4 Hrs.)
Intensive examination of selected issues within criminal justice. Topic announced each time course is offered. May be repeated for an indefinite number of hours, but particular topic may not be repeated for credit.

SJP 480 Seminar in Social/Criminal Justice Planning (4 Hrs.)
Advanced seminar designed to increase student skill in planning and research. Topics include the planning process, grantsmanship, proposal writing, strategies for implementing innovative programs, and program evaluation. Course may be repeated for a maximum of eight hours.

SJP 490 Criminal Justice Problems and Research (2-4 Hrs.)
Independent study, structured readings, or research in fields of human services, law enforcement, legal studies and administration of justice. May be repeated for a maximum of eight hours.

SJP 499 Tutorial (2-4 Hrs.)
Specialized instruction; individuals or small groups of students may arrange for special courses on otherwise unavailable topics; subject to availability of instructor.

Related Courses
The following courses are recommended to SJP students. These and other relevant courses may be accepted for credit as SJP electives with the written approval of the student's adviser.

CFC 306 The Social Service System
CFC 424 Working with the Involuntary Client
CFC 438 Children and the Law
LES 411 Judicial Process
LES 448 Juvenile Law
LES 465 Corrections Law and Advocacy
LES 466 Prisoner's Rights
Sociology/Anthropology
B.A. (60 Hrs.)

Faculty — Joyce E. Elliott, Proshanta K. Nandi, Michael D. Quam, Regan Smith, James W. Stuart

Associated Faculty — Alma Lowery-Palmer, Burkett S. Milner

Adjunct Faculty — John White

The Sociology/Anthropology Program is designed to foster intellectual understanding and insight into the issues and problems of today’s world, with special emphasis on the experiences and perspectives of women and of people from other cultures. Majors develop skills and knowledge in the following areas: critical reading and writing, research methodology, evaluation of competing theories, computer literacy and statistics, prehistory and human evolution, actual and potential uses of work in sociology and anthropology, and ethics of professional inquiry and reporting.

Students entering the program take a core of courses which offer a perspective common to the disciplines of sociology and anthropology; in addition, they are given the opportunity to pursue individual interests in either sociology or anthropology, depending upon preference.

Entrance Requirements

The Sociology/Anthropology Program has no specific entrance requirements beyond admission to the University.

Advising

University policy requires each student to have an adviser. Students are strongly urged to choose an adviser at the time they declare their major in the Sociology/Anthropology program. Students are encouraged to consult with their adviser concerning program requirements and individual goals. Program faculty assist students in designing strong individualized academic programs.

Communication Skills

During the first term as an undergraduate major, Sociology/Anthropology majors must submit a sample paper (minimum five pages) to their adviser for review. Should any aspect(s) be identified as needing further development, the student is advised either to take a diagnostic test and a tutorial in writing skills at the Learning Center or to work with individual program faculty in a communications skill-development program. A detailed description of this process is available from the program office.

Applied Study

The Applied Study Term is an excellent opportunity for the individual student to gain experience related to the Sociology/Anthropology degree and may also be valuable later in the job search. Possibilities for the Applied Study Term include applied research, social action projects, and personal enrichment experiences.

Program Requirements

Both sociological and anthropological perspectives contribute significantly, yet differently, to the study of human behavior. While individual students may choose to concentrate electives in either discipline, all majors are required to be familiar with the basic approaches and insights of both disciplines. Further, all students become familiar with the basic theoretical issues surrounding the study of social life and acquire the skills necessary to carry out small-scale research.
The core of 24 hours, plus 12 hours of program electives, constitutes specific program requirements. In addition, all students must meet general University requirements.

Program Requirements

SOA 302 Understanding Other Cultures 4 Hrs.

SOA 304 Origins of Humanity and Society 4 Hrs.

SOA 461 Social Psychology 4 Hrs.

SOA 404, 405, 406, or 407 Anthropological or Sociological Theory 4 Hrs.

SOA 411 Social Research Methods 4 Hrs.

Sociology/Anthropology/Course Descriptions

SOA 302 Understanding Other Cultures (4 Hrs.)
Current emphases in anthropology and some contemporary and future problems to be confronted. Presents a personal human perspective on cultures and subcultures other than our own.

SOA 303 Anthropology Through Film (4 Hrs.)
Presentation of major topics and current controversies in anthropology through ethnographic films, readings, and group discussions. Designed for students with little or no previous experience in anthropology.

SOA 304 Origins of Humanity and Society (4 Hrs.)
Human existence before recorded history and archaeological methods through which prehistoric lifeways are reconstructed. Emphasis on major revolutions that have shaped humanity; tool making, origins of agriculture, birth of cities, and development of the state. Includes field trips.

SOA 321 Juvenile Delinquency (4 Hrs.)
Theoretical explanations of juvenile delinquency, with critical view of their value in the field, followed by practical and analytical view of juvenile justice systems in operation. See SJP 321.

SOA 325 Social Dimensions of Illness (4 Hrs.)
Nonclinical background to the nature of illness and disease. Understanding and application of epidemiological terminology, biostatistics of disease, and epidemiological factors relating to major acute and chronic disease in contemporary America, especially rural-urban differences. See HSA 325.

PSY 311, MSU 401, MSU 402, MSU 414-415, MSY 351, or ECO 313 Statistics for Business and Economics or Computer Programming 4 Hrs.

Sociology/Anthropology Electives

Total Sociology/Anthropology Electives 12 Hrs.

Total University 24 Hrs.

Total 60 Hrs.

SOA 351 Sociology of Families (4 Hrs.)
Contemporary U.S. families, in historical and cross-cultural contexts. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality, and abuse. See CFC 351 and WMS 351.

SOA 404 Seminar in Anthropological Theory (4 Hrs.)
Development of anthropological theory from the enlightenment to the mid-20th century. Seminar format emphasizing critical reading of original works and student presentations. Prerequisite: SOA 302.

SOA 405 Discovery of Social Theorists (4 Hrs.)
In-depth study of classical social theorists (Marx, Weber, Durkheim, Simmel) through their stands on major social issues. Includes role of values in studying society, relationship between individual and society, free will vs. determinism, static vs. dynamic models of society, and means of arriving at knowledge of society.

SOA 406 Modern Theories of Anthropology (4 Hrs.)
Several current and influential theories developing in or applying to anthropology, including structuralism, cybernetics, cultural materialism, and Marxism.

SOA 407 Modern Social Theory (4 Hrs.)
Inquiry into philosophical and ideological foundations of contemporary social theories. Possible directions for the future of social theory considered. Special attention is paid to the role of values in sociology and anthropology. Seminar format.
SOA 408 Feminist Theories (4 Hrs.)
Various feminist theories, including liberal, radical, socialist, and anarchist, as well as perspectives of lesbian women and women of color. Stresses differences between feminist and traditional political analysis, as well as relations between theory and action. See WMS 411.

SOA 409 Marxism and Critical Theory (4 Hrs.)
Basic ideas and concepts in recent European Marxist philosophy and critical theory. Emphasis on dialectic method and its use in analyzing Western capitalism. See LAR 419.

SOA 411 Social Research Methods (4 Hrs.)
First-hand experience carrying out small-scale research projects in areas of personal interest. Ethics in social research, formulating research questions, survey and experimental design, interviewing, sampling, direct observation, content analysis, evaluation research, and critiques of social science methods. See CFC 411.

SOA 415 Philosophy of Social Science (4 Hrs.)
Critical consideration of the aims, methods, and uses of social science. Topics include the nature of science; explanation, facts, and theories; behavioral vs. phenomenological methods; free will vs. determinism; the mind/body problem; scientific knowledge; and power relations. See PHI 439.

SOA 416 Library Research (2 Hrs.)
Search strategies as they relate to structure and literature of individual disciplines. Covers sources of information, complexities of forms and formats, content of collections in various types of libraries, and appropriate access tools. Either SOA 416 or SOA 417, but not both, may be taken for program credit.

SOA 417 Library Research on Women: Interdisciplinary Resources (4 Hrs.)
Library research skills and special material, documents, collections, and archives for interdisciplinary research in women. Recommended as a companion to other courses involving library research projects. See WMS 402.

SOA 421 Criminology (4 Hrs.)
Classical and modern theories of crime; social and economic factors in criminal behavior, crime formation, and control; exploration of the justice system; evaluation of treatment of offenders. All elements of criminology viewed critically. See SJP 421.

SOA 423 Sociology of Being Different: "Deviant Behavior" (4 Hrs.)
In-depth look at issues in sociology of deviance and social control, including topics such as suicide, mental illness, occupational deviance, and social capacity to handle deviance. Contending theories of deviant behavior analyzed. See SJP 423.

SOA 425 Law and Social Order (4 Hrs.)
Nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from a critical perspective, including relationship between the legal system and justice, fairness, and equality. Particular emphasis on issues of inequality involving race, class, and gender. See LES 404, POS 421, and WMS 445.

SOA 431 Social Organization (4 Hrs.)
Organizations — formal and informal; social organization and crowd concepts: roles, norms, structures; methodology for studying organizational behavior; theories of organization — critical evaluation; alienation; organization vs. personality.

SOA 433 Class and Culture in the U.S.A. (4 Hrs.)
Critical examination of various forms of social differentiation in U.S. society; implications of each point of view. Theoretical/analytical and case-study materials used.

SOA 434 Political Sociology (4 Hrs.)
Major theoretical questions and basic categorization of elites, as well as historical survey of social institutions which transmit political values from elites to the masses. Emphasis on inter-connections between political behavior and socialization.

SOA 435 Occupations and Professions (4 Hrs.)
Professionalism as a characteristic of modern economic and industrial complexes; social and technological preconditions; occupation-profession continuum; attributes; barriers and strategies; professional controls, professional ideology, and sociological theory; and professionals and the socio-political environment.

SOA 443 Nutrition and Culture (4 Hrs.)
Holistic study of relationship between human nutrition and cultural systems from prehistoric times to the present, and from traditional Eskimo diet to contemporary diets in industrialized nations.

SOA 444 Sociological Perspectives on Aging (4 Hrs.)
Aging in socio-cultural context; status and roles of the aged; study of cultural meanings, social relations, and social services in regard to family, community, and society; workplace, retirement, and thereafter. See GER 444.

SOA 445 Cross Cultural Perspectives on Health (4 Hrs.)
Relationships between health and human culture, including health of prehistoric human-
ty, traditional and non-Western medical systems and how they heal, and problems faced by health-care professionals as they provide care to cultural and ethnic groups from various healing traditions. See HSA 465.

**SOA 451 Social Psychology of Women (4 Hrs.)**
Empirical research and phenomenological descriptions of five key areas of female psychology: biology, personality, social roles, sexuality, and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem, and identity formation. See PSY 435 and WMS 451.

**SOA 452 Sociology of Gender (4 Hrs.)**
Analysis of creation, maintenance, and enforcement of female and male roles. Socialization processes, cultural definitions, major social institutions, and structured social inequality. See WMS 452.

**SOA 453 Women Across Cultures (4 Hrs.)**
Interdisciplinary analysis of the status and condition of women in cross-cultural perspective. Explores how women are changing their familial, economic, social, and policy roles. Emphasis on Third World. See WMS 453.

**SOA 454 Family Law (4 Hrs.)**
Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See HDC 446, CFC 446, LES 446, WMS 446.

**SOA 456 Human Sexuality (4 Hrs.)**
Knowledge and values concerning issues of human sexuality, with emphasis on sociological content, personal growth, and professional development. Format includes lectures, film presentations, and small-group discussions. See CFC 456, HDC 456, and WMS 456.

**SOA 461 Social Psychology Sociological Perspectives (4 Hrs.)**
Brief statement of history of social psychology; problems of social psychology, socialization, role, perception, belief systems, stereotyping, group dynamics, issues in sociology of knowledge, and theoretical orientations in social psychology. Symbolic interaction—a framework for possible eclectic theory. See PSY 432.

**SOA 464 Collective Behavior (4 Hrs.)**
Mass behavior, social movements, and political actions. Special reference to mob, expressive crowd, panic, rumor, fashions and fad, public audience, and mass society; social-psychological explanations; means of control.

**SOA 466 Sociology of Mental Illness (4 Hrs.)**
"Mental illness" in a sociological perspective. Distribution (epidemiology) and causal (etiology) studies; ways society deals with "mentally ill," places people are detained, social organization of treatment and confinement for individuals, legal aspects; treatment strategies offering viable alternatives to present therapeutic structuring.

**SOA 480 Peoples of... (4 Hrs.)**
Peoples and cultures of major world areas, including semester courses on "Peoples of Africa," "Peoples of Mexico," "Peoples of South East Asia," etc. May be repeated for credit but not for same topic.

**SOA 481 North American Indians: Culture and Ecology (4 Hrs.)**
North American Indians as they were just prior to contact with Euro-Americans. Emphasizes relationships between various cultures and their environmental settings.

**SOA 483 Social Problems of the Developing World (4 Hrs.)**
Political economy of underdevelopment, with special emphasis on social stratification, food and population crises, conflicting world views and impact of superpowers on less-developed neighbors.

**SOA 485 Primitive Society (4 Hrs.)**
Fundamental characteristics and dynamics of primitive societies, with special emphasis on social and symbolic systems; critical examination of usefulness of primitive people and their future.

**SOA 486 Peasant Society (4 Hrs.)**
Political economy of peasant society, internally and in relation to the larger world; conditions giving rise to peasantry; future prospects for peasant society; how peasants can help themselves to shape their future.

**SOA 487 Archeology (4 Hrs.)**
Methods, objectives, and results of contemporary archeological research. Focuses on the archeology of the Midwest, including discussion of both prehistoric and historic archeology, as well as the role of archeology in cultural resource management.

**SOA 489 Teacher's Workshop in Archeology (4 Hrs.)**
Contemporary theories and methods of archeology, including excavation of archaeological site, laboratory analysis of archaeological materials, and lectures and presentations on native American technology, culture, and prehistory. Offered in conjunction with the Center for American Archeology in Kampsville, Ill. Designed for primary and secondary teachers in social sciences, natural sciences, and
humanities. (Room and Board expenses required.)

**SOA 490 Issues in Sociology/Anthropology**  
(4 Hrs.)
In-depth analysis of a major issue in sociology or anthropology; specific issue considered varies each semester, depending on student and faculty interests and availability of resources. May be repeated for unlimited number of credit hours, but particular topic must differ.

**SOA 545 Medical Sociology**  
(4 Hrs.)
Medical sociological framework for analyzing and understanding the health status of American society; social structure and social value; special issues in health and medical care; various models of health; life styles and impact on health. See HSA 545. (WIP required for advanced undergraduates.)
Applied Study and Experiential Learning Term
Applied Study
Experimental Learning
Ten
Applied Study and Experiential Learning Term

Faculty — Craig Brown, Janice Droegkamp, Barbara Noak, Dottie Troop, Phyllis Walden

Associated Faculty — Ed Cell, Bill Jordan, Robert Maurath, Jack Van Der Slik

The Applied Study and Experiential Learning Term (AST) is central to the University’s mission, which is to address public affairs within the framework of a liberal arts curriculum and to stress practical experience, professional development and innovative teaching. The AST fulfills this role by providing an academically sponsored learning experience that provides all undergraduate students an opportunity to learn from the community — about its everyday tasks, its professional life, its problems and its unmet needs.

The AST Process emphasizes self-directed learning which provides opportunities for career exploration, integration of academic studies with practical experience, determination of additional learning needs, cultivation of independent learning skills and development of increased awareness of community and public affairs.

The University and AST faculty recognize the diversity of backgrounds and academic and career needs of students. A variety of curricular options are available for individualizing this requirement. These are described more fully in the AST course descriptions. Some programs (i.e., CFC, Nursing, and Medical Technology) have this experiential requirement integrated into the academic curriculum of the program.

The University requires all undergraduate students to complete no less than 8 semester hours of Applied Study. It is recommended that the AST be taken after completion of at least 12 semester hours in their academic major. Scheduling is flexible with a variety of options available to meet individual student needs. Most useful configurations are:

A. 16 weeks, part-time for 8 semester hours (20 hrs. per week)
B. 16 weeks, part-time for 4 semester hours (10 hrs. per week)
C. 8 weeks, full-time for 8 semester hours (40 hrs. per week)

(A basic rule to follow: 1 semester hour of AST credit equates to approximately 40 hrs. of applied learning.)

Advising

During the first semester of enrollment, students should make an appointment with their program adviser and an AST faculty member to discuss their plans for the integration of academic studies and experiential learning. The following options are available:

AST 300 (General) provides an option for matching the individualized learning needs of the student with an appropriate placement.

Project AST is an option for special and appropriate sponsored learning experiences (i.e., student art show, travel, research, etc.).

AST 302 (Career Applied Study Term) is recommended for those students who want to expand their career by developing a new learning component in their present position.

AST 401 (Assessment of Experiential Learning) is recommended for those students with extensive work experience or volunteer service and other non-classroom experience. The Credit for Prior Learning process provides a way to satisfy some or all of the AST requirement. (See Credit for Prior Learning.)
Early planning for the AST is necessary to ensure a quality and meaningful experience for each student.

Procedures

Early in the semester preceding enrollment in the AST, students should arrange all details of placement with the AST faculty. Registration is only by WPI (With Permission of Instructor) from the AST Program.

Grading Policy

Credit is awarded only on a pass/fail basis. In order to earn AST credit, the student’s academic performance must be judged satisfactory by the SSU faculty supervisor who evaluates the learning contract, journal, final self-evaluation, participation in the seminars, and the field supervisor’s evaluation.

Credit for Prior Learning

Undergraduates with extensive work experience, volunteer service, and other non-classroom learning experience may wish to request credit in appropriate academic areas. Enrollment in AST 401 is strongly recommended for persons preparing Prior Learning portfolios. A Student Procedures Guide and current fee information are available from the CPL faculty. Students may elect to use the successful completion of the course to satisfy some or all of the AST requirements.

Applied Study/Course Descriptions

AST 300 General Applied Study Term (2-12 Hrs.)
An individualized field experience providing students with the opportunity to apply theory, expand knowledge, determine additional learning needs, explore careers and develop a public awareness. A required seminar is an academic component which provides a theoretical basis for learning and integrating the field experience. May be repeated for a maximum of 12 semester hours.

AST 300 Project AST (2-12 Hrs.)
An option available to students interested in developing individual projects (i.e., student art show, travel, creative works, foreign study, and research).

AST 302 C.A.S.T. (Career Applied Study Term (4 Hrs.)
A special section designed for students well along in their careers who can develop a new learning component in their present position. Assists students in analyzing career goals and in developing a sense of career function, demand and satisfaction. The other 4 semester hours of the requirement are waived.

AST 303 L.A.S.T. (Legislative Applied Study Term (8 Hrs.)
This option is available only during the Spring term. Students combine a careful study of the structure and functions of legislatures with a placement on the staff of a member of the Illinois General Assembly. Interns may do such things as research bills, participate in committee work, assist constituents, and assist committee witnesses.

AST 309 P.S.A.S. (Public Service Applied Study Term (8 Hrs.)
Students placed in agencies of Illinois state government and lobbying organizations study firsthand the institutional processes by which a complex industrial society is governed. Field experience is integrated with seminar.

AST 350 Health Services Administration (1-8 Hrs.)
Special section for students majoring in HSA. Administered and evaluated by AST Program consistent with HSA Program expectations. It is recommended that students complete HSA 301, HSA 335, HSA 401, HSA 435 before registering for AST 350.

AST 401 Assessment of Experiential Learning (4 Hrs.)
Designed to assist learners in identifying, articulating, and documenting learning acquired outside the traditional classroom. Includes the development of a portfolio containing an autobiography and chronological record, narrative essay describing specific areas of learning, and the documentation verifying those claims. Students may elect to use the successful completion of this course to satisfy four semester hours of the eight semester hour requirement.

The following courses are recommended to students as useful adjuncts to experiential learning. They may be accepted as required AST credit hours only with permission of the AST faculty.

AST 421 Learning from Experience (2 Hrs.)
Exploration of how we learn from experience
and of conditions that encourage functional and dysfunctional learning. Special attention to resistance to change, the task of maintaining identity, and personal knowledge of others. Provides perspective on lifelong, informal learning. See PHI 421, INO 421.

**AST 422 Freedom, Experience, and the Person** *(2 Hrs.)*

Exploration of the nature of autonomy, obstacles to it, and the use of experiential learning to enhance it. Special attention to games and scripting, personal power and powerlessness, humanistic paths to autonomy, and behavioral paths to self-control. See PHI 422, INO 422.
Sequences
Philosophy and Human Values

Faculty — Ed Cell, Larry Shiner, Phyllis Walden, Peter Wenz

The goals of the Philosophy and Human Values Sequence are to increase awareness of personal values and the major value conflicts in contemporary society, to develop understanding of the nature and limits of various forms of knowledge, and to offer experience in critical reflections on a major problem of knowledge or value.

An undergraduate student may elect to minor in Philosophy and Human Values in order to acquire training in critical thinking and skill in analyzing values related to the student’s chosen program major. Of the student’s total 60 credit hours, 16 hours are required in the Philosophy and Human Values Sequence. There are no specific course requirements since, through consultation with a faculty adviser teaching in the sequence, the student may select those courses most directly related to his or her major.

Students interested in philosophy may pursue, through the Individual Option Program, an individualized degree program which includes philosophy as one component. Philosophy faculty will assist such students in developing a learning proposal and establishing a degree committee. Consult the Individual Option statement in this catalog for details.

Graduate students enrolled for graduate credit in 400-level Philosophy courses are required to complete one or more assignments, such as a paper or book review, in addition to what is required of undergraduates in the same course.

Philosophy and Human Values/Course Descriptions

PHI 301 Introduction to Philosophy (2 or 4 Hrs.)
Junior-level exploration of the nature of knowledge, reality, and values. Topics include problems of illusion and dreaming; inquiries into the nature of mind, matter, and self; and discussions of what is good and right in morality, politics, or art.

PHI 302 Applied Logic (2 Hrs.)
Principles of logical analysis and argumentation, with special attention to common fallacies in informal reasoning, reasoning by analogy, jurisprudential reasoning, and logic and computers.

PHI 303 Ethics (2 Hrs.)
Ethical theories and their practical application in various vocational and other situations. Special attention to the relation of means and ends, role of moral rules, and relevance of consequences and motivation.

PHI 422 Freedom, Experience, and the Person (2 Hrs.)
Exploration of the nature of autonomy, obstacles to it, and the use of experiential learning to enhance it. Special attention to games and scripting, personal power and powerlessness, humanistic paths to autonomy, and behavioral paths to self-control. See INO 422 and AST 422.

PHI 432 Philosophy of Art (2 or 4 Hrs.)
Nature and value of art, including such questions as: How is art distinguished from non-art? Can there be objective judgments about art? How is art related to science, religion, and politics? Survey of major philosophical writings about art in the Western tradition.

PHI 439 Philosophy of Social Science (4 Hrs.)
Critical consideration of the aims, methods, and uses of social science. Topics include the nature of science; explanation, facts, and theories; behavioral vs. phenomenological methods; free will vs. determinism; the mind/body problem; scientific knowledge; and power relations. See SOA 415.

PHI 443 Media Ethics (4 Hrs.)
Ethical considerations involved in media practices and procedures. Includes a discussion of media junkets, codes of ethics, privacy considerations, news judgment, and audience
access. Legal as well as ethical issues examined. See COM 443.

**PHI 445 Ethical Issues in Business and Management (4 Hrs.)**

Controversial issues in business management related to fundamental disputes in ethics and social philosophy. Students examine their own and others' views and values, with attention to the moral ambiguities of contemporary professional life. Topics include the place of the profit motive in business, truth in advertising, governmental regulation, and environmental protection. See MGT 445.

**PHI 447 Moral Dilemmas in Health Care (4 Hrs.)**

Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery, and euthanasia. Students are encouraged to further develop and understand their own value orientation, and come to better appreciate those of others.

**PHI 452 Perspectives on Human Nature (4 Hrs.)**

What it means to be human. Consideration of classical philosophical and literary visions of human nature such as the Greek, Christian, Romantic, and Marxist, along with contemporary contributions of biological and social sciences.

**PHI 453 Philosophy of the Person (4 Hrs.)**

What it means to be a person: nature of personal worth, rights, freedom, and responsibility; conditions blocking or supporting personal growth; relation of vitality and order; nature of personal knowledge and interaction; reasoning about values; finding meaning in life.

**PHI 456 Myth, Reality, and History (4 Hrs.)**

Man's quest for meaning through historical action and historical writing, including differences between historical and nonhistorical ("primitive") people, visions of transcending the terror of history through myth and art, special characteristics of historical space and time, and role of imagination and understanding in history. See HIS 456.

**PHI 461 Law, Justice, and Power (2 Hrs.)**

Nature of law, justice, and power and their interrelations. Special attention to basis of individual rights, problem of unjust laws, justification of punishment, issues involving maximization vs. distribution of value.

**PHI 462 Freedom, Justice, and the Person (2 Hrs.)**

Human nature and the place of justice in human development; special attention to interrelationships of freedom, compassion, and justice.

**PHI 465 Moral Issues in the Law: Economic Justice (2 Hrs.)**

Ethical perplexities surrounding the allocation of goods and services in society. If all people are considered fundamentally equal, why do they reap different societal rewards? Alternate conceptions of distributive justice viewed in relation to such issues as compulsory education, mandatory racial integration, and affirmative action. Students are encouraged to evaluate their own and others' value orientations.

**PHI 466 Moral Issues in the Law: Crime and Punishment (2 Hrs.)**

Various moral justifications for classifying certain acts as crimes and punishing offenders. Underlying divergencies of ethical orientations explored in relation to such issues as the propriety of plea bargaining, insanity pleas, mercy, and the death penalty. Students are encouraged to evaluate their own and others' value orientations.

**PHI 467 Philosophy of Law (4 Hrs.)**

Philosophy of justice, law, and legal institutions, with emphasis on origins, purposes, and practices of legal institutions and their application in theory and practice to the "public good."

**PHI 468 Philosophy and Women (4 Hrs.)**

Perspectives on women from the Western philosophical tradition. Paradigms of philosophical inquiry from several historical periods and their impact on thinking about women. Selected writings by contemporary feminist philosophers and their contributions to philosophical inquiry. See WMS 421.

**PHI 535 Philosophy of Education (4 Hrs.)**

Major philosophical views of aims and processes of education. Considerations given to the educational ideas of such thinkers as Plato, Augustine, Rousseau, and Dewey, as well as to assumptions underlying current reform proposals. See ADE 535.
Teacher Education

Faculty — Gary Butler, Barbara Hunter, Loretta F. Meeks, W. Williams Stevens, Jr., Gary A. Storm

Sangamon State University offers a variety of opportunities for both experienced and pre-service teachers.

For Experienced Teachers

Those teachers who hold a bachelor's degree may wish to major in academic programs leading to a master's degree. Others may wish to build a program to suit their individual needs through the Individual Option Program. Prospective students who are experienced teachers are urged to discuss their programs carefully with an adviser and to consult with the convener of the Teacher Education Sequence. Additionally, various in-service courses and institutes are offered periodically to experienced teachers for the enhancement of their skills in various content and related areas.

Teacher Education

The Teacher Education Program provides a sequence of course work which leads to Illinois certification at the elementary or secondary level, when combined with an appropriate academic major and fulfillment of general education and University requirements. Students seeking either elementary or secondary certification should expect that their total program of study will exceed the minimum number of hours required for graduation. A major goal of the sequence is to stimulate future teachers to recognize their role in the "community environment." This goal includes providing students with opportunities for a liberally based, continuing education that produces creative, humane and democratic citizens. The sequence is also concerned with insuring that prospective teachers obtain a strong foundation in liberal arts and disciplinary studies.

Elementary education students may major in a related human service program or an appropriate subject matter discipline. Examples of appropriate academic majors are: Child, Family, and Community Services, Psychology, Biology, Chemistry, Creative Arts, Economics, History, Literature, Mathematical Systems, Political Studies, and Sociology/Anthropology. Students should work closely with advisers in both the TEP program and the degree program in order to integrate the course of study in both areas.

Secondary education students may major in one of several programs leading to certification in the areas of English, general and biological science, mathematics, and social studies.

Admission

Students seeking certification in either elementary or secondary education must make formal application to the program in their first semester of course work in the Teacher Education Sequence. In order to be admitted into the sequence, a student must be admitted into the University; must successfully complete proficiency exams in reading, writing and mathematics; and must have a 2.5 grade point average (on a 4.0 scale). A committee of education faculty reviews the application, former college record and current course progress. In some cases, the committee may also request a personal interview with the student and evaluations from other Sangamon State faculty regarding the student's work. Enrollment in some additional education courses is dependent on this review. In addition, a student's progress is evaluated throughout the Teacher Education Sequence.

Student Teaching

The final semester of the professional
sequence is a 16-week learning experience combining TEP 448 Teaching and Learning-Elementary or TEP 449 Teaching and Learning-Secondary with TEP 450 Student Teaching. This course of study is available to students only after they have been admitted into the sequence; have successfully completed all other professional education courses; and have earned a 3.0 (on a 4.0 scale) grade point average in course work taken in the Teacher Education Sequence. Students may register for TEP 450 Student Teaching only upon recommendation of the student's major program and the Teacher Education Committee.

Sequence Requirements

Elementary Education

Undergraduate students interested in obtaining certification in elementary education may do so by majoring in one of several degree-granting academic programs and by completing requirements in the Teacher Education Sequence. Students must also meet a set of general education requirements outlined by the State Certification Board. The Teacher Education sequence requirements for elementary education follow.

Teacher Education Requirements

Elementary

First Semester

- TEP 442 Child Development 4 Hrs.
- TEP 308 History of Education or TEP 309 Philosophy of Education 2 Hrs.
- TEP 311 School and Community 3 Hrs.

Second Semester

- TEP 411 Educational Psychology 3 Hrs.
- TEP 432 Basic Reading Methods 4 Hrs.

Third Semester

- TEP 421 Exceptional Child 3 Hrs.
- TEP 433 Elementary Methods: Mathematics and Science 3 Hrs.
- TEP 434 Elementary Methods: Language Arts and Social Studies 3 Hrs.

Fourth Semester-Student Teaching Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEP 448 Teaching and Learning-Elementary</td>
<td>4</td>
</tr>
<tr>
<td>TEP 450 Student Teaching</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>37</strong></td>
</tr>
</tbody>
</table>

Secondary Education

Sangamon State is entitled to certify secondary teachers in five areas: social studies, English, general and biological science, and mathematics. The Teacher Education Sequence thus provides opportunities to combine undergraduate disciplinary study with education courses in a program leading to secondary certification. The sequence also serves graduates who wish to seek secondary certification after having completed a baccalaureate degree at SSU or another educational institution.

In addition to secondary teachers, the curriculum is designed to assist human service professionals who need to relate to adolescents with special problems and/or learning needs. There is increasing demand for skilled personnel as communities extend their responsibilities to serve all school-age youths through special schools and educational programs. In-service teachers who wish to extend their capabilities in these special areas are encouraged to explore TEP secondary courses.

Students interested in a secondary certificate must either hold an appropriate baccalaureate degree or be concurrently enrolled in an academic program at SSU. Students presently enrolled must complete all degree program degree requirements, as well as general education and TEP requirements, before certification is granted.

Teacher Education Sequence Requirements

Secondary

First Semester

- TEP 443 Adolescence 4 Hrs.
- TEP 308 History of Education or TEP 309 Philosophy of Education 2 Hrs.
Teacher Education/Course Descriptions

**TEP 308 History of Education** (2 Hrs.)
Study of history of American education with major focus on 20th-century developments.

**TEP 309 Philosophy of Education** (2 Hrs.)
Study of philosophical foundation of American education.

**TEP 311 School and Community** (3 Hrs.)
Study of current issues in school-community relationships. Students examine ways in which teachers and other school personnel can use the full range of community resources — human and material — in pursuit of meaningful educational goals with students.

**TEP 411 Educational Psychology** (3 Hrs.)
Survey of topics in psychology relevant to teaching: educational objectives, student characteristics and development, the learning process, and evaluation of learning. Pre-clinical experiential learning opportunities are provided. See PSY 411.

**TEP 414 Curriculum** (3 Hrs.)
Provides for the examination of selected curriculum including their historical precedents, stated objectives, organizational patterns, curriculum materials and instructional strategies. Includes opportunities for students to plan, specify and develop curricula and materials. Pre-clinical experiential learning opportunities are provided.

**TEP 419 Reading in the Content Area** (3 Hrs.)
Strategies for reading content area materials will be presented. Participants examine reading and study skills approaches appropriate for content area materials. Preclinical-experiential learning opportunities are provided.

**Fourth Semester — Student Teaching Semester**

**TEP 449 Teaching and Learning—Secondary** (4 Hrs.)

**TEP 450 Student Teaching** (8 Hrs.)

**Total** (36 Hrs.)

**Certification**

Upon completion of TEP and University baccalaureate degree requirements, students are certified by the Illinois State Teacher Certification Board for a K-9 teaching certificate or a 6-12 teaching certificate. Students must also meet a set of general education requirements and any other requirements outlined by the Illinois State Teacher Certification Board, which has the sole authority for awarding or denying teacher certification.

**TEP 432 Elementary Methods: Math/Science** (3 Hrs.)
Designed to provide pre-service teachers with practical skills for teaching elementary mathematics and science. Participants are introduced to various approaches, techniques, and tools relevant to instruction. Pre-clinical experiential learning opportunities are provided.

**TEP 433 Elementary Methods: Language Arts/Social Studies** (3 Hrs.)
Study of methods for teaching language arts
and social studies. Survey of curricula and processes of learning in each discipline. Instruction in use of audio-visual media. Pre-clinical experiential learning opportunities are provided.

**TEP 435 Secondary English Methods** *(3 Hrs.)*

Basic steps and strategies for teaching American and English literature, composition, and grammar. Students are exposed to a variety of teaching styles and activities that are used in the teaching of language arts in the middle and high schools. Pre-clinical experiential learning opportunities are provided.

**TEP 436 Secondary Mathematics Methods** *(3 Hrs.)*

Examination of the methods employed by teachers in teaching mathematics in grades seven through 12. Pre-clinical experiential learning opportunities are provided.

**TEP 437 Secondary Science Methods** *(3 Hrs.)*

Examination of the methods of teaching science to students in grades seven through 12. Students explore both classroom instruction as well as laboratory setup, instruction, and evaluation. Pre-clinical experiential learning opportunities are provided.

**TEP 438 Secondary Social Studies Methods** *(3 Hrs.)*

Analysis of the structures of economics, geography, world history, U.S. history, anthropology, sociology, and political science as they relate to the secondary social studies curriculum. Materials and methods of instruction in the various social sciences and history are examined. Pre-clinical experiential learning opportunities are provided.

**TEP 442 Child Development** *(4 Hrs.)*

Development of intelligence, language and cognition, physical growth, and social and personal development in newborns, infants, and toddlers, and in early and middle childhood. Emphasis on child-rearing practices. See PSY 442.

**TEP 443 Adolescence** *(4 Hrs.)*

Psychological, social, and biological development (including medical problems) in adolescence. Influence of milieu (family, peers, school, church, work) on cognitive, emotional, and social development. See PSY 443.

**TEP 448 Teaching and Learning-Elementary** *(4 Hrs.)*

Provides participants opportunities to plan and provide instruction for varied groups of elementary students through microteaching formats. Course content is delivered through modules incorporating major teaching and learning strategies. Pre-clinical experiential learning opportunities are provided.

**TEP 449 Teaching and Learning-Secondary** *(4 Hrs.)*

Provides participants opportunities to plan and provide instruction for varied groups of secondary students through simulated microteaching formats. Course content is delivered through modules incorporating major teaching and learning strategies. Pre-clinical experiential learning opportunities are provided.

**TEP 450 Student Teaching** *(8 Hrs.)*

Internship in the classroom under supervision of University faculty and cooperating master teacher. Prospective teachers are required to keep a journal of their experiences, demonstrate evidence of their preparedness to teach, and attend scheduled seminars conducted by University faculty and resource persons.
Women's Studies

Faculty — Nina S. Adams, Joyce E. Elliott, Marjorie Fonza, Patricia Langley

Associated Faculty and Staff — Mary Addison-Lamb, Janice Droegkamp, Jeanne-Marie Col, Judy Everson, Nancy Ford, Barbara A. Hartman, Barbara Hayler, Carole Fee McHugh, Phyllis Walden, Doris Westfall, Margie Williams

Women's Studies seeks to enable students to develop a cognitive and affective understanding of women in society in the past, present, and future. Focusing on women's experiences and perspectives, Women's Studies creates a new dimension in the education of women and men, a dimension which has implications well beyond the walls of the University. A special concern is to help women expand their abilities to function in and modify society, through an integration of personal, intellectual, and action orientations.

Since our philosophy is to incorporate feminist perspectives throughout the University curriculum, we draw from and develop Women's Studies courses within other programs whenever possible. Many of the courses in the Women's Studies Sequence are interdisciplinary and most are jointly listed with other programs. In addition, several Public Affairs Colloquia — such as Issues in Women's Health; Women and the Law; and Women, Men, and Mental Health — are offered on a regular basis.

Students in programs throughout the University may take Women's Studies courses as electives or may pursue a sequence in Women's Studies through completion of 16 hours of WMS course work. In addition, students may pursue a self-designed B.A. or M.A. degree relating to Women's Studies through the Individual Option Program. Women's Studies faculty assist students in planning a course of study, as well as in identifying experiential learning opportunities.

Graduate students enrolled in 400-level Women's Studies courses should expect to demonstrate graduate-level competencies (especially in communication, research, analysis, and integrative skills), and to complete extended and advanced projects and/or readings.

Beyond sponsoring academic courses relating to women, the Women's Studies Committee seeks to provide a flexible and supportive environment for women and men who are continuing their education.

Core Courses

Because of the breadth, integrative potential, and development of important skills, a small core of courses is recommended for Women's Studies students. WMS 401 Contemporary Issues in Women's Lives is a multidisciplinary overview of the substance of Women's Studies emphasizing development of strong academic skills for returning and intermediate students. WMS 403 Minority Women: Issues and Perspectives, examines connections between racism and sexism, through understanding the experience of U.S. minority women. WMS 411 Feminist Theories is an in-depth treatment of the intellectual challenge of Women's Studies. WMS 402 Library Research on Women: Interdisciplinary Resources, and WMS 412 Women, Organizations, and Change are intended to develop academic and practical skills essential to Women's Studies students.

WMS 415 Women's Studies Practicum is offered when special, in-depth research and community projects arise which involve Women's Studies faculty and students. Finally, WMS 480 Independent Study in Women's Studies offers students an opportunity to pursue special interests.
Women's Studies/Course Descriptions

Core Courses

WMS 401 Contemporary Issues in Women's Lives (4 Hrs.)
Interdisciplinary investigation of the lives and contributions of diverse women in contemporary society. Provides a basic framework for understanding the women's movement and attempts to connect public policy issues with the personal experiences and concerns of women.

WMS 402 Library Research on Women: Interdisciplinary Resources (4 Hrs.)
Library search skills and special material, documents, collections, and archives for interdisciplinary library research on women. Recommended as a companion to other courses involving library research projects. See SOA 417.

WMS 403 Minority Women: Issues and Perspectives (4 Hrs.)
Cultural traditions of Asian, Black, Hispanic, and Native American women. Various sociocultural perspectives, values, and practices discussed as they impact on family, health, illness, work, and participation in public policy decision making. See NUR 403.

WMS 411 Feminist Theories (4 Hrs.)
Various feminist theories, including liberal, radical, socialist, and anarchist, as well as perspectives of lesbian women and women of color. Stresses differences between feminist and traditional political analysis, as well as relations between theory and action. See SOA 408.

WMS 412 Women, Organizations, and Change (4 Hrs.)
Analysis of formal and informal power structures in organizations and the central role that organizations play in allocating income, status, and other resources to women. Examines feminist and other cooperative models of social and organizational change. Emphasis on developing feminist process skills in leadership, goal setting, decision making, coalition building, and conflict resolution.

WMS 415 Women's Studies Practicum (2-4 Hrs.)
Group or individual research or community action projects relating to women. Projects designed jointly by students and faculty. Regular participation in colloquium, practicum journal, and research paper/project report.

WMS 460 Special Topics in Women's Studies (2-8 Hrs.)
Selected topics in women's studies, to be announced each time course is offered. Variable credit; may be repeated for different topics.

WMS 480 Independent Study in Women's Studies (2-8 Hrs.)
Variable credit; individually arranged tutorial on special issues in women's studies.

General Courses

WMS 351 Sociology of Families (4 Hrs.)
Contemporary U.S., families, in historical and cross-cultural context. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality, and abuse. See CFC 351 and SOA 351.

WMS 421 Philosophy and Women (4 Hrs.)
Perspectives on women from the Western philosophical tradition. Paradigms of philosophical inquiry from several historical periods and their impact on thinking about women. Selected writings by contemporary feminist philosophers and their contributions to philosophical inquiry. See PHI 468.

WMS 423 Counseling Women (4 Hrs.)
Specialized biological, psychological, and social issues which affect women. Exploration of theoretical assumptions, counseling practices, and process variables which may apply differently to or affect women in counseling therapy. Identification of skills facilitative to women in general and to particular subgroups of women. Prerequisite: CFC 303. See CFC 423 and HDC 423.

WMS 434 Women and Work (4 Hrs.)
Role of women workers participating in the American labor force, their status and roles, their satisfaction and alienation, and the part they play in the labor movement. See LAR 434.

WMS 445 Law and Social Order (4 Hrs.)
Nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from a critical perspective, including relationship between the legal system and justice, fairness, and equality. Particular emphasis on issues of inequality involving race, class, and gender. See LES 404, POS 421, and SOA 425.

WMS 446 Family Law (4 Hrs.)
Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See SOA 454, HDC 446, CFC 446, LES 446.
WMS 447 Sex-Based Discrimination (4 Hrs.)
Substantive law course including constitutional standards, impact of ERA on these standards, the family, employment, the criminal justice system, credit, education, athletics, and public accommodations. See LES 447.

WMS 448 Law and Literature (4 Hrs.)
Individual conscience and the duty to obey and disobey law; nature of political trials; concept of property, especially the ownership or exploitation of racial minorities and women; issues of justice through readings and discussions of literature. See LES 456.

WMS 449 Nondiscrimination Laws in Employment (4 Hrs.)
Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits, and pay. Focus on protective labor laws, veteran preference, harassment, and due process requirements in employment. See LES 449 and ADP 452.

WMS 451 Social Psychology of Women (4 Hrs.)
Empirical research and phenomenological descriptions of five key areas of female psychology: biology, personality, social roles, sexuality, and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem, and identity formation. See PSY 435 and SOA 451.

WMS 452 Sociology of Gender (4 Hrs.)
Analysis of creation, maintenance, and enforcement of female and male roles. Socialization processes, cultural definitions, major social institutions, and structured social inequality. See SOA 452.

WMS 453 Women Across Cultures (4 Hrs.)
Interdisciplinary analysis of the status and condition of women in cross-cultural perspective. Explores how women are changing their familial, economic, social, and policy roles. Emphasis on Third World. See SOA 453.

WMS 455 Women in American History (2-4 Hrs.)
Issues and themes (production, reproduction, socialization, and women's movements) from colonial times to the present. Self-paced course emphasizing thinking and writing skills as well as content. See HIS 455.

WMS 456 Human Sexuality (4 Hrs.)
Knowledge and values concerning issues of human sexuality, with emphasis on sociological content, personal growth, and professional development. Format includes lectures, film presentations, and small-group discussions. See CFC 456, HDC 456, and SOA 456.

WMS 457 Comparative Women's History (4 Hrs.)
Women's history in England, Russia, China, Vietnam, and the U.S., with survey of areas in which conventional historical insights and methods need reinterpretation. See HIS 457.

WMS 461 Major Women Writers (4 Hrs.)
Novels by such major female authors as Austen, Bronte, Eliot, Woolf, and Lessing. See LIT 461.

WMS 462 Images of Women in Literature (4 Hrs.)
Literary works as they have treated women characters and women's concerns through the ages. See LIT 460.

WMS 475 Women in China (4 Hrs.)
Past and present roles and status of women in urban and rural society, including changes in expectations and reality as traditional Chinese social and economic practices were revolutionized by impact of the West and by political forces emerging within an often turbulent history. Offered as a self-paced module when not scheduled as a regular course. See HIS 475.

WMS 483 Women and the Mystery Novel (4 Hrs.)
Survey of the most popular genre in fiction, with special emphasis on women writers, including Sayers, Christie, March, Cross, and James. See LIT 483.
Thematic Activities
Afro-American and African Studies

Associated Faculty — Marje Fonza, Hugh Harris, Leroy A. Jordan, William Jordan, Alma Lowery-Palmer, Charles Sampson

The Afro-American and African Studies Thematic Activity (ASTA) is a unit in the Institute of Integrative and Innovative Learning administered by the School of Liberal Arts and Sciences. ASTA focuses on curricular development highlighting the contributions of Afro-Americans to American historical development. It also encourages community activities which focus on public issues of current importance to the Black Community. While focus is on Blacks in the United States, ASTA also supports course work and campus activities that highlight past and continuing links between Afro-Americans and Caribbean, Latin American, and African affairs. During each academic year, ASTA coordinates appropriate course offerings, panels, workshops, and speakers.

Course Offerings

ADP 564 Seminar in Urban Administration and Planning
HDC 493 Multicultural Counseling
HIS 433 The Age of Lincoln: United States, 1815 to 1877
HIS 436 United States, 1877 to 1929
LES 441 Welfare Law: Law and the Poor
LES 449 Nondiscrimination Laws in Employment
MUS 330 Jazz Improvisation
MUS 430 Advanced Jazz Improvisation
NUR/WMS 403 Minority Women: Issues and Perspectives
PAC 401 Music of the Black Subculture
PAC 403 Jazz Now: Current Issues
PAC 415 Black Political Participation
POS 477 Comparative Black Political Though
SOA 480 Peoples of Africa
Astronomy-Physics

Associated Faculty — Alexander J. Casella, Charles Schweighauser

Astronomy-Physics is a thematic activity in the Arts and Sciences cluster. It provides courses and laboratory work in astronomy and physics, featuring an astronomical observatory with a 14-inch Schmidt-Cassegrain telescope, an eight-inch Schmidt-Cassegrain telescope, two six-inch Newtonian telescopes, a diffraction grating spectrograph, a photoelectric photometer, a micrometer, a hydrogen-alpha filter, an objective prism, two television systems, and an image intensifier system that accommodates the spectrograph and cameras. Physics laboratory resources include a multi-channel analyzer with nuclear radiation detectors and radioactive sources, microcomputer equipment, electronic testing and breadboarding equipment, x-ray apparatus, several lasers and optical equipment, and sound analysis equipment. Opportunities are provided for students to do research with Astronomy-Physics faculty.

In 400-level courses, graduate students are expected to do additional work, including reading of selected primary sources and, when appropriate, additional observatory/laboratory work.

Students may pursue an individualized degree which includes Astronomy-Physics through the Individual Option Program.

Astronomy-Physics/Course Descriptions

ASP 401 Astronomy for Everybody (4 Hrs.)
Descriptive introduction to modern concepts of the physical nature of the astronomical universe. Topics include astronomical instrumentation, stars, the sun, nebulae, galaxies, and planets. For nonscience majors.

ASP 402 Modern Astronomy (4 Hrs.)
Analytical approach to the solar system, astrophysics, stellar systems, and galactic astronomy. For science majors only, or with permission of instructor.

ASP 403 The Solar System (4 Hrs.)
Rapid strides made during the space age in our understanding of the solar system. Includes modern information about the sun, planets, comets, meteors, and planetary satellites.

ASP 404 Astrophysics (4 Hrs.)
Origin, evolution, interiors, atmospheres, and energy production mechanisms of stars. For science majors only, or with permission of instructor.

ASP 405 Theories of the Universe (4 Hrs.)
Important concepts of the universe from the Babylonians through Einstein. Quasars, pulsars, black holes, and other recent discoveries are related to current cosmological thought.

ASP 407 Practical Astronomy (2 Hrs.)
Training in observatory procedures and techniques. Photography of objects in the solar system (planets, moon, sun) and deep-sky objects (galaxies, nebulae, star clusters) using SSU Observatory's 14-inch telescope and associated equipment. Prerequisite: ASP 401 or equivalent.

ASP 408 Observational Astronomy (2 Hrs.)
Techniques of spectroscopy and photometry in determining stellar temperatures, luminosities, and chemical compositions. Uses the University's 14-inch telescope, spectrograph, and photometer. Prerequisite: ASP 407.

ASP 410 Undergraduate Research (1-4 Hrs.)
Investigation of a specific problem in astronomy-physics of interest to the student and instructor. May be repeated for credit without limit, but research topics must vary.

ASP 411 Workshop in Science Education: Astronomy (4 Hrs.)
Workshop on science methods intended for in-service training for teachers at the elementary and secondary levels.

ASP 412 Classical Mechanics (4 Hrs.)
Newton's laws, including energy, momentum, angular momentum; multiparticle systems; Lagrangian and Hamiltonian formulations. Prerequisites: general physics and calculus.

ASP 413 Electricity and Magnetism (4 Hrs.)
Static and dynamic electric and magnetic fields and their relation as embodied in Maxwell's equations. Lecture and discussion. Prerequisites: general physics and calculus.
ASP 414 Introduction to Quantum Mechanics (4 Hrs.)
Development of the Schroedinger Equation; applications to simple physical systems including the one-electron atom; approximate methods for treatment of polyelectronic systems; development of the variational principle, with application to current semi-empirical and ab initio molecular orbital methods. Pre-requisites: general physics and calculus.

ASP 419 The Nature of Things (2 Hrs.)
For the non-science major curious about developments of modern physics but lacking the mathematical background required for the traditional course. Major concepts of modern physics, stressing the human creative process involved in development of modern physical theories. Includes relativity, cosmology, nature of atoms, elementary particles, and nature of light.
Energy Studies


Energy Studies is an area of study within the School of Public Affairs and Administration. Students may design a degree in Energy Studies through the Environmental Studies Program; or students may choose courses from Energy Studies to augment a degree in Individual Option or other programs, giving them a concentration in Energy Studies.

Because the use of energy affects all aspects of society, the goal of Energy Studies is to develop a synthesis of technical knowledge and social considerations by drawing upon present courses in several disciplines at SSU. The primary disciplinary focus is in economics and environmental studies. In consequence, Energy Studies brings together faculty and students who have a common desire to study and to seek solutions to energy problems.

Energy Studies builds and expands on the traditional areas that deal with energy issues. For example, a student in the physical sciences or in engineering may explore economics and policy aspects. Social science undergraduates examine technological and environmental issues. The environmental studies student confronts economic and political realities. Professional administration and policy students confront technological and environmental factors.

Energy Studies is a synthesis created from traditional disciplines. Courses are intended to supplement and expand undergraduate discipline-based education and should not be viewed as a substitute for such education.

Research in Energy Studies

Students have the opportunity to participate in research projects for academic credit. Current research interests include: local energy self-reliance, topics in solar energy, energy policy and planning, transportation, energy management, and conservation. Students are also encouraged to initiate their own research topics.

Global 2000 - Revisited

Students in the Energy Studies area also have the opportunity to work on the Global 2000 Revisited project. This is an international study focused primarily on worldwide environmental issues. The project is an update of a previous study commissioned by President Carter in 1977 and published in 1980. The original Global 2000 report, which sold a million copies in the U.S.A. and was widely acclaimed throughout the world, represented a landmark in environmental politics. The Global 2000 Revisited study is being done by a team of more than 25 international scholars under the direction of Edward Goldsmith (publisher and editor of the international journal, The Ecologist). Dr. Alexander J. Casella, Coordinator of Energy Studies, is a member of this team and is in charge of the Energy Section of the study. Graduate students can contribute to this project for academic credit in the form of research, thesis, and graduate projects.

Representative Courses

Other courses offered include:
ECO408 History of Economic Thought
ECO445 Economic Development
ECO449 World Economy
ECO461 Industrial Organization
ECO467 Policy Analysis
ECO547 International Trade
ENS 401 Environmental Planning: Land and Resource Use
ENS 402 Land-Use Planning: Principles and Practices
ENS 422 Energy Resource Economics
ENS 431 Energy and the Environment
ENS 432 Appropriate Energy Technology: Theory and Applications
ENS 433 Energy Resources and Technology
ENS 434 Solar Energy: Principles and Applications
ENS 436 Energy Conservation Technology: Buildings
ENS 437 Solar Architecture
ENS 441 World Oil Resources
ENS 442 Coal Resources and Technology
ENS 447 Environmental Chemistry
ENS 500 Graduate Research
ENS 502 Graduate Seminar
ENS 510 Thesis
ENS 520 Graduate Project
ENS 530 Internship
ENS 532 Photovoltaics and the Solar-Hydrogen Economy
ENS 544 Agroecosystems: An Ecological Analysis
ENS 582 Energy Policy and Planning

NOTE: See Environmental Studies and Economics programs for course descriptions.
International Studies

Associated Faculty — Nina Adams, Ashim Basu, Larry Golden, Hugh Harris, Alma Lowery-Palmer, Proshanta Nandi, Michael Quam

International Studies is a thematic activity. Students, faculty, and staff throughout the University participate in planning activities to enhance understanding and appreciation of the problems and perspectives of other nations and cultures.

In an era of complex interdependencies in the international system and of conflicts that are in part the results of differences in cultures and values, International Studies courses are designed to prepare students to be effective participants in a changing domestic and global society. Each semester, in the University schedule, several courses are highlighted for students interested in International Studies. Students interested in developing an individualized degree in International Studies may do so through the Individual Option program. In addition, the Economics, Health Services Administration, and Political Studies programs offer a concentration in International Studies.

Representative Courses

(*Indicates courses recommended for a Political Studies, Economics concentration in International Studies.)

ECO 315 Economics for Administration
ECO 421 Comparative Economic Systems*
ECO Economic Development
ECO 449 The World Economy*
HIS 461 Between Two Worlds: Social Change in England, 1890-1920
HIS 463 Europe in the Twentieth Century
HIS 466 Imperialism
HIS/ WMS 475 Women in China
HIS 477 Long Revolution in China and Vietnam
HSA 352 Third World Assessment: A Managerial Viewpoint
HSA 427 Seminar: Managing Health Care in the Third World
HSA 437 Health, Economic Development, and Social Change in Third World/Developing Countries
POS 471 Comparative Politics*
POS 473 World Politics*
POS 475 International Organizations and Integration*
POS 515 Seminar in Comparative and International Politics
SOA 302 Understanding Other Cultures
SOA 443 Nutrition and Culture
SOA 445 Medical Anthropology
SOA 480A Peoples of Africa
SOA 480B Peoples of Mexico
SOA 483 Social Problems of the Developing World
WMS 453/SOA 453 Women Across Cultures
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Normal

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