



Notre Dame de Namur University

2003-2004  
General Catalog



**NDNU**

# Notre Dame de Namur University

2003-2004 General Catalog

**CollegeSource**

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## Accreditation

Notre Dame de Namur University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools & Colleges (WASC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510) 748-9001.

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## Statement of Non-discrimination

Notre Dame de Namur University's educational services and employment opportunities are provided without regard to race, religion, color, national origin, age, sex, sexual orientation, physical or mental disability, marital status, and other criteria protected by law, except where there is a bona fide occupational or religious qualification. Any otherwise qualified student, or applicant, with a disability may request reasonable accommodation regarding the application process and services as a prospective or enrolled student. Requests for accommodation of a disability or any complaints by students related to student educational services or their employment opportunities should be directed to the Vice President for Student Affairs, Notre Dame de Namur University, (650) 508-3511.

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## Nature of Catalog

This Catalog is a complement to the *Student Handbook* and to information on the University web site ("documents"). Together, these documents serve as a guide to many of the student programs, policies, procedures, requirements, and resources of the University. These documents do not form a contract with the student: tuition, student fees, course and course contents, curricular requirements, and other matters referenced or set forth in these documents or otherwise related to students, are subject to change at the discretion of the University at any time, during or after registration or course enrollment, and with or without notice or written confirmation.

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# Notre Dame de Namur University

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## 2003-2004 General Catalog

Effective: Spring 2003  
through Summer 2004

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Belmont, California 94002  
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[www.ndnu.edu](http://www.ndnu.edu)

*Founded 1851*

# NDNU

# Academic Calendar 2002-2003

## Fall Semester 2002

<b>Aug. 26-27</b>	Final Registration
<b>Aug. 28</b>	CLASSES BEGIN Undergraduate Day
<b>Sept. 2</b>	Holiday - Labor Day
<b>Sept. 3</b>	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
<b>Oct. 18</b>	Holiday - Midterm
<b>Oct. 19</b>	CLASSES END Intensive Evening Term 1
<b>Oct. 28</b>	CLASSES BEGIN Intensive Evening Term 2
<b>Nov. 4-27</b>	Undergraduate Advance Registration for Spring 2003
<b>Nov. 19</b>	Graduate Advance Registration Deadline for Spring 2003
<b>Nov. 28-29</b>	Holiday - Thanksgiving
<b>Dec. 14</b>	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate

## Spring Semester 2003

<b>Jan. 6-7</b>	Final Registration
<b>Jan. 8</b>	CLASSES BEGIN Undergraduate Day
<b>Jan. 13</b>	CLASSES BEGIN  Undergraduate Evening, Intensive Evening Term 1, Graduate
<b>Jan. 20</b>	Holiday - Martin Luther King Day
<b>Feb. 17</b>	Holiday - Presidents' Day
<b>Mar. 1</b>	CLASSES END Intensive Evening Term 1
<b>Mar. 3-8</b>	Holiday - Spring Break
<b>Mar. 10</b>	CLASSES BEGIN Intensive Evening Term 2
<b>Mar. 31- Apr. 25</b>	Undergraduate Advance Registration for Summer, Fall
<b>Apr. 10</b>	Graduate Advance Registration Deadline for Summer, Fall
<b>Apr. 18</b>	Holiday - Good Friday
<b>May 3</b>	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate
<b>May 4</b>	COMMENCEMENT

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## Summer Term 1 2003

<b>May 12</b>	Final Registration CLASSES BEGIN
<b>May 26</b>	Holiday - Memorial Day
<b>June 28</b>	CLASSES END

## Summer Term 2 2003

<b>June 30</b>	Final Registration CLASSES BEGIN
<b>July 4</b>	Holiday - Fourth of July
<b>Aug. 16</b>	CLASSES END

*For a more detailed academic calendar, see [www.ndnu.edu/detail2002.html](http://www.ndnu.edu/detail2002.html).*

# Academic Calendar 2003-2004

## Fall Semester 2003

<b>Aug. 25-26</b>	Final Registration
<b>Aug. 27</b>	CLASSES BEGIN Undergraduate Day
<b>Sept. 1</b>	Holiday - Labor Day
<b>Sept. 2</b>	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
<b>Oct. 17</b>	Holiday - Midterm
<b>Oct. 18</b>	CLASSES END Intensive Evening Term 1
<b>Oct. 27</b>	CLASSES BEGIN Intensive Evening Term 2
<b>Nov. 3-26</b>	Undergraduate Advance Registration for Spring 2003
<b>Nov. 18</b>	Graduate Advance Registration Deadline for Spring 2003
<b>Nov. 28-29</b>	Holiday - Thanksgiving
<b>Dec. 13</b>	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate

## Spring Semester 2004

<b>Jan. 5-6</b>	Final Registration Undergraduate
<b>Jan. 7</b>	CLASSES BEGIN Undergraduate Day
<b>Jan. 9</b>	Final Registration - Graduate
<b>Jan. 12</b>	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
<b>Jan. 19</b>	Holiday - Martin Luther King Day
<b>Feb. 16</b>	Holiday - Presidents' Day
<b>Feb. 28</b>	CLASSES END Intensive Evening Term 1
<b>Mar. 1-6</b>	Holiday - Spring Break
<b>Mar. 8</b>	CLASSES BEGIN Intensive Evening Term 2
<b>Mar. 29- Apr. 23</b>	Undergraduate Advance Registration for Summer, Fall
<b>Apr. 8</b>	Graduate Advance Registration Deadline for Summer, Fall
<b>Apr. 9</b>	Holiday - Good Friday
<b>May 1</b>	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate
<b>May 2</b>	COMMENCEMENT

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## Summer Term 1 2004

<b>May 10</b>	Final Registration CLASSES BEGIN
<b>May 31</b>	Holiday - Memorial Day
<b>June 26</b>	CLASSES END

## Summer Term 2 2004

<b>June 28</b>	Final Registration CLASSES BEGIN
<b>July 5</b>	Holiday - Fourth of July
<b>Aug. 14</b>	CLASSES END

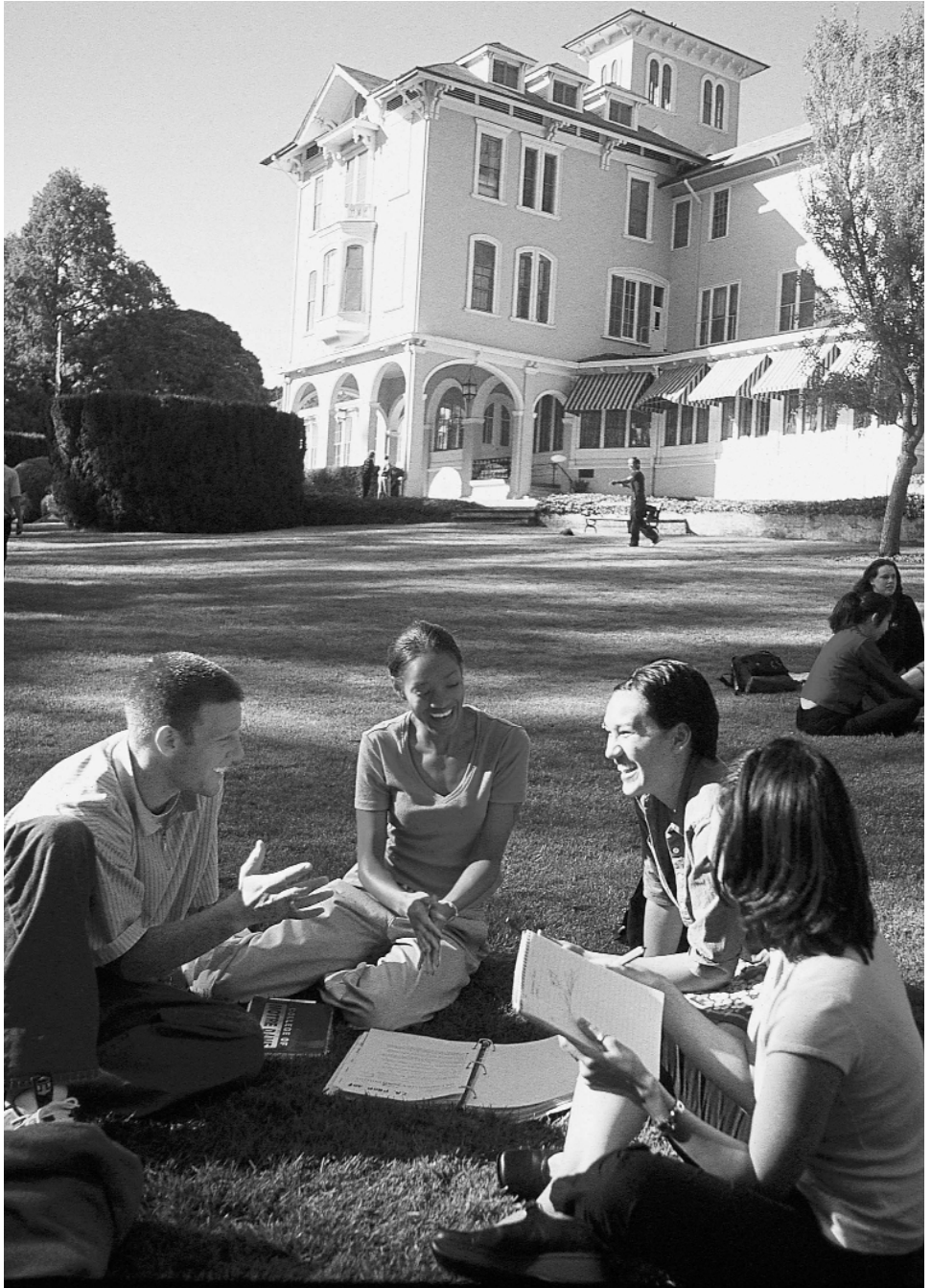
For a more detailed academic calendar, see [www.ndnu.edu/detail2003.html](http://www.ndnu.edu/detail2003.html).

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# Welcome

*Dr. John B. Oblak, President  
Notre Dame de Namur University*

Welcome to Notre Dame de Namur University, a school like no other.

Founded on the principles of educational access and community service, NDNNU has a rich history, a robust present, and an even brighter future.

The University, the fifth oldest in California, was founded in 1851 by the Sisters of Notre Dame, Catholic nuns from Namur, Belgium, who comforted people displaced by the French Revolution. Later, they established schools for women and children in Oregon and California at the outset of the California gold rush.

Today, as a fully-accredited master's university, we're big enough to host four separate schools – School of Arts & Humanities, School of Business & Management, School of Education & Leadership, and School of Sciences – offering 24 majors, 15 graduate degrees, five credentials, and eight certificate programs. We're also still small enough to boast a 14 to one student-teacher ratio.

The future has a number of dimensions. Besides a Master Plan calling for a comprehensive Campus Center, more residence hall space, site improvements, and enhanced financial aid packages, we're excited about our Centers of Excellence in each of the four Schools. Simply stated, these Centers collectively represent an ambitious, aggressive, and ongoing curriculum enrichment initiative that will reinforce our core principles.

Some of the early tangible outputs of these centers will include university stage premieres of dramas and musicals, case studies of businesses engaging in ethical and community-oriented best practices, bold scholarship programs for promising youth, and visionary, multidisciplinary regional land management programs built by and refined with cutting-edge software technology.

The intangibles also leave their mark. The deer grazing at dusk on the Ralston Hall lawn . . . the quiet conversations on the Quad . . . the look in the eyes of the students who believe in community service and are actively doing something about it.

We are an intimate campus with a big heart. We are a faculty who know your name and will make time to talk with you. Within our wide-ranging academic menu we have

unique and innovative concentrations such as streetwise sociology, art therapy, and musical theatre. We have a broad assortment of extracurricular activities and hands-on, on-site, co-curricular programs because we believe that the learning process exists just as legitimately outside the classroom as it does inside.

As a Catholic institution, we value developing the whole person, living in a collaborative community, and working toward a just society. We also pride ourselves on our commitment to racial, ethnic, and religious diversity. Understanding both our common human origins and our diversity promotes inclusiveness and respect for all people and their accomplishments.

Clearly there are other universities with bigger campuses, more sports, and more students. But there aren't any with the same measure of spirit, passion, and compassion as NDNU. If you take those ingredients and stir carefully with a nurturing environment, a dynamic faculty, and an energetic staff bristling with ideas, you've got the makings of a school that can seamlessly enable and prepare a student for the toughest challenges of the 21st Century. That is what makes us a school like no other.

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## Mission Statement – Adopted 1998

Founded upon the values of the Sisters of Notre Dame de Namur, and rooted in the Catholic tradition, Notre Dame de Namur University is committed to address the constantly changing educational needs of our diverse society and provide strong liberal arts programs and professional studies. We encourage our students to develop their potential in a supportive environment and challenge them to share what they have learned through service and the promotion of social justice and global peace. We are a center for values-based learning where students are enabled to build character, competence, and confidence for life and work.

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## Vision Statement

Guided by the ideals of global peace, social justice, and community service, NDNU will be the leader in values-based higher education for our region.

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## History

Notre Dame de Namur University is the only four-year accredited university in San Mateo County. Founded by the Sisters of Notre Dame de Namur in 1851, NDNU is a private, independent, Catholic, co-educational institution. The 50-acre campus is located in the city of Belmont on the San Francisco Peninsula. The University combines a residential and commuter undergraduate program with evening programs for working adults at both undergraduate and graduate levels. NDNU currently enrolls approximately 1,800 students from 25 states and 50 foreign countries.

The Sisters of Notre Dame de Namur came to the San Francisco Bay Area from their mission schools in Oregon. While visiting the Bay Area they established an institute of higher learning, College of Notre Dame, in the city of San Jose. The school was chartered in 1868 as the first college in the state of California authorized to grant the baccalaureate degree to women.

The College soon outgrew its facility in the South Bay and moved to Belmont in 1923. The College purchased Ralston Hall, the country estate of William Chapman Ralston, San Francisco financier and founder of the Bank of California. The Hall became the center of the campus and in recent years has been designated as a California Historical Landmark.

The College became fully co-educational in 1969, started offering master's degrees in 1972, and began the evening degree completion program in 1988. In 2001, the College reorganized into four schools and adopted the name "Notre Dame de Namur University" in August 2001 to better reflect its structure and the mix of undergraduate, graduate, liberal arts, and professional programs offered by the institution.

Notre Dame de Namur University recently celebrated its 150th anniversary. From its Gold Rush beginnings, the University has grown into a fully accredited institution that offers a broad range of undergraduate degrees, fifth-year credential programs in education, master's degrees in business, education, psychology, English, and music, and a variety of related certificate programs.

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## Academic Freedom Statement

It is fundamental to the health of an academic institution and ultimately to the health of a society at large that individual persons and groups of persons exercise their responsibility and freedom to search for the truth and to speak the truth as it is discovered. In a collegial community, the corporate person of the University and the persons of the faculty, staff, administration, and the student body bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect which foster an environment for the exercise of academic freedom.

Specific information regarding student academic freedoms, code of student conduct, student judicial system, policy on harassment and discrimination, and student grievance procedures is contained in the *Student Rights, Freedoms, and Responsibilities Handbook* available from the Student Affairs Division.

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## Accreditation

Notre Dame de Namur University is accredited by:

Western Association of Schools & Colleges

Senior College Commission

985 Atlantic Avenue, Suite 100

Alameda, CA 94501

(510) 748-9001

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## Accredited Programs at NDNU

- Teaching credential programs are accredited by the California Commission on Teacher Credentialing.
- All programs in Music are accredited by the National Association of Schools of Music.
- Master's programs in the Art Therapy Psychology Department are approved by the American Art Therapy Association.
- The Master of Arts in Counseling Psychology/MFT meets established guidelines of the California Board of Behavioral Sciences.

# Academic Affairs Division

*Lucille H. Sansing, Ph.D., Provost*

**T**he Academic Affairs Division is responsible for all the curricular programming and related support services of the University. The academic programs are organized into four schools, each headed by an academic dean:

- School of Arts & Humanities
- School of Business & Management
- School of Education & Leadership
- School of Sciences

The Academic Affairs Division also includes all the resources of the University that support students throughout their careers here: admissions, financial aid, library, registrar, academic success center, community-based learning, and career development. All these administrative offices work collaboratively to maintain a high standard of academic excellence within the classroom, and to offer students the appropriate support to achieve academic excellence.

## Academic Services

**Academic Success Center** – The Academic Success Center provides learning and support services for day, evening, intensive, undergraduate, and graduate students to reach their academic goals while attending NDNU. The Academic Success Center uses the resources of the NDNU community of students, faculty, and staff to encourage the development of the whole person. Services include accessible, user-friendly, positive learning environments, individualized assessment of learning strengths, and individualized learning strategies based on learning strengths. There are highly trained faculty, staff and tutors to assist students in their learning, along with study skills workshops in areas like time management and goal-setting strategies, critical thinking fundamentals, test-taking and note-taking skills, and textbook reading. Visit [www.ndnu.edu/academicsuccess](http://www.ndnu.edu/academicsuccess) for more information.

**Career Center** – The Career Center provides a full range of career services, including individual career counseling, part-time and full-time job listings, job search assistance, and a career resources library. The Center also offers classes that provide the opportunity for

students to explore personal values and interests, assess their skills, explore job and career options, develop and execute effective job search strategies, create career portfolios, and integrate classroom instruction with practical work experience through internships. See course listings in the School of Business & Management, page 156. The Career Center also sponsors events throughout the year, including a fall Internship Fair, a spring Job Fair, Kaplan Graduate School practice tests, Career Movie Night, Career Center Open House, “Find a Job While You Have Lunch,” and “Lunch with a CEO.” Further information about the Career Center is available at [www.ndnu.edu/career](http://www.ndnu.edu/career).

**Community-Based Learning** – In support of the University’s mission to educate for social justice and global peace, the Office of Community-Based Learning at NDNU offers students opportunities to develop and to participate in mutually beneficial partnerships between the University and organizations in the surrounding communities. Community-based learning is a method of integrating community involvement activities into academic courses and student leadership programs. Faculty, staff, and students work in partnership with local communities so that students can reach learning objectives while participating in meaningful community activity. Guided by the Center’s Director, a committee of faculty, staff and students, and an Advisory Board of community representatives, the Center promotes the education of students as both present and future community leaders.

**Library Services** – The Gellert Library of Notre Dame de Namur University provides materials and services that support and enhance the University’s undergraduate and graduate academic programs. Access to the library is open to all faculty members, students, staff, and alumni of NDNU. Librarians are available throughout the day and evening to assist with reference services.

The library owns approximately 100,000 printed volumes of books and periodicals, music scores, and sound and video recordings. In addition, approximately 10,000 periodicals are available in an electronic format on the library’s databases. Books are cataloged and shelved according to the Library of Congress classification scheme. Current and bound volumes of printed journals are located on the main floor and are shelved alphabetically by title. All of the books and recordings can be located through the library’s online catalog on its web site. A listing of printed and electronic journals can also be found at this site.

The Gellert Library subscribes to a number of online databases through several library consortia. Many of these databases contain the full text of journal articles. Some of these databases can be accessed remotely from home while others can be used only on campus. Please ask a reference librarian for assistance and for a list of current passwords. A complete list of databases is available on the library’s web site. All of the computers in the library that are available to students are linked to the Internet. More information on the Gellert Library and its services can be found on the library’s web site at [library.ndnu.edu](http://library.ndnu.edu).

**Program for Academic Support & Services** – The Program for Academic Support & Services (PASS) is dedicated to improving the educational development of students with documented disabilities and to enhancing understanding and support within the campus

community. As Notre Dame de Namur University strives to value, embrace, and reflect human and intellectual diversity, the PASS strives to accomplish this through the principles of equal access and opportunity. The objective of PASS is to ensure our students receive equal access to all NDNU programs and services. To that end, we seek to balance the student's right to access with our obligation to protect the integrity of NDNU programs and services. PASS is committed to:

- Complying with Section 504 of the Rehabilitation Act of 1973, as amended, and Section 202 of the Americans with Disabilities Act of 1990, as amended
- Informing students of services available for disabled students
- Providing written verification relative to the student's eligibility to receive reasonable accommodations
- Evaluating the information provided by the appropriately credentialed professional to determine eligibility and reasonable accommodations
- Keeping the information regarding the student's disability confidential until the student signs a release of information form
- Maintaining the academic integrity of its programs

For more information contact the PASS office at [pass@ndnu.edu](mailto:pass@ndnu.edu) or visit [www.ndnu.edu/pass](http://www.ndnu.edu/pass).

**Tutorial Center** – As a place to study and find help, the Tutorial Center meets students' needs ranging from building basic study skills to preparing for admission to graduate schools. With the goal of helping students become independent and effective learners, we provide friendly and free learning support services to all NDNU students. The Center is located in St. Mary's Hall, Room 128. The Tutorial Center is online at [tutorialcenter.ndnu.edu](http://tutorialcenter.ndnu.edu).

**Writing Center** – Offered both as a course and as a drop-in resource, the Writing Center helps students to develop as writers, focusing on the writing process: brainstorming, clustering, outlining, freewriting, editing, and revising. The Center offers individual tutoring in grammar, research, and essay organization. The Writing Center also addresses the specific needs of international students, emphasizing revision of essays and individualized instruction in idiom, mechanics, and grammar.



# Student Academic Conduct

Notre Dame de Namur University expects high standards of honesty and integrity from all members of the community. The University is committed to creating an environment which facilitates the spiritual, academic, and personal development of its members. The University, therefore, has a duty to protect its educational purpose through the setting of standards of scholarship and conduct. To this end, each student is responsible for reading and complying with the “Code of Student Conduct” found in the *Student Handbook* (Student Rights, Freedoms, and Responsibilities).

## Student Academic Responsibilities

It is the responsibility of each student to:

1. Know and comply with the policies and procedures, deadlines, and graduation requirements found within this Catalog;
2. Monitor his/her own progress in individual courses and toward completion of the graduation requirements;
3. Obtain correct information regarding academic programs and requirements;
4. Know and comply with the contents of the *Student Handbook* (Student Rights, Freedoms, and Responsibilities), which is incorporated by reference into this Catalog.

## Plagiarism

Plagiarism is intellectual dishonesty and as such, a serious academic offense. For clarification and elaboration on the subject, see Code of Student Conduct in the *Student Handbook*.

## Attendance

Students are required to attend all classes and laboratory sessions. Penalties for absences are left to the discretion of individual instructors and may include a lowering of the student’s overall grade. Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence.

## Student Grievances

Students seeking to redress an action by a member of the faculty, administration, or staff of the University should consult the *Student Handbook* (Student Rights, Freedoms, and Responsibilities) for detailed policies and procedures.

## Identification Cards

Notre Dame de Namur University I.D. cards are required of all students and are issued free of charge at the time of registration from the Office of Student Affairs.

# General Academic Policies & Procedures

## Course Designations

A course is designated by the discipline, the title, and the number under which credit is given, and the number of semester units of credit it offers.

### Department Codes

AC	Accounting	ID	Interdisciplinary Studies
AR	Art	LA	Latin American Studies
BA	Business Administration	LS	Liberal Studies
BY	Biology	MA	Mathematics
CH	Chemistry	MG	Management
CL	Culture & Language	MK	Marketing
CM	Communication	MU	Music
CS	Computer Science	NS	Nutritional Science
CU	Cultural Diversity	PA	Public Administration
DA	Dance	PE	Physical Education
EC	Economics	PH	Physics/Earth Science
ED	Education	PL	Philosophy
EI	English for International Students	PS	Political Science
EN	English	PY	Psychology
FC	Foreign Culture	RS	Religious Studies
FN	Finance	SL	Sports and Leisure Management
FR	French	SM	Science/Mathematics
GB	General Business	SO	Sociology
HR	Human Resources	SP	Spanish
HS	Human Services	SY	Systems Management
HU	Humanities	TA	Theatre Arts
HY	History	TM	Technology Management
IB	International Business		

### Course Numbering System

Numbers for courses receiving academic credit are assigned according to the following classification:

001-099	Undergraduate lower-division courses
100-199	Undergraduate upper-division courses
200-299	Graduate courses leading to a NDNU Master's degree or credential
300-399	Graduate methods courses or practice leading to a NDNU Master's degree or credential
400-499	Post baccalaureate professional growth courses for academic credit not leading to a NDNU Master's degree or credential
500-599	Upper-division undergraduate courses given graduate credit when taken by a graduate student with the prior approval of a graduate program director

## **Academic Units**

Each semester unit (credit) represents 15 hours of instruction, or the equivalent, in laboratory, field work, or independent study.

## **Continuing Education Units (CEU)**

One Continuing Education credit is awarded for each 10 hours of instruction and is graded on a Pass/Not Pass basis. These credits are a nationally recognized means of recording non-academic credit study. CEUs earned may not be applied to, nor substituted for, degree requirements.

## **Non-credit Study**

Non-credit study is not transcribed by the Registrar's Office.

## **Undergraduate Class Standing**

Undergraduate class standing is determined as follows:

<b>Freshman</b>	0-29 units completed
<b>Sophomore</b>	30-59 units completed
<b>Junior</b>	60-89 units completed
<b>Senior</b>	90 or more units completed

## **Privacy Rights of Students**

In accordance with the Family Educational Rights and Privacy Act (FERPA), the following information may be released without student consent:

1. Student's Name
2. Address (campus, local and/or permanent)
3. Telephone numbers
4. Date and place of birth
5. Major field of study and classification
6. Dates of attendance, degrees, and honors received
7. Most recent previous educational institution attended
8. Weight and height of members of intercollegiate athletic teams

No additional information may be released without written consent of the student. Third parties, including parents and legal guardians, do not have access to a student's transcripts, grades, class schedules, or other records without the written consent of the student. A student may prohibit the release of all information by submitting a written request to the registrar. Once filed, the request remains in effect for that semester only.

Exceptions:

1. University officials who have a legitimate educational interest in a student's records;
2. Certain government officials acting in their legitimate functions;
3. Those persons and agencies seeking records in connection with a student's application for or receipt of financial aid;
4. Authorities acting in compliance with a judicial order or pursuant to any lawfully issued subpoena;
5. Accrediting agencies, and certain government officials acting in their official capacities.

Under FERPA students have the right to:

1. Inspect and review information contained in their education records;
2. Challenge the contents of their education records;
3. Request a hearing if the outcome of the challenge is unsatisfactory;
4. Submit an explanatory statement for inclusion in the education record, if the outcome of the hearing is unsatisfactory;
5. Secure a copy of the institutional policy regarding privacy rights;
6. File complaints with the Department of Education concerning alleged failure to comply with FERPA.

Contact the Registrar's Office for further information.

### **Retention of Final Examinations**

Final exams are retained by the instructor for a period of one semester after the date of the exam. Students who desire to review a final exam evaluation should contact the instructor within that period. Exams of part-time instructors, or those who are no longer at the University, are stored in the department or school deans' offices.

### **Veterans' Affairs**

The California Department of Education, Council for Private, Postsecondary and Vocational Education approve Notre Dame de Namur University degree programs. Some certificate programs, excluding continuing education, are also approved for VA benefits. Veterans who expect to receive VA educational benefits must complete application forms with the VA Coordinator at the time of registration. Contact the veterans' coordinator in the Registrar's Office at (650) 508-3517 for current information.

Monthly benefits are based on the number of units taken each semester, the scheduled meeting dates of each course taken, and the number of veteran's dependents. Information on monthly benefits may be obtained by calling (800) 827-1000. Disabled veterans are advised to contact the Vocational Rehabilitation Office in Oakland, CA at (510) 637-1128. Children of veterans qualify for benefits only if the veteran has a 100 percent service-related disability.

All applicants and recipients of Veterans' Benefits must maintain a cumulative grade point average, in a degree program, of 2.0 (C) if an undergraduate or 3.0 (B) if a graduate student. Students in articulated programs must maintain a cumulative GPA of 2.0 (C) in all undergraduate courses and a cumulative GPA of 3.0 (B) in all graduate courses during the period of articulation.

Students who fail to meet the minimum satisfactory GPA requirements will be placed on Academic Probation and notified. If a student remains on academic probation beyond two semesters, the University will report a termination of benefits to the Department of Veterans' Affairs.

The University may not continue to certify the enrollment of a veteran or eligible person whose academic progress remains below graduation requirements. In the certificate program, if a VA student fails one course, the student is placed on Academic Probation. If a VA student fails the second course, he or she will not be certified for

VA benefits. Continuous enrollment is subject to University policy. The University must report the assignment of non-punitive grades (e.g., Incompletes) to the Department of Veterans' Affairs within 30 days from the date the grades are assigned. The student is required to submit corroborative evidence to substantiate his or her claim of extraordinary circumstances. This is necessary to ensure compliance with statutory restrictions on benefit programs. If, at the end of one year from the date the Incomplete was assigned, the student's records still reflect a non-punitive grade for the course, the Department of Veterans' Affairs will inform the student that the benefit payments for the course must be retroactively terminated.

### **Transcripts**

Students may obtain official transcripts of credit work at Notre Dame de Namur University from the Registrar's Office upon written request and with payment of a \$10.00 fee for each transcript requested (first copy free of charge). Please allow a minimum of five business days for processing. Official transcripts cannot be sent by fax. Transcripts of work taken at other institutions cannot be issued. The University reserves the right to withhold the records of any student not in good financial standing as defined by the University.

### **Diplomas**

Diplomas are ordered only after all grades are posted and the University has verified the completion of all academic requirements and the clearing of all financial obligations. Please allow approximately three months after verification for receipt of diploma.

Diplomas show the degree earned and the date conferred. The date posted on the diploma coincides with the last month of the semester of the completion of all requirements:

Fall - December

Spring - May

Summer - August

Undergraduate diplomas also display the major(s) and honors at graduation. Diplomas for Business Administration majors additionally list the concentration(s). Multiple majors in more than one degree do not yield two degrees; the degree is determined by the primary major.

Graduate diplomas display a maximum of two program emphases and do not indicate academic honors.

# Undergraduate Information

## Admission

Notre Dame de Namur University welcomes applications from all students regardless of religious preference, ethnicity, gender, sexual orientation, age, or financial need. Each applicant is evaluated on the basis of academic and personal achievement. Interviews are strongly encouraged and all interested students are welcome to visit the campus; please call the Office of Admission at (650) 508-3600 or (800) 263-0545 to arrange a visit.

### UNDERGRADUATE ADMISSION REQUIREMENTS

The Office of Admission processes applications for admission as a freshman or transfer student for all undergraduate programs, including traditional and intensive evening programs.

#### Applying as a Freshman: Required Documents

1. Completed application with required fee or fee waiver from your high school.  
You may also apply online through the web site at [www.ndnu.edu](http://www.ndnu.edu).
2. An official high school transcript showing, at minimum, completion of the following University preparatory courses:
  - English - four years
  - Mathematics - Algebra and Geometry
  - Foreign Language - two years of the same language
  - Laboratory Science - one year in grades 10-12
  - Social Science - two years in grades 10-12
  - University Preparatory Electives - a total of three full-year courses. This equates to one full-year course in three of the following areas: advanced mathematics, advanced foreign language, advanced laboratory science, computer science, advanced social science, or fine arts.
3. Official scores from the Scholastic Achievement Test (SAT) or the American College Test (ACT). (International students may substitute the Test of English as a Foreign Language (TOEFL).)
4. A letter of recommendation from a teacher or counselor.
5. Application essay (instructions appear in the application).

If you are an International student, please refer to International student admission requirements on page 16.

Freshman applicants are evaluated on an individual basis according to the strength of university preparatory coursework, grades in university preparatory courses, and standardized test results. The application essay, the recommendation, and extracurricular achievement also weigh in the admission decision.

Offers of admission are contingent upon high school graduation\* and continued high performance in the senior year. Notre Dame de Namur University reserves the right to revoke acceptance should the final transcript change admission eligibility or if any application materials are false or misrepresented.

*\*Students who are not high school graduates may be considered for admission with satisfactory scores on the California High School Proficiency Examination or the Test of General Educational Development (GED).*

### **Applying as a Transfer: Required Documents**

Notre Dame de Namur University considers anyone who has previously attended a regionally accredited college or university to be a transfer applicant. (A transfer applicant *may not* disregard a previous college record and apply for admission as a first-time freshman).

Transfer applicants are accepted at all class levels according to the following policies:

1. Applicants transferring with fewer than 30 transferable semester units must also meet freshman admission requirements;
2. The minimum cumulative college grade point average for consideration is 2.0;
3. Applicants on probation or disqualification from the last college attended are not eligible for consideration unless the probation or disqualification occurred at least seven years prior to the intended semester of matriculation at Notre Dame de Namur University or until they have completed 12 transferable semester units or more at a subsequent institution with a GPA of a 2.0 or higher.

Transfer applicants must submit the following:

1. Completed application with required fee or fee waiver from the Community College office of Financial Aid;
2. Official transcripts from *all* colleges and universities attended;
3. Official high school transcript and SAT or ACT scores if the applicant has completed fewer than 30 transferable semester units;
4. A letter of recommendation, preferably from a teacher or counselor;
5. Application essay (instructions appear in the application).

See our Articulation Agreements for details on how courses taken at other colleges can meet Notre Dame de Namur University requirements. These are listed on the University web site or are available from Admissions.

*Note: If you are an International student, please refer to International student admission requirements on page 16.*

## Second Bachelor's Degree

Notre Dame de Namur University offers the opportunity for students to pursue a second bachelor's degree. Applicants who hold an undergraduate degree from a regionally accredited college or university with at least a 2.0 cumulative grade point average will be considered for admission to a second degree program. The SAT is not required, but students whose first language is not English must demonstrate a TOEFL score of at least 450. See Undergraduate Academic Information, page 28 for degree requirements.

## Evening Degree Program

Admission is granted to programs in Computer Science or Psychology according to the following policies:

1. The minimum cumulative college grade point average for consideration is 2.0;
2. Applicants on probation or disqualification from the last college attended are not eligible for consideration unless the probation or disqualification occurred at least seven years prior to the intended semester of matriculation at Notre Dame de Namur University, or until they have completed 12 transferable semester units or more at a subsequent institution with a GPA of 2.0 or higher.

*Note: If you are an International student, please refer to International student admission requirements on page 16.*

Admission is granted to the Intensive Evening Degree Program in Business Administration, Liberal Studies, or Human Services according to the following policies:

1. Applicants must have completed a minimum of 45 transferable semester units.  
Applicants with 35 to 44 semester units may be accepted as "Special Status" students in the Evening Degree Program and may enroll in 15-week semester classes until they qualify to transfer to the Intensive Program;
2. Applicants must be 25 years of age or older;
3. Applicants must have three years of demonstrated professional work experience;
4. The minimum cumulative college grade-point average for consideration is 2.0;
5. Applicants on probation or disqualification from the last college attended are not eligible for consideration unless the probation or disqualification occurred at least seven years prior to the intended semester of matriculation at Notre Dame de Namur University or until they have completed 12 transferable semester units or more at a subsequent institution with a GPA of 2.0 or higher.

Any student who meets the above requirements and seeks admission to the Intensive Evening Degree Program in Business Administration, Liberal Studies, or Human Services must submit the following:

1. Completed Evening Degree Program application with required fee. You may also apply online through the web site at [www.ndnu.edu](http://www.ndnu.edu).
2. Official transcripts from all colleges and universities attended;
3. A letter of recommendation, employer preferred;
4. Application essay (instructions appear in the application).

*Note: If you are an International student, please refer to International student admission requirements on page 16.*



## **International Students**

International student applicants must meet the admission requirements for freshman or transfer students, respectively. If English is not the applicant's first language, a minimum score of 450 from the Test of English as a Foreign Language (TOEFL), or equivalent score on the computer-based TOEFL, is also required for consideration. Students submitting a TOEFL score are not required to submit SAT or ACT scores.

International University transcripts from outside the U.S. or Canada must be evaluated by a professional credential evaluation service. We recommend World Education Services, Inc. (WES). Please refer to their web site [www.wes.org](http://www.wes.org) for an explanation of their services.

Students must also complete the International Student Certification of Finances, as part of the application process. This form is available from the Admission Office or it can be downloaded as a printable document in MS Word format from the University web site.

Admitted international students with TOEFL scores below 600 must agree to take an English placement examination upon arrival at the University, and to take any English as a Second Language (ESL) course required by the English department based on the result of this examination. International students with TOEFL scores of 600 or above, or equivalent score on the computer-based TOEFL, are exempt from the ESL test, but must take the University's writing test.

If you are a citizen of a country other than the U.S., and not a Permanent Resident, choose the International Application from the printable undergraduate application forms or apply online at [www.ndnu.edu](http://www.ndnu.edu).

## **Non-Matriculated Enrollment**

Undergraduate students may enroll in classes at Notre Dame de Namur University in non-matriculated status. A non-matriculated student is a part-time student who is not formally admitted to the University but is permitted to enroll in undergraduate classes, up to a maximum of 11 units per semester. Non-matriculated students are not eligible for financial aid.

An undergraduate student wishing to take classes in non-matriculated status should submit an Application for Enrollment as a Non-matriculated Student form with the required application fee to the Registrar's Office. (Students holding baccalaureate degrees are processed through Graduate Admission, regardless of whether they are taking undergraduate or graduate courses.) Permission to enroll requires evidence that any pre-requisites for the selected course(s) have been met. Students on probation or disqualified at another institution are not eligible for non-matriculated status unless the probation or disqualification occurred at least seven years prior to the intended semester of non-matriculated enrollment.

Since units earned in non-matriculated status do not apply to the University residency requirement, students intending to pursue a Notre Dame de Namur University undergraduate degree should, in their own best interest, apply for formal admission as soon as possible.

Applications for non-matriculated enrollment are available from the Registrar's Office. Students with permission to enroll in non-matriculated status may register for approved classes during Final Registration at the start of the semester, or during the Drop/Add period. Should a class become over-enrolled, priority will be given to matriculated students. Full payment of tuition or suitable arrangements must be made at the time of registration. Tuition is fully refundable if enrollment is denied due to over-enrollment.

### **Policies for Awarding Transfer Credit**

With the exception of remedial and non-academic vocational courses, NDNU accepts credit for courses completed with grade "C" or higher at any degree-granting regionally-accredited two-year college or four-year college or university. Courses from California Community Colleges completed with grade "C" or higher are generally accepted according to the published recommendations for transfer of courses to the California State University system, provided that these courses are applicable to NDNU academic programs. See our Articulation Agreements for details on how courses taken at other colleges can meet Notre Dame de Namur University requirements.

In general, technical, trade, vocational, and remedial courses are not accepted for transfer credit. These include: any English preliminary to freshman composition; elementary or intermediate algebra and geometry, and any course preliminary to these; typing, keyboarding, and shorthand courses; and Introduction to College and college re-entry courses.

Transfer unit limitations exist in physical education, co-op education, ROTC, and English as a Second Language. Maximum allowable transfer unit totals apply as follows:

1. Co-op Education/Career Development – 12 units total
2. Physical Education – eight units
3. ROTC – 15 units
4. ESL – nine units (eligible for use as elective credit only)

A total of 78 lower-division transferable units are applicable to a Notre Dame de Namur University degree. Reasonable consideration is given to equivalent courses of transfer students in fulfillment of the University's General Education requirements. Articulation Agreements are available in the transfer centers at many California community colleges. Courses completed pass/credit may be used in fulfillment of General Education or major requirements only if the pass/credit is validated as grade "C" or higher.

### **Intersegmental General Education Transfer Curriculum (IGETC)**

Students attending a California Community College may complete the requirements in the Intersegmental General Education Transfer Curriculum (IGETC). The IGETC is not an admission requirement for Notre Dame de Namur University, and does not guarantee admission.

- Students may complete the IGETC requirements for either the CSU or UC system, allowing them to transfer without the need to take additional lower-division, general education courses at Notre Dame de Namur University.

- Students may complete a portion of the IGETC requirements, and then complete any additional lower-division, general education courses after transferring to Notre Dame de Namur University.
- Students may transfer to Notre Dame de Namur University without following the IGETC or completing their lower-division and general education courses. A course-by-course evaluation will determine the need, if any, for additional lower-division general education courses.

*Note: Students completing IGETC may be required to take additional upper-division courses at NDNU to satisfy General Education Requirements (e.g., Religious Studies).*

### **Military Credit**

Credit is granted for various levels of active service in the United States military as follows:

1. Basic military service of more than one year = maximum of six semester units lower-division.
2. Completion of Officers' Candidate School (one year) = maximum of nine semester units lower-division plus six semester units upper-division.

Students in any of the above categories may also be granted credit for courses taken in military schools according to the recommendations for institution of higher education in the American Council on Education's "A Guide to the Evaluation of Educational Experiences in the Armed Services." An original Form DD214 is required for all military credit.

### **R. N. Transfer Credit**

Notre Dame de Namur University offers registered nurses the opportunity to complete studies leading to a degree other than Bachelor of Science in Nursing. A two-year associate degree registered nurse is granted up to 35 semester units for coursework in nursing as well as credit for transferable general education courses taken during the nursing program. A three-year diploma registered nurse is granted up to 60 semester units for the hospital nursing program as well as any transferable units in general education (not part of the nursing core courses) completed at an affiliated college or university.

### **R. N. Continuing Education Credit**

Notre Dame de Namur University offers continuing education courses for registered nurses under provider number 13634. Each semester unit of regular academic courses counts for 15 hours of nursing continuing education credit. Each semester unit of NDNU continuing education courses count for 10 hours of nursing continuing education credit. A list of courses eligible for credit is available from the Registrar's Office.

## UNDERGRADUATE FINANCIAL INFORMATION: SUMMARY

(Rates effective Summer 2003)

Effective Fall 2003, on-campus residence is required for all full-time freshmen under 21 years of age.

### Full-time Undergraduate Tuition & Fees

Tuition (12-18 units per semester) . . . . .	\$10,025.00
Student Activity Fee (per semester) . . . . .	\$50.00
Overload (beyond 18 units – per unit) . . . . .	\$790.00

### Part-time Undergraduate Tuition & Fees (Day/Evening/Intensive)

Tuition (1-11 units – per unit) . . . . .	\$485.00
Student Services Fee (per trimester) . . . . .	\$15.00

### Room & Board

Meal Plan #1 - 8 meals (per semester) . . . . .	\$1,400.00
Meal Plan #2 - 10 meals (per semester) . . . . .	\$1,430.00
Meal Plan #3 - 12 meals (per semester) . . . . .	\$1,450.00
Meal Plan #4 - 14 meals (per semester) . . . . .	\$1,500.00
Meal Plan #5 - 19 meals (per semester) . . . . .	\$1,540.00
Triple Occupancy in Standard Room (per semester) . . . . .	\$2,570.00
Quadruple Apartment (per semester) . . . . .	\$2,680.00
Double Room/Triple Apartment (per semester) . . . . .	\$3,145.00
Single Room (per semester) . . . . .	\$4,190.00
Double Apartment/Half Room Single (per semester) . . . . .	\$3,730.00

# Financial Aid

In Fall 2002, our traditional undergraduates received over \$3,988,500 in financial aid. Those packages contained an average of \$8,750 in NDNU funds. Additionally they received \$593,000 in Federal Pell Grants, \$945,000 in Cal Grants, and \$200,000 in Federal Work Study funds, as well as Federally Subsidized and Unsubsidized Stafford Loans.

The Financial Aid Office, located in Ralston Hall, serves students seeking financial assistance, and provides information to students and parents who are not familiar with the financial aid process. Students who have been admitted to Notre Dame de Namur as at least half-time students, and are US citizens, US permanent residents, citizens of American Samoa or Swain's Island, and citizens of the Federated States of Micronesia, the Marshall Islands, or Palau, are eligible to be considered for all types of financial assistance. Students who are considered international status may be eligible for NDNU grants or scholarships. NDNU administers financial aid in accordance with nationally accepted principles.

## NDNU FINANCIAL AID POLICIES

1. All students seeking admission to the University who require financial aid are encouraged to apply for aid.
2. Students and their families are expected to bear the primary responsibility for meeting educational costs.
3. Financial aid packages usually combine scholarships, grants, loans, and a part-time job. The total amount of financial aid offered by the University, together with all other financial aid sources, may not exceed the student's calculated financial need or cost of attendance which ever is lower.
4. To be considered for all sources of financial aid, students must enroll full-time and complete sufficient academic units each semester to graduate in four years. (The majority of Federal and state financial aid programs may be available to students enrolled at least half-time).
5. Generally, students are eligible to receive financial aid for the equivalent of four years of full-time study. To maintain eligibility for NDNU financial aid, students must complete at least 12 units of passing work per semester and maintain a cumulative 2.0 grade point average (academic adjustment may be made to accommodate documented learning disabilities). Failure to do so results in being placed on financial aid probation which requires a contract with the Financial Aid Office specifying the conditions which must be met within the following semester to regain clear academic standing and eligibility for financial aid. Students in attendance for two semesters without completing 12 units of passing work and/or not maintaining a cumulative 2.0 grade point average may be denied financial aid from federal, state, and/or institutional sources.

## Applying for Financial Aid

1. To apply for financial aid, full-time undergraduate students are required to submit the Free Application for Federal Financial Aid (FAFSA). Evening Intensive and graduate students must submit the FAFSA and NDNU Supplement. See page 21 for availability of these forms.

2. Supporting documents, such as parent and student tax returns, may be requested by the Financial Aid Office at NDNU when processed FAFSA and other forms are received.
3. Financial assistance is awarded only after admission to the University.

For further information, please call (650) 508-3509, e-mail us at [finaid@ndnu.edu](mailto:finaid@ndnu.edu), or write: Financial Aid Office, Notre Dame de Namur University, 1500 Ralston Avenue, Belmont, CA 94002.

### **Refund/Return of Title IV Funds to the Federal Government**

Financial Aid recipients should be aware that all or a portion of any financial aid received may be returned to the source in cases of withdrawal from NDNU. The order of return of financial aid funds per federal regulations is as follows:

1. Federal Stafford Loans
2. Federal Perkins Loans
3. Federal PLUS Loans
4. Federal Pell Grant
5. Federal SEOG
6. Other financial aid programs

### **Financial Aid Forms**

All forms are available through the Financial Aid Office at NDNU. In addition, you may get copies as follows:

**FAFSA** – The FAFSA is available at any college and on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
**NDNU Financial Aid Supplement** – available from the Financial Aid Office, or download and print a copy from the web (a Microsoft Word document).

### **Deadlines**

March 2 is the FAFSA and Cal Grant GPA Verification deadline for undergraduates to be considered for Cal Grants. March 2 is also the priority filing date for other aid programs. You should apply as early as possible for full consideration. If you do not apply by March 2, undergraduates and graduates are still eligible for some forms of financial aid.

## **FEDERAL PROGRAMS**

### **Federal Pell Grant**

The Pell Grant Program is a federal aid program designed to provide financial assistance to undergraduate students who demonstrate financial need under the guidelines of the program. Grants range up to \$4,000 per academic year. The amount of a student's award is based upon his or her need for financial assistance and the cost of education at Notre Dame de Namur University.

Undergraduate students enrolled for at least .5 unit per semester/summer session are eligible to apply. Students must reapply for the Pell Grant each year. Students in the Teaching Credential Program may be Pell Grant eligible.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

The Supplemental Educational Opportunity Grant is a federal program which provides grant aid to undergraduate students who have exceptional financial need and who would be unable to attend college without such assistance. SEOG awards at NDNU may range from \$200 to \$1,000 per academic year.

### **Federal Work-Study (FWS)**

This federal program helps NDNU to provide jobs for students who need financial aid and enables students to earn money to pay for part of their educational expenses while attending the University. Students are responsible for applying for FWS jobs, and earn an hourly wage. During the school-term, the maximum number of hours a student may work per week is twenty.

### **Federal Perkins Loan**

This federal program provides long-term, low interest loans to eligible students. Federal guidelines stipulate that students may borrow up to \$4,000 per academic year for undergraduates with \$20,000 as the maximum for all undergraduate years. Graduate students may borrow \$6,000 per academic year and \$40,000 as the maximum for graduate years. The amount a NDNU student is awarded depends upon the availability of funds. Repayment of these loans begins 270 days after the student ceases to be enrolled at least half-time.

### **Federal Loan Programs**

The **Subsidized Stafford Loan** is a need-based program, and interest does not accrue while the student is in school at least half-time. The yearly borrowing limits are \$2,625 for a freshman, \$3,500 for a sophomore, and \$5,500 for juniors and seniors, with an overall limit of \$23,000 for undergraduate study. Graduate students may borrow \$8,500 per year up to a cumulative undergraduate and graduate maximum of \$65,000.

If a student does not have calculated financial need, he or she may still borrow through the **Unsubsidized Stafford Loan Program**. The loan limits are the same as for the Subsidized Stafford. In some cases a student may be eligible for a combination of both, but in no case may the total amount exceed the limits above.

There is also an **Unsubsidized Federal Stafford Loan Program**, available primarily to independent undergraduates and graduate students. The limits for this program are \$4,000 for freshmen and sophomores, \$5,000 for juniors and seniors, and \$10,000 for graduate students. This program is available to dependent undergraduates if their parents are denied by lenders to borrow through the PLUS Program.

A 3% fee may be taken out of these loans by the federal government and guaranty agency to cover program costs and defaulted loans. Repayment begins 180 days after the student ceases to be enrolled at least half-time. The interest rate is variable, with a cap of 8.25%. The 2002-2003 interest rate is 3.46%.

**PLUS Loans** are non-need based loans made to the parent of the student. These loans are also provided by lenders. The maximum a parent may borrow is the total cost of attendance less other aid. Interest also accrues on these loans and repayment begins immediately after the check is disbursed. The 2002-2003 interest rate is 4.86%.

## **STATE OF CALIFORNIA PROGRAMS**

### **Cal Grant A**

This grant program provides assistance to undergraduate California resident students who will be studying at least half-time (six or more units per semester at Notre Dame de Namur University). This grant can be used for tuition only and ranges up to \$9,708

per year. Cal Grants are renewable for up to eight semesters for those who remain eligible. Applicants to this program qualify based on need and their grade point average (or SAT scores if attending a non-graded school).

Students can apply for Cal Grants by completing the Free Application for Federal Student Aid (FAFSA) and a GPA Verification Form. These forms are available in late December of each year from high school counselors, all colleges, the California Student Aid Commission, or Notre Dame de Namur University's Financial Aid Office. The deadline for new applicants to complete and submit the FAFSA/GPA Verification Form is March 2.

### **Cal Grant B**

This grant program provides assistance to eligible entering freshmen who will be enrolled at least half-time (six or more units per semester). This grant is limited to California residents from low-income families.

For college freshmen, this program provides a subsistence for non-tuition costs. The size of the subsistence grant is \$1,551 per year. When renewed by sophomores, juniors, and seniors, a Cal Grant B can also cover tuition. Additional tuition grants may range up to \$9,708 per year and may be renewed each year for students who remain eligible.

Application is made by completing the Free Application for Federal Student Aid (FAFSA). The deadline for new applicants to submit the FAFSA is March 2. The amounts awarded and the regulations governing California State Aid are subject to change without prior notice.

## **NDNU GRANT & SCHOLARSHIP PROGRAMS**

### **Need-Based Grants & Scholarships**

NDNU provides grants and scholarships to qualified full-time undergraduate students who may demonstrate financial need. Most scholarship awards are based on a combination of academic excellence, exceptional promise, and demonstrated need. These are awarded to full-time undergraduate students and most may be renewed annually. The cumulative grade point average, activities, and leadership qualities are also reviewed. There is no separate financial aid application for these scholarships.

### **Merit Scholarships**

*Ralston Presidential Scholarships* – valued at \$19,000 per year for entering freshmen and transfers. During the first year, the Ralston Scholars will earn an additional \$2,000 while serving as interns to the President, Vice Presidents, and Deans.

*Provost Scholarships* – valued at \$14,000 per year for entering freshmen and transfers.

*Leadership Academy Scholarships* – valued from \$7,000 to \$9,000 per year for entering freshmen and transfers.

*Emerging Artist Talent Scholarships in Art, Music, & Theatre* – valued from \$7,500 to \$9,500 per year for entering freshmen and transfers demonstrating talent in art, music, theatre, and musical theatre.



*Note: These scholarships will become a part of regular financial aid awards, based on students' eligibility for additional funds from NDNU and other agencies. Students will receive the value of the highest scholarship available to them. NDNU will guarantee a minimum of the value of the NDNU scholarship to those candidates selected for the award, with the understanding that students receiving outside grants and scholarships exceeding their financial need may see a reduction in this award if required under federal regulation (this happens rarely.) It is also important to note that international students will be considered for each of these scholarships based upon their academic and artistic achievements. Specific information is available from the Admission Office.*

### **Loans**

Educational Alternative Loans through Citiassist may be available to international students depending on specific criteria and a U.S. permanent resident co-signer for the loan. Contact the NDNU Loan Coordinator at (650) 508-3587 or [finaid@ndnu.edu](mailto:finaid@ndnu.edu).

# Academic Information

## BACCALAUREATE DEGREES

The University offers four baccalaureate degrees:

- The **Bachelor of Arts** degree in Art, Art & Graphic Design, Biology, Communication, English, History, Liberal Studies, Music, Philosophy, Political Science, Psychology, Religious Studies, Social Science, Sociology, and Theatre Arts;
- The **Bachelor of Science** degree in Biochemistry, Biology, Business Administration, Computer Science, and Human Services;
- The **Bachelor of Fine Arts** degree in Art and in Musical Theatre; and
- The **Bachelor of Music** degree.

## Evening Degree Programs

The undergraduate evening degree programs at Notre Dame de Namur University are upper-division programs designed to enable career-oriented working adults to complete a Bachelor's Degree in the evening. Majors in Computer Science and Psychology are offered in the regular 15-week fall and spring semesters. Majors in Business Administration, Human Services, and Liberal Studies are offered in six 7-week terms in the fall, spring, and summer. Only students accepted into the Intensive programs may enroll in 7-week Intensive courses; however, Intensive Program students may enroll concurrently in 15-week semester courses. Evening classes generally meet one night per week. Students should consult with their advisors regarding the availability and scheduling of General Education courses in the evening.

## GENERAL DEGREE REQUIREMENTS

Notre Dame de Namur University has a tripartite structure for Bachelor's degree programs: the General Education segment requires students to master enabling skills for autonomous learning and to develop an understanding of the fundamental areas of knowledge; the Major segment requires students to achieve depth in a specific area; and the Electives segment provides the opportunity for students to select diverse exposure to other areas of interest. This structure applies to all baccalaureate degrees. Specific requirements for each category of degree follow below. Further details are found under the major.

### Unit Requirement

A total of 124 semester units is required for the bachelor's degree. These must include a minimum of 46 units in upper-division courses; at least 24 of the upper-division units must be in the major. (The Bachelor of Arts, Music, and Fine Arts degrees require 47 units of General Education. The Bachelor of Science degree requires 45 units of General Education.)

A single course may be used to fulfill both a general education requirement and a major or minor requirement. The student using this option must take an equivalent number of units of additional coursework to complete the NDNU total unit requirement (124) for graduation.

A maximum of 16 units in performance and activities courses, excluding courses required in the major, may be applied toward the total unit requirement, with a limit of five units per semester. A list of performance and activities courses can be found in Undergraduate Policies & Procedures, pages 32-33.

### **Major Requirement**

The academic major includes a minimum of 24 discrete units of upper-division coursework in the major discipline.

### **Minor Requirement**

An academic minor requires a minimum of 12 discrete units in the chosen area, of which six units must be upper-division.

### **Majors & Minors: Discrete Unit Requirement**

Units of coursework counted toward the minimum 24 units required for a major and the minimum 12 units required for a minor cannot be used to meet the minimum unit requirements for another major or minor (i.e., the units must be discrete). For example, a double major must consist of at least 48 discrete units, a major and minor of 36 discrete units, a major and two minors of 48 discrete units.

### **Academic Residency**

A student must complete at least 30 units at Notre Dame de Namur University in at least two semesters. The last 12 units toward the degree must be done consecutively at NDNU. Transfer students must complete a minimum of 12 upper-division units in the major at NDNU. (These may be included in the 30 residency units.) Only units earned after matriculation may be applied to residency.

### **Career Development**

The Career Development Requirement assists students in transitioning from college into successful and satisfying work. Three units of coursework in Career Development are required for all undergraduates. One unit of credit is given for The Human Experience (ID001A/B). If a student has three or more years of full-time work experience, has a current resume and can demonstrate knowledge in managing a career throughout one's life, the requirement may be waived by the Director of the Career Center. (Note: the Career Development Requirement does not apply to Intensive students). Please note that waiving the career requirement does not grant units of credit. See your academic advisor no later than the start of the junior year to ascertain the number of units needed to satisfy the career requirement.

Options for meeting the requirement include:

1. Taking Career Development courses at NDNU (courses with CD prefix).
2. Doing an internship for credit at NDNU; the following courses count toward the Career Development Requirement: AR108D (2), AR151 (2), CD198 (2-3), CM160 (3), ED136 (3), EN149C (3), EN149T (1-3), MG186 (3), PY109 (1), SO109 (1), SO190A (1), SO190B (2), and TA195 (2).
3. Pursuing relevant career development experiences designed in collaboration with a Department Chair/Program Director and the Director of Career Development.

## U.S. History

Students who have not completed a United States history course with grade “C” or higher in an American high school or an American international school are required to pass one three-unit course in United States History.

## Writing Proficiency Requirement

As a requirement for graduation, all students who have completed 45 units must meet the University’s Writing Proficiency requirement either by passing the Writing Proficiency Exam, offered every semester, or by completing Journalism (CM118), Advanced Writing (EN106), Technical Writing (EN107), three units of Writing Center (EN120), or, for Intensive Evening Degree students only, Professional Writing (EN136) or Project, Proposal & Grant Writing (EN137). The requirement can also be met through the successful completion of a writing-intensive course in the student’s major; the student should consult with his or her advisor for details concerning this option. Continuing students should take the Writing Proficiency Exam when they are second-semester sophomores; transfer students entering with more than 30 units take the Writing Proficiency Exam at the beginning of their first semester at the University. Students who do not pass the Writing Proficiency Exam must schedule an appointment with the head of the English Department to plan an appropriate course of action to improve their writing and satisfy the requirement.

Freshmen students who have passed a College Board Advanced Placement Examination in English with a score of three or higher have satisfied General Education requirements in English but are still required to meet the writing proficiency requirement.

## SPECIFIC DEGREE REQUIREMENTS

### Bachelor of Arts

A curriculum which may require a maximum of 60 units of coursework in or out of the major department beyond the required 47 general education units. A minimum of 24 upper-division units is required in the major.

### Bachelor of Fine Arts

A rigorous curriculum designed to prepare talented students for professional careers in the arts. The B.F.A. in Art leads to a professional degree in art or graphic design. The B.F.A. in Musical Theatre leads to a professional degree in musical theatre. The B.F.A. or its equivalent is normally a prerequisite to graduate professional studies (M.F.A.). A total of 72-78 units of work in the major is required for the B.F.A. Students in the program are encouraged to enroll in selected summer courses in order to spread the program requirements more evenly over four years.

### Bachelor of Music

A curriculum designed to serve the needs of students who desire a stronger concentration in performance than is provided by the requirements for the B.A. degree in music. A minimum of 80 semester units must be taken within the field of music.

## **Bachelor of Science**

A curriculum which may require a maximum of 75 units of coursework in or out of the major department beyond the required 45 general education units. A minimum of 33 units shall be required in the major or in directly related fields, and of these at least 24 units shall be upper-division work in the major department.

## **Degrees with Multiple Majors**

While a student may be eligible for a degree with multiple majors, Notre Dame de Namur University does not award degrees of more than one type (for example, a B.A. and a B.S.) simultaneously. Students completing requirements for majors in more than one degree type must declare a primary major that dictates which degree is awarded.

## **Second Bachelor's Degrees**

Students admitted to a second bachelor's degree program must complete at least 30 units of coursework toward the second bachelor's degree at Notre Dame de Namur University, taken in at least two semesters after admission. See Undergraduate Admission, page 15, for admissions requirements. This NDNU coursework must include a minimum of 12 upper-division units in the second major. In addition, each student must follow NDNU's General Education (G.E.) requirements in effect at the time of (re)admission. These same requirements apply to students whose prior bachelor's degree was earned at NDNU. Such students must be readmitted to the University after their prior NDNU degree was awarded. The 30 units that they must complete in residence, as well as the minimum of 12 upper-division units in the second major, must be in terms subsequent to the term in which their prior NDNU degree was awarded.

## **INTERDISCIPLINARY MAJORS & MINORS**

### **Majors**

Students may design interdisciplinary majors under the guidance of an academic advisor and by agreement of the chairs of the departments concerned. The major will involve a program flexible enough to satisfy the individual needs of the student but structured enough to insure a practical group of related courses that includes at least 24 upper-division units and a concentration in one area. The following interdisciplinary majors are examples of possible programs:

*European Studies* – A combination of courses from history, philosophy, fine arts, and foreign languages.

*Humanities* – A broad background in the humanities and a special competence in English, Modern Languages and Cultures, Philosophy, or Religious Studies.

*Languages & Literature* – Training in linguistics, literary criticism, English and foreign languages and their literatures.

*Marketing Communication* – Broad training in Business and Marketing that builds understanding of organizations and skill in the appropriate use of the media to promote products.

*Philosophy & Religious Studies* – A selection of courses from these two areas to bring focus to the intersection of faith, reason, spirituality, and ethics.

*Software Engineering & Management* – Courses from Computer Science and Business appropriate to entry-level technical management.

### **Minors**

Students may design interdisciplinary minors under the guidance of an academic advisor and by agreement of the chairs of the departments concerned. The minor will involve a program flexible enough to satisfy the individual needs of the student but structured enough to insure a practical group of related courses that includes at least 12 units. The following interdisciplinary minors are examples of possible programs:

*Film Studies* – A combination of courses from French, Latin American Studies, Culture & Language, History, Communication, English, and Sociology. See description in Modern Languages & Culture section, page 99.

*Justice & Peace* – A combination of courses from History, Political Science, Religious Studies, or Sociology.

*Web Design* – Four courses from Art, Communication, and Computer Science that prepare students to use the World Wide Web for such purposes as marketing, public relations, business to business communication, or to establish a Web presence.

*Women's Studies* – A combination of courses from Art, Business, Communication, English, History, Modern Languages & Cultures, Philosophy, Psychology, or Religious Studies.

### **GRADUATION RATES**

In accordance with the federal Student Right to Know (SRTK) regulations, information regarding NDNU's graduation rate for full-time undergraduate students is available from the Registrar's Office.

### **PLACEMENT & DIAGNOSTIC TESTS**

#### **English as a Second Language**

International students with TOEFL scores below 600, both freshman and transfer, take an English as a Second Language Test in listening, speaking, reading, and writing. The results of this test are used to determine appropriate placement of the students in English or ESL classes.

#### **Mathematics**

To help ensure student success in mathematics, students must demonstrate that they are prepared to take Mathematics courses before they enroll (except for MA001). Students may demonstrate that they are prepared either by taking the mathematics placement test or through transcribed college coursework. Since retention of mathematical concepts and procedures tends to decrease with time, placement test results will be honored for one year and transcribed college coursework will be honored for two years without retesting. Beyond these time periods, students will need to demonstrate readiness for

courses. Since every student must satisfy the General Education requirements in Mathematics and many students have additional mathematics requirements in their majors, every student should expect to demonstrate his or her preparation. The placement level needed for enrollment in each Mathematics, Statistics, or Natural Science course is stated in its course description and the meanings of the various levels is described below.

Placement tests are given during the week before classes start each semester. Testing times are scheduled by the Office of Admission in coordination with the Department of Mathematics and Computer Science. All Mathematics courses that satisfy General Education requirements require at least Placement Level 1 (Arithmetic Skills). Students who do not demonstrate Placement Level 1 may enroll in MA001 to develop their skills. Similarly, students who do not demonstrate Placement Level 2, but whose programs require them to take courses with Level 2 prerequisites, may enroll in MA010.

Transfer students who have completed all General Education mathematics and all Mathematics courses required for the major in which they are enrolling do not need to take the placement test unless they will be taking further Mathematics courses at the University.

### **Description of the Mathematics Placement Tests**

The placement tests are multiple choice tests adaptive tests administered on a computer. The tests do not require knowledge of how to use a computer. Students should bring only their student ID number and pencils with erasers to the test; calculators are not allowed. The tests are untimed, but generally take about one hour to complete.

There are four levels of testing and placement:

#### **Level 1 – Arithmetic Skills**

Students passing at this level demonstrate understanding of basic arithmetic skills and concepts: operations with whole numbers, integers, fractions, decimals, percents, and ratios; as well as applications and word problems involving measurement, percent, average, and proportional reasoning. Courses with a Level 1 prerequisite: MA005, MA010, MA011, PH001.

#### **Level 2 – Elementary Algebra**

Students passing at this level demonstrate understanding of elementary algebra skills and concepts: roots, radicals and exponents; order of operations; scientific notation; substitution for variables; solving simple equations; word problems; solution sets of linear inequalities; multiplication and factoring of simple polynomials; solution of factorable quadratic equations and systems of linear equations; simplification of rational expressions; graphing points and lines. Courses with a Level 2 prerequisite: BY109, CH001, CH002A/B, EC102, MA013, MA014, MA102, PH009.

#### **Level 3 – College Algebra**

Students passing at this level demonstrate understanding of Intermediate and College Algebra skills and concepts: factoring polynomials and expanding products of polynomials; simplification of rational algebraic expressions; solving linear, quadratic, polynomial,

exponential, logarithmic, and rational equations as well as those containing absolute value and radicals; solving linear, quadratic, and rational inequalities and inequalities involving absolute value; equations of lines and regions; graphing equations, domain and range; simplifying expressions with exponents and radicals; exponential and logarithmic functions and their graphs and properties; word problems and applications. Courses with a Level 3 prerequisite: AC004 (Day), FN131 (Day), MA006, MA015, MA022.

#### **Level 4 – Trigonometry/Precalculus**

Students passing at this level demonstrate understanding of Trigonometry and Precalculus skills and concepts: definition of a function; combinations of functions; composition of functions and inverse functions; definitions, graphs, and applications of trigonometric functions (e.g. sine, cosine, tangent) and their inverses; equations and graphs of conic sections: ellipse, circle, parabola, and hyperbola; sequences, series and sigma notation; systems of equations and matrices; complex numbers; factorials, permutations, and combinations. Courses with a Level 4 prerequisite: CS030A, MA020A, MA115, MA119, PH002A.

#### **Reviewing for the Math Placement Test**

Students are encouraged to get a sense of the style and substance of the questions on the placement exam by looking at sample questions. For a short set of sample questions and a general description of the test, please visit the Tutorial Center web site at [tutorialcenter.ndnu.edu](http://tutorialcenter.ndnu.edu) and read the student guide. At that web site, students can also link to other institutions' web sites for more sample questions. Most arithmetic review books are suitable to review for the Arithmetic Test, while any Elementary Algebra book at the level of the first high school algebra year should be suitable as preparation for the Elementary Algebra Test. For the College Math Test, students should review their textbooks from Algebra II, Trigonometry, or Precalculus. Specific recommendations regarding review texts are available at the Tutorial Center web site.

#### **Modern Language**

Modern Language Placement Tests are offered to any student wishing to continue his/her study of French or Spanish.

#### **Music**

Each applicant to the music program (B.A., B.F.A., and B.M.) must complete a diagnostic test of musicianship skills in the areas of theory, ear training, and vocal and keyboard sight-reading. Results of these diagnostic tests will be used in planning the student's total music program.



# Policies & Procedures

## GENERAL POLICIES

### Registration

Information and instructions concerning registration are distributed by the Registrar's Office. For continuing students, Advance Registration for courses takes place in the preceding semester. A student who advance registers must pay tuition or make payment arrangements with the Business Office by a specified date. If payment or arrangements are not made by the specified date, the Advance Registration is canceled, and the student must make arrangements for payment and re-register at Final Registration. After Advance Registration, students must call their advisors for an advising appointment.

Final Registration (for new students and continuing students who do not advance register) takes place immediately preceding the opening of classes each semester. Failure to comply with the procedures specified by the Registrar for registration, changes in course registrations (Drop/Add), or withdrawal from a course may result in denial of credit and a failing grade.

Class Schedules for summer and fall semesters are usually available in late March, and for Spring semester in late October, both in printed form and on the Web at [www.ndnu.edu/schedule](http://www.ndnu.edu/schedule).

### Academic Unit Load

Full-time students normally carry 12-17 units each semester. Students on F1 visas, intercollegiate athletes, and students receiving financial aid must carry a minimum of 12 units each semester. During Summer Session, the maximum academic load is the equivalent of one unit per week of the session, or a cumulative maximum of 14 units for the entire Summer Session. Intensive Evening Degree students may carry a maximum of six units per term or 11 units per semester.

### Academic Overload

Enrollment in more than 17 units per semester during the Fall and Spring semesters constitutes an academic overload and also incurs additional tuition charges. See item 6 below for the overload policy during the Summer Session. The following regulations apply to overload:

1. Students with a cumulative grade point average (GPA) of 3.0 or higher (Notre Dame de Namur University GPA for continuing students; high school or transfer GPA for new students) may enroll in a maximum of 18 units. To enroll in more than 18 units (up to a maximum of 21 units), students must receive permission from their academic advisor.
2. Students with a cumulative GPA lower than a 3.0 may enroll in a maximum of 17 units. To enroll in more than 17 units, students must receive permission from their academic advisor.
3. All units for which a student registers, including physical education, athletics, music, theatre arts, laboratory assistantship, teaching assistantship, Independent Study, and units which are added during the Drop/Add period, are included in the total unit count.

4. A student whose academic advisor does not approve an overload may petition the Academic Standards Committee. Petition forms are available at the Registrar's Office.
5. A student requesting more than four units overload must petition the Academic Standards Committee. Petition forms are available at the Registrar's Office.
6. Academic Overload during the Summer Session is defined as enrollment in excess of the equivalent of one unit for each week of the session or more than 14 units for the entire summer, regardless of cumulative GPA.

### **Independent Study**

Independent Study is individual study or research under the direction of an instructor. Independent Study is open only to matriculated students and is generally available only for upper-division work. Independent Study may be taken under either optional or required circumstances.

Optional Independent Study includes circumstances such as:

1. The student wishes to pursue individual, creative research at the institution or in the field;
2. The student wishes to investigate new career opportunities;
3. The transfer student enters with one or two units remaining in a requirement and wishes to complete the requirement through Independent Study.

Required Independent Study includes circumstances such as:

1. Independent Study is required as part of a program;
2. A required course is not offered again in another format during the time remaining before the student would normally graduate;
3. A program is discontinued and the student still needs a required course.

In addition to a registration or add form, a separate Independent Study Contract, available from the Registrar's Office, must be completed for each Independent Study course. When all required signatures have been obtained, including the signature of the Dean, the contract is filed in the Registrar's Office. Students register for the Independent Study through the normal registration procedures. The contract must be presented at the time of registration and must be completed by the Add deadline of the semester or term in which the Independent Study is to be undertaken.

A maximum of nine units of Independent Study may be included in a student's total degree program.

### **Upper-Division Courses**

Students may not enroll in upper-division courses until the second semester of the sophomore year (i.e., after completing 45 units), without special permission from their academic advisor.

### **Performance/Activity Courses**

Two restrictions apply to Performance/Activity courses:

1. Students are restricted to a maximum of five units in Performance/Activity courses per semester;

2. A maximum of 16 units in Performance/Activity courses may be applied to the bachelor's degree. Units in the major (courses on the list below that are required for a given major) are not subject to the above restrictions.

The following courses are considered as Performance/Activity courses:

- Laboratory Assistant: (any department code) 149L;
- Performing Arts: MU018/118, 021/121, 022/122, 041/141; TA090C/190C, 090L/190L 090R/190R, 090S/190S;
- Physical Education: All PE courses;
- Publications: CM118L, EN120C;
- Teaching Assistant: (any department code) 149T.

### **Articulated B.A./M.A. Programs**

Notre Dame de Namur University offers articulation agreements between undergraduate and graduate degree programs in fields where graduate study is compatible with an undergraduate degree program. Students admitted into an articulated program may apply NDNU graduate-level units toward requirements for both the Bachelor's and Master's programs, thereby reducing the time required to earn the Master's degree and the fees associated with it.

Articulated programs are available in the areas of study listed below:

- Art Therapy and Undergraduate Psychology
- Counseling Psychology and Gerontology and Undergraduate Intensive Human Services
- Counseling Psychology and Gerontology and Undergraduate Psychology
- Public Administration and Undergraduate Sociology; Community and Criminal Justice
- Special Education, Credential and Master's and Undergraduate Psychology

Students interested in an articulated program should work closely with a school advisor, the Graduate Admissions Office and the Financial Aid Office to assure sound academic and financial planning. For the above graduate programs, an interview with a graduate program director is required.

For further information on eligibility and admission to an articulated program, see Graduate Admissions or the relevant Program Director.

### **Dropping/Adding Courses (Including Course Withdrawal)**

#### **SEMESTER-LENGTH COURSES**

*Add Period* – A student may add a semester-length course with the permission of the instructor within two calendar weeks of the first scheduled meeting of the course. A special add period that extends through the end of the 10th week of the semester applies to enrollment in the Writing Center (EN020/120).

*Drop Period* – No record of enrollment in a course dropped within the drop period will appear on a student's transcript. The deadline for dropping a semester-length course is Tuesday of the fourth week of the semester. For certain math and science courses and for PL012/112, the drop period extends through Friday of the eighth week of the semester.

*Withdrawal Period* – After the drop deadline, a student may withdraw from a semester-length course up to but not including the last class of the semester. Such withdrawal requires the approval of the instructor of the course, the student’s academic advisor, (the International Student Advisor in the case of international students) and the Registrar. Withdrawal from a course after the drop period will be reflected by a “Withdrawal” (W) on the student’s transcript. Withdrawal forms are available in the Registrar’s Office.

#### **INTENSIVE EVENING DEGREE COURSES**

*Add Period* – Intensive Evening Degree courses can only be added, with the permission of the instructor, prior to the second meeting of the class.

*Drop Period* – No record of enrollment in a course dropped within the drop period will appear on a student’s transcript. The deadline for dropping an Intensive Evening Degree course is Tuesday of the third week of the intensive term.

*Withdrawal Period* – A request for withdrawal from an Intensive Evening Degree course after the end of the drop period must be approved by the student’s instructor, academic advisor, and by the Registrar. If a request for withdrawal from a course after the drop period is approved, it will be reflected by a “Withdrawal” (W) on the student’s transcript.

#### **SUMMER SESSION COURSES**

*Add Period* – With the instructor’s approval, a student may add a summer session course that is scheduled to meet three or more times at any time prior to the third class meeting. Registration in workshops or courses that are scheduled to meet less than three times must be completed prior to the first class meeting.

*Drop Period* – No record of enrollment in a course dropped within the drop period will appear on a student’s transcript. A student may drop a summer session course that is scheduled to meet three or more times at any time prior to the third class meeting. A student wishing to drop a course or workshop scheduled to meet fewer than three times must do so prior to the first meeting of the class or workshop.

*Withdrawal Period* – A request for withdrawal from a summer session course after the end of the drop period must be approved by the student’s instructor, academic advisor, and by the Registrar. If a request for withdrawal from a course after the drop period is approved, it will be reflected by a “Withdrawal” (W) on the student’s transcript.

#### **Military Withdrawal**

If a student is called to active military duty after the Drop/Add period, he/she is entitled to a military withdrawal and a full refund of tuition and fees. Servicemen and women should provide copies of their military orders to the Registrar.

#### **Repeating a Course**

Students may repeat courses in which “C”, “D”, “F”, or “AF” grades were received. Grades for all attempts appear on the transcript, but only the highest grade is computed in the GPA, and credit is earned only for the highest grade. Independent Study may not be used to repeat a course. Courses other than those described above may not be repeated for credit.

Should a Notre Dame de Namur University student earn a grade of “F” in a course at Notre Dame de Namur University and then subsequently repeat the course and earn a “C” or higher grade at a fully accredited institution, the grade earned outside of the University will be admitted to the student’s record at the University. This applies only to a student who has been placed on academic warning, probation or disqualified status at Notre Dame de Namur University and has repeated a course for the purpose of raising his or her grade point average.

**Declaration or Change of Major or Minor**

Any new declarations of majors, minors, or concentrations, or changes in majors, minors, or concentrations must be requested on a “Declaration or Change of Major/Minor” form available from the Registrar’s Office.

Students normally indicate a major (“Major 1” or “primary” major) at the time of entry to Notre Dame de Namur University. Those who are undecided are classified as “undeclared.” Students who enter as undeclared are expected to declare a major by the end of their sophomore year.

To declare a second major (“Major 2” or “secondary” major) a student should submit a completed “Declaration or Change of Major/Minor” form to the Registrar’s Office.

**GRADING SYSTEM**

**Grade Scale**

Grades reflecting the quality of students’ work are based on the following system:

**Grade Points per Unit**

A+ 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	
A- 3.7	B- 2.7	C- 1.7	D- 0.7	

**Grades not used in computing the grade point average:**

- AU Audit
- I Incomplete
- IP In Progress
- TR Transfer Credit \*
- NP Not Pass
- P Pass (equivalent grade “C” or higher)
- W Withdrawal

*\*See Honors at Graduation, page 44, for exception.*

**Grade Reports**

Undergraduate Day and Evening grade reports are mailed three weeks after the conclusion of each semester/session.

Intensive grade reports are mailed three weeks after the conclusion of each term. Grades are not released over the telephone because the caller cannot be properly identified as required by FERPA (Family Educational Rights and Privacy Act). Students are advised to contact the instructor for grades prior to the mailing.

### Pass/Not Pass Grades

With the permission of the major advisor, a student with a 2.0 cumulative GPA or above may take one elective course each semester on a “Pass/Not Pass” option. This grading option may not be applied to courses that are taken to fulfill General Education or major or minor requirements and no more than 24 units of “Pass/Not Pass” coursework may be applied toward a degree. Students must indicate at the time of registration the course to be taken on a “Pass/Not Pass” basis, and the grading option may not be changed after the Add deadline.

### Incomplete Grades

An “Incomplete” may be given to a student who has maintained satisfactory attendance and work throughout most of a course, including Independent Study, but due to extraordinary circumstances is unable to complete the required work by the end of the semester/session in which the course was taken. The Incomplete grade is to be replaced by a final grade within a period not to exceed one calendar year from the date on which the Incomplete was assigned, unless the instructor specifies a lesser time period. There will be no extension granted for clearing the Incomplete beyond this specified time period. Once the Incomplete has been changed to a terminal letter grade, no grade changes are accepted.

Either the instructor or the student may initiate a grade of Incomplete. The “Request for an Incomplete Grade” form is available from the Registrar’s Office. On this form, the instructor specifies the work to be completed, the deadline for completion, and the default grade. An Incomplete grade will be recorded only if the form is completely filled out, signed by the student, the instructor, and the appropriate School Dean, and submitted to the Registrar no later than the due date for instructors’ regular grade sheets.

It is the student’s responsibility to verify with the instructor whether she/he will be available to complete the evaluation of the course within the specified time period, to maintain contact with the instructor, to complete the coursework, and to verify that the instructor submitted a final grade to the Registrar’s Office.

If the coursework specified on the Incomplete Grade form is not completed in accordance with the above policy, the grade will be converted to the default grade. Students will not be allowed to graduate with an “Incomplete” on the transcript.

### Grade Changes

Grades once entered on a student’s transcript are final. No grade other than an Incomplete may be changed to reflect submission of additional work by a student. No grade may be changed as a result of an instructor’s reevaluation of a student’s work.

If a clerical error has been made that can be documented, an instructor may submit a petition for a grade change within one semester of the issuance of the grade to the Registrar’s Office. Full supporting documentation must accompany the petition, including instructor signature. Grade changes must be reported by the instructor on a “Change of Grade” form available from the Registrar’s Office.

## **CREDIT BY EXAMINATION**

Up to 30 semester units of credit by examination may be applied to the Notre Dame de Namur University undergraduate degree. Units earned by examination, other than Course Challenge Examinations, may not be used in satisfying the 30-unit Notre Dame de Namur University residency requirement. However, credits earned by examination are not considered as interrupting the residency requirement.

During the residency period, up to six units earned through Course Challenge Examinations may be applied to residency.

### **Advanced Placement (AP)**

For information on Advanced Placement, contact the Admission Office at [admiss@ndnu.edu](mailto:admiss@ndnu.edu) or (800) 263-0545 or (650) 508-3600.

### **Course Challenge Examinations**

A course challenge is an attempt by a student to obtain credit for a course by demonstrating competence in its subject matter through testing or other appropriate means. An exam for a challenged course, for example, would be comparable to the final exam administered at the end of the regularly scheduled course. Except for courses requiring laboratories, any regularly offered course (either for General Education, the major, the minor, or for elective credit) may be challenged with the approval of the student's major advisor and the department chair or program director in the discipline in which the course is to be challenged. To challenge a course, a student must be in continuing status (currently enrolled or on an official leave of absence) at NDNU. A challenge may be attempted only once for any given course.

The department chair is responsible for the academic quality of the challenge. To pass a course by challenge, a grade of "B" or higher is required; the grade is posted to the transcript along with the unit value of the course and an annotation that grade and credit were earned through the challenge process. A course which is not successfully challenged will be recorded as a grade of "NP" (Not Pass) on the transcript.

A student desiring to challenge a course should obtain an "Application to Challenge an Undergraduate Course" form from the Registrar's Office. The completed and approved form must be submitted at least two weeks before the anticipated examination date. A per unit fee of \$65 will be charged for each challenge. An unsuccessful challenge does not result in refund of the challenge fee.

### **College Level Examination Program (CLEP)**

NDNU grants CLEP credit only for examinations passed at the 50th percentile or higher. Credit is granted for total scores only; successful subscores within an exam are not granted partial credit. Credit is not granted for scores from foreign language exams taken by native speakers of the language being tested. Credit for CLEP exams may not duplicate credit granted for classes previously or subsequently completed at NDNU or elsewhere. CLEP credit is recorded on the Notre Dame de Namur University transcript as units passed, without an evaluative grade.

### **For General Examinations**

Qualifying scores on the English Composition with Essay, Humanities, and Social Science General Examinations are each granted six lower-division semester units. There are two editions of the English Composition Examination; Notre Dame de Namur University accepts only the results from the edition that requires an essay. Qualifying scores on the Science and Mathematics General Examinations are each granted three lower-division semester units. Credit for General Examinations may be applied to appropriate Notre Dame de Namur University General Education requirements.

### **For Subject Examinations**

Subject examinations passed at the 50th percentile or above qualify for either three or six semester units of credit; the amount of credit awarded depends upon whether the exam was designed to test one or two semesters of study in the subject area. Generally the credit granted is lower-division, though scores from an exam testing advanced subject matter may qualify for upper-division credit. Scores from Subject Examinations that offer an optional essay are only eligible for Notre Dame de Namur University credit if the essay component has been completed. Departments reserve the right to review such essays before determining whether credit will be awarded. Credit for Subject Exams may be applied to Notre Dame de Namur University General Education requirements and, with departmental approval, may be applied to lower-division prerequisites in the major.

### **TRANSFER WORK AFTER MATRICULATION**

After beginning coursework at Notre Dame de Namur University, students should receive prior approval from their academic advisor for any coursework to be undertaken at other colleges and universities. The same policies governing the transfer of academic credit prior to matriculation apply to the transfer of courses taken after matriculation at Notre Dame de Namur University. See Policies for Awarding Transfer Credit in Undergraduate Admission, page 17. Upon completion of non-NDNU coursework, students should request that an official transcript be forwarded to the Registrar's Office. The unit value of transferable work, not the grade awarded for that work, will appear on the Notre Dame de Namur University transcript. See also, Academic Residency, page 26.

### **AUDITING A COURSE**

With permission of the instructor, anyone may audit undergraduate courses at Notre Dame de Namur University. Neither a grade nor credit is awarded for a course taken on an audit basis, and the decision to take a course as an auditor or for credit cannot be changed after the add deadline for the course. Audited courses are transcribed as such only for matriculated students. The extent of participation of an auditor is at the discretion of the instructor. Auditors receive a course syllabus, but may not necessarily receive copies of all course materials. The audit fee per unit is 50% of the otherwise applicable tuition rate.



## **CLEAR ACADEMIC STANDING**

A cumulative grade point average of 2.0 or above constitutes clear academic standing. Students who do not maintain clear academic standing are subject to the provisions of Academic Warning, Probation, and Disqualification, as specified below.

## **ACADEMIC WARNING, PROBATION & DISQUALIFICATION**

The following steps are taken in succession by the University when a student's GPA falls below the minimum for clear academic standing.

### **Academic Warning**

The first time a student's cumulative Notre Dame de Namur University GPA falls below 2.0 in a program of 12 or more units of graded courses for full-time students, or an accumulated total of 12 units for part-time students, the student is placed on Academic Warning and is informed that during the next semester substantial progress toward restoring a 2.0 average must be made. A student receiving a notice of Academic Warning may not carry more than 15 units, may not hold elective or appointed office, and may not participate in intercollegiate athletics unless eligible at the beginning of the season of participation. The Academic Warning is not transcribed.

### **Academic Probation**

If, at the end of the semester in which a student has been placed on Academic Warning, the student's cumulative GPA remains below 2.0, the student is placed on Academic Probation if there is the possibility of returning to clear academic standing (2.0 or better cumulative GPA) after an additional semester of work. If, however, the GPA is so deficient that the student cannot return to clear academic standing after an additional semester, the student is disqualified. A student will be placed on Academic Probation for one semester only (or for an accumulated total of 12 units for part-time students) and, if at the end of that semester the cumulative GPA is not 2.0 or better, the student is disqualified. A student placed on Academic Probation is subject to the same restrictions listed above for Academic Warning. Academic Probation is noted on the student's transcript.

### **Appeal**

Under certain circumstances, a student on academic probation who believes that he or she cannot return to a cumulative 2.0 grade point average through coursework completed during the semester on probation may petition for an additional semester of probationary status. Such a petition is made to the Undergraduate Academic Standards Committee, and requires the recommendation of the student's Academic Advisor as well as documentation of extraordinary circumstances (i.e., illness, accident, or other circumstances beyond the student's control) contributing to the student's current academic status. This petition must be submitted before the close of the semester on Academic Probation. If the petition is granted, the student is given one additional semester in which to raise the cumulative GPA to 2.0. If not granted, the student will be disqualified under the provisions for Academic Disqualification.

### **Academic Disqualification**

A student is disqualified if one or more of the following situations apply:

1. If special conditions of admittance, as outlined in the acceptance letter, are not met;
2. If, after being placed on Academic Warning, the cumulative GPA is so deficient that the student cannot return to clear academic standing after an additional semester;
3. If, at the end of the semester on Academic Probation, the cumulative GPA remains below 2.0;
4. If, after clearing Academic Probation, the student's cumulative GPA falls below 2.0 as a result of grades earned in any of the following four semesters of his or her enrollment.

A student who is disqualified may not register for courses.

### **Reinstatement After Disqualification**

A disqualified student may be reinstated when his or her cumulative GPA, when calculated for this purpose only by including transferable and/or non-matriculant NDNU coursework completed since disqualification, reaches 2.0 or above. The student may resume studies at NDNU by supplying an official transcript of this post-disqualification coursework and a written request for reinstatement to the Registrar's Office. A student who is reinstated under this policy returns in probationary status and will have two semesters of full-time enrollment or 24 cumulative units of part-time enrollment to attain a cumulative Notre Dame de Namur University GPA of at least 2.0. A student who fails to do so will again be disqualified, this time without possibility of reinstatement.

### **Eligibility for Participation in Intercollegiate Athletics**

The privilege of participation in Intercollegiate Athletics is accompanied by the responsibility for satisfactory academic performance and behavior.

To be eligible for any intercollegiate competition, a student must:

1. Have a minimum 2.0 cumulative NDNU grade point average;
2. Make satisfactory progress toward a degree;
3. Be enrolled in a minimum of 12 units (full-time status) at the time of participation, or if the participation takes place between terms, have been enrolled in 12 units in the term immediately preceding the date of participation;
4. Exemplify and abide by the NDNU Code of Student Conduct as stated in the *Student Handbook*;
5. Abide by N.A.I.A. and conference regulations.

Failure to comply with any of these requirements will result in students being ineligible to participate in intercollegiate athletics. The Director of Athletics receives the listing of students on academic warning and probation and is responsible for enforcing eligibility requirements with the assistance of individual coaches. Each coach is responsible for notifying his/her players of ineligibility. Each player is responsible for notifying his/her coach of any information he/she has which may affect eligibility.

### **Absence from Class for Participation in Intercollegiate Athletics**

A student who will be absent from class because of participation in Intercollegiate Athletics is required to notify the instructor at least 24 hours prior to the absence. The student is responsible for making up course assignments, quizzes, or examinations as well as for obtaining lecture notes.

The instructor is responsible for enabling the student to complete coursework or to make up any quizzes or examinations given during the student's absence. "Notice of Absence" forms are available from the Athletics Office.

### **LEAVE OF ABSENCE/OFFICIAL WITHDRAWAL**

Upon completion of a Leave of Absence form, students may be absent from the University for a year (two semesters and a summer) on an official Leave of Absence. Forms are available from academic advisors or the Registrar's Office.

Students on Leave of Absence are eligible to return as continuing students and retain the right to follow the degree requirements from the catalog to which they were entitled when their leave began.

Students who leave the University without an approved Leave of Absence or whose Leave of Absence has expired must apply for readmission through the Admissions Office.

Students intending to leave the University without planning to return should complete a Withdrawal form. Forms are available from the Registrar's Office.

### **CATALOG OF GRADUATION**

Students remaining in continuous registered attendance at Notre Dame de Namur University may elect to meet the graduation requirements in effect either at the time of entering the University or at the time of graduation from the University. If, however, the University determines that changes are essential for certification requirements or competency in the academic or professional discipline, those changes in the graduation requirements shall be mandatory for all students, including students enrolled at that time. Continuous registered attendance for this purpose includes periods during which students have been granted an official Leave of Absence by the University.

### **CLEARANCE FOR GRADUATION**

Students nearing completion of their undergraduate studies (90 earned units) should request an Undergraduate Graduation Application from their academic advisor.

Completion of this form will initiate a process which includes: (1) a Graduation Audit, prepared by the Registrar's Office; (2) a meeting with the Academic Advisor to review the audit; and (3) receiving information about Commencement, graduation activities, and diploma ordering.

The deadlines for filing the Undergraduate Graduation Application are: October 1 for May and August candidates; March 1 for December candidates.

Students normally must complete all degree work and meet all University graduation requirements prior to participating in Commencement. However, students who have six or fewer units to complete after May (confirmed by the Graduation Audit from the Registrar's Office) can request permission to "walk" in Commencement; students with

more than six units remaining to be completed are not eligible to participate in Commencement. The six units include any outstanding credit: current Incomplete grades (even if the default grade is passing), credit by examination (Course Challenge or CLEP), or transfer work from other institutions. The form to request permission to “walk” is available from the Registrar’s Office and must be accompanied by proof of advance registration in the remaining course(s).

Degree requirements outstanding after participation (“walking”) in Commencement must be completed by December 31 of the year of the ceremony. This includes any courses not successfully completed in the final semester (e.g., “F,” “I,” “IP,” and “W” grades). If the December 31 deadline is not met, students are required to petition the Academic Standards Committee for an extension. The petition must propose a detailed plan, approved by the student’s academic advisor, describing how and when the remaining requirements are to be completed.

The graduation date posted on the transcript and on the diploma coincides with the end of the last month of the semester of the completion of graduation requirements: Fall - December; Spring - May; Summer - August. The graduation ceremony for all candidates, regardless of the semester of completion, is held in May.

To be eligible to graduate, a student’s overall GPA in his or her upper-division major courses must be a 2.0 or above, and the student must have been in clear academic standing for his or her final two semesters.

### **ACADEMIC HONORS**

*Dean’s List* - To be included on the Dean’s list, a full-time student must attain a semester GPA of 3.5 or higher in a program of 12 units or more of graded courses in the previous semester. A full-time student Dean’s List is compiled each year at the conclusion of the Fall and Spring semesters. Students on the Dean’s List receive a letter of recognition and a certificate.

Effective Academic Year 2003-2004, the part-time student Dean’s List is comprised of those students who have attained a cumulative GPA of 3.75 or higher in a program of an accumulated total of 12 units or more over one academic year (Fall, Spring, Summer). The part-time student Dean’s List is published approximately one month after final grades are due for Summer.

A student with an Incomplete (“I”) grade in any of the 12 units on which the Dean’s List calculation is based is ineligible for inclusion on the List. Once compiled, the Dean’s List is not revised to accommodate subsequent resolution of Incomplete grades or other grade changes. In courses where performance required for a final grade necessarily extends beyond the end of the semester (e.g., research and internship courses), assignment of an In Progress (“IP”) grade does not affect Dean’s List eligibility.

*Honor Societies* - Notre Dame de Namur University offers membership in the following Honor Societies: Alpha Mu Gamma, Kappa Gamma Pi, Delta Epsilon Sigma, Psi Chi, and Sigma Beta Delta. See Organizations, Activities, & Events, page 302, for descriptions.

*Honors at Graduation* - Academic honors are awarded based on cumulative, all-university grade point average standards. The all-university grade point average is calculated from all work attempted at and included in the cumulative GPA's from all institutions attended; it is not the same as the NDNU cumulative GPA that appears on the Notre Dame de Namur University transcript. Students may not gain a higher level of honors than they have earned in their coursework at Notre Dame de Namur University.

Effective Academic Year 2003-2004, Academic honors are awarded based on the cumulative NDNU grade point average only. To be eligible for academic honors, students must have satisfied a minimum of 46 upper-division units at NDNU.

For students who entered the University in or after Fall 1984:

Cum Laude: 3.50 - 3.64

Magna Cum Laude: 3.65 - 3.79

Summa Cum Laude: 3.80 - 4.00

*Undergraduate Commencement Speaker* - A representative of each graduating class is selected to address the graduates at Commencement. Selection is made by a committee comprised of faculty, staff, and students. The criteria for eligibility are: a minimum GPA in all university work attempted (at Notre Dame de Namur University and other institutions) of 3.75; a minimum of 60 units earned at Notre Dame de Namur University (at the time of completion); and outstanding writing and speaking skills.

Effective Academic Year 2003-2004, the criteria for eligibility for Undergraduate Commencement Speaker are: a minimum GPA at NDNU of 3.75, a minimum of 46 upper-division units earned at Notre Dame de Namur University (at the time of completion), and outstanding writing and speaking skills.

# Graduate Information

## Admission

The Graduate Admission Office processes applications for all graduate programs, including Master's, credential, and certificate programs.

### ADMISSION REQUIREMENTS

#### Minimum Requirements

Minimum admission requirements for all graduate programs include a bachelor's degree from a regionally accredited institution and a cumulative grade point average of 2.5. For Master's and credential programs, grades in prerequisite/foundation courses must be C- or higher and two recommendations are required. The Graduate Record Examination (GRE) is not an institutional requirement for entrance into NDNU graduate programs. Meeting minimum requirements does not guarantee admission.

#### Program-specific Requirements

Admission requirements vary by program. The Graduate Management Admission Test (GMAT) is required for entrance to the M.B.A. programs. Certain graduate programs may require an initial interview and/or test scores. See the relevant Catalog sections or printed Program Brochures for program-specific requirements.

#### International Students

International students whose first language is not English are required to submit test scores from the Test of English as a Foreign Language (TOEFL) to be considered for admission. A minimum 550 (paper-based total) or a minimum 213 (computer-based total) is required.

International university transcripts must be evaluated by a professional credential evaluation service. We recommend World Education Services, Inc. (WES). Please refer to their web site [www.wes.org](http://www.wes.org) for an explanation of their services.

International students must also complete the International Student Financial Statement of Personal or Family Support, as part of the application process. This form is available from the Admission Office and is downloadable through the NDNU web site.

## **APPLICATION PROCEDURE**

### **For Master's & Credential Programs**

#### **Application & Fee**

*Online Option* – Fill out the application for graduate admission online, and then mail in supplementary forms, such as recommendations. The \$50 non-refundable application fee is paid online.

*Traditional Method* – Fill out the application forms from Graduate Admission or print the forms from the web and mail them in. Include the \$50 non-refundable application fee with your application.

#### **Transcripts**

Have one official transcript sent to Graduate Admission from each college or university attended. One transcript must show a bachelor's degree granted from a regionally accredited institution.

#### **Recommendations**

Have two personal recommendations sent to Graduate Admission. Forms are available from Graduate Admission or online. These forms are to be completed by persons who are best able to judge your academic and professional qualifications. If possible, recommendations should be from professors in your major academic department. Applicants who have not been in school for some time should ask professional colleagues or administrators for references.

### **For Graduate Certificate Programs**

#### **Application & Fee**

Fill out the application form available from Graduate Admission or print the application form from the web and mail it in. Include the \$25 non-refundable application fee with your application.

#### **Transcript**

Have an official transcript of your highest degree sent to Graduate Admission. This transcript must show at least a bachelor's degree granted from a regionally accredited institution.

## **SUBMISSION & ACCEPTANCE SCHEDULE**

Acceptances are issued on a rolling basis. To facilitate the process, we urge you to complete the application file well before the following dates:

August 1	Fall Admission
December 1	Spring Admission
April 1	Summer Admission

## **ADMISSION STATUS**

Students may be admitted to a graduate program with any of the following statuses:

### **Full Admission**

May be offered to a student who has met all admission requirements.

### **Provisional Status**

May be offered to a student who meets all admission requirements except for a specific requirement such as the GMAT or CBEST test or an official transcript from an institution. Provisional status is removed when all requirements are met. A student on provisional status who does not meet all admission requirements by the end of the first semester of attendance may not register for the following semester unless written permission of the appropriate Program Director is delivered to Graduate Admission. A student on provisional status who does not meet all admission requirements by the end of the second semester of attendance is disqualified.

### **Probationary Status**

May be offered to a student who meets all admission requirements except for a low GPA or a combined low GPA and GMAT score. Probationary status is removed after completion of six graduate units in the graduate program with a cumulative 3.0 GPA or better. Students on probationary status who do not achieve a 3.0 GPA in their first six graduate units are disqualified.

### **TERM OF ADMISSION**

Admission is offered for a specific year and term. An acceptance is valid for one year from the term of admission. If a student does not enroll and complete courses within that year, his/her file will be destroyed.

### **UNCLASSIFIED GRADUATE STATUS**

For admission to Unclassified Graduate status, a student must hold a baccalaureate degree from a regionally accredited four-year college or university or have the equivalent of a United States bachelor's degree. Admission to the Unclassified Graduate status does not constitute admission to a graduate program. Admission to and duration of Unclassified Graduate standing shall be determined by appropriate University authorities for those students not pursuing a degree. A maximum of six units taken in Unclassified Graduate status is allowed for students applying to a degree or credential program.



# Financial Aid

The mission of the Financial Aid Office, located in Ralston Hall, is to work with students to help make college affordable. Financial aid at Notre Dame de Namur University is available from many sources. Graduate Admission, the Graduate Program Offices, the NDNU Library and your local city library can also provide scholarship information. Prospective students are encouraged to seek specialized scholarships in their disciplines; many community, professional, and fraternal organizations also offer scholarships.

If you plan to utilize federal, state, or NDNU financial aid in financing your graduate degree or credential, please complete the Free Application for Federal Student Aid (FAFSA). This is the application required for calculating financial need. Please call us for an application or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## FEDERAL LOAN PROGRAMS

In order to qualify for federal loans, a student must meet the following requirements:

- Be enrolled at least half-time\*
- Apply for financial aid using the FAFSA form
- Not be in default on any educational loans or owe any refunds to a school
- Attend an entrance and exit loan counseling meeting at NDNU
- Maintain satisfactory academic progress (3.0 or better)
- Be a U.S. citizen or resident alien
- Complete specific units registered at the beginning of each semester

### Subsidized Federal Stafford Student Loans

These loans are long-term, low-interest loans from banks, credit unions, or savings and loan associations. Students must apply for financial aid and demonstrate financial need. Eligible graduate students who are enrolled at least half-time\* may borrow up to \$8,500 each academic year. Interest does not accrue while the student is in school and repayment with interest does not begin until six months after the student graduates or ceases to be enrolled at least half-time.\* The interest rate for new borrowers is variable, with a cap of 8.25%. There is a combined origination and guaranty fee of 3.0 to 4.0% which may be deducted proportionally from the loan. The current interest rate is approximately 4% in the repayment period.

### Unsubsidized Federal Stafford Student Loans

These loans are similar to the Subsidized Federal Stafford Loan except students must repay the interest during in-school and deferment periods or have interest deferred until after graduation. You must be enrolled at least half-time.\* The Unsubsidized Federal Stafford Loan Program is available to all students regardless of income. Students may borrow up to the cost of education or \$18,500, whichever is less. This limit includes the total amount borrowed under both the Subsidized and Unsubsidized Programs for one year. There is a combined origination and guaranty fee of 3.0 to 4.0% which may be deducted proportionately from the loan. Current interest rates are approximately 3.5% in in-school, grace, and deferment periods and 4% in the repayment period.

*\*4.5 units for all graduate programs per semester or summer session, except credential programs for which half-time is six units. Academic adjustment may be considered if a verified assessed disability warrants such adjustment.*

*Note: Teaching Credential students are charged graduate tuition rates but may only receive undergraduate loan amounts up to \$10,500/academic year, per Federal regulations.*

## **ALTERNATIVE LOAN PROGRAMS**

### **Nellie Mae, Citiassist, Bank of America, & U.S. Bank**

These are supplemental student loan programs, designed to serve as an educational line of credit. Eligible students can borrow up to the full yearly cost of attendance at NDNU. This program is funded through private companies and applicants must demonstrate creditworthiness to be eligible. Students do not have to demonstrate need for this program, and repayment begins immediately.

## **STATE GRANTS FOR CALIFORNIA RESIDENTS**

### **Cal Grants A & B**

Graduate students who received a Cal Grant A or B as undergraduate students and who are now in the Teaching Credential program at NDNU may qualify for one additional year of eligibility under one of these programs. The State of California determines Cal Grant recipients.

### **Cal Grant “T” Tuition Only**

For students in the credential programs. Students need to file Cal Grant T GPA Verification forms and have a complete and accurate FAFSA filed with the Federal Processor by June 1. The State of California determines eligibility of up to \$9,708 per academic year Fall/Spring. Students who had Cal Grants as undergraduates are not eligible for this program. Subject to state funding.

## **SCHOLARSHIPS**

Information and applications for graduate scholarships administered by NDNU can be obtained in the Financial Aid Office or Graduate Admissions.

For Graduate Program information contact Graduate Admissions at (650) 508-3600, for Financial Aid information call (650) 508-3509.

## **GRADUATE EXPENSES: SUMMARY**

(Rates in effect as of Summer 2003)

### **Tuition & Fees - Graduate**

Graduate Tuition (per unit)	\$580.00
Student Services Fee (per trimester)	\$ 15.00

Full detail on Tuition & Fees is in Financial Information, page 305.

### **Residence**

Undergraduate students are given priority in the assignment of on-campus housing, but space may be available to Graduate students. All residents must participate in the University meal plan. See Financial Information, page 305, for details.

**Payments**

Tuition and fees are payable at the time of registration unless payment arrangements are made with the Business Office.

The University offers a four-payment deferred plan subject to a monthly finance charge. The University accepts cash, checks, VISA, MasterCard, Discover/NOVUS, and JCB for payments.

The University also defers payment of a semester's tuition for employed students who qualify for their company's tuition reimbursement plans. A service charge is charged for participation in this deferred-payment plan. See Payments & Policies, page 307, for details.

**Refund Policy**

Students initiate Drop/Add procedures in the Registrar's Office. A student who has officially dropped a class is entitled to a full or partial refund. See Payments & Policies, page 307, for details.

**Policy Regarding Unpaid Bills**

Transcripts and diplomas are issued only when all charges due the University are paid.

# General Regulations

In addition to the General Academic Policies & Procedures, page 9, the following policies apply to graduate students and graduate programs.

## TIME LIMITS

### Master's Degrees

All degree work must be completed within seven years from the beginning of the term of admission to the Master's program, unless state licensure requirements are more restrictive. Additionally, any units of credit used to satisfy unit requirements within a Master's degree program, whether earned at NDNU or transferred from another accredited institution, must have been earned within the seven-year period prior to the date on which the Master's degree is to be awarded.

### Graduate Certificates

All certificate work must be completed within five years from the beginning of the term of admission to the certificate program.

### Credentials

The University does not set time limits on credential work, but students are subject to any state requirements that may apply.

## TRANSFER CREDIT

A maximum of six semester units of Graduate credit towards a 30-45 unit Master's program or nine semester units of Graduate credit towards a 50-53 unit Master's program may be transferred from other accredited institutions at the discretion of the department chair/program director/advisor. Only three of those semester units may be from Graduate extension courses, and the student must earn a 3.0 or higher in the course. No continuing education or workshop units may be transferred. Units for research courses and research projects are not transferable. Transferred units must have been earned within the seven-year period prior to the date on which the NDNU Master's degree is awarded.

A student who wishes to take a course at another accredited institution after the student has been accepted to a Graduate program at Notre Dame de Namur University must have the course approved in writing by his/her department chair/program director/advisor before registering. The green transfer course form must be completed before the course is taken. All transferred units must be within the seven-year limit of the Master's degree. A student cannot clear Probationary status through transfer units. See Academic Probation, page 59. Career experience cannot be substituted for Graduate coursework.

## CONCURRENT MASTER'S DEGREES

A Graduate student may not simultaneously pursue two Master's degrees or a Master's degree and Credential or Certificate unless the Credential or Certificate program is embedded within the Master's degree program.

## **SECOND MASTER'S DEGREES**

A student wishing to pursue a second Master's degree may transfer a maximum of six units from external Master's level work into a 30-45 unit program, or nine units into a 50-53 unit program. The transferability must be deemed appropriate and is at the discretion of the department chair or program director. Research courses and research projects are not transferable. The transferred units must have been earned within the seven-year period prior to the date on which the NDNU Master's degree is to be awarded.

## **CHALLENGE OF COURSES**

Courses that are part of a Master's or credential program's core courses cannot ordinarily be challenged by examination. A student may, however, challenge (one time) a prerequisite/foundation course after discussing the reasons for the challenge with the department chair or program director and completing the appropriate challenge form obtained from the Registrar's Office. The student pays \$65 per unit before taking the challenge exam. If a student does not pass the challenge with a 3.0 (B) or better, he or she must take the full course at NDNU or elsewhere. Only successful results of challenge exams are recorded on the transcript.

## **INDEPENDENT STUDY**

Independent Study will be permitted only in special circumstances as outlined in the Policy & Procedures for Independent Study summarized below.

Independent Study is individual study or research under the direction of an instructor. It is open only to matriculated students and is generally available only for upper-division and graduate work. The maximum number of units of Independent Study in a graduate degree program is six. In cases involving a combination of transfer and independent study units, no more than six units in either category may be granted nor more than nine units in combination.

Final approval of Independent Study credit rests with the Dean of each school.

Independent Study may be taken under either optional or required circumstances:

### **Optional Circumstances**

1. The student wishes to pursue individual, creative research at the institution or in the field;
2. The student wishes to investigate new career opportunities;
3. The student has one or two units remaining in a requirement and wishes to complete the requirement through Independent Study.

### **Required Circumstances**

1. Independent Study is required as part of a program;
2. A required course is not offered again before the student would normally graduate;
3. A program is discontinued and student still needs a required course.

## Procedure

Two forms are required to register for Independent Study:

1. A properly completed *Registration Form*;
2. A separate *Independent Study Contract* with all required signatures, including the School Dean.

It is the student's responsibility to have all sections of both forms completed before submitting them to the Registrar's Office.

## REGISTRATION

Information and instructions concerning registration are distributed by the Registrar's Office. Graduate students will receive advance registration instructions in the mail. The student's program advisor distributes registration forms. Students must arrange for an advising appointment with their program advisor.

For continuing students, Advance Registration for courses takes place in the preceding semester. A student who advance registers must pay tuition or make payment arrangements with the Business Office by a specified date. If payment or arrangements are not made, the Advance Registration is canceled, and the student must make arrangements for payment and re-register at Final Registration.

Final Registration (for new students and continuing students who do not advance register) takes place immediately preceding the opening of classes each semester. Failure to comply with the procedures specified by the Registrar for registration, changes in course registrations (Drop/Add), or withdrawal from a course may result in denial of credit and a failing grade.

## DROPPING & ADDING COURSES

A graduate student may not add a class after the class has met for three hours without the signature of both the advisor and the course instructor. A student's acceptance into a class at this late date is at the discretion of the instructor. In order to add the course, the student needs to (1) pick up the Drop/Add form from the Registrar's Office, (2) obtain the instructor's signature, (3) obtain the advisor's signature, and (4) return the signed form to the Registrar's Office. The instructor's signature must be provided before the advisor signs off.

## WITHDRAWAL FROM A COURSE

A graduate student may request a withdrawal from a class following the drop deadline up to but not including the last class by submitting a withdrawal form or a letter to the Registrar stating the circumstances of the withdrawal; a "W" will appear on the transcript. A student will receive an "AF" for a course from which there has not been an official withdrawal. Discontinuance of attendance does not constitute a withdrawal.

## LEAVE OF ABSENCE

Upon completion of a Leave of Absence form, students may be absent from the University for a year (two semesters and a summer) on an official Leave of Absence. Forms are available from academic advisors or the Registrar's Office. Students on Leave

of Absence are eligible to return as continuing students and retain the right to follow the degree requirements from the catalog to which they were entitled when their leave began.

Students who leave the University without an approved Leave of Absence or whose Leave of Absence has expired must apply for readmission through the Admissions Office.

Students intending to leave the University without planning to return should complete a Withdrawal form. Forms are available from the Registrar's Office.

### OFFICIAL WITHDRAWAL FROM NDN

A student who wishes to withdraw officially from the University must submit a withdrawal form or letter to the Registrar's Office stating the existing circumstances.

### GRADING & REPORTING

Notre Dame de Namur University determines the graduate student's progress by assessing the academic and professional behavior of the student by means of letter grades. The grade point average is computed on a four-point system:

#### Grade Points Per Unit

A+	4.0	B+	3.3	C+	2.3**	D+	1.3****	F	0.0****
A	4.0	B	3.0	C	2.0***	D	1.0****		
A-	3.7	B-	2.7*	C-	1.7****	D-	0.7****		

\*Requires a B+ in another class of equal unit value.

\*\*Requires an A- in another class of equal unit value.

\*\*\*Requires an A in another class of equal unit value.

\*\*\*\*Not acceptable.

#### Grades not used in computing the grade point average:

AU	Audit
I	Incomplete
IP	In Progress
AF	Non-Attendance
NP	Not Pass
P	Pass (equivalent grade "C" or higher)
W	Withdrawal

All grades except Incomplete ("I") are considered final when assigned by an instructor at the end of a semester. An instructor may request a "change of grade" when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed as a result of re-evaluation of a student's work or submission of additional work. Grade changes for computational or procedural errors are accepted within the semester following the close of the semester for which the grade is to be changed.

Grade reports are issued four times a year, at the end of the fall and spring semesters, and at the end of each summer session.

## Incomplete Grades

A grade of “Incomplete” may be given to a student who maintained satisfactory attendance and work throughout most of a course, including Independent Study, but due to extraordinary circumstances was unable to complete the required work by the end of the semester/session in which the course was taken. The Incomplete grade is to be replaced by a final grade within a period not to exceed one calendar year from the date on which the Incomplete was assigned, unless the instructor specifies a lesser time period. There will be no extension granted for clearing the Incomplete beyond this specified time period. Once the Incomplete has been changed to a terminal letter grade, no grade changes are accepted.

Either the instructor or the student may initiate a grade of Incomplete. The “Request for an Incomplete Grade” form is available from the Registrar’s Office. On this form, the instructor specifies the work to be completed, the deadline for completion, and the default grade. An Incomplete grade will be recorded only if the form is completely filled out, signed by the student, the instructor, and the appropriate School Dean, and submitted to the Registrar no later than the due date for instructors’ regular grade sheets.

It is the student’s responsibility to verify with the instructor whether she/he will be available to complete the evaluation of the course within the specified time period, to maintain contact with the instructor, to complete the coursework, and to verify that the instructor submitted a final grade to the Registrar’s Office.

If the coursework specified on the Incomplete Grade Form is not completed in accordance with the above policy, the grade will be converted to the default grade. Students will not be allowed to graduate with an “Incomplete” on the transcript.

## In Progress Grade

In the case of the Research Thesis Course, an IP for “In Progress” is automatically assigned at the end of the semester of registration and the research must be completed within twelve months after that date. Failure to complete the Research within the twelve month time frame will result in a NP (Not Pass) grade for the course, and the course must be repeated at full tuition. An exception is when, at the discretion of the research advisor, the student is considered to be very near completion (weeks, not months), the student will be allowed to register and pay for one or two units. If the thesis is still not complete at the end of the extended period, the full three-unit course must be repeated.

## REPEAT POLICY

A student must maintain a 3.0 cumulative GPA in Graduate courses in order to remain in good standing. A course with less than a grade of “C” (2.0) must be repeated. With the exception of research courses, all courses taken to improve the GPA may be repeated only once. All grades, whether repeated or not, will appear on the student’s transcript, but only the higher grade will be used to compute the GPA. Courses which are transferred into a Graduate program or courses with 400 numbers are not computed in the cumulative GPA.



## **AUDITING COURSES**

Regularly enrolled students may, with permission of the instructor and the program director, enroll as auditors in certain classes. There is no reduced tuition rate for Graduate level auditors. Classes which are audited are not taken for academic credit, and may not be changed to credit after the Drop/Add deadline. The extent of participation of an auditor is determined by the instructor.

## **GRADUATE CREDIT FOR SENIORS**

Notre Dame de Namur University undergraduate students in their last semester and within six units of completing a baccalaureate degree may complete a petition from Graduate Admissions to take up to six units of graduate coursework. The student must have a cumulative grade point average of "B" (3.0). This graduate coursework may not be applied to the baccalaureate degree. Graduate standing and acceptance into a credential, certificate, or Master's degree program must be attained before such units can be applied to a graduate program. Acceptance of such units is at the discretion of the appropriate department chair or program director.

## **ARTICULATED PROGRAMS**

Notre Dame de Namur University offers articulation agreements between undergraduate and graduate degree programs in fields where graduate study is compatible with an undergraduate degree program. Students admitted into an articulated program may apply NDNU graduate-level units toward requirements for both the Bachelor's and Master's programs, thereby reducing the time required to earn the Master's degree and the fees associated with it.

Articulated programs are available in the areas of study listed below:

- Art Therapy and Undergraduate Psychology
- Counseling Psychology and Gerontology and Undergraduate Intensive Human Services
- Counseling Psychology and Gerontology and Undergraduate Psychology
- Public Administration and Undergraduate Sociology; Community and Criminal Justice
- Special Education, Credential and Master's and Undergraduate Psychology

Students interested in an articulated program should work closely with a school advisor, the Graduate Admissions Office and the Financial Aid Office to assure sound academic and financial planning. For the above graduate programs, an interview with a graduate program director is required.

For further information on eligibility and admission to an articulated program, see Graduate Admissions or the relevant Program Director.

## **GRADUATE TEACHING ASSISTANTSHIP**

A teaching assistant is a student who has demonstrated scholarship, leadership, and competency within a Graduate program, and is selected to serve as an assistant to the instructor of a Graduate course. The student must have a GPA of 3.8 in Graduate study and be advanced to candidacy. A Teaching Assistantship is noted on the transcript, except if it is part of the degree program as in the M.A.-English program.

## **CHANGING FROM ONE GRADUATE PROGRAM TO ANOTHER**

A student who wishes to transfer from the credential program to any Master's degree program or from one Master's program to another must submit a new application. New references may be required. The Graduate Admission Office may not require resubmission of all documents – check with that office for details. The student will receive a notice of acceptance or rejection into the new program.

## **PROGRAM TERMINATION**

When enrollment in a program becomes too low or the University decides to phase out a program, a student may be redirected to another program, asked to complete courses as they are offered at NDNU, transfer in courses from another accredited institution, or finally, to transfer to another accredited institution.

## **PROGRAM RECORD**

A program plan listing courses is set up for each Certificate and Master's degree student by Graduate Admissions and approved by the department chair or program director. The program plan is set up by the program director for Credential programs. This document is a record of work taken for a degree and is kept in the Department Office. A student may review the Program Plan with his or her department chair, program director/advisor.

## **CATALOG OF GRADUATION**

Students are bound by requirements in effect as of their term of admission. Students remaining in continuous registered attendance at NDNU may elect to meet graduation requirements in effect either at their term of admission or at the time of graduation. If the University determines that changes in requirements are essential for certification or competency in the academic or professional discipline, those changes in program requirements shall be mandatory for all students whose degrees have not yet been awarded.

## **ADVANCEMENT TO CANDIDACY**

1. Advancement to candidacy is a traditional step in a Master's degree program designed to evaluate the student's progress and to determine the student's capability and suitability to complete the requirements for the degree.
2. Advancement to candidacy depends upon the student's attaining a minimum 3.0 GPA in the first fifteen semester units of coursework taken for Graduate credit and meeting any other requirements specified by the particular program. Other requirements include, but are not limited to, satisfactory completion of prerequisite/foundation courses, English as a Second Language (ESL) courses, program-specified evaluative reviews and examinations and proof of professional suitability. The Registrar's Office automatically evaluates students when they reach fifteen units. The decision to advance a student to candidacy is made with input from the appropriate program director.
3. Acceptance into a Graduate program does not automatically qualify a student for candidacy for the degree.

## **COMPLETION OF REQUIREMENTS FOR THE MASTER'S DEGREE**

1. The degree is awarded upon the satisfactory completion of all requirements for the particular program including a cumulative GPA of 3.0 for all work done in the program.
2. It is the student's responsibility to file a Master's Degree Graduation Application (available from the Registrar's Office) no later than deadlines published in the Academic Calendar online.
3. May and August candidates should file by the previous October 1.
4. December candidates should file their application for graduation by the previous March 1.
5. Graduate School advisors and School Deans review the record of an applicant for the degree, sign the application, and approve the awarding of the degree.
6. In those Master's programs in which a Graduate thesis/research project is required, two copies of the document are required and are forwarded to the School Dean: one is catalogued in the NDNLU Library and the other is distributed to the student's department.
7. Transcripts and diplomas are not issued until all accounts and records are cleared to the satisfaction of the Business Office.

## **PARTICIPATION IN GRADUATION**

Students who have finished all their degree requirements in the previous Summer session, Fall semester, or are finishing in the current Spring semester may take part in graduation ceremonies.

### **Exceptions to this policy are as follows:**

- A. Master's students may petition to participate in Commencement if they meet the following conditions:
  1. They have three or fewer units remaining to complete their program;
  2. These three units are not required Research units;
  3. The remaining units will be completed in the Summer sessions following graduation.
- B. Credential students may petition to participate in Commencement if they meet the following conditions:
  1. They have six or fewer units in statutory requirement classes remaining to complete their program;
  2. The remaining units will be completed in the Summer sessions following graduation.

## **SATISFACTORY PERFORMANCE**

Only those applicants who show promise of success and fitness will be admitted to a Graduate degree program. Once admitted, students whose performance in a Graduate degree curriculum is judged to be unsatisfactory may be required to complete a remedial course of action, engage in a forced Leave of Absence, or Withdraw at the sole discretion of the University.

## ACADEMIC PROBATION

1. Any student accepted on academic probation who fails to make a cumulative GPA of 3.0 or better in the first six semester units must contact his or her advisor or program director regarding policies on clearing probation. Licensure policies may vary.
2. Any student who fails to achieve a cumulative GPA of 3.0 or better in work taken for Graduate credit at the end of a semester will be placed on first-time academic probation. The student must meet with his/her advisor or program director to devise a plan to regain clear academic standing.
3. Any student on academic probation who subsequently fails to achieve a cumulative GPA of 3.0 or better in work taken for credit will be placed on second academic probation. (Check with advisor or program director. Licensure policies may prohibit a second term of academic probation.)
4. Any student on second academic probation who subsequently, in any semester, fails to achieve a cumulative GPA of 3.0 or better in work taken for Graduate credit will be disqualified.
5. No Graduate degree will be conferred upon a student whose cumulative GPA is below 3.0 in work taken for Graduate credit after completing the units required in the program. A student may petition in writing to add six or fewer additional units in the following semester to regain clear standing. Failure to petition within 30 calendar days after grades are posted results in disqualification.
6. A student on probation may not transfer units to clear probation; clearance from probation must be achieved through coursework done at Notre Dame de Namur University.

## DISQUALIFICATION

Any one of the following conditions justifies disqualification from the Notre Dame de Namur University Graduate programs:

1. Evidence of academic failure in any semester;
2. Failure to regain clear standing after a period of academic probation. See Academic Probation, above;
3. Failure to meet the standards set for candidacy;
4. Failure to complete a Master's degree program within seven years;
5. Failure to complete a certificate program within five years;
6. Violation of the written Code of Student Conduct found in the University's *Student Handbook*;
7. Failure to satisfy financial obligations to the University at the end of the semester.

The Deans, in consultation with appropriate University officials, may issue notices of disqualification to students for any of the reasons listed above. Students who have been disqualified may not enroll in graduate courses at NDNU.



*Selden Gile, TIBURON, 1926, 15 x 18", oil on board, collection of Robert Aichele.*

# General Education & Core Courses

## General Education

### SUMMARY OF GENERAL EDUCATION REQUIREMENTS

	B.A., B.F.A., B.M. Units	B.S. Units
<b>Foundation Courses</b>		
College Writing	3	3
Mathematics	3	3
<b>Humanities &amp; Creative Arts</b>		
Literature	3	3
Philosophy	3	3
Religious Studies	6	6
Visual & Performing Arts	3	3
<b>Social &amp; Behavioral Sciences</b>		
History	6	6
Social & Behavioral Sciences	6	6
<b>Natural &amp; Applied Sciences</b>		
Natural Science	3	3
Formal & Applied Science	3	3
<b>Global Citizenship</b>		
Modern Languages	8	
Culture & Language		6
Cultural Diversity [CDiv]*	(6)	(6)
<b>Total</b>	<b>47</b>	<b>45</b>

\*All students are required to take two courses in Cultural Diversity which may be used to fulfill other General Education requirements (except Culture and Language) or requirements within the major.

### OUTCOMES ONE CAN EXPECT FROM GENERAL EDUCATION COURSES

The General Education curriculum at Notre Dame de Namur University promotes development of the whole person, the collaborative community, and the just society. Courses introduce students to the major social, historical, cultural, and intellectual forces shaping the contemporary world. The curriculum provides students with a broad understanding of diverse disciplines, helps them strengthen oral and written communication, critical thinking and technical skills, and fosters creativity and self-examination that are

essential to their full participation in a strong democracy. The curriculum employs service learning and interdisciplinary approaches. The ways in which a student may reach these expected General Education outcomes are listed following these descriptions. Students track their progress toward these outcomes with guidance from their academic advisors.

### **Foundation Courses**

College Writing and Mathematics assist students to develop and to demonstrate facility in reading, writing, and quantitative skills, and to reason critically and abstractly. These abilities provide the foundation for all future learning; attainment of these essential skills is required early in a student's program at Notre Dame de Namur University.

*College Writing* – In College Writing students strengthen their skills in expository prose writing and critical thinking through analysis of model essays and fictional narratives, review of the fundamentals of grammar and mechanics, study of basic rhetorical strategies, and practice in research and documentation methodologies. See page 64 for details on fulfilling this requirement.

*Mathematics* – Students gain an appreciation for the usefulness of mathematics in their everyday lives and careers and expand their sense of the place of mathematics in society. They develop and broaden their ability to:

1. Translate simple questions about how the world works into mathematical language;
2. Reason with mathematical ideas;
3. Translate the mathematical conclusions back into the situation that is being studied and draw conclusions appropriate to that situation.

See page 65 for details on fulfilling this requirement.

### **Humanities & Creative Arts**

Courses in this area introduce students to a range of aesthetic and intellectual experiences. They lead to an understanding and appreciation of significant ideas, values, beliefs, and universal human concerns embodied in the artistic, literary, philosophical, and religious developments. Students become adept in analyzing, evaluating, discussing, writing, and orally articulating their ideas about these important areas. They also have opportunities to acquire skills in the creative arts and to participate in performances and exhibitions with confidence, poise, and mastery of relevant concepts.

*Literature* – Courses in Literature introduce students to literary texts from antiquity through the modern period. The primary focus of this requirement is understanding and appreciating the language, style, and themes of important authors in the British and American traditions. Ethnic and international writers provide a global and multicultural perspective. See page 65 for details on fulfilling this requirement.

*Philosophy* – Philosophy courses assist students in examining fundamental claims about life and the universe from an objective point of view and allow them to develop critical thinking skills. See page 65 for details on fulfilling this requirement.

*Religious Studies* – Through Religious Studies, students begin to comprehend the spiritual dimensions of life as integral to individual, social, and ecological realities. They have the opportunity to explore elements of Christian spirituality, ethics, traditions, scripture, and

liturgy. They also learn to appreciate the variety and richness of spiritual/religious beliefs and practices throughout the world. See page 65 for details on fulfilling this requirement.

*Visual & Performing Arts* – In Visual & Performing Arts courses students are exposed to a range of aesthetic and critical experiences and encouraged to develop and employ their creative energies. In some courses students improve their personal skills for seeing or hearing, or for creating or performing. Other courses develop an understanding and appreciation of artistic styles, historical developments, and analytical methods. All courses introduce the vocabulary needed to read, write, and talk about the visual and performing arts with the objective of enabling students to identify the elements that constitute an aesthetic experience and to judge the merits of a work of art. See page 65 for details on fulfilling this requirement.

### **Social & Behavioral Sciences**

This area requirement cultivates knowledge of the significant people, ideas, and events that have shaped western civilizations, and, in the context of current world cultures, emphasizes the importance of understanding the past in order to understand the present. Students study the theories and concepts used to explain individual and interpersonal behavior and develop an understanding of the structure and function of society and how social and economic forces contribute to change in institutions and systems. Applying critical thinking and communication skills, students analyze interrelationships among group beliefs, attitudes, and behaviors and develop a capacity for compassionate appreciation of cultures other than their own.

*History* – Courses in history are designed to introduce students to the major persons, ideas, and movements that have shaped the modern western world. Students will grow in their understanding of the context and development of ideas and institutions and in their critical awareness of the sources and interpretation of historical knowledge. It is hoped that this requirement will contribute to an appreciation for the interconnectedness of peoples and cultures over time as well as of the interdependency of modern nations. See page 66 for details on fulfilling this requirement.

*Social & Behavioral Sciences* – The study of sociology and psychology enables students to identify and to analyze how social systems influence the behavior of groups or individuals. Knowledge of the complexity of human behavior equips students to understand the integrative function of the human mind and to live intelligently in our complex society. Political science and economics courses introduce students to ideological and economic forces that shape the structure of society. Study of other societies and cultures and analysis of the complex interactions of people of diverse beliefs, attitudes, and behaviors leads to a greater understanding of and compassion for the human family. See page 67 for details on fulfilling this requirement.

### **Natural & Applied Sciences**

Students of science gain an understanding of the principles, processes, and concepts that are the basic tenets of the sciences. Focusing on problem-solving and on methods of organizing ideas and testing of information, they develop an appreciation for scientific thinking. Students acquire a sense of the historical context in which the sciences devel-



oped. They begin to evaluate the impact of science and technology on the natural, political, and social environments and thus are equipped to respond to scientific issues in society. In the field and laboratory, students have experience with data collection and analysis, experimental design, and the development of observational skills. Students are encouraged to take a laboratory course. See pages 67-68 for details on fulfilling this requirement.

### **Global Citizenship**

This area requirement carries students beyond their own cultural environments, challenges ethnocentric assumptions, and develops an understanding of diversity and global interdependence. Students become aware of and sensitive to different cultural and gender outlooks and they begin to communicate in a language other than English and function comfortably and effectively in diverse environments, both at home and abroad.

*Modern Languages* – Courses in a modern language develop communication skills in a language other than English and emphasize listening, reading, speaking, and writing. The language is studied as an essential component of a distinct cultural heritage so that students become familiar with the history, customs, and artistic expressions of the areas of the world where that language is spoken. Advanced courses develop skills for specific purposes such as business and community service. See page 68 for details on fulfilling this requirement.

*Culture & Language* – Courses in this requirement (for B.S. students only) provide a basic knowledge and understanding of the heritage of non-English speaking cultures, including their historical evolution, institutions, peoples, customs, current socio-political conditions, literature, art, and music. Students become acquainted with the language of the heritage area studies, including core concepts specific to social interactions and survival level vocabulary and grammar. See page 68 for details on fulfilling this requirement.

*Cultural Diversity [CDiv]* – These courses emphasize study of non-western cultures and American subcultures as well as the study of the achievements of women and other marginalized groups. This requirement promotes awareness and critical thinking about perceptions and human interactions in a diverse world. See page 69 for details on fulfilling this requirement.

## **FULFILLING THE GENERAL EDUCATION REQUIREMENTS**

### **Foundation Courses**

*College Writing (3 units)* – Freshmen satisfy the College Writing requirement – by taking ID001A/B The Human Experience. Transfer students with 30 units or more who have not previously satisfied their College Writing requirement may choose to take any of the three-unit upper-division courses that satisfy the Writing Proficiency requirement (listed on next page). Intensive Evening Degree Program students who have not previously completed their General Education requirement in College Writing may take EN136 which satisfies both the General Education requirement in College Writing and the Writing Proficiency requirement.

All students must pass the Writing Proficiency Exam, see page 27, by the end of their sophomore year, or they may take one of the following courses:

CM/EN107	Technical Writing
CM/EN118	Writing for the Media
EN106	Advanced Writing
EN120	Writing Center (3 units) (Does NOT satisfy College Writing requirement)
EN136	Professional Writing (Intensive students only)

*Mathematics (3 units)* – Any mathematics course (prefix MA) will meet this requirement except MA001 and MA010. All courses that fulfill the requirement assume mathematics competency at Level 1. See Mathematics Placement Test, page 29.

### Humanities & Creative Arts

*Literature (3 units)* – Freshmen satisfy the Literature requirement by taking ID001A/B The Human Experience. Transfer students with 30 units or more who have not satisfied the Literature requirement may take any three units of English literature (prefix EN).

*Note: Freshmen students who have passed a College Board Advanced Placement Examination in English with a score of three or higher earn six units of college credit.*

*Philosophy (3 units)* – Any course offered by the Philosophy Department (prefix PL) will fulfill this requirement with the exception of PL012/112 Formal Logic and PL013/113 Critical Thinking & Scientific Reasoning.

*Religious Studies (6 units)* – Any two courses offered by the Religious Studies Department (prefix RS) will fulfill this requirement.

*Visual & Performing Arts (3 units)* – Any course from the following list meets this requirement. Students may also take advanced courses if prerequisites have been met.

AR001A	Drawing
AR003A	Life Drawing
AR004	Art History Survey
AR007A	Design: Two-Dimensional
AR007B	Design: Color
AR100B	Art History: Modern Art
AR100G	Art History: Art of the Americas [CDiv]
AR102	Techniques & Materials
AR103A	Representational Painting
AR103B	Projects in Painting
AR103C	Outdoor Painting
AR109	Elements of Web Design
AR116	Art Education Concepts
AR/MK122	Art History: Art in Business & Industry
AR125A	Photography
AR130A	Printmaking: Etching
AR130C	Printmaking: Multimedia Workshop

AR151	Gallery Techniques
AR160	Art History: Contemporary Art Since 1945
AR168A	Art History: Medieval
AR/RS168B	Art History: Art & Religion of the Far East [CDiv]
ID024/124	Bay Area Cultural Events [CDiv]
MU001A	Exploring Music at the Keyboard
MU006/106	Composing & Improvising
MU010/110	Music Appreciation
MU016/116*	Individual Instruction for Non-Music Majors (1 unit)
MU017/117*	Class Piano (1 unit)
MU027A/127A*	Beginning Voice Class (1 unit)
MU042/142	World Music [CDiv]
MU093/193**	Computer Applications in Music
MU120A	Survey of Music in Western Civilization
MU140	Music Education Concepts
TA001	Introduction to the Theatre
TA002/102	Introduction to Oral Interpretation of Literature
TA010	Beginning Acting
TA080/180	Introduction to Arts Management
TA100	Intermediate Acting
TA110	Advanced Acting
TA130A	Development of Drama & Theatre to 1600
TA130B	Development of Drama & Theatre from 1600 to 1800
TA130C	Development of Drama & Theatre from 1800 to the Present
TA160	Children's Theatre
TA175	Acting for the Camera

\* Three semesters of the same instrument or voice within a four-semester sequence. In the case of MU017/117 and MU027A/127A, one or more semesters may be replaced with MU016I/P/V or MU116I/P/V.

\*\* B.M. students may not use this course for credit in this category.

### **Social & Behavioral Sciences**

*History (6 units)* – Sophomores satisfy the history requirement by taking ID021A/B The Human Heritage.

Incoming transfer students with fewer than 30 units who have not previously satisfied their General Education requirement in History may take either ID021A/B or HY004A/B. B.M. students may substitute two semesters of MU120A/B/C/D, Survey of Music in Western Civilization.

Incoming transfer students with 30 units or more satisfy the history requirement by taking one course from Section A and one course from Section B below:

SECTION A: Three of the six units required in history must be in the History of Western Culture. To fulfill this section of the requirement students may take any course from the following list:

HY004A	Western Civilization
HY004B	Western Civilization
HY102	History of Western Culture
HY/PS118	History of Political & Social Thought
HY/PS128B	Modern Western Thought
HY/PS152	Sex & Myth in History
HY/PS158	Modern Times
ID021A	The Human Heritage
ID021B	The Human Heritage

SECTION B: The remaining three units of the History requirement may be fulfilled by any course offered through the History Department [prefix HY].

*Social & Behavioral Sciences (6 units)* – Students may choose any two courses:

EC001A	Macroeconomics
EC001B	Microeconomics
EC/IB182	Comparative Economic Systems
EC/IB183	Economic Development of Less Developed Countries [CDiv]

Any course offered by the Political Science department (prefix PS) will fulfill this requirement. See Political Science listings for course descriptions, page 261. Any course offered by the Psychology department (prefix PY) will fulfill this requirement. See Psychology listings, page 264, for course descriptions. Any course offered by the Sociology department (prefix SO) will fulfill this requirement. See Sociology listings, page 273, for course descriptions.

### Natural & Applied Sciences

*Natural Science (3 units)* – Students may choose any course from this list:

BY001A	General Biology
BY001B	General Biology
BY004	Human Biology
BY005	Introduction to Biology
BY024/124	Forensic Science
BY109	Contemporary Environmental Issues
CH001	Introductory Chemistry
CH002A/B	General Chemistry
NS005/105	Introduction to Nutrition
PH001	Physical Geology
PH002A/B	College Physics
PH004A/B	Physics for Scientists
PH009	Introduction to Physical Science
SM085/185	Natural Sciences Seminar
BY141	Vertebrate Zoology – Under special circumstances (by consent of Department Chair)

*Formal & Applied Science (3 units)* – Students may take an additional course from those listed as fulfilling a requirement under the categories:

Mathematics

Natural Sciences

Or students may choose any courses from this list:

HY/PS101	Methods & Methodology
MU093/193	Computer Applications in Music*
NS009/109	Nutrition & Health in Developing Countries [CDiv]
PL012/112	Formal Logic
PL013/PL113	Critical Thinking & Scientific Reasoning
PY106	Psychobiology
SM001/101	Science & Technology in Developing Countries [CDiv]
SM102	Development of Scientific Thinking (Intensive students only)
SO183	Animals, People, & the Environment

Any course offered by the Computer Science Department (prefix CS) will fulfill this requirement. See Computer Science listings, page 242, for course descriptions.

\* *B.M. degree students are required to take MU093/193*

### **Global Citizenship**

Students following programs leading to the B.A., B.F.A., or B.M. degree must satisfy the Modern Languages requirement. Students following programs leading to the B.S. degree must satisfy the Culture & Language requirement. All students must satisfy the Cultural Diversity requirement.

*Modern Languages (8 units)* – At entrance, students are tested and placed at a skill level commensurate with prior experience in the language. All B.A., B.F.A., and B.M. students must take two semesters of the same Modern Language unless eligible for exemption. See page 69. Students in the first or second year of language study at Notre Dame de Namur University are required to take eight units. Students may choose any courses from this list:

FR001 & FR002	Basic Practical French
FR003 & FR004	Intermediate Conversation
SP001 & SP002	Introduction to Spanish
SP003 & SP004	Intermediate Spanish

Two semesters (with a minimum of six semester units) of the same language from another institution will satisfy the Notre Dame de Namur University Modern Language requirement.

*Culture & Language (6 units)* – B.S. students may choose from the following options:

1. Two semesters of the same Modern Language
2. Two Culture & Language courses (prefix CL)
3. One semester of Modern Language and one course from the following list:

CU150	European Cinema
CU151	International Cinema
CU195	Special Topics in Cultural Heritage
HY/PS162	Latin American Area Studies

HY/PS180	African Area Studies
HY/PS181	Islam & the West
HY/PS184	Asian Area Studies
HY/PS190	Middle East Area Studies

Any Culture & Language course (prefix CL) will fulfill this requirement. See Culture & Language listings, page 94, for course descriptions.

*Note: Students who take these courses to fulfill their Culture & Language requirement may not use the same courses to fulfill their Cultural Diversity requirement.*

### **Exemption from Modern Language or Culture & Language Requirement**

Students who meet one of the following criteria are exempt from the Modern Language (B.A., B.M., B.F.A.) or the Culture & Language (B.S.) requirement:

- A student whose native language is not English and who has attended school in the native language.
- A student who has:
  1. Completed the third year level of a foreign language in high school with grades “C” or higher; or
  2. Scored 600 or higher on a College Board Achievement Test in foreign language; or
  3. Passed a Notre Dame de Namur University foreign language placement examination with a Foreign Language proficiency score of three.
- A student who has:
  1. Passed a College Board Advanced Placement Examination in a foreign language with a score of three or higher; or
  2. Passed a CLEP examination in a foreign language at the 50th percentile or higher. A student in this category will be granted eight units advanced standing credit in Modern Language.

*Cultural Diversity [CDiv] (6 units)* – All students are required to take two courses in Cultural Diversity. Cultural Diversity courses may be used also to fulfill other General Education requirements (except Culture & Language) or requirements within the major. (Students in B.S. programs may not use Culture & Language courses to fulfill both the Culture & Language requirement and the Cultural Diversity requirement.) Courses fulfilling this requirement carry the notation [CDiv] after their title. Check the course descriptions in this Catalog and the listings in each semester’s class schedule.

This is a list of Cultural Diversity courses currently being offered:

AR100G	Art History: Art of the Americas
AR/RS168B	Art & Religion of the Far East
CL/FR109	A Women in French Literature
CL/CU139	Cultural Heritage & Language of China
CL/LA161	Mexico: Politics, Culture, & Language
CL/LA162	Central America: Politics, Culture, & Language
CL/LA164	Andean Nations: Politics, Culture, & Language
CL/LA175	Latino/Hispanic Experience in the USA

CL/FR196	African Cinema, Culture, & Language
CL/LA/SP197	Culture & Language of Latin America Through Film
CL/LA/SP198	Service Learning
CM/RS125	The Holocaust
CM/PY/SO156	Interpersonal/Intercultural Communications
CU151	Intercultural Cinema
CU195	Special Topics in Cultural Heritage
EC/IB183	Economic Development of Less-Developed Countries
EN101C	Great American Writers: Morrison
EN102B	American Literary Movements: Harlem Renaissance
EN133	Women's Literature
EN140	African-American Literature
EN142A	Native American Literature
EN142B	Asian-American Literature
EN142C	Latino Literature
EN144	Comparative Literature
EN145	Mythology
EN148	Film & Literature
EN160	Modern Poetry
EN171	World Literature
EN173	Modern Fiction: Comparative Approach
EN/PY176	Women, Shakespeare, & Psychoanalysis
EN195I	Special Topics
HS/MG162	Managing Cultural Diversity (Intensive students only)
HY108	World History
HY/PS136	Soviet Russia
HY/PS162	Latin American Area Studies
HY/PS174	Women & the Law
HY/PS180	African Area Studies
HY/PS/RS181	Islam & the West
HY/PS184	Asian Area Studies
HY/PS190	Middle East Area Studies
IB110	International Business
IB/MG116	Comparative International Management
IB/MK165	International Marketing
ID024/124	Bay Area Cultural Events (3 units)
LA110	Literature of Latin America
LA176	Language, Literature, & Film of Mexican America
MG157	Women in Management
MU042/142	World Music
NS009/109	Nutrition & Health in Developing Countries
PL114	Philosophy & Feminism
PS160	World Geography

PY/SO113	Society Through Film
PY133/SO130	The Family
RS136A	Women's Spirituality
RS140A	Theology of Liberation
RS165	Religions of the World
RS196	Way of the Earth (Intensive students only)
SM001/101	Science & Technology in Developing Countries
SO004/114	Cultural Anthropology
SO103	Streetwise Sociology
SO125	Urban Sociology
SO130	The Family
SO146	Social Problems
SO162	Cross Cultures & Subcultures
SP100B	Advanced Spanish: Cultural Heritage of Latin America



# University Core Courses

Within the undergraduate curriculum, there are a number of classes that all students take during their course of study. These core courses are designed to link the curriculum/co-curriculum to the values and mission of the University. Many of the courses in the core curriculum are team-taught, providing an interdisciplinary approach to the readings, lectures, and class discussions. Class assignments involve students in service projects in the region that link the academic material with social action. In the core curriculum, students develop competencies in writing, oral communication, computer skills, quantitative analysis, and critical thinking.

On an ongoing basis, the University will offer upper-division core courses designated as “University Capstone Courses.” These courses may vary in content and style, but the common theme of these courses will be to apply the values and mission of the University to a contemporary issue, thereby bringing together threads that have been developed in the lower-division core courses.

## COURSE DESCRIPTIONS

**ID001A The Human Experience (6) Fall** Takes an interdisciplinary, multicultural approach to personal, community, and global issues using the theme of Renaissance as history and metaphor. Team-taught and writing-intensive, with a strong co-curricular element, the course includes a minimum of 8000 written words and four full-length texts. Also, it emphasizes critical thinking, research skills, and oral communication skills while laying a foundation for the student’s university portfolio.

**ID001B The Human Experience (4) Spring** Examines personal transformation and the human experience through the lenses of two disciplines using the theme of Enlightenment as history and metaphor. The disciplines chosen are determined by the fields of interest of the instructors, e.g. theatre and English, history and spirituality, music and history. Team-taught and writing-intensive, with a strong co-curricular element, the course includes a minimum of 8000 written words and four full-length texts. It continues the previous semester’s emphases on critical thinking, research skills, and oral communication skills, while building upon the student’s university portfolio.

**ID021A The Human Heritage: Interdisciplinary Approaches to World Heritages (4) Fall** This course offers an interdisciplinary, multicultural approach to world heritages from Antiquity to 1500, with emphases on history and literature. In the study of past human achievements, students investigate the meaning of history. In conjunction with historical study, students enjoy and appreciate great literary classics. This integrated learning experience encourages all students to develop themselves as whole persons, members of collaborative communities, and contributors to a just society. In addition to attending class, students participate in on-campus and off-campus co-curricular activities, and they continue to develop portfolios.

**ID021B The Human Heritage: Interdisciplinary Approaches to World Heritages (4) Spring** A continuation of ID021, this course offers an interdisciplinary, multicultural approach to world heritages from 1500 to the present, with emphases on history and literature. In the study of past human achievements, students investigate the meaning of history. In conjunction with historical study, students enjoy and appreciate great literary classics. This integrated learning experience encourages all students to develop themselves as whole persons, members of collaborative communities, and contributors to a just society. In addition to attending class, students participate in on-campus and off-campus co-curricular activities, and they continue to develop portfolios.

**ID195 University Capstone Course** Topics vary. Each version of the course focuses on applying the values and mission of the University to a contemporary issue, thereby bringing together threads that have been developed in the lower-division core courses. These courses will be at a level appropriate for a core capstone experience.

# Interdisciplinary Courses

Notre Dame de Namur University offers a variety of interdisciplinary courses for undergraduates. These courses extend the interdisciplinary approach of the core curriculum and are designed help students make deeper connections between areas of knowledge.

## COURSE DESCRIPTIONS

**ID024/124 Bay Area Cultural Events [CDiv] (1-3) Spring** This course is an interdisciplinary introduction to Bay Area cultural events in music, theatre, and literature, including events from diverse cultural sources. Three units fulfill General Education Visual and Performing Arts requirement.

**ID025/125 Peace & Social Justice: Bay Area Events [CDiv] (1-3) Fall** Offers an interdisciplinary exploration of a variety of peace and social justice issues through attendance of public lectures and forums, organizational and coalition meetings, and rallies and marches in the greater Bay Area. Issues may include economic justice, criminal justice and the death penalty, militarism and war, the environment, racism and civil rights, and women's rights.

**ID109 Web Design Project (3) Spring** This is the capstone course of the Web Design interdisciplinary minor, weaving together web design theory and practice. Students develop a web site incorporating concepts introduced in AR109, CM109, and CS109. The course is project-based and a team approach encouraged.

**SM001/101 Science & Technology in Developing Countries [CDiv] (3) Spring** See Natural Sciences listings, page 257, for course description.

**SM085/185/485 Natural Sciences Seminar (1) Spring '04** See Natural Sciences listings, page 257, for course description.

**SM102 Development of Scientific Thinking (3) Summer - Intensive Evening Students only.** See Natural Sciences listings, page 257, for course description.

**SM105T Geographical Information Systems & Public Health (4) Spring** See Natural Sciences listings, page 257, for course description.

**SO/SM183 Animals, People, & the Environment [CDiv] (3) Fall** See Sociology listings, page 273, for course description.

# School of Arts & Humanities

*Christine H. Bennett, Ph.D., Dean*

The School of Arts & Humanities seeks to engage students in understanding the significance of their own humanity and to maximize their potential for creativity, critical thinking, spiritual development, social responsibility, and global citizenship. Students acquire necessary skills to achieve intellectual, moral, and aesthetic excellence; they recognize the importance of life-long learning, community service, and the University's commitment to peace and justice.

The School promotes the arts and humanities by providing cultural events of the highest caliber that engage students and faculty in the cultural life of the region.

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## Programs

### Undergraduate Majors

Art	Musical Theatre
Art & Graphic Design	Philosophy
English	Religious Studies
Music	Theatre Arts

### Master's Degrees

English  
Music

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## Department Contacts

### Art

(650) 508-3631  
Betty Friedman, Chair

### English

(650) 508-3708  
Marc Wolterbeek, Chair

### Modern Languages & Cultures

(650) 508-3558  
Helen Laroche-Davis, Chair

### Music

(650) 508-3597  
Michael Schmitz, Chair

### Philosophy & Religious Studies

(650) 508-3732  
Phil Gasper, Chair

### Physical Education

(650) 508-3638  
Josh Doody, Director

### Theatre Arts

(650) 508-3575  
Michael Elkins, Chair

# Art

Part of the School of Arts & Humanities, the Department of Art seeks the aesthetic, intellectual, and spiritual fulfillment of its students through development of creative intuition, technical competence and cultural sensitivity.

For those seeking a traditional enrichment program, the Department offers the Bachelor of Arts (B.A.) degree. For those seeking careers as artists, the professional Bachelor of Fine Arts (B.F.A.) degree is preferred and is normally required for entrance into graduate studio programs.

The Art Department also offers the Bachelor of Arts: Art & Graphic Design major for those seeking careers in commercial art.

An interdisciplinary minor in Web Design is also available, combining courses from Art, Communication, and Computer Science. See Communication, page 159, for details on this minor. For general information on Interdisciplinary Minors, see Undergraduate Academic Information, page 28.

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## Bachelor of Arts: Art

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>47</b>
<b>Prerequisites</b>	
AR001A/B Drawing	6
AR003A/B Life Drawing	6
AR004 Art History Survey	3
AR007A Design: Two-Dimensional	3
AR007B Design: Color	3
AR007C Design: Three-Dimensional	3
AR007D Design: Advanced	3
<b>Major Requirements</b>	
AR100B Art History: Modern Art	3
AR102 Techniques & Materials	3
AR103A Representational Painting	
or	
AR103B Projects in Painting	
or	
AR103C Outdoor Painting	3
AR120A Sculpture	3
AR125A Photography	3
AR130A Printmaking: Etching	
or	
AR130C Printing: Multimedia Workshop	3

		Units
AR150	Senior Seminar	3
AR151	Gallery Techniques	3
	(Satisfies two units of the Career Development Requirement)	
AR160	Art History: Contemporary Art Since 1945	3
	Upper-division electives in Art History	3
	Career Development Course	1
	General Electives	19
<b>Total University Requirement</b>		<b>124</b>

## Bachelor of Arts: Art & Graphic Design

In addition to major requirements, students must meet General Degree requirements.

### General Education Requirements 47

#### Prerequisites

AR001A/B	Drawing	6
AR003A/B	Life Drawing	6
AR004	Art History Survey	3
AR007A	Design: Two-dimensional	3
AR007B	Design: Color	3
AR007C	Design: Three-dimensional	3
AR007D	Design: Advanced Design	3

#### Major Requirements

AR100B	Art History: Modern Art	
	or	
AR122	Art History: Art in Business & Industry	3
AR102	Techniques & Materials	3
AR103A	Representational Painting	
	or	
AR103B	Projects in Painting	
	or	
AR103C	Outdoor Painting	3
AR108A	Media Graphics: Graphic Design	3
AR108B	Media Graphics: Layout & Typography	3
AR108C	Media Graphics: Production Techniques	3
AR108D	Media Graphics: Graphic Design Internship	2
	(Satisfies two units of the Career Development Requirement)	
AR108E	Media Graphics: Senior Graphic Design Portfolio	3
AR125A	Photography	3
AR130A	Printmaking: Etching	
	or	
AR130C	Printmaking: Multimedia Workshop	3

	<b>Units</b>
AR151 Gallery Techniques (Satisfies two units of the Career Development Requirement)	3
AR160 Art History: Contemporary Art Since 1945	3
General Electives	15
<b>Total University Requirement</b>	<b>124</b>

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## Bachelor of Fine Arts

The requirements for the Bachelor of Fine Arts (B.F.A.) degree in Art or Art & Graphic Design are the same as the requirements for the corresponding Bachelor of Arts degrees, except that for the B.F.A. degree students must take three upper-division courses in a Major Technique and satisfy the following additional requirements:

AR104A Advanced Life Drawing	3
One additional Art History or studio course	3
Two courses in a Minor Technique	6

Major and minor techniques may be chosen from painting, drawing, photography, printmaking, or graphic design.

### Minor Requirements: Art

15 units to be arranged in consultation with the Art Department Chair.

### ART COURSES

In courses listed both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

#### AR001A/B Drawing (3/3) Fall, Spring

**A** Introduces media and techniques used in sketching and rendering: pencil, charcoal, conte, cast drawing, perspective, and chiaroscuro. Fulfills the General Education Arts requirement.

**B Prerequisite:** AR001A. Students experiment with varied drawing techniques in black and white and color: ink, pastel, and mixed media. Still life and natural forms are also studied.

#### AR003A/B Life Drawing (3/3) Fall, Spring

**A** Students draw from the model. Gesture, contour, and volume approaches to the human form are taught. Fulfills the General Education Arts requirement.

**B Prerequisite:** AR003A. This is a continuation of A using a variety of wet and dry media.

**AR004 Art History Survey (3) Spring** This is a chronological examination of selected monuments of painting, sculpture, and architecture of the Western World. Fulfills the General Education Arts requirement.

**AR007A/B/C/D Design (3/3/3/3)**

**A Two Dimensional Design (3) Fall** Elements and principles of visual organization are demonstrated through practical work in flat pattern and value are studied. Fulfills the General Education Arts requirement.

**B Color Design (3) Spring** Continues exploration of design concepts with emphasis on color as a natural phenomenon and as an expressive vehicle. Fulfills the General Education Arts requirement.

**C Three-dimensional Design (3) Spring** Students explore space as it relates to sculpture. Varied media including wood, plaster, clay, etc., are used. Fulfills the General Education Arts requirement.

**D Advanced Design (3) Spring '04** *Prerequisites: AR007A/B.* Students apply AR007A/B to problems of pictorial composition.

**AR070/170 Scenic Design & Model Building (3/3) Fall** *Prerequisites: TA001 and TA021, or permission of instructor.* Cross-listed with TA070/170. See Theatre Arts listings, page 126, for course description.

**AR100B Art History: Modern Art (3) Fall** Focuses on painting, sculpture, and architecture in Europe from 1750 to 1950. Fulfills the General Education Arts requirement.

**AR100G Art History: Art of The Americas [CDiv] (3) Fall** Focuses on painting, sculpture, and architecture of North, Central and South America from the magnificent Indian civilizations of Pre-Columbian times to the 20th century. Fulfills the General Education Arts requirement.

**AR102 Techniques & Materials (3) Fall** Explores techniques and materials incidental to major art forms. Techniques will vary. Fulfills the General Education Arts requirement.

**AR103A/B/C Painting (3/3/3)**

**A Representational Painting (3) Fall '04** Focuses on painting from the still-life, models, and interiors. Fulfills the General Education Arts requirement.

**B Projects in Painting (3) Spring** Focuses on painting using both representational and abstract approaches. Fulfills the General Education Arts requirement.

**C Outdoor Painting (3) Fall '03** Focuses on painting in the open from a wide variety of landscape motifs. Fulfills the General Education Arts requirement.

**AR104A/B Advanced Life Drawing (3/3) Fall, Spring**

**A Prerequisite: AR003B.** Focuses on figurative drawing from the model.

**B Prerequisite: AR104A.** Continues figurative drawing using various media.

**AR108A/B/C/D/E Media Graphics (3/3/3/2/3)**

**A Graphic Design (3) Spring** Students apply elements and principles of design, color and copy to advertising. Fulfills the General Education Arts requirement.

**B Layout & Typography (3) Fall** *Prerequisite: AR007A/B or by permission of the instructor.* Students learn basic formats, introduction to type, development from sketch to comprehensive, and computer graphics for print.



**C Production Techniques (3) Spring** *Prerequisite: AR108B or by permission of the instructor.* Students design for print publication, including computer applications.

**D Graphic Design Internship (2)** *Prerequisite: AR108A/B/C.* Course will take place outside the traditional classroom setting as students will be working on the premises of graphic design firms. Students will have the opportunity to experience the design field first hand in a professional setting. For majors only.

**E Senior Graphic Design Portfolio (3)** For majors only. *Prerequisite: Senior standing.* Students prepare the senior advertising design portfolio in consultation with an Art faculty advisor.

**AR109 Elements of Web Design (3) Fall** Focuses on design techniques and concepts for the web. Topics include: tools and techniques for preparing images for successful web presentation, organizing information, specific design issues for various target audiences, illustration and manipulation of visual images, aesthetics, and legibility. The course is project-based, hands-on, and part of the Web Design Interdisciplinary Minor.

**AR111A/B Advanced Drawing (3/3) Fall, Spring**

**A** *Prerequisite: AR001B.* Students draw from the complex still-life, natural forms, and the imagination.

**B** *Prerequisite: AR111A.* Students continue AR111A, drawing more complex compositions.

**AR113A/B/C Advanced Painting (3/3/3)**

**A Advanced Representational Painting (3) Spring** *Prerequisite: AR103A.* Students continue techniques and approaches to figurative and still-life painting.

**B Advanced Projects in Painting (3) Spring** *Prerequisite: AR103B.* Students continue large-scale and concept-based painting.

**C Advanced Outdoor Painting (3) Fall** *Prerequisite: AR103C.* Students continue techniques and approaches to landscape painting.

**AR116 Art Education Concepts (3) Fall, Spring** Focuses on history and theory of art education in American schools with practical projects planned for specific developmental levels. Fulfills the General Education Arts requirement.

**AR120A/B Sculpture (3/3) Spring '04**

**A** Introduces students to tools and techniques of the sculptor: clay, plaster, wood, and found materials. Also introduces casting. Fulfills the General Education Arts requirement.

**B** *Prerequisite: AR120A.* Continuation of A.

**AR122 Art History: Art in Business & Industry (3) Fall** Surveys the history of the useful and decorative arts and their economic and social implications. Topics include: art in advertising, communications, and environmental and industrial design. Fulfills the General Education Arts requirement. Cross-listed with MK122.

**AR125A/B Photography (3/3) Fall, Summer**

**A** Focuses on principles of black and white photography: camera, lighting, exposure, composition. Course includes studio and field assignments and introduces darkroom techniques. Fulfills the General Education Arts requirement.

**B Prerequisite:** AR125A. Continues A. Course includes development of a major photographic project, advanced darkroom techniques, and familiarization with large format equipment.

**AR130A/C Printmaking (3/3)**

**A Etching (3) Fall '03** This course explores beginning level etching techniques including platemaking methods, aquatint, and editioning prints. Fulfills the General Education Arts requirement.

**C Multimedia Workshop (3) Fall '04** This course gives an understanding of monotype printing techniques in relation to painting, drawing, and collage. Fulfills the General Education Arts requirement.

**AR150 Senior Seminar (3) Prerequisite:** Senior standing. Students prepare the senior portfolio in consultation with an Art faculty advisor of choice. Art majors only are eligible.

**AR151 Gallery Techniques (1-3) Fall, Spring** Introduces principles and practices of gallery operation: exhibition design, installation, cataloging, public relations, and other support services. Fulfills the General Education Arts requirement. Fulfills two Career Development units. May be taken for one to three units. May be repeated for credit.

**AR160 Art History: Contemporary Art Since 1945 (3) Spring '03** Focuses on lectures and gallery tours concentrating on recent and current trends in painting and sculpture. Fulfills the General Education Arts requirement.

**AR161 Postmodern World in Art (3) Summer '03** Focuses on lectures and gallery tours concentrating on contemporary art of the past twenty years. Fulfills the General Education Arts requirement.

**AR168A/B Art History (3/3)**

**A Medieval (3) Spring '03** Focuses on painting, sculpture, and architecture of the Middle Ages: Early Christian, Byzantine, Romanesque, and Gothic to 1450. Fulfills the General Education Arts requirement. Cross-listed with RS168A.

**B Art & Religion of the Far East [CDiv] (3) Spring '04** Focuses on monuments of Far Eastern art and architecture considered in relation to the major religions of the area. Fulfills the General Education Arts requirement. Cross-listed with RS168B.

**AR199 Independent Study in Art (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

# English

The English Department provides students with a broad intellectual foundation in literature and culture while strengthening their abilities to express ideas in clear, accurate prose. Because the department is relatively small, students interact with professors and with each other on a personal level. The Department is part of the School of Arts & Humanities.

In addition to developing an appreciation of the great classics of British and American literature, majors have opportunities to study literature of the world, both Western and non-Western, as well as literature written by women and by persons of color. The insights students obtain from great writers and thinkers of the past and present, along with the analytical skills they acquire from close study of written texts, provide valuable preparation for careers in teaching and writing. The department offers courses in advanced writing, technical writing, and creative writing, including the campus literary magazine, *The Bohemian*. The English major is also good preparation for students planning to enter business or law school. The study of language and literature offers students an enjoyable, challenging liberal education that professionals consider the best general preparation for any career.

An interdisciplinary major in Humanities is also available, combining courses from English and other departments in the School of Arts & Humanities. See the Department Chair or the Office of Admission for details on the Humanities major. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 28.

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## Bachelor of Arts: English

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>47</b>
<b>Lower-division Prerequisites:</b>	<b>18</b>
ID001A           The Human Experience	6
ID001B           The Human Experience	4
ID021A           The Human Heritage	4
ID021B           The Human Heritage	4
International and Transfer students may take HY004A/B Western Civilization and EN002 Composition & Introduction to Literature (4 units) and EN021 Composition & Classics of World Literature (4 units)	

<b>Courses in the Major</b>		<b>Units</b>
		<b>30</b>
<i>Six units in American Literature from among the following:</i>		6
EN101*	Great American Writers:	
EN101A*	Hemingway	1
EN101B*	Faulkner	1
EN101C*	Morrison	1
EN101D*	Hawthorne	1
EN101E*	Melville	1
EN101F*	Twain	1
EN102*	American Literary Movements:	
EN102A*	Jazz Age	1
EN102B*	Harlem Renaissance	1
EN102C*	Beat Poets	1
EN102D*	Transcendentalism	1
EN102E*	American Gothic	1
EN102F*	Realism & Naturalism	1
EN103*	California Writers	3
EN104*	Bay Area Literary Scene	1-3
<i>Six units in British Literature from among the following, including</i>		
<i>EN117 Shakespeare plus three additional units from among the following:</i>		6
EN115	Early Modern Drama	3
EN116	Early Modern Poetry:	
EN116A	Petrarchan Tradition	1
EN116B	Sonnet Cycles	1
EN116C	Metaphysicals	1
EN117	Shakespeare	3
EN119	Great British Writers:	
EN119G	Austen	1
EN119H	Conrad	1
EN119I	Hardy	1
EN119J	Spenser	1
EN119K	Marlowe	1
EN119L	Jonson	1
EN122	Modern British Literature	3
EN123	Paradise Lost	3
EN125	British Novel	3
<i>Six units in writing or linguistics from among the following</i>		
<i>(three units maximum in a single course):</i>		6
EN018/118	Writing for the Media	3
EN018L/118L	Journalism Lab: The Argonaut	1-3
EN106	Advanced Writing	3

**Units**

EN107	Technical Writing	3
EN110	Linguistics	3
EN120C	<i>The Bohemian</i>	1-3
EN141A	Creative Writing: Playwriting	3
EN141B	Creative Writing: Poetry	3
EN141C	Creative Writing: Fiction	3

**The Senior Experience**

EN191A	Senior Seminar I: Literary Theory	3
EN191B	Senior Seminar II: Thesis	3

Six additional elective units from among courses listed above or from the following:

EN133*	Women's Literature	3
EN140*	African-American Literature	3
EN142A*	Native American Literature	1
EN142B*	Asian-American Literature	1
EN142C*	Latino Literature	1
EN143*	Children's Literature	3
EN144*	Comparative Literature	3
EN145*	Mythology	3
EN148*	Film & Literature	3
EN150*	Science Fiction	3
EN156	Novels as History	3
EN160*	Modern Poetry	3
EN176	Women, Shakespeare, & Psychoanalysis	3
EN181	Animals in Literature	3
EN192	Seminar in the Humanities	3
EN195	Special Topics	3
EN195I	Special Topics	3

**Minor Requirements: English** **15**

EN117	Shakespeare	3
	Three units in American literature	3
	Three units in writing or linguistics	3
	Six elective units	6

**Subject Matter Knowledge & Competence for High School Teaching**

The English Department prepares future high school teachers by emphasizing the classics of English and American literature, including Shakespeare, Milton, and Chaucer, and by strengthening students' language skills through coursework in linguistics, creative writing, and expository writing. The program also familiarizes students with literature written by women, by non-western, and by ethnic American writers. Recent research and theory about such matters as multiculturalism, critical thinking, and learning disabilities inform the program. The desired outcome is a graduate who is thoroughly proficient in writing and knowledgeable of literature and who can communicate effectively, both orally and

in writing. The English Department's Curriculum and Writing Committee evaluates the program annually to ensure its responsiveness to contemporary conditions of California schools. By taking the following courses (10 Core courses and 5 Breadth & Perspective courses), students may enter credential programs without having to take the MSAT or CSET exam.

<b>Core Courses (ten courses)</b>		<b>Units</b>
EN021	Composition & Classics of World Literature	4
EN101A/B/C/ D/E/F/G/H/I*	Great American Writers	
or		
EN102A/B/C/D/E/F*	American Literary Movements	1-6
EN106	Advanced Writing	3
EN110	Linguistics	3
EN117	Shakespeare	3
EN133*	Women's Literature	3
EN140*	African-American Literature	3
or		
EN142A/B/C*	Ethnic American Literature	1-3
EN144*	Comparative Literature	
or		
EN145*	Mythology	3
<i>Two of the following courses:</i>		
EN115	Early Modern Drama	3
EN116A/B/C/D	Early Modern Poetry	1-6
EN119G/H/I/J/K/L	Great British Writers	1-6
EN122	Modern British Literature	3
<b>Breadth &amp; Perspective (five courses from among the following):</b>		
CM010	Introduction to Communication	3
CM011/111	Oral Communication	3
EN002	Composition & Introduction to Literature	4
EN018/118	Writing for the Media	3
EN103*	California Writers	3
EN104*	Bay Area Literary Scene	1-3
EN107	Technical Writing	3
EN116A/B/C	Early Modern Poetry	1-3
EN123	Paradise Lost	3
EN125	British Novel	3
EN141B	Creative Writing: Poetry	3
EN141C	Creative Writing: Fiction	3
EN143*	Children's Literature	3
EN148*	Film & Literature	3

		<b>Units</b>
EN149T	Teaching Assistant	1-3
EN150*	Science Fiction	3
EN191A	Senior Seminar I: Literary Theory	3
EN191B	Senior Seminar II: Thesis	3
EN195/195I	Special Topics	3
CU150	European Cinema	3
CU151	Intercultural Cinema	3
LA110	Literature of Latin America	3
RS001/100	Introduction to the Old Testament	3
RS013/113	Introduction to the New Testament	3
TA002/102	Introduction to Oral Interpretation of Literature	3
TA130A	Development of Drama & Theatre to 1600	3
TA130B	Development of Drama & Theatre from 1600 to 1800	3
TA130C	Development of Drama & Theatre from 1800 to the Present	3

For course descriptions, see listings in University Courses (ID), Cultural Diversity (CU), Latin American Studies (LA), Religious Studies (RS), and Theatre Arts (TA).

### **Internship Program**

The English Department's internship program enables students to meet the University's Career Development Requirement. Information about this program is available from the English Department.

### **ENGLISH COURSES**

Lower-division English courses, numbered under 100, are introductory in nature and give students an overview of the subject matter. These courses are open to freshmen and sophomores. Upper-division courses, numbered 100 and above, are advanced, requiring students to specialize in a particular author or field. These courses are ordinarily restricted to juniors and seniors.

If a course is listed as both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

### **Course Descriptions**

[CDiv] = Satisfies Cultural Diversity requirement. Asterisks (\*) indicate that sophomores may take these courses.

### **Writing Center**

**EN020/120 Writing Center (1-3) Fall, Spring, Summer** Develops the writing process. Topics include brainstorming, clustering, outlining, freewriting, editing, and revising. Individual tutoring in grammar, research, and essay organization. First-year students may enroll in EN020 for 1-3 units of credit. Upper-division students who have taken the

Writing Proficiency requirement enroll for 1-3 units depending on their score on the Writing Proficiency Exam. Students enrolled in writing-intensive courses enroll concurrently for one unit of EN120.

**EN149C Internship (1-3) Fall, Spring, Summer** Majors and minors may prepare for careers in teaching, writing, and editing by tutoring in the Writing Center, working as teaching assistants in English classes, and/or working off campus as tutors, editorial assistants, or interns in technical writing and other fields. See the Department's brochure giving details about this exciting program.

**EN149T Teaching Assistant (1-3) Fall, Spring, Summer** Tutor students in Writing Center on their writing assignments in core courses and in other courses. Includes weekly training sessions. Strongly recommended for prospective teachers.

### Lower-Division Prerequisites

**EN002 Composition & Introduction to Literature (4) Fall** Explores expository and critical writing based on reading, discussion, and analysis of great works of literature from three major genres: narrative, lyric, and drama. Lab section meets weekly in the Writing Center. Open only to transfer students and international students.

**EN021 Composition & Classics of World Literature (4) Fall, Spring** Explores expository and critical writing based on reading, discussion, and analysis of the great works of the Ancient, Medieval, and Renaissance periods, including non-western literature. Lab section meets weekly in Writing Center. Open only to transfer students and international students.

### American Literature

English majors take six units in American Literature from the following:

**EN101A/B/C/D/E/F\* Great American Writers (1-6)** Students may take one or more of the one-unit courses in this series. Each course requires five weeks of attendance and focuses on one major writer.

**A\* Hemingway (1) Spring '04** Studies Ernest Hemingway's major novels and short stories, including *The Sun Also Rises* and *A Farewell to Arms*.

**B\* Faulkner (1) Spring '04** Studies selected major novels by William Faulkner, including *The Sound and the Fury*, and selected short stories.

**C\* Morrison [CDiv] (1) Spring '04** Studies Toni Morrison's major achievements, including *Beloved*.

**D\* Hawthorne (1) Spring '06** Studies Nathaniel Hawthorne's major works, including *The House of the Seven Gables*, *The Blithedale Romance*, and selected short stories.

**E\* Melville (1) Spring '06** Studies Herman Melville's major novels, including *Moby Dick*.

**F\* Twain (1) Spring '06** Studies Mark Twain's major novels and stories, including *Huckleberry Finn*.



**EN102A/B/C/D/E/F\* American Literary Movements (1-6)** Students may take one or more of the one-unit courses in this series. Each course requires five weeks of attendance and focuses on one literary movement.

**A\* Jazz Age (1) Spring '05** Studies the art, literature, and music of the 1920s, including Fitzgerald's *The Great Gatsby*.

**B\* Harlem Renaissance [CDiv] (1) Spring '05** Studies the art, music, and literature of the Harlem Renaissance, including the works of Hughes, Hurston, and Toomer.

**C\* Beat Poets (1) Spring '05** Studies the achievements of the Beat Poets, including Kerouac's *On the Road* and Ginsberg's poetry.

**D\* Transcendentalism (1) Spring '03** Studies the American transcendental movement, including Emerson and Thoreau.

**E\* American Gothic (1) Spring '03** Investigates American Gothic fiction, emphasizing the tales of Edgar Allen Poe.

**F\* Realism & Naturalism (1) Spring '03** Reads turn-of-the-century stories and novels by Howells, Norris, and Crane.

**EN103\* California Writers (3) Fall '03** Studies selected California writers, such as London, Steinbeck, Jeffers, and Kingston; includes field trips to historical sites associated with the writers.

**EN104\* Bay Area Literary Scene (1-3) Fall '03** Experiences and studies literary events in the San Francisco Bay Area, including attending plays and literary readings. Students may attend for five weeks (for one unit), ten weeks (for two units), or fifteen weeks (for three units).

### **British Literature**

English majors are required to take EN117 Shakespeare, plus three additional units in British Literature.

**EN115 Early Modern Drama (3) Fall '04** Studies great dramatic works of the English Renaissance exclusive of Shakespeare, including the plays of Marlowe and Jonson.

**EN116A/B/C Early Modern Poetry (1-3)** Students may take one or more of the one-unit courses in this series. Each course requires five weeks of attendance and focuses on one literary movement.

**A Petrarchan Tradition (1) Spring '05** Studies the Petrarchan tradition in English poetry, including analysis of Petrarch's sonnets and selected poems of Wyatt, Surrey, Sidney, Spenser, and Shakespeare.

**B Sonnet Cycles (1) Spring '05** Emphasizes the sonnet cycles of Elizabethan England, including the sonnets of Sidney, Spenser, and Shakespeare.

**C Metaphysicals (1) Spring '05** Studies the metaphysical poets, with emphasis on Donne, including Herbert, Vaughan, and Crashaw.

**EN116D Contemporary Period (3)** Cross-listed with EN216D. See M.A.-English listings, page 131, for course description.

**EN117 Shakespeare (3) Spring** Covers reading and analysis of selected masterpieces of the great bard, with emphasis on the development of his career. Study is linked to the genres of history, tragedy, comedy, and romance.

**EN119G/H/I/J/K/L Great British Writers (1-6)** Students may take one or more of the one-unit courses in this series. Each course requires five weeks of attendance and focuses on one great British writer.

**G Austen (1) Spring '03** Reads Jane Austen's major novels, *Emma* and *Pride and Prejudice*.

**H Conrad (1) Spring '03** Studies Joseph Conrad's fiction, including *Heart of Darkness* and *Lord Jim*.

**I Hardy (1) Spring '03** Investigation of Thomas Hardy's achievements, including his poetry and prose.

**J Spenser (1) Spring '04** Selected readings of Edmund Spenser's works, including his *Eclogues* and portions of *The Faerie Queene*.

**K Marlowe (1) Spring '04** Studies selected plays by the great Renaissance dramatist, Christopher Marlowe, including *Doctor Faustus*.

**L Jonson (1) Spring '04** Explores representative plays by the prolific Renaissance dramatist, Ben Jonson.

**EN122 Modern British Literature (3) Fall '03** Studies modern British and Irish writers, including Eliot, Yeats, Auden, and Woolf.

**EN123 Paradise Lost (3) Fall '05** Studies in depth Milton's great poem, including background reading in other Miltonic poems.

**EN125 British Novel (3) Fall '06** Studies representative novels of the English tradition, from the eighteenth to twentieth centuries.

### Courses in Writing & Linguistics

English majors take six units from two of the following courses:

**EN018/118 Writing for the Media (3) Fall** Cross-listed with CM018/118. See Communication listings, page 160, for course description.

**EN018L/118L Journalism Lab: The Argonaut (3) Fall, Spring** Cross-listed with CM018L/118L. See Communication listings, page 160, for course description.

**EN106 Advanced Writing (3) Fall, Spring** Covers intensive practice of expository writing and other forms of writing, emphasizing the writing process and including workshopping of works in progress; includes study of rhetoric, critical thinking, composition theory, and modes of great writing.

**EN107 Technical Writing (3) Spring (Evening)** Cross-listed with CM107. See Communication listings, page 160, for course description.

**EN110 Linguistics (3) Spring** Studies language acquisition, variation, and usage with special emphasis on the structure and history of English. Especially useful for prospective teachers.

**EN120C *The Bohemian* (1-3 units) Fall, Spring** Is designed to give practical experience in all facets of editing, emphasizing the criteria that constitute good writing; writers and would-be writers are encouraged to join. May be repeated for credit.

**EN136 Professional Writing (3) Fall, Spring, Summer** Is open only to students admitted to the Intensive Degree Program. Designed to fit the needs of adult learners enrolled in the Intensive Evening Degree Program, the course emphasizes collaborative learning and writing-across-the-disciplines, especially Human Services and Business Administration. Writing in a variety of professional modes (directions, descriptions, process) and forms (memos, letters, reports) is practiced.

**EN141A Creative Writing: Playwriting (3) Spring '03** Focuses on study and practice of the art of playwriting, including writing, blocking, and performing short scenes in collaboration with other students.

**EN141B Creative Writing: Poetry (3) Spring '04** Writing and sharing poetry through workshoping and nurturing feedback; beginning as well as advanced writers are welcomed. May be repeated once for credit. Concurrent enrollment in EN120C *The Bohemian* is strongly recommended.

**EN141C Creative Writing: Fiction (3) Fall '03** Focuses on writing and sharing of short narratives with emphasis on workshoping works in progress; attention is paid to formal elements – narrative structure, character, point of view, style, detail, imagistic patterns, and themes. May be repeated once for credit. Concurrent enrollment in EN120C *The Bohemian* is strongly recommended.

### **The Senior Experience**

This is a year-long seminar emphasizing literary theory and culminating in the senior thesis.

**EN191A Senior Seminar I: Literary Theory (3) Fall** Explores major perspectives and critical theories of great writers and critics with respect to the creative imagination; considers the evolution of literary theory from Plato to the twentieth century.

**EN191B Senior Seminar II: Thesis (3) Spring** This is a directed research project concentrating upon a writer, period, or theme of the student's choice. Students should consult the Department Chair during their junior year to define their project in order to read primary materials before their senior year.

### **Elective Courses**

**EN133\* Women's Literature [CDiv] (3) Fall, Spring** Focuses on reading and appreciation of literature written by women, with an emphasis on a particular genre or genres, such as the novel, poetry, and short story. Reading emphasizes topics and themes that are most pertinent to women's concerns of the past and present.

**EN140\* African-American Literature [CDiv] (3) Fall '03** This is a comprehensive overview of African-American literature, from the slave narratives to the Harlem Renaissance to contemporary writers, including Toni Morrison.

**EN142A/B/C\* Ethnic American Literatures [CDiv] (1-3)** Studies Native American, Asian American, and Latino literary achievements. Students may take one or more of the one-unit courses in this series. Each course requires five weeks of attendance and focuses on one literary movement.

**A\* Native American Literature [CDiv] (1) Fall '04** Studies representative works of Native American writers, including Native American songs and twentieth century fiction and non-fiction.

**B\* Asian-American Literature [CDiv] (1) Fall '04** Surveys Asian-American literature, from the earliest immigrant poems to contemporary novels, poems, and plays.

**C\* Latino Literature [CDiv] (1) Fall '04** Surveys Latino literature, including study of Rudolfo Anaya's *Bless Me, Ultima*.

**EN143\* Children's Literature (3) Fall, Spring** Focuses on extensive exploration of children's literature from early folk and fairytales to contemporary issues in the field; emphasizes reading, evaluating and selecting books for children as a vital part of the child development and childhood creativity. Especially useful for prospective teachers.

**EN144\* Comparative Literature [CDiv] (3) Summer '04** Studies selected works of world literature, including non-western literature, that may be compared in terms of themes, genres, etc.

**EN145\* Mythology [CDiv] (3) Fall '03** Focuses on literary study of myth, both Western and non-western, including Greek, Indian, Chinese, and Norse.

**EN148\* Film & Literature [CDiv] (3) Fall '03** Explores the relationship of selected works of literature with films they have inspired, focusing on the nature of narrative in literature and film.

**EN150\* Science Fiction (3) Spring '03** Focuses on reading and analysis of selected masterpieces of the science fiction genre, including nineteenth century classics.

**EN156 Novels as History (3) Fall** Cross-listed with HY156 and PS156. See History listings, page 250, for course description.

**EN160\* Modern Poetry [CDiv] (3) Spring '04** Offers a comparative study of selected Western and non-western poets, examining the distinct voices of great poets and distinguishing the lyric from other literary genres.

**EN173 Modern Fiction: Comparative Approach [CDiv] (3) Summer** Modern international literature, with emphasis on thematics and form. Compares fiction of the Third World with British and American Fiction.

**EN176 Women, Shakespeare, & Psychoanalysis [CDiv] (3) Fall '04** Cross-listed with PY176. See Psychology listings, page 264, for course description.

**EN181 Animals in Literature (3) Fall** Cross-listed with SO181. See Sociology listings, page 273, for course description.

**EN192 Seminar in the Humanities (3) Summer** The seminar in the Humanities is an intensive, one week Summer series of workshops and lectures focusing on innovative approaches to teaching English literature and composition at the high school and college levels. Topics covered include: teaching to diversity, interdisciplinary approaches, team teaching, use of media and the Internet, effective reading strategies, incorporating community-based learning, and motivating and challenging students through creative assignments. May be taken to satisfy upper-division, graduate or continuing education units. May be repeated for credit.

**EN195 Special Topics (3)** Studies a writer, genre, literary movement, or some other topic that is not covered in other English courses, usually the specialization of the instructor of the course. Students should consult the current schedule of classes for availability or contact the English Department to learn the exact content of this offering.

**EN195I Special Topics [CDiv] (3) Summer '03** Emphasizes non-western literature, a study of a writer, genre, literary movement, or some other that is not covered in other English courses, usually the specialization of the instructor of the course. Students should consult the current schedule of classes for availability or contact the English Department to learn the exact content of this offering.

# English for International Students

The English for International Students Program is designed for students who need to develop their English skills in order to complete successfully academic studies at Notre Dame de Namur University. A variety of English as a Second Language (ESL) classes are offered to provide students with increased opportunities for English study and practice. Students are placed in appropriate classes on the basis of previous English study, TOEFL scores and Notre Dame de Namur University ESL Placement Test scores. These classes may be taken with other selected academic classes.

Courses in English for International Students do not satisfy General Education requirements, but this coursework, to a maximum of nine units, may be applied towards a degree as elective credit.

## ENGLISH FOR INTERNATIONAL STUDENTS COURSES

**EI030 Academic English: Basic Communication Skills (3) Fall** Focuses on an integrated approach to develop English speaking, reading, and writing skills by having students actively practice English and develop cultural awareness through classroom activities, field trips, community projects.

**EI031 Academic English: Intermediate Communication Skills (3) Fall, Spring** Focuses on an integrated approach to develop English speaking, reading, and writing skills and cultural awareness field trips, readings in academic areas, and writing across the curriculum.

**EI032 Academic English: Advanced Communication Skills (3) Fall, Spring** Focuses on the development of advanced writing skills in a variety of academic subjects and includes a research paper in student's major field of study.

**EI040 English for Business (1) Fall** Emphasizes business writing and reading skills by developing business vocabulary, studying business technical writing, and visiting business courses.

**EI041 English for Arts & Sciences (1) Fall** Emphasizes academic English used in Humanities, Arts, Mathematics, and Science and provides opportunity for individual work and class visits to courses in students' major fields.

**EI050 Spoken English: Pronunciation (1) Fall, Spring** Focuses on study of American English pronunciation, including sounds, intonation, stress through classroom and language lab activities, using computers, tapes, and videos. (May be repeated for credit.)

**EI051 Spoken English: Listening Comprehension (1) Fall, Spring** Develops listening skills through academic lectures, videos, field work, and interactions with native speakers. (May be repeated for credit.)

**EI052 Spoken English: Oral Presentation (1) Fall, Spring** Gives students the opportunity to develop speaking skills by participating in classroom debates and discussions and by giving a variety of oral presentations. (May be repeated for credit.)

**EI415 Graduate International English Seminar (1-3) Fall, Spring** Focuses on advanced English skill development through pronunciation analyses, oral presentations, research paper writing, and reading in students' major fields of study.

# Modern Languages & Cultures

The Department of Modern Languages & Cultures provides the opportunity for all NDNU graduates to experience the process of language learning and to gain insights into other cultures. Part of the School of Arts & Humanities, the Department offers minors in French Studies and Spanish. Also available are Interdisciplinary Minors in Latin American Studies, European Studies, and International Film Studies. See pages 96, 99, and 100 for details on these minors. For general information on Interdisciplinary Minors, see Undergraduate Academic Information, page 28.

The Department provides a range of courses in the language, culture, literature, film, and business of the French and Spanish speaking worlds to satisfy the requirements for General Education and for the minors. Such courses provide excellent breadth and support for majors in liberal studies, business, sociology, psychology, communications, humanities, political science, history, and English and they help to prepare students for numerous career possibilities in teaching, public services, health care, law enforcement, international business, and library science. They provide members of service professions such as doctors, lawyers, nurses, and social workers with valuable communications skills for working with non-English speaking clients and communities. In addition, the study of a second language increases the potential of every student for graduate study, research, and professional careers.

## Internship

Whenever possible, students are encouraged to gain practical experience outside the classroom by engaging in internships with companies and agencies who need the language and cultural skills that are integral to the French and Latin American Studies Programs.

Several opportunities are available both in the U.S.A. and abroad and provide students with valuable practical experience in the business world in preparation for future careers.

## Study Abroad

Study Abroad is a highly recommended and popular way for students to hone their language skills, experience living in another culture, and undergo significant personal growth. Study Abroad may be undertaken for a summer, a semester, or a whole year, and many programs are available in the French and Spanish speaking areas of the world. Programs are open to all Notre Dame de Namur University students, and some financial aid is usually available.

## Service Learning

An exciting summer service learning program has been developed in Guadalajara, Mexico for students who are interested in immersing themselves in, contributing service to, and learning from life in a poor, urban community. This program is also open to all members of the NDNU community.

## CULTURE & LANGUAGE COURSES

These courses offer basic language content in addition to a study of the cultural heritage of a specific area of the world. They are specifically for students studying for a Bachelor of Science degree who decide that they prefer to substitute two of the following courses

instead of regular language courses in French or Spanish. B.S. students may not use the same coursework to satisfy both the Culture & Language and the Cultural Diversity General Education requirements. Please see Global Citizenship section of General Education requirements, page 64, for more information concerning the Culture & Language requirement.

**CL101 Introduction to French Literature in Film [CL] (3) Fall '03** Cross-listed with FR101. See French listings, page 97, for course description.

**CL109A Women in French Literature [CDiv] [CL] (3) Fall '04** Cross-listed with FR109A. See French listings, page 97, for course description.

**CL113 French Cinema, Culture, & Language [CL] (3) Fall, Spring** Cross-listed with FR113. See French listings, page 97, for course description. Satisfies a Film Studies Minor requirement.

**CL115 Modern France [CL] (3) Fall** Cross-listed with FR115. See French listings, page 97, for course description.

**CL134A/B History, Culture, & Language of France [CL] (3) Fall, Spring (Evening)** Cross-listed with FR134A/B and HY134A/B. See French listings, page 97, for course description.

**CL139 Cultural Heritage & Language of China [CDiv] [CL] (3) Summer Term 2 Intensive** Gives an introduction to the history, culture and language of China with presentations on cultural practices by guest speakers. Cross-listed with CU139.

**CL140C/E Business French [CL] (3/3) Fall, Spring** Cross-listed with FR140C/E and GB140E and IB140E. See French listings, page 97, for course description.

**CL161 Mexico: Politics, Culture, & Language [CDiv] [CL] (3) Spring** Cross-listed with LA161. See Latin American Studies listings, page 100, for course description.

**CL162 Central America: Politics, Culture, & Language [CDiv] [CL] Fall Term 2 Intensive** Cross-listed with LA162. See Latin American Studies listings, page 100, for course description.

**CL164 Andean Nations: Politics, Culture, & Language [CDiv] [CL] Spring Term 2 Intensive** Cross-listed with LA164. See Latin American Studies listings, page 100, for course description.

**CL175 Latino/Hispanic Experience in the USA [CDiv] [CL] (3) Spring '04** Cross-listed with LA175. See Latin American Studies listings, page 100, for course description.

**CL195 Special Topics in Culture & Language [CL] (3)** Is offered as needed to satisfy the General Education requirement in Culture & Language.

**CL196 African Cinema, Culture, & Language [CDiv] [CL] (3) Fall, Spring** Cross-listed with FR196. See French listings, page 97, for course description. Satisfies a Film Studies Minor requirement.



**CL197 Culture & Language of Latin America through Film [CDiv] [CL] (3) Spring** Cross-listed with LA197 and SP197. See Latin American Studies listings, page 100, for course description. Satisfies a Film Studies Minor requirement.

**CL198 Service Learning [CDiv] [CL] (1-3) Spring** Cross-listed with LA198 and SP198. See Latin American Studies listings, page 100, for course description.

## FRENCH STUDIES

French Studies minors have the option of concentrating in literature, culture, or business culture.

Students may choose to double-minor, combining French with such disciplines as business, sociology, psychology, communications, political science, or history. These combinations prepare students for future work in companies with ties in Canada, Europe, and Africa, as well as in government organizations and teaching institutions.

### Minor Requirements: French Studies

<i>12 units chosen from the following:</i>		<b>Units</b>
FR100	Advanced Conversation	1-4
FR101	Introduction to French Literature in Film	3
FR109A	Women in French Literature	3
FR113	French Cinema, Culture, & Language	3
FR115	Modern France	3
FR134A/B	History, Culture, & Language of France	3/3
FR140C/E	Business French/Internships	3/3
FR149T	Teaching Assistant	1-3
FR196	African Cinema, Culture, & Language	3
<b>Total</b>		<b>12</b>

## EUROPEAN STUDIES INTERDISCIPLINARY MINOR

### Minor Requirements: European Studies

<i>Six units of upper-division French courses</i>		6
<i>Plus nine units chosen from the following:</i>		
AR100B	Art History: Modern Art	3
CU150	European Cinema	3
HY/PS128B	Modern Western Thought	3
IB110	International Business	3
PL102	Early Modern Philosophy	3
PL103	Nineteenth Century Philosophy	3
<b>Total</b>		<b>15</b>

### Study Abroad

All students minoring in French will be encouraged to study abroad for a summer, a semester, or a year. Courses taken abroad will be applied to a student's degree at Notre Dame de Namur University as appropriate.

## FRENCH STUDIES COURSES

If a course is listed as both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

**FR001/002 Basic Practical French (4/4) Fall, Spring** *Prerequisite for 002: FR001 or equivalent.* Begins the study of French, using direct audiovisual method; lively, efficient, and fast learning of everyday practical vocabulary, basic grammar and conversation. State-of-the-art technology is used to assist language development.

**FR003/004 Intermediate Conversation (4/4) Fall, Spring** *Prerequisite: FR002 or equivalent and/or Placement Test.* Students discuss various issues of French culture. Course includes short compositions written on those issues, grammar review, pronunciation, and vocabulary building exercises and extensive use of multimedia technology.

**FR010 Grammar Review & Conversation (1-4) Fall, Spring** *Prerequisite: FR004 or equivalent and/or Placement Test.* Advanced grammar review. Discussion of French cultural issues. Research using Internet in French. Extensive conversation practice. Viewing of French media.

**FR099/199 Independent Study (1-3) Fall, Spring** Provides an opportunity for independent study or research in French under the direction of the instructor. See Undergraduate Policies & Procedures on Independent Study, page 33.

**FR100 Advanced Conversation (1-4) Fall, Spring** *Prerequisite: FR004 or equivalent and/or Placement Test.* In depth discussion of issues in contemporary France. Use of French press and French web sites. Research and oral presentations.

**FR101 Introduction to French Literature in Film [CL] (3) Fall '03** Introduction to French literature and society through the study of French literary texts and their film adaptation, comparing the two artistic forms. Research on the periods, the authors, and their social environment, as well as the film directors and their cinematic techniques. Taught in English with a French component. Cross-listed with CL101.

**FR109A Women in French Literature [CDiv] [CL] (3) Fall '04** A study of the role of women in French Literature as well as the changing attitudes of French society toward women as expressed in the literature. Satisfies Women's Studies Minor requirement. Taught in English with a French component. Cross-listed with CL109A.

**FR113 French Cinema, Culture & Language [CL] (3) Fall, Spring** French cinema from origins (Méliès) to the present. Major movements (New Wave) and directors (Truffaut, Godard). Films viewed and discussed. Taught in English with a French component. Cross-listed with CL113. Satisfies a Film Studies Minor requirement.

**FR115 Modern France [CL] (3) Fall** Studies modern French society and life through texts and films. Taught in English with a French component. Cross-listed with CL115.

**FR134A History, Culture, & Language of France [CL] (3) Fall (Evening)** Surveys French history and culture from its origins in Gaul to the French Revolution at the end of the eighteenth century. Topics include politics, literature, art, and daily life. Taught in English with a French component. Included also is an introduction to basic, practical French. Cross-listed with CL134A and HY134A.

**FR134B History, Culture, & Language of France [CL] (3) Spring (Evening)** A continuation of FR134A from the French Revolution to the present. Taught in English with a French component. Cross-listed with CL134B and HY134B.

**FR140C/E Business French [CL] (3/3) Fall, Spring** Studies French Business culture and how the French way in business compares to the American way. Course includes: visits to companies in the area for field experience and prospective internships, preparation for job search, planning work experience in a French or French-American company, and meeting with French CEOs in the Bay Area. This course leads to an Internship in the area or abroad. Taught in English with a French component. Cross-listed with CL140C/E and GB140E/IB140E.

**FR149T Teaching Assistant (1-3) Fall, Spring** Advanced undergraduate French students, through classroom observation, tutoring, and some teaching, are shown the techniques used in foreign language instruction. May be used as upper-division units in the minor.

**FR196 African Cinema, Culture, & Language [CDiv] [CL] (3) Fall, Spring** Studies African culture as well as culture of West Indies (Martinique and Guadeloupe) through their cinema. Course includes films of Cameroon, Senegal, Mali, and Burkina Faso as well as Martinique and Guadeloupe. Students are introduced to elementary communication skills in French. Course is taught in English with a French component. Cross-listed with CL196. Satisfies a Film Studies Minor requirement.

An annotated list of all French courses, including courses not listed in this Catalog, is available in the Office of the Dean of Arts & Humanities.

### **INTERCULTURAL STUDIES COURSES**

These courses offer cultural enrichment through the study of both western and non-western cultures.

**CU139 Cultural Heritage & Language of China [CDiv] [CL] (3) Summer Term 2 Intensive** Cross-listed with CL139. See Culture & Language listings, page 94, for course description.

**CU150 European Cinema (3) Spring** Focuses on the study of the art of cinema in Europe and how it reveals various European cultures. Students study films by major European directors: Bergman, Fassbinder, Fellini, Saura, Truffaut, and Wajda. Satisfies European Studies Major & Film Studies Minor requirements.

**CU151 Intercultural Cinema [CDiv] (3) Spring** Focuses on the study of the art of cinema in non-western cultures and how it reveals these cultures. Films by major directors in China, Japan, India, Africa: Satyajit Ray, Akira Kurosawa, Euzhan Palcy, Gaston Kabore, and others are studied. Satisfies a Film Studies Minor requirement.

**CU195 Special Topics in Cultural Heritage [CDiv] (3)** Is offered as needed to satisfy the General Education requirement in Cultural Diversity.

### INTERNATIONAL FILM STUDIES INTERDISCIPLINARY MINOR

#### Minor Requirements: International Film Studies

<i>One theory course (three units):</i>		<b>Units</b>
HY/PS159	History & Politics in Films	3
<i>One foundation course in film as an art form, its history, its language (three units):</i>		
CL/FR113	French Cinema, Culture, & Language	3
CU150	European Cinema	3
CU151	Intercultural Cinema	3
<i>One applications course (four units):</i>		
CM140	Video Production	4
<i>Two elective courses (six units):</i>		
CL/FR196	African Cinema, Culture, & Language	3
CL197	Culture & Language of Latin America Through Film	3
FR101	Introduction to French Literature in Film	3
SO/PY113	Society Through Film	3
<b>Total</b>		<b>16</b>

### LATIN AMERICAN STUDIES & SPANISH

Latin American Studies, an interdisciplinary minor, combines proficiency in the Spanish language with the study of the history, politics, literature, art, music, culture, and values of the Spanish-speaking people of Mexico, South and Central America, and the United States.

The program for the minor draws from a variety of disciplines so that students gain a broad understanding of the Latin American area while simultaneously developing communication skills in Spanish. The program for the minor permits a concentration either in language, or in area studies, or a combination of the two.

Many students choose to combine a minor in Latin American Studies with such disciplines as sociology, psychology, communications, political science, history, and the biological sciences. These combinations prepare students for future work in the Spanish-speaking Latino communities in the U.S., especially in California, and they also afford students of Hispanic descent the opportunity to explore in depth the richness of their Latino heritage and to advance their knowledge of written and spoken Spanish.

Students may also choose to minor in Spanish, emphasizing the building of skills and fluency in the Spanish language, especially for career purposes.

## LATIN AMERICAN STUDIES INTERDISCIPLINARY MINOR

To satisfy the requirements for the Latin American Studies Interdisciplinary Minor, students must complete 12 upper-division units.

### Minor Requirements: Latin American Studies

*A least six units of Regional History & Culture chosen from the following:*

		<b>Units</b>
HY162	American Area Studies	3
LA110	The Literature of Latin America	3
LA161	Mexico: Politics, Culture, & Language	3
LA162	Central America: Politics, Culture, & Language	3
LA164	Andean Nations: Politics, Culture, & Language	3
LA197	The Culture & Language of Latin America Through Film	3

*Three units of Latino Studies:*

LA175	Latino/Hispanic Experience in the USA	3
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*At least three elective units from the following:*

AR100G	History: Arts of the Americas	3
EC183	Economic Development in Less-Developed Countries	3
LA198	Service Learning	1-3
MG116	Comparative International Management	3
NS109	Nutrition & Health in Developing Countries	3
RS140A	Theology of Liberation	3
SM101	Science & Technology in Developing Countries	3
<b>Total</b>		<b>12</b>

If a course is listed both as lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit. Courses in the major offered by other departments are described in the course listings of those departments. In courses which fulfill a requirement for General Education and the Latin American Studies Interdisciplinary Minor, extra assignments or different projects will be required of students for the minor.

### LATIN AMERICAN STUDIES COURSES

**LA100C Spanish Conversation through Film (3) Fall '04** Cross-listed with SP100C. See Spanish listings, page 102, for course description.

**LA110 Literature of Latin America [CDiv] (3) Spring '04** Taught in English, this will introduce the major works of recent Latin American literature by writers such as Borges, Neruda, Cortázar, García Márquez, Vargas Llosa, Fuentes, Valenzuela, and Allende among others.

**LA161 Mexico: Politics, Culture, & Language [CDiv] [CL] (3) Spring** This course focuses on the social, political, and cultural characteristics of Mexico, a nation which has been largely misunderstood by most Americans, despite sharing a 2,000 mile border and being our Southern neighbor and partner in trade. The course covers the Pre-Columbian indigenous cultures, the effects of the Spanish Conquest, and the current issues of NAFTA, immigration, and underdevelopment. Included also is an introduction to the Spanish language. Cross-listed with CL161.

**LA162 Central America: Politics, Culture, & Language [CDiv] [CL] (3) Fall** Is an in-depth view of the Maya civilization, the legacies of the Spanish Conquest and the contemporary dilemmas of land reform, liberation theology, and political unrest. Included also is an introduction to the Spanish language. Cross-listed with CL162.

**LA164 Andean Nations: Politics, Culture, & Language [CDiv] [CL] (3) Spring** The Inca civilization, the effects of the Spanish colonization, the dilemma of modernization, and the resulting cultural identity of the Andean Nations will be studied and analyzed. Included also is an introduction to the Spanish language. Cross-listed with CL164.

**LA175 Latino/Hispanic Experience in the USA [CDiv] [CL] (3) Spring '04** Taught in English, this course will explore the ever-expanding body of literature, poetry, prose, drama, and film that reveals what immigrants of Latino Hispanic heritage, primarily of Mexican, Puerto Rican, and Cuban descent, experience when immigrating, settling, and integrating into the larger society of the USA. Cross-listed with CL175.

**LA197 Culture & Language of Latin America Through Film [CDiv] [CL] (3) Spring** Viewing films with English subtitles, students investigate social, historical, and political issues of Latin America. Spanish language is introduced through the films. Cross-listed with CL197 and SP197.

**LA198 Service Learning [CDiv] [CL] (1-3) Spring** *Prerequisites: SP001 and SP002 or equivalent.* Students may receive credit for participation in the annual Guadalajara Community Service Project if they complete required readings and activities prior to departure, keep specified records of their experiences during their stay in Guadalajara, and write a detailed report upon return to campus in Belmont. Cross-listed with CL198 and SP198.

**LA199 Independent Study in Latin American Studies (1-3)** Provides an opportunity for independent study or research in Latin American Studies under the direction of the instructor may be arranged. See Undergraduate Policies & Procedures, page 33, on Independent Study.

## SPANISH

To satisfy the requirements for a Minor in Spanish students must complete the following four courses or their equivalents:

Minor Requirements: Spanish		Units
SP100A	Advanced Spanish: Composition & Grammar Review	3
SP100B	Advanced Spanish: Cultural Heritage of Latin America	3
SP100C	Spanish Conversation Through Film	3
SP103	Spanish for a Bilingual World: Community Service & Business	3
<b>Total</b>		<b>12</b>

## SPANISH COURSES

**SP001/002 Introduction to Spanish (4/4) Fall, Spring** *Prerequisite for 002: SP001 or equivalent.* Introduces the language and culture of the Spanish-speaking world. Students develop listening, speaking, reading, and writing skills, with emphasis on communication and introduction to the culture of the Spanish-speaking world. Increasing use of the Internet will open up new worlds to the beginning language student.

**SP003/004 Intermediate Spanish (4/4) Fall, Spring** *Prerequisite: SP002 or equivalent, and/or Placement Test.* This course is a continuation of skills-building with an emphasis on communication and culture and the gradual introduction of longer, more sophisticated readings. Various media will be used to enhance language learning, including CD-ROMs and exploration of the Internet, as well as video and audiotapes.

**SP099/199 Independent Study in Spanish (1-3)** Provides an opportunity for independent study or research in Latin American Studies under the direction of the instructor may be arranged. See Undergraduate Policies & Procedures, page 33, on Independent Study.

**SP100A Advanced Spanish Composition & Grammar Review (3) Fall** *Prerequisite: SP004 or equivalent, and/or Placement Test.* Building on preceding foundation courses, this class will provide a guided development of writing skills in Spanish along with a review of grammatical structures which generally need special attention at this level. Exploration of topics and international ties through the capabilities of the Internet and e-mail will be encouraged and developed.

**SP100B Advanced Spanish: Cultural Heritage of Latin America [CDiv] (3) Spring** *Prerequisite: SP100A or SP103 or equivalent and/or Placement Test.* Taught in Spanish, this course will give a panoramic view of the culture and history of Latin America through journalistic and literary readings and film, not only in textbook form but also through the reading of daily newspaper via the Internet from countries all over the Spanish speaking world.

**SP100C Spanish Conversation Through Film (3) Fall '04** *Prerequisite: SP002 or equivalent, and/or Placement Test.* Students have the opportunity to view films in Spanish, produced and directed in Spanish speaking countries. Conversation in Spanish follows on the issues raised regarding a variety of contemporary themes of relevance to recent developments. Cross-listed with LA100C.

**SP103 Spanish for a Bilingual World: Community Service & Business (3) Fall** *Prerequisite: SP004 (i.e., 4th semester or equivalent) and basic fluency.* This course is intended to help and prepare those who are working in community service agencies and offices where they are expected to perform a variety of tasks in Spanish for non-English speaking clients and patients. Assignments will focus on the writing of memos, e-mail, letters, reports, and filling out forms, interpreting and translating in role play situations, addressing groups in Spanish, and eliciting information. The content of the class will be tailored to the areas in which students either are or expect to be working during their internships and community service work. Visits to local agencies and companies will be included, where possible.

**SP197 Culture & Language of Latin America Through Film [CDiv] [CL] (3) Spring** Cross-listed with CL197 and LA197. See Latin American Studies listings, page 100 for course description.

**SP198 Service Learning (1-3) Spring** Cross-listed with CL198 and LA198. See Latin American Studies listings, page 100, for course description.



# Music

The Music Department is committed to the study and practice of music as a humanizing art. We consider music to be an essential element in the education of the whole person, and an example of the commitment of the University to the collaborative community and the just society.

Serving both music majors and non-majors, we help students achieve their full artistic, intellectual, and spiritual potential through cultivation of aesthetic sensitivity, technical skills, personal confidence, lifelong learning, and social responsibility. Due to the collaborative nature of music, a high priority is placed on active learning, participation in performance, linking of theory with practice, and service to the community.

The Music Department is committed to close interaction and mutual support between students and faculty. We value inclusivity and respect for the individual, we emphasize fairness in all aspects of teaching and human relations, and we promote understanding of the diverse cultural values of our human heritage.

## GOALS

1. To promote students' growth in general musicianship.
2. To present opportunities for solo and ensemble performance.
3. To prepare music majors for lifelong learning and practical application of these studies.
4. To prepare majors and non-majors for educated listening, aesthetic sensitivity, and cultural understanding.
5. To provide public performances for the benefit of the campus and the community.

All undergraduate degree programs – the liberal arts B.A. in Music and the pre-professional B.M. in Performance and B.F.A. in Musical Theatre (see page 110) – are committed to a balance of performance, creation of music, comprehensive knowledge of music literature from diverse historical periods and cultural traditions, and critical analysis of music from a variety of sources. The B.M. and B.F.A. programs are also committed to helping students develop pre-professional skills in performance and competence in music technology.

The graduate degree program (M.M. in Performance and M.M. in Pedagogy) provides a curriculum which enables students to develop advanced knowledge and skills necessary for professional competence in performance or studio teaching.

Notre Dame de Namur University offers three undergraduate degree programs in Music: (1) the Bachelor of Arts, which allows students to select music as their major within the framework of a liberal arts education, and (2) the Bachelor of Music in Performance, which offers a pre-professional concentration in musical performance for qualified students, and (3) the interdisciplinary Bachelor of Fine Arts in Musical Theatre which prepares students for careers in professional musical theatre, cabaret, or television performance. All degree programs require a performance audition before acceptance into the major. Please contact the Music Department for audition requirements.

## Bachelor of Arts in Music

### Bachelor of Music in Performance

In addition to major requirements, students must meet General Education requirements. Please note that students in the Bachelor of Music in Performance program must use specified Music and Theatre Arts courses to satisfy some General Education requirements.

		Semesters	B.M. Units 47*	B.A. Units 47
<b>General Education Requirements</b>				
<b>Prerequisites</b>				
MU001A	Exploring Music at the Keyboard	1	3	3
MU001B/C/D	Comprehensive Musicianship	3	9	9
MU008A/B/C/D	Music Skills Lab	4	4	4
MU014P/V	Performance & Repertoire	4	4	0
MU015I/P/V	Individual Instruction	4	12	4
<b>Major Requirements</b>				
MU104	Form & Analysis	1	3	3
MU108A/B	Music Skills Lab	2	2	2
MU111	Conducting	1	3	3
MU114P/V	Performance & Repertoire	4	4	0
MU115I/P/V	Individual Instruction	4	16	8
MU120A	Survey of Music in Western Civ.	1	3	3
MU120B/C/D	Survey of Music in Western Civ.	3	9	9
	Music Ensembles	4	4	4
	Music Electives		4	0
	Senior Recital		0	–
	Career Development Requirement		3	3
	General Electives		3	25
	<b>Total University Requirement</b>		<b>124</b>	<b>124</b>

\*Nine units of General Education are satisfied within the major.

#### Minor Requirements: Music

MU001A	Exploring Music at the Keyboard			3
MU001B	Comprehensive Musicianship: Diatonic Techniques			3
MU008A/B	Music Skills Lab			2
MU015I/P/V	Individual Instruction			4
MU120A	Survey of Music in Western Civilization			3
MU120B, C, or D	Survey of Music in Western Civilization			3
	Music Ensembles			2
<b>Total</b>				<b>20</b>

A candidate must participate in an ensemble experience on campus each Fall and Spring semester of residency. At least four semesters of ensemble experience are to be in a large choral or instrumental organization or musical theatre production. By the end of the

undergraduate program, a candidate must show evidence of ensemble experiences varied in size and nature. In fulfilling this requirement, a candidate may register in an ensemble for credit or may participate in an ensemble for no credit; however, a candidate must earn a minimum of four units of ensemble credit to graduate.

Each candidate will attend a minimum of ten concerts per semester, including music from various historical periods and cultural traditions, on or off campus. For each concert attended, the student will submit a Concert Evaluation Form to the department chair, along with a printed program from the concert.

## **MUSIC COURSES**

If a course is listed as both lower- and upper-division, a separate syllabus is required for each level. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

**MU001A Exploring Music at the Keyboard (3) Fall** This course focuses on the basics of piano technique and the fundamentals of music theory, including melody, harmony, rhythm, timbre, and texture. The student develops sightreading and beginning sightsinging skills. The course includes utilization of music technology and experience in music listening. This course is open to majors and non-majors, and can be used to fulfill the General Education Arts requirement.

**MU001B Comprehensive Musicianship: Diatonic Techniques (3) Spring** This course continues from MU001A, with increasing focus on musicianship skills (sight singing and music dictation), diatonic harmony, and keyboard skills.

**MU001C Comprehensive Musicianship: Chromatic Techniques (3) Fall** This course continues focus on musicianship skills and keyboard skills and use of music technology, with a new focus on chromatic harmony.

**MU001D Comprehensive Musicianship: 20th Century Techniques (3) Fall** Advanced musicianship skills, keyboard skills, and 20th Century techniques (e.g., serial techniques), and music of diverse cultural sources are explored in this final semester of MU001.

**MU006/106/506 Composing & Improvising (1-3) Spring** Students learn composing and improvising in various musical styles. This course covers classical, pop, jazz, rock, and non-western music performed on both acoustical and synthesized instruments. MU006 is open to non-music majors for General Education Arts requirement (three units) and to music majors for elective credit (one to three units).

**MU007/107 Beginning Guitar (2) Spring** Beginning guitar players can learn more quickly in a class setting. This class offers techniques for playing the guitar and training in reading music for guitar. Open to non-majors.

**MU008A/B/C/D Music Skills Lab (1/1/1/1) Fall (A/C/D), Spring (B)** These one-unit classes are taken concurrently with MU001A/B/C/D respectively. Skills in musicianship, music writing, analysis, and keyboard harmonization are developed in small groups.

**MU014P/114P/514P Piano Performance & Repertoire (1) Fall, Spring, Summer** *Prerequisite: MU015P.* Focuses on performance and repertoire of solo piano literature. May be repeated for credit.

**MU014V/114V/514V Vocal & Instrumental Performance & Repertoire (1) Fall, Spring, Summer** *Prerequisite: MU015I or MU015V.* Singers and instrumentalists get the chance to learn performance strategies, while discovering solo piano literature from listening to other performers. May be repeated for credit.

**MU015I/115I Individual Instruction: Instrument Majors (1-4) Fall, Spring, Summer** *Prerequisite: Permission of instructor.* Students take individual weekly lessons in organ, strings, harp, winds, or conducting. Additional fees apply. May be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

**MU015P/115P Individual Instruction: Piano Majors (1-4) Fall, Spring, Summer** *Prerequisite: Permission of instructor.* Students take individual weekly lessons in piano. Additional fees apply. May be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

**MU015V/115V Individual Instruction: Voice Majors (1-4) Fall, Spring, Summer** *Prerequisite: Permission of instructor.* Students take individual weekly lessons in voice. Additional fees apply. May be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

**MU016I/116I Individual Instruction for Non-Majors: Instrument (1) Fall, Spring** *Prerequisite: Permission of instructor.* Students take individual weekly lessons for non-majors in organ, strings, harp or winds. Additional fees apply. May be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

**MU016P/116P Individual Instruction for Non-Majors: Piano (1) Fall, Spring** *Prerequisite: Permission of instructor.* Students take individual weekly lessons for non-majors in piano. Additional fees apply. May be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

**MU016V/116V Individual Instruction for Non-Majors: Voice (1) Fall, Spring** *Prerequisite: Permission of instructor.* Students take individual weekly lessons for non-majors in voice. Additional fees apply. May be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

**MU017/117 Class Piano (1-1) Fall Spring** This class is an introduction to basic piano technique and repertoire. May be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

**MU018/118/518 Campus-Community Chorus (1) Fall, Spring** Open to majors and non-majors, the chorus offers rehearsal and performance of serious choral works. May be repeated for credit.

**MU021/121/521 Chamber Singers (1) Fall, Spring** *Prerequisite: Permission of instructor.* Chamber Singers is an SATB vocal ensemble which offers rehearsal and performance of vocal chamber music. Open to majors and non-majors. May be repeated for credit.

**MU022/122/522 Opera Workshop (1) Fall, Spring** *Prerequisite: Permission of instructor.* Students learn a role and participate in an operatic production. This class is by audition only. Open to majors and non-majors. May be repeated for credit.

**MU027A/127A Beginning Voice Class (1) Fall**

**MU027B/127B Beginning Voice Class (1) Spring** This course is an introduction to basic vocal techniques. This course may be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence. Cross-listed with MU527A/B.

**MU041/141/541 Orchestra (1) Fall, Spring** *Prerequisite: Audition and permission of instructor.* Open to majors and non-majors, this course offers rehearsal and performance of serious orchestral works with the Redwood Symphony Orchestra. May be repeated for credit.

**MU042/142 World Music [CDiv] (3) Fall** Students study music of cultures throughout the world. This course features listening and readings from the music of China, Japan, India, Bali, Java, Africa, South America, and the Near East. Fulfills the General Education Cultural Diversity and Arts requirements.

**MU075/175/575 Ensemble (1) Fall, Spring** *Prerequisite: Permission of instructor.* Ensemble offers rehearsal and performance of serious instrumental works. May be repeated for credit. Open to majors and non-majors.

**MU080/180 Introduction to Music Management (3) Spring** *Prerequisite: Permission of instructor.* Focuses on in-depth study of concert production, including fundraising, promotion, and audience development. Cross-listed with MU580.

**MU085/185/585 Music Management Internship (1-3) Fall** *Prerequisite: Permission of instructor.* Provides in-the-field experience with concert production and promotion.

**MU093/193/593 Computer Applications in Music (1-3) Fall** This course is a study of computer and synthesizer applications in music, MIDI technology, including performance and sequencing, and computer programs for developing musicianship skills, creating original compositions, and notating music. Fulfills General Education requirement in Formal and Applied Science. Required for B.M. and B.F.A. majors. Open to other students as space allows.

**MU104/504 Form & Analysis (3) Spring** *Prerequisites: MU001C and MU008C or equivalent.* Students study musical forms and analyze compositions from all periods of music.

**MU108A/B Music Skills Lab (1) Spring** This course is taken concurrently with MU104 and MU111. Students hone skills in musicianship, analysis, and conducting (including score reading, transcription, and musical form).

**MU111/511 Conducting (3) Spring** *Prerequisites: MU001A/B and MU008A/B or equivalent.* Techniques of vocal and instrumental conducting are explored, including beat patterns, transpositions, cueing, and dynamics.

**MU113A/513A Lyric Diction (2) Fall**

**MU113B/513B Lyric Diction (2) Spring** Covers phonetics and diction in singing Italian, English, French, and German.

**MU120A/520A Survey of Music in Western Civilization (3) Spring** This is the first course in a four-semester survey of classic and popular music, exploring the roots and foundations of music from early music to the present. The emphasis is on the commonality of Western music style employed in art, music, and popular genres. Fulfills General Education Arts requirement.

**MU120/B/C/D and 520B/C/D Survey of Music in Western Civilization (3)**

*Prerequisite: MU001A/B.* The second through fourth courses in a four-semester sequence, this course explores the history and literature of music from ancient Greek to the present. No semester may be taken separately without the consent of the instructor. Six units fulfill General Education History requirement for B.M. majors.

**B Survey of Music to 1650 (3) Fall**

**C Survey of Music from 1650 to 1850 (3) Spring**

**D Survey of Music from 1850 (3) Fall**

**MU123A/523A History & Literature of Piano Music (1) Fall**

**MU123B/523B History & Literature of Piano Music (1) Spring** *Prerequisite: MU015P.* This course is an in-depth study of the forms and literature of keyboard music.

**MU124/524 Beginning Choral Conducting (1) Fall, Spring** *Prerequisites:*

*MU001A/B/C/D, MU008A/B/C/D.* This course is a study of basic techniques required for choral conductors.

**MU126/526 History & Literature of Vocal Music (2) Spring** *Prerequisite:*

*MU015V.* This course is an in-depth study of the forms and literature of solo vocal music.

**MU140 Music Education Concepts (3) Spring** This course offers a study of basic musical concepts and skills: playing of several instruments, singing, writing and analyzing music. Required for students preparing for the California State Multiple Subject Teaching Credential. Fulfills the General Education Arts requirement.

**MU149T/549T Teaching Assistant (1-3)** This course offers an opportunity for outstanding Music majors to earn credit for assisting instructors.

**MU192A/B/592A/B Piano Pedagogy (1-3) Fall, Spring** *Prerequisite: MU015P.*

This course explores the pedagogy of studio teaching for piano players.

**MU199 Independent Study in Music (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures, page 33, on Independent Study for more details.

# Musical Theatre

The B.F.A. Musical Theatre program is designed to prepare talented students for careers as actors/singers/dancers in professional musical theatre, cabaret, or television performance. The program also prepares students to pursue graduate professional studies in musical theatre (M.F.A.). The program is part of the School of Arts & Humanities.

The curriculum is rigorous because we believe that to achieve professional success in musical theatre, one must first excel in all three disciplines of acting, singing, and movement. Applicants for the program are carefully screened, and those who enter the program are retained only if they meet academic standards and continue to develop their professional potential.

The 124-unit program includes a minimum of 78 units of work in music, theatre arts and dance, and musical theatre.

In their first two years, students focus on the fundamentals of acting, singing, dance musicianship, music theory, piano, oral interpretation, and theatre production. Emphasis is placed on the development of the artist's instrument and imagination. Students learn how to take personal responsibility for developing their musical and theatrical skills for the rest of their lives.

In their junior and senior years, students integrate their previous experiences through courses in theatre directing, musical theatre history and repertoire, musical theatre workshop, a professional internship, and an individualized final project. Emphasis is placed on the development and synthesis of personal working methodologies.

Throughout their four years, students take private singing lessons and participate in a variety of musical and theatrical performances. They become solo and ensemble performance specialists, ready for lifelong work in the musical theatre profession.

It is recommended that students in the program allow at least one extra semester (fall, spring, or summer) to complete the course requirements.

The B.F.A. Musical Theatre program is administered by the School of Arts & Humanities. Due to the interdisciplinary nature of the major, each student is assigned to a two-person advising team which consists of faculty members from music and theatre arts.

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## Bachelor of Fine Arts in Musical Theatre

In addition to major requirements, students must meet General Degree requirements.

<b>General Education Requirements*</b>		<b>Units</b>
<b>Prerequisites</b>		<b>47*</b>
DA035	Jazz Dance	2
DA036 A	Dance for Theatre	2
MU001A	Exploring Music at the Keyboard	3
MU001B/C/D	Comprehensive Musicianship	9
MU008A/B/C/D	Music Skills Lab	4

		Units
MU014V	Vocal/Instrumental Performance & Repertoire	2
MU015V	Individual Instruction in Voice	4
TA001	Introduction to the Theatre	3
TA010	Beginning Acting	3
TA021A	Theatre Production & Stagecraft	3
TA090C/L/S	Theatre Production Lab	1
TA090R	Theatre Production: Rehearsal/Performance	2

*\*Bachelor of Fine Arts Musical Theatre students must use specific music and Theatre Arts courses to satisfy their Visual & Performing Arts and Formal & Applied Science General Education requirements. See Department for details.*

### Major Requirements

<i>Six units of any Dance courses (prefix DA)</i>		6
MT125A	Musical Theatre Workshop	2
MT125B/C	Musical Theatre History & Repertoire	5
MT125D	Musical Theatre Internship (satisfies two units of the Career Development requirement)	2
MT125E	Musical Theatre Final Project	3
MU114V	Vocal/Instrumental Performance & Repertoire	2
MU115V	Individual Instruction in Voice	4
TA100	Intermediate Acting	3
TA110	Advanced Acting	3
TA140	Directing	3
TA190R	Theatre Production: Rehearsal & Performance	2
General Electives		4
<b>Total University Requirement</b>		<b>124</b>

See Theatre Arts listings, page 126, for Dance (DA) and Theatre (TA) course descriptions; see Music listings, page 106, for Music (MU) course descriptions.

A candidate must participate in an ensemble experience on campus each Fall and Spring semester of residency. At least four semesters of ensemble experience are to be in a large choral or instrumental organization or musical theatre production. By the end of the undergraduate program, a candidate must show evidence of ensemble experiences varied in size and nature. In fulfilling this requirement, a candidate may register in an ensemble for credit or may participate in an ensemble for no credit; however, a candidate must earn a minimum of four units of ensemble credit to graduate.

Each candidate will attend a minimum of ten concerts per semester, including music from various historical periods and cultural traditions, on or off campus. For each concert attended, the student will submit a Concert Evaluation Form to the department chair, along with a printed program from the concert.



## **MUSICAL THEATRE COURSES**

**MT125A Musical Theatre Workshop (2) Spring** Students are taught the skills and techniques required to prepare and perform individual and group musical numbers along with audition skills in singing, dancing, and acting.

**MT125B/C Musical Theatre History & Repertoire (3/2) Spring** Offers a survey of the individuals and organizations responsible for the creation and development of the modern musical. The course traces the beginnings of theatrical musicals from the 17th and 18th centuries and study the major innovations in structure, composition, and performance throughout the 20th and 21st centuries.

**MT125D Musical Theatre Internship (2) Fall, Spring** Students apply their accumulated skills and techniques in a performance position in an off-campus, professionally produced musical theatre production. Satisfies two units of the Career Development Requirement.

**MT125E Musical Theatre Final Project (3) Fall, Spring** Students prepare and present a musical theatre program which may consist of several musical theatre numbers or a short musical play. Selection of the materials and production arrangements is planned and approved by the student with the theatre and music faculty.

# Philosophy & Religious Studies

The Department of Philosophy & Religious Studies offers majors and minors in philosophy and religious studies, as well as an interdisciplinary major in both disciplines.

## PHILOSOPHY

Philosophy is the critical examination and evaluation of our most fundamental beliefs, concepts and practices, with the aim of arriving at a comprehensive understanding of the nature of the world and the position of human beings within it.

Philosophers deal with many issues of fundamental human importance which other disciplines may raise, but do not themselves resolve. These range from the mind-body relation and the idea of God, to the nature of truth and knowledge, and the status and content of morality. Philosophers also raise questions about the fundamental methods and purposes of other disciplines (science, art, history, etc.).

The study of philosophy enhances analytical, critical, and interpretive skills that are applicable to any subject-matter and in any human context. It cultivates the capacities and appetite for self-expression and reflection, for exchange and debate of ideas, for lifelong learning, and for dealing with problems for which there are no easy answers. It broadens the range of things one can understand and enjoy. It can give one self-knowledge, foresight, and a sense of direction in life. A philosophical education also enhances the capacity to participate responsibly and intelligently in public life.

The Department of Philosophy & Religious Studies provides students with a variety of opportunities to pursue the study of philosophical issues:

1. The Department offers courses which satisfy the three-unit General Education requirement in philosophy, and which are designed to help develop students' logical and critical thinking skills, to introduce them to some of the major figures and doctrines in the history of philosophy, and to allow them to consider for themselves a variety of enduring and contemporary philosophical questions.
2. Students who choose to major in philosophy are given both a sound historical background in the subject and an opportunity to develop and utilize philosophical skills in courses which examine contemporary issues and debates.
3. Students should also consider the possibility of pursuing a double major – combining a major in philosophy with a major in another subject (e.g., Communication, English, Religious Studies, Biology, Computer Science, Mathematics, History, Human Services, Political Science, Psychology, Sociology, Art, Music) – or minor in Philosophy.
4. All students who wish to enhance their knowledge of philosophy, improve their critical thinking skills, or explore specific issues, are encouraged to take elective courses in Philosophy.

Employers want, and reward, many of the capacities which the study of philosophy develops: for instance, the ability to solve problems, to communicate, to organize ideas and issues, to assess pros and cons, and to boil down complex data. Consequently, philosophy majors are well-prepared to find employment in numerous fields, including

business, computers and technology, education, government, law, marketing, media, publishing, and technical writing. People trained in philosophy are not only prepared to perform many kinds of tasks, but they can also cope with change, and move into new careers, often more readily than others.

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## Bachelor of Arts: Philosophy

In addition to major requirements, students must meet General Degree requirements.

		<b>Units</b>
<b>General Education Requirements</b>		<b>47</b>
<b>Prerequisites</b>		
PL006	Introduction to Philosophy	
or		
PL007	Moral Problems	3
PL012/112	Formal Logic	
or		
PL013/113	Critical Thinking & Scientific Reasoning	3
<b>Major Requirements</b>		
PL100	Ancient Philosophy	3
PL102	Early Modern Philosophy	3
PL103	Nineteenth Century Philosophy	3
Upper-division electives in Philosophy		15
Career Development Requirement		3
General Electives		44
<b>Total University Requirement</b>		<b>124</b>
<b>Minor Requirements: Philosophy</b>		
<i>Fifteen units distributed as follows:</i>		
PL006	Introduction to Philosophy	
or		
PL007	Moral Problems	
or		
PL017/117	Philosophy of Science	
or		
PL018/118	Philosophy of Mind	3
PL012/112	Formal Logic	
or		
PL013/113	Critical Thinking	3
PL100	Ancient Philosophy	3
PL102	Early Modern Philosophy	3
Upper-division elective in Philosophy		3

## PHILOSOPHY COURSES

If a course is listed both as lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

**PL001 Ancient Philosophy (3) Fall '04** Examines the origins of philosophical inquiry in the ancient world. Figures to be discussed may range from Confucius and Lao-Tzu to Plotinus and the Neo-Platonists. There is special emphasis on the writings of Plato and Aristotle and their continued influence.

**PL006 Introduction to Philosophy (3) Fall, Spring** Introduces some of the major figures and doctrines in the history of philosophy and to some enduring and contemporary philosophical questions.

**PL007 Moral Problems (3) Fall** After a brief introduction to some basic ideas in ethical theory, this course allows students to examine and discuss critically various contemporary moral problems, such as abortion, the death penalty, affirmative action, free speech, and civil disobedience.

**PL012/112 Formal Logic (3) Fall** Gives a systematic introduction to modern formal logic, including the propositional and predicate calculus. Course includes extensive practice in executing proofs and applying the rules of logic to everyday examples.

**PL013/113 Critical Thinking & Scientific Reasoning (3) Spring** This course is designed to give students the critical skills needed to read, understand, and evaluate the kind of reasoning commonly used in scientific activity, whether such activity is performed by a professional scientist, a political pollster, or informally in everyday life. Course includes extensive practice in analyzing popular reports of scientific research and applying critical thinking techniques to evaluate astrology, ESP, and other examples of "marginal science." The course will also consider how scientific knowledge may be combined with individual or social values to reach decisions about issues ranging from personal health to global warming.

**PL017/117 Philosophy of Science (3) Fall '03** The philosophy of science addresses questions about the nature and methods of science, about conceptual and foundational issues within the various sciences, and about the broader implications of scientific research. Specific topics may vary, but students will be introduced to competing views of the nature of scientific reasoning, learn to think critically about important scientific developments, and consider some of the ethical, social, political, and religious questions which they raise.

**PL018/118 Philosophy of Mind (3) Spring '03** The nature of mind and its relation to the physical world has been a perennial philosophical question. Can modern science offer a solution to this problem? This course will examine both traditional issues (such as the mind-body problem, personal identity, and free will) and contemporary variants of these issues raised by research into artificial intelligence and work in cognitive science.

**PL023/123 Law, Morality, & Society (3) Spring '03** Introduces a variety of urgent moral, political, and social controversies that are closely connected with the law. The course will examine both general questions about the nature, justification, and boundaries of law, and specific issues such as free speech and the Internet, age discrimination, and international war crimes trials. There will be special emphasis on question of race, gender and class.

**PL100 Ancient Philosophy (3) Fall '04** Examines the origins of philosophical inquiry in the ancient world. Figures to be discussed may range from Confucius and Lao-Tzu to Plotinus and the Neo-Platonists. There is special emphasis on the writings of Plato and Aristotle and their continued influence.

**PL102 Early Modern Philosophy (3) Fall '03** The seventeenth and eighteenth centuries were marked by the intellectual turmoil produced by the scientific revolution. This course introduces students to the ideas of some of the major philosophers of this period, from Descartes to Kant, and their efforts to come to terms with developments that remain crucial for us today. Topics to be discussed include the nature and limits of knowledge, science and religion, and freedom and determinism.

**PL103 Nineteenth Century Philosophy (3) Spring '04** Offers detailed discussions of the philosophical work of such figures as Hegel, Schopenhauer, Kierkegaard, Marx, and Nietzsche. This course is essential background for anyone who wants to understand the contemporary intellectual scene.

**PL114 Philosophy & Feminism [CDiv] (3) Spring '04** Examines philosophical questions related, or of special concern, to women. Topics may include the nature, status and role of women in influential religious, philosophical and cultural contexts, and theoretical and practical feminist issues addressed by traditional and contemporary philosophers. Emphasis is placed on ethical and political problems facing women today.

**PL121 Political & Social Philosophy (3) Fall** This course raises basic questions about politics, society, and social change. Why is government necessary? What are the limits of government action? When is it permissible to disobey the law? When is revolution justified? Why is democracy a good thing? When are human beings genuinely free? Does capitalism promote or undermine democracy and freedom? Are there feasible alternatives to capitalism? Readings may be from historical figures (e.g., Plato, Hobbes, Locke, Marx, Mill) or contemporary sources or both. Cross-listed with SO123.

**PL125 Environmental Ethics (3) Fall '04** Offers a philosophical examination of a variety of key environmental issues. Topics to be discussed may include the value of nature, property rights, world hunger, and the moral status of animals.

**PL126 Business Ethics (3) Fall '03** This course introduces students to competing ethical theories and conceptions of economic justice, and applies them to specific moral and social issues raised by contemporary business practices. Cross-listed with GB126.

**PL128 Ethics & Professional Responsibility (3) Fall, Spring** This course is open only to students admitted to the Intensive Evening Degree Program. Examines major ethical theories and explores the application of those theories to current business, moral, and social issues. Illustrative case studies are used as well as other group exercises to enable the student to identify justice issues involved in specific problem areas of the work environment.

**PL131 Bioethics (3) Spring '04** This course will consider some of the many ethical issues arising from the biological and medical sciences. Topics may include: reproductive rights, genetic research and engineering, ethical, social, and legal implications of the Human Genome Project, euthanasia and assisted suicide, resource allocation, organ donation, experimentation with humans and non-humans, and ethical issues in health care.

**PL149T Teaching Assistant (1-3) Fall, Spring** An opportunity for outstanding Philosophy majors to earn credit for assisting instructors may be arranged. Three units may be used as upper-division elective units in the major. Satisfies one unit of Career Development Requirement.

**PL184 Philosophy of Religion (3) Spring '03** Surveys traditional and modern problems associated with religion. Topics may include the nature of God, arguments for theism, the problem of evil, foreknowledge and freedom, science and religion, faith and the nature of religious belief, myths, symbols, and rituals, and spirituality. Cross-listed with RS184.

**PL199 Independent Study in Philosophy (1-3)** Provides an opportunity for independent study or research in Philosophy under the direction of the instructor. See Undergraduate Policies & Procedures, page 33, on Independent Study.

An annotated list of all Philosophy courses, including those not listed in this Catalog, is available in the Office of the Dean of the School of Arts & Humanities.

### **Philosophy & Religious Studies Interdisciplinary Major**

An interdisciplinary major in Philosophy & Religious Studies is also available, combining courses from these two areas to bring focus to the intersection of faith, reason, spirituality, and ethics. See the Department Chair or the Office of Admission for details on the Philosophy and Religious Studies major. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 28.

## RELIGIOUS STUDIES

The Department of Philosophy & Religious Studies offers a Bachelor of Arts Degree in Religious Studies. The Department intends, in keeping with the mission of Notre Dame de Namur University, and with special consideration for the goals of the Second Vatican Council, to present systematically the meaning and relevance of Christian belief. The Religious Studies Department also aims to develop in students of whatever conviction an understanding of the essential nature of the religious dimensions of life as well as a knowledge and appreciation of the variety and richness of religious beliefs throughout our world. The central and essential dynamic common to all religious traditions is a special concern for justice, compassion, and community. Hence, many of the courses in religious studies are particularly suitable for interdisciplinary minors in Women's Studies and in Justice & Peace Studies.

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### Bachelor of Arts: Religious Studies

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>47</b>
<b>Prerequisites</b>	
RS001           Introduction to the Old Testament	3
RS013           Introduction to the New Testament	3
<b>Major Requirements</b>	
RS130           Church & Sacraments	3
RS133           Jesus: Myth & Reality	3
RS150           Challenged by Christian Ethics	3
RS154           Christian Prayer & Spirituality	3
Upper-division Electives in Religious Studies	12
Career Development Requirement	3
General Electives	44
<b>Total University Requirement</b>	<b>124</b>
<b>Minor Requirements: Religious Studies</b>	
<i>Fifteen units distributed as follows:</i>	
Electives in Biblical & Historical Studies	6
RS030/130       Church & Sacraments	3
RS050/150       Challenged by Christian Ethics	
or	
RS052/152       The Christian in Society	3
RS165           Religions of the World	
or	
RS184           Philosophy of Religion	3

Students interested in an interdisciplinary minor in Women's Studies should contact the faculty advisor for Religious Studies.

## SECOND MAJOR

Students interested in a second major in Religious Studies may qualify by completing 24 units or eight courses in Religious Studies.

### RELIGIOUS STUDIES COURSES

If a course is listed both as lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

#### Biblical & Historical Studies

**RS001/100 Introduction to the Old Testament (3) Spring** Reviews the Sacred Scriptures, which Jews and Christians share, as interpreted by the latest Biblical scholarship. Course includes guided reading of the Old Testament. Special attention is given to the role of women in the Bible and to issues of justice and peace.

**RS013/113 Introduction to the New Testament (3) Fall** Offers an overview of the New Testament in keeping with the document of Vatican II on Revelation. Special attention is given to the way in which the teaching of the historical Jesus was transmitted in preaching before the final production of the canonical gospels.

**RS013A/113A The Study of the Gospel of Mark (3) Summer (Evening), Spring** Explores the earliest Gospel; attempts to discern the purposes of Mark in creating the Gospel-genre. Interpretive approaches through modern critical and feminist scholarship are studied.

**RS013C/113C Study of the Gospel of Luke & Acts (3) Summer** An in-depth study of the two volume work known as the Gospel of Luke and the Acts of the Apostles. Luke is credited with being the first Christian historian and the only evangelist to carry the story of Jesus into the early Christian era. In addition to a verse-by-verse examination of Luke-Acts, a special effort will be made to discern Luke's purpose in writing this work, the sociological situation of the community for which he was writing, and his understanding of Salvation History.

**RS014/114 The Pauline Letters (3) Fall** Studies the letters of Paul to understand how the early Christians separated from Judaism and met the challenge of Hellenism.

**RS015/115 Jesus & the Gospels (3) Spring** Introduces the messianic activity and person of Jesus proclaimed in the synoptic gospels.

**RS016/116 John, Gospel & Letters (3) Spring** Course explores the composition and structure of the Gospel of John and analyzes the Book of Signs and the Book of Glory, the relationship between the Gospel and the first Letter of John, and an introduction to a reading of the Apocalypse.



**RS019A/119A Christianity: Beginnings to 1500 (3) Fall** Covers Christianity during formative early period, growth and reaction to “Imperial Church,” rise of monasticism, development of scholastic theology, and origins of Protestantism. Emphasizes richness and diversity of life-giving faith within the Christian communities from first to 16th centuries.

**RS019B/119B Modern Christianity (3) Spring** Explores Christianity from Reformation to the present. Emphasizes richness and diversity of various Christian communities. Analyzes how developments in Christianity reflect needs of the times. Reflects on the Christian message in our day.

### **Theological Understandings**

**RS030/130 Church & Sacraments (3) Fall** Explores history and theology of the Christian sacramental life with special emphasis on contemporary understandings of Baptism and Eucharist.

**RS033/133 Jesus: Myth & Reality (3) Fall** Examines Jesus Christ as a person in the light of the questions “Who do people say that I am?” and “Who do you say that I am?” (Mark 8:27, 29), and in the light of the answers given these questions from the beginning of Christianity down to our own day.

**RS035/135 Rituals for a New Age (3) Spring** Course investigates nature and experience of ritual, including relationship between ritual and liturgy. Designed as practicum. Students experience variety of Christian and non-Christian liturgies. Students also read and critique liturgies of their own making.

**RS136A Women’s Spirituality [CDiv] (3) Spring (Evening)** Focuses on history and experience of women in Christian churches. Analyzes traditional Christian views toward women and the feminine. Explores underlying questions: “How can women be fully themselves within the Christian community today?” “What influences might Christian feminist views have on our world?”

**RS140A Theology of Liberation [CDiv] (3) Spring** Focuses on major themes of Liberation Theology with emphasis on Latin American traditions. Satisfies a former General Education requirement in Intercultural Studies.

### **Living Belief**

**RS050/150 Challenged by Christian Ethics (3) Fall** Focuses on Christian ethical responsibility, including introductory moral foundations and selected contemporary issues of individual and social morality.

**RS052/152 The Christian in Society (3) Spring** Considers revolutionary forces in the fields of economics, politics, culture, and religion which have been and are still shaping the modern world, and the responses formulated and being formulated by Christian theologians.

**RS154 Christian Prayer & Spirituality (3) Fall (Evening)** Studies the history of prayer and spirituality, considers contemporary trends in spirituality, and allows time to reflect on one’s own spiritual journey.

### Elective Courses in Religious Studies

**RS125 The Holocaust [CDiv] (3) Spring** Cross-listed with CM125. See Communication listings, page 160, for course description.

**RS149T Teaching Assistant (1-3) Fall, Spring** An opportunity for outstanding Religious Studies majors to earn credit for assisting instructors may be arranged. Three units may be used as upper-division elective units in the major. Satisfies one unit of Career Development Requirement.

**RS165 Religions of the World [CDiv] (3) Fall, Spring** Focuses on critical survey of world religions, exploring the beliefs, rituals, sacred texts, and ethical ideals of representative religious manifestations of the past and present. Covers characteristic traits and patterns in tribal, imperial, naturalistic, mystical, and national religions. Examines the role assigned to women by world religions and the importance given to building a just and peaceful society.

**RS168A Art History: Medieval (3) Spring '03** Cross-listed with AR168A. See Art listings, page 78, for course description.

**RS168B Art History: Art & Religion of the Far East [CDiv] (3) Spring '04** Cross-listed with AR168B. See Art listings, page 78, for course description.

**RS181 Islam & the West [CDiv] (3) Summer** Cross-listed with HY181 and PS181. See History listings, page 250, for course description.

**RS184 Philosophy of Religion (3) Spring** Cross-listed with PL184. See Philosophy listings, page 115, for course description.

**RS196 Way of the Earth [CDiv] (3) Spring** Explores the profound links between ecology and spirituality, between “Mother Nature” (Gaia concept) and conceptions of human/divine nature(s). The course aims to integrate perspectives on such topics as science and religion, the spirituality of indigenous peoples, ecofeminism, Creation Spirituality, and reverence for nature in the teachings of world religions.

**RS199 Independent Study in Religious Studies (1-3)** Provides an opportunity for independent study or research in Religious Studies under the direction of the instructor may be arranged. See Undergraduate Policies & Procedures section on Independent Study, page 33.

An annotated list of all Religious Studies courses, including those not listed in this Catalog, is available in the Office of the Dean of the School of Arts & Humanities.

# Physical Education

Courses in physical education provide students with basic physical skills in sports, and offer opportunities for exercise and physical development in a way that benefits the individual participant and promotes a community spirit at the University. These courses are complemented by intercollegiate competition. The recreational aspect of the courses aims to increase the capacity of students to enjoy and share life. The team experience is intended to help students function in a competitive society while being a productive member of the larger community.

## PHYSICAL EDUCATION COURSES

**PE033 Badminton (Coed) (1) Fall, Spring** Covers instruction of fundamentals and practice of badminton.

**PE034A Intercollegiate Men's Lacrosse (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE035A Intercollegiate Men's Golf (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE035C Intercollegiate Women's Golf (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE039A Intercollegiate Men's Soccer (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE039B Soccer (Coed) (1) Spring** Covers theory and practice of fundamentals.

**PE039C Intercollegiate Women's Soccer (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE040 Intercollegiate Men's Basketball (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE041 Basketball (Coed) (1) Fall, Spring** Covers theory and practice of fundamentals.

**PE042 Weight Training (Coed) (1) Fall, Spring** Covers conditioning through the use of weight machines and free weights.

**PE043 Intercollegiate Women's Volleyball (1) Fall** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE047 Intercollegiate Women's Basketball (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE048 Volleyball (Coed) (1) Spring** Covers theory and practice of fundamentals.

**PE049A Intercollegiate Men's Cross-Country (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE049C Intercollegiate Women's Cross-Country (1) Fall, Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE050 Intercollegiate Women's Softball (1) Spring** Covers theory and practice of fundamentals. Intercollegiate competition.

**PE053 Aerobics (Coed) (1) Fall, Spring** Covers conditioning through aerobic exercise.

**PE054 Step Aerobics (Coed) (1) Fall, Spring** Covers conditioning through aerobic exercises using step equipment.

**PE061 Tai Chi (Coed) (1) Fall, Spring** Covers the study of 20 simple moves designed to relieve stress and promote health. Movement and meditation are included.

**PE110 Physical Education in the Elementary School (3) Fall** Cross-listed with ED115. See Liberal Studies listings, page 201, for course description.

# Theatre Arts

Benefiting from an optimum student/faculty ratio, the Theatre Arts Department offers opportunities for intensive study and performance in an ensemble style. The major or minor is for students interested in pursuing theatre as a vocation or avocation. Emphasis is placed on preparing students for active participation in theatre on a graduate study level or as working theatre artists. Its courses and most productions are also open to all members of the student body who are interested in theatre as part of a liberal arts education. Through active participation in all aspects of theatre production, students learn the skills necessary to create the theatrical experience.

Students are taught to explore various dramatic texts and to read and visualize the play as a stage production. They learn to understand theatre as a synthesis of many aspects of production which are used to reflect an author's intention and the theatre artists' interpretation. Theatre Arts majors participate in and study all aspects of stage production. This experience consists of a balance between acting, directing, production planning, and technical skills. One special feature of the major is an internship in which the student will work with one of several professional theatre organizations in the San Francisco Bay Area. Another feature of the major is the opportunity for seniors to produce and direct or design a short play as part of the Theatre Arts Department season.

Part of the School of Arts & Humanities, the Theatre Arts Department offers two pre-professional undergraduate degree programs: the Bachelor of Arts in General Theatre, for students seeking careers in teaching, production, or management; and the Bachelor of Arts in Performance, for students seeking careers in acting/directing or entrance into graduate M.F.A. performance programs. See the list of prerequisite and required courses for details on both of the programs.

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## Bachelor of Arts: Theatre Arts

In addition to major requirements, students must meet General Degree requirements.

		General Theatre	Theatre Performance
<b>General Education Requirements</b>		<b>47</b>	<b>47</b>
<b>Prerequisites</b>			
TA001	Introduction to the Theatre	3	3
TA002	Introduction to Oral Interpretation of Literature	3	3
TA010	Beginning Acting	3	3
TA015	Makeup	1	1
TA021A/B or TA121A/B	Theatre Production & Stagecraft	6	6

		General Theatre	Theatre Performance
TA090L/190L	Theatre Production: Lighting & or Sound Laboratory		
TA090S/190S	Theatre Production: Stagecraft Laboratory	1	0
TA090R/190R	Rehearsal & Performance	0	1
<b>Major Requirements</b>			
DA035/135	Jazz Dance	0	1
DA035/135	Jazz Dance		
or			
DA036/136	Dance for Theatre		
or			
TA025/125	Musical Theatre Workshop	1	0
DA036/136	Dance for Theatre	0	1
TA025/125	Musical Theatre Workshop		1
TA070/170	Scenic Design & Model Building	3	
TA070/170	Scenic Design & Model Building		
or			
TA115	Stage Lighting & Electrics		
or			
TA120	Costume Development & Design	0	3-4
TA100	Intermediate Acting	0	3
TA110	Advanced Acting	0	3
TA115	Stage Lighting & Electrics	3	
TA117	Shakespeare	3	3
TA120	Costume Development & Design	4	
TA130A/B/C	Development of Drama & Theatre	9	9
TA140	Directing	3	3
TA141	Directing Practicum	2	2
TA198	Theatre Internship	2	2
	(Satisfies two units of the Career Development Requirement)		
Eligible coursework to satisfy			
	Career Development Requirement	1	1
General Electives		29	27-28
<b>Total University Requirement</b>		<b>124</b>	<b>124</b>
<b>Minor Requirements: Theatre Arts</b>			
TA001	Introduction to the Theatre		3
TA010	Beginning Acting		3
TA021A	Theatre Production & Stagecraft		3
Upper-division electives in Theatre Arts			9

## **THEATRE ARTS COURSES**

If a course is listed as both lower- and upper-division, a separate syllabus is required for each level. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

**DA031/131 Hip-Hop (1-2) Fall** Hip-Hop is a highly aerobic form of dance which draws from jazz, street, funk, and pop styles of movement. This class will focus on building a dance movement vocabulary and developing student's individual style. May be repeated for credit.

**DA032/132 Swing Dance (1-2) Spring** Swing dance students are taught 1940's popular dances centered around Big Band Swing Music.

**DA035/135 Jazz Dance (1-2) Spring** Focuses on the study and application of the fundamentals of jazz dance techniques. Students will learn various styles of jazz from the lyrical and funk to Afro-Caribbean. May be repeated for credit.

**DA036/136 Dance for Theatre (1-2) Fall** Focuses on the exploration of dance and movement styles necessary for theatre performance. May be repeated for credit.

**TA001 Introduction to the Theatre (3) Fall** Gives a survey of artistic collaborations, materials, and processes used in the creation of theatre arts events through a study of the evolution of drama, comparisons of playwrights, actors, directors and performance styles, design processes, and stage technology. Fulfills General Education Arts requirement.

**TA002/102 Introduction to Oral Interpretation of Literature (3) Spring** Gives intensive analysis and oral performance of a wide range of literary genre: prose, poetry, and Romantic literature. Fulfills General Education Arts requirement.

**TA010 Beginning Acting (3) Fall** Development of the student's awareness of his/her physical response to emotions in order that she/he may truthfully recreate these responses in an appropriate way in acting scenes. The class utilizes constant activity including structured exercise and sensory practice. Fulfills General Education Arts requirement.

**TA015 Makeup (1) Fall** Focuses on theory and practice of using theatre makeup. Emphasis is placed on corrective, middle age, old age, and character makeup.

**TA021A/121A Theatre Production & Stagecraft (3) Fall '04** Gives an introduction to Theatre Production principles and theories, including Stage Management, Theatre Architecture, and basic scenic design, drafting, and rendering processes. Classroom work is reinforced with hands-on practice in the Theatre Arts Department stage facilities. Coursework will center around individual projects and participation in departmental productions. Course requires a minimum of 15 hours of laboratory stagecraft time.

**TA021B/121B Theatre Production & Stagecraft (3) Fall '03** *Prerequisite: TA021A/121A.* Gives an introduction to the tools, materials, techniques, and procedures of scenic construction, stage operations, shop safety, properties, and scenic painting. Discusses the processes utilized to create scenic and properties components of stage productions. In class work will include practice with tools and materials. Course requires a minimum of 15 hours of laboratory stagecraft time.

**TA025/125 Musical Theatre Workshop (1-3) Fall** Introduction to movement, technique, and style. May be repeated for credit.

**TA070/170 Scenic Design & Model Building (3) Fall** *Prerequisites: TA001 and TA021A or TA021B.* Gives an in-depth study of the process of creating theatrical scenery through a study of historical staging techniques to the most current scenic technology. Students are taught drafting and model-building skills, and are challenged through projects in drafting, perspective, life drawing, and faux painting to communicate design ideas and construction information. Cross-listed with AR070/170. Fulfills General Education Arts requirement.

**TA080/180 Introduction to Arts Management (3) Fall** Students will examine the various administrative functions which relate to selection, planning, financing, promotion, and staffing of performing arts events. Study will include theory and practice of arts administration ranging from professional to amateur organizations; practical experience in the management functions of theatre arts productions. Cross-listed with MG180 and SL180. Fulfills General Education Arts requirement.

**TA090C/L/R/S & 190C/L/R/S Theatre Production (1-2) Fall, Spring**

**C Costume Laboratory** Gives practical experience in building costumes or working on costume crews for Theatre Arts productions.

**L Lighting & Sound Laboratory** Gives practical experience in working on light and sound crews for Theatre Arts productions.

**R Rehearsal & Performance** Production participation. May be repeated for credit.

**S Stagecraft Laboratory** Gives practical experience in working stage crews, scenic construction, painting, and lighting for Theatre Arts productions.

**TA100 Intermediate Acting (3) Spring** *Prerequisite: TA010 or permission of instructor.* Gives character development through scene study. Fulfills General Education Arts requirement.

**TA110 Advanced Acting (3) Spring** *Prerequisites: TA001, TA010, TA100.* Advanced acting is an intensive study of period acting styles through monologue and ensemble scene work. Fulfills General Education Arts requirement.

**TA115 Stage Lighting & Electrics (3) Spring** *Prerequisites: TA001, TA021A or TA021B, and TA070.* Gives an introduction to the art and technology of theatrical and stage lighting through a study of the nature and psychology of light and the principles of electrics, production, documentation, lighting control systems (including computers), and conceptualization. Hands-on practice and application will be highlighted in this course.

**TA117 Shakespeare (3) Spring** Cross-listed with EN117. See English listings, page 86, for course description.



**TA120 Costume Development & Design (4) Fall** *Prerequisites: TA001 and TA021A or TA021B.* Gives an introduction to the process of creating theatrical costumes, through a study of clothing style, historically and across cultures. Includes character and script analysis, conceptualization, patterning, and construction techniques. Sewing techniques and rendering skills will be taught and exercised.

**TA130A Development of Drama & Theatre to 1600 (3) Fall** *Prerequisite for majors: TA001.* Gives a survey tracing the history of the theatre and its literature from ancient Greece to 1600. Fulfills General Education Arts requirement.

**TA130B Development of Drama & Theatre from 1600 to 1800 (3) Spring** *Prerequisite for majors: TA001.* Gives a survey tracing the history of the theatre and its literature from the 17th century to 1800. Fulfills General Education Arts requirement.

**TA130C Development of Drama & Theatre from 1800 to the Present (3) Fall** *Prerequisite for majors: TA001.* Gives a survey of modern theatre history and literature. Fulfills General Education Arts requirement.

**TA140 Directing (3) Fall Spring** *Prerequisite: TA001, TA010 or by permission of instructor.* Students examine the theories and practices of play production through the emergence of the position of the stage director. Script selection and analysis, casting procedures, staging concepts, discussions of the relationship of the director to the cast, designers, technicians, and audience are included in the course.

**TA141 Directing Practicum (2) Fall Spring** *Prerequisite: TA140.* Offers practical experience in play directing.

**TA149T Teaching Assistant (1-3)** Gives an opportunity for advanced Theatre Arts students to earn credit by assisting instructors.

**TA160 Children's Theatre (3) Fall** Gives theory of theatre education in the elementary school with practical projects planned for specific developmental levels. Fulfills General Education Arts requirement.

**TA175 Acting for the Camera (3) Fall** Gives an exploration of specific techniques required for acting in television and film productions. Fulfills General Education Arts requirement. Cross-listed with CM175.

**TA195 Special Topics in Theatre (1-3)** Special projects in theatre theory and design are available.

**TA198 Theatre Internship (2) Fall, Spring** Practical theatrical experience with an off-campus theatre organization is available. Satisfies two units of the Career Development Requirement.

**TA199 Independent Study in Theatre Arts (1-3) Fall, Spring** Provides an opportunity for independent study or research under the direction of an instructor is available. See Undergraduate Policies & Procedures on Independent Study, page 33.

## Master of Arts in English

The Master of Arts in English program enhances students' awareness of every aspect of literature, by emphasizing analytical, theoretical, and practical approaches to literary texts. A unique feature of the program is its requirement of core courses in writing, literary theory, and language and genre courses in lyric, drama, and narrative. Part of the School of Arts & Humanities, the program presently offers two emphases: one in literature and one in creative writing.

This program is designed for working adults. An undergraduate major in English literature and language is not a condition of admission. Students in the program come from many diverse backgrounds, with a wide variety of interests and professional goals. All required courses are offered in the evenings, and enrollment is guaranteed. Class sizes are small and usually conducted in a seminar style, so that there is a rich exchange of viewpoints in discussions with colleagues and faculty. It is possible for a student to complete the degree in two and one-half to five years, depending on how many courses he or she takes each semester.

The M.A.-English program at Notre Dame de Namur University is an ideal choice for individuals already pursuing or considering careers in teaching, publishing, consulting, business, or writing. Many students have enrolled in our program who wish to further their understanding and appreciation of imaginative literature as a key to the ideas and values of cultures past and present.

M.A.E. students have an opportunity to take elective coursework in another discipline or create an interdisciplinary emphasis in an area of special interest.

The program's integral link with the annual Creative Writers' Series, sponsored by the English Department, enables students to interact with noted and diverse authors and scholars. Students interested in creative writing and publishing may also wish to become involved in the production of the University's literary journal, *The Bohemian*.

Each Summer the Department sponsors the Seminar in the Humanities, a week-long intensive immersion in texts from diverse periods and cultures, critical theory, and pedagogy (including use of information technology). Visiting scholars, NDNU faculty, and students interact within an agenda of classroom presentations, panels, and practicums.

Students may also separately enroll in the Teaching English as a Second Language certificate program (TESL), a 90-day course scheduled conveniently on weekends, which provides practical skills training in teaching English in adult education programs or abroad.

### PROGRAM REQUIREMENTS

The M.A.-English program requires 30 semester units, not including the undergraduate foundation courses that vary with each individual's preparation. Students must have fulfilled all prerequisite requirements before advancement to candidacy (completion of 15 units). Graduate core courses are required of all students enrolled in the program. These nine units are usually taken during the first year and one-half of study. The remaining 21 units are taken in an area of emphasis, which may be in either Literature or Creative Writing.

Genre courses permit intensive study of narrative, lyric, and drama. The period course concentrates on contemporary British and American poetry and prose. Elective courses include undergraduate upper-division language, literature, theory, composition, creative writing, and teaching apprenticeship or assistantship courses.

Students have two ways to complete the emphasis. They may elect to write a Thesis for six units (Plan A) or take additional elective units (Plan B) plus an Exit Exam after completion of 24 units of coursework.

<b>Prerequisites</b>	<b>Units</b>
1 Undergraduate Lower-Division Composition Course	3
1 Undergraduate Upper-Division Composition Course	3
2 Undergraduate Upper-Division Literature Courses	6

<b>Core Courses</b>		
EN202	Writing: Theory & Practice	3
EN203	Seminar in Literature	3
EN204	Linguistics & Semiotics	3
<b>Total</b>		<b>9</b>

### **Literature Emphasis**

<b>Plan A (Thesis)</b>		
3 Core Courses		9
2 Genre Courses		6
1 Period Course		3
Elective Courses		6
Thesis		6
<b>Total</b>		<b>30</b>

<b>Plan B (No Thesis)</b>		
3 Core Courses		9
3 Genre Courses		9
1 Period Course		3
Elective Courses		9
Exit Exam		0
<b>Total</b>		<b>30</b>

### **Creative Writing Emphasis**

<b>Plan A (Creative Writing Project)</b>		
3 Core Courses		9
2 Genre Courses		6
1 Period Course		3
Electives/Creative Writing Courses		6
Writing Project		6
<b>Total</b>		<b>30</b>

<b>Plan B (No Creative Writing Project)</b>	<b>Units</b>
3 Core Courses	9
2-3 Genre Courses	6 - 9
1 Period Course	3
Electives/Creative Writing Courses	9 - 12
Exit Exam	0
<b>Total</b>	<b>30</b>

### **COURSE DESCRIPTIONS**

**EN202 Writing: Theory & Practice (3) Spring '03, Fall '05** Investigates current writing theory and practice in various forms of writing, including fiction, article writing, and technical writing, with an emphasis on process and methodology.

**EN203 Seminar in Literature (3) Fall '03** This is a methods and content course, involving reading of critical texts in conjunction with primary texts. Students entertain alternative interpretations of the selected literary works.

**EN204 Linguistics & Semiotics (3) Spring '04** Introduces the study of linguistics and semiotics with emphasis on application to literary analysis. Topics include: gender differences in language and communication, semantics, pragmatics, sociolinguistics, ethnolinguistics, the brain and language, cognitive psychology, discourse theory and text analysis, and semiotics.

**EN213 Narrative (3) Spring '03** Gives an advanced study of major forms of narrative (epic, romance, novel, short story) from antiquity to the present, with emphasis on theoretical understanding of the genre. Students evaluate selected literary masterpieces in terms of classical and contemporary critical approaches. May be repeated for credit.

**EN214 Lyric (3) Fall '03** Focuses on study and critical assessment of lyric poetry with emphasis on the works of major poets who have contributed to the development of the genre in English.

**EN215 Drama (3) Spring '04** Focuses on an understanding and appreciation of the dramatic genre, from its origins to the present, with special attention given to the development of British and American traditions.

**EN216D Contemporary Period (3) Summer** Gives a study of major works of the post-modern period in poetry, drama, and narrative, including those of Pynchon, Fowles, Sontag, Stoppard, Pinter, Rich, Heaney, and others.

**EN295 Special Topics (3) Fall, Spring, Summer** Content varies as students' needs and interest require. May include approaches to expository, technical, and creative writing, or focus on specific authors or literary movements. Students should contact the English Department to learn the exact scheduling and content of this offering.

**EN298A Thesis: Directed Research (3) Fall, Spring**

**EN298B Thesis: Directed Writing (3) Fall, Spring** Each student writes an original, in-depth study in an area of his or her discipline using primary sources when available, demonstrating an awareness of the latest developments in the area, and presenting thorough research. Alternatively, a student may develop a creative project in poetry, narrative, playwrighting, or other areas. Students consult regularly with a faculty member serving as a mentor.

**EN349T Teaching Apprenticeship (3) Fall, Spring** Supervised experience in college teaching in the Writing Center or in a lower-division or upper-division literature course at NDNU or a local community college is available.

**EN592 Seminar in the Humanities (3) Summer** Cross-listed with EN192. See English Undergraduate listings, page 86, for course description.

**ADMISSION REQUIREMENTS**

- A bachelor's degree in any field from an accredited four-year college or university
- A cumulative grade-point average of 2.5 or better
- Two academic and/or professional letters of recommendation
- Completion of at least two undergraduate courses in each area of writing and literature
- Representative writing sample of 500 to 1000 words in length

For further information contact the Master of Arts in English Office at (650) 508-3733 or [srogers@ndnu.edu](mailto:srogers@ndnu.edu).

# Master of Music

The Master of Music program, with specialization in Piano Performance, Piano Pedagogy, Voice Performance or Voice Pedagogy, provides thorough preparation for a professional career in performance and studio teaching. As part of the School of Arts & Humanities, the M.M. program combines valuable educational experiences, taught by dedicated faculty, with significant performance opportunities in beautiful venues.

The Music Department maintains its own home page at [www.music.ndnu.edu](http://www.music.ndnu.edu).

## PROGRAM DESCRIPTION

The Master of Music program at Notre Dame de Namur University is recognized as one of the region's outstanding music programs. The M.M. Program offers specialization in Piano Performance and Voice Performance, as well as Piano Pedagogy or Voice Pedagogy. This comprehensive degree program prepares students for a rewarding performance career and successful studio or classroom teaching.

The Music Department faculty hail from a wide variety of musical backgrounds and are dedicated to the education of the whole person. Besides developing musical knowledge and skills, courses throughout the M.M. curriculum are constructed to encourage the refinement of performance and pedagogical expertise. Students complete a series of courses in score analysis, performance, applied instruction on their major instrument, and additional courses related to their area of specialty or interest. All students research, prepare and deliver a Graduate Lecture Recital. Students also perform a Graduate Final Recital, or present a Graduate Final Project, depending on their area of specialization.

## DISTINCTIVE FEATURES

*Prestige* – The Master of Music Program at NDNU is fully accredited by the National Association of Schools of Music (NASM). NDNU is accredited by Western Association of Schools and Colleges (WASC).

*Curriculum* – The curriculum is comprehensive, yet flexible enough to be adapted to individual needs.

*Performance* – A full range of performance opportunities are available on campus, including recitals, performance classes, orchestra, chamber music, opera, musical theatre, chorus, chamber singers, and an annual concerto competition.

*Venues* – Students perform in some of the most beautiful and acoustically satisfying facilities in the Bay Area, including historic Ralston Ballroom (seats 250), NDNU Theatre (seats 615), Herzo Recital Room (seats 80), Taube Center (seats 100), and Cunningham Memorial Chapel (seats 300).

*Scholarships* – Music Assistance Grants and limited Teaching Assistantships are available.

*Availability* – Enrollment is possible on a part-time or full-time basis.

*Location* – Notre Dame de Namur University is located between San Francisco and San Jose, offering easy access to numerous musical experiences in the Bay Area. Students may attend or participate in a variety of musical events.

## STUDENT PROFILE

The M.M. Program attracts musicians from a broad spectrum of musical backgrounds and international cultures. Many students have recently completed Bachelor degrees in music, while others are returning adults who are seeking to further their educations, enhance their careers, or simply to enrich their lives. Students who have completed the M.M. Program at NDNU have often gone on to distinguished careers in performance, studio and classroom teaching, recording engineering, or other related fields. Other students have successfully applied to universities and conservatories for doctoral degrees in music. Many professionals come to NDNU for an M.M. degree, while maintaining separate careers in medicine, law, or other fields.

## PROGRAM REQUIREMENTS

### Specialization: Piano Performance

Coursework		Units
MU200A/B	Graduate Seminar in Analysis	6
MU215P	Individual Instruction in Piano	8
MU298A	Graduate Lecture Recital	1
MU298B	Graduate Final Recital	1
MU514P	Piano Performance & Repertoire	2
MU523A/B	History & Literature of Piano Music	2
MU575	Ensemble (each semester)	1
Electives (including Music History, MU520/A/B/C/D)		9
Comprehensive Final Examination		0
<b>Total</b>		<b>30</b>

### Specialization: Voice Performance

Coursework		Units
MU200A/B	Graduate Seminar in Analysis	6
MU215V	Individual Instruction in Voice	8
MU298A	Graduate Lecture Recital	1
MU298B	Graduate Final Recital	1
MU513A/B	Lyric Diction	4
MU514V	Vocal Performance & Repertoire	2
MU526	History & Literature of Vocal Music	2
MU575	Ensemble (each semester)	1
Electives (including Music History, MU520A/B/C/D)		5
Comprehensive Final Examination		0
<b>Total</b>		<b>30</b>

### Specialization: Piano Pedagogy

Coursework		Units
MU200A/B	Graduate Seminar in Analysis	6
MU215P	Individual Instruction in Piano	8
MU298A	Graduate Lecture Recital	1
MU298B	Graduate Final Project	1

	Units	
MU514P	Piano Performance & Repertoire	2
MU523A/B	History & Literature of Piano Music	2
MU575	Ensemble (each semester)	1
MU592A/B	Piano Pedagogy	6
PY556	Interpersonal Communication	3
	Comprehensive Final Examination	0
<b>Total</b>		<b>30</b>

**Specialization: Voice Pedagogy**

**Coursework**

MU200A/B	Graduate Seminar in Analysis	6
MU215V	Individual Instruction in Voice	7
MU298A	Graduate Lecture Recital	1
MU298B	Graduate Final Recital	1
MU513A/B	Lyric Diction	4
MU514V	Vocal Performance & Repertoire	2
MU526	History & Literature of Vocal Music	2
MU527A/B	Vocal Pedagogy	6
MU575	Ensemble (each semester)	1
	Comprehensive Final Examination	0
<b>Total</b>		<b>30</b>

**COURSE DESCRIPTIONS**

**MU200A Graduate Seminar in Analysis (3) Fall** Focuses on research methodology and analysis of music from the 14th to the early 19th centuries. Required in all graduate music programs.

**MU200B Graduate Seminar in Analysis (3) Spring** Continuation of MU200A. Intensive analysis of music from the 19th and 20th centuries is the focus.

**MU215I Individual Instruction (1-4) Fall, Spring** *Prerequisite: Consent of Instructor.* Individual weekly lessons in organ, strings, harp, winds, or conducting are available. Additional fees apply. May be repeated for credit.

**MU215P Individual Instruction (1-4) Fall, Spring** *Prerequisite: Consent of Instructor.* Individual weekly lessons in piano are available. Additional fees apply. May be repeated for credit.

**MU215V Individual Instruction (1-4) Fall, Spring** *Prerequisite: Consent of Instructor.* Individual weekly lessons in voice are available. Additional fees apply. May be repeated for credit.

**MU298A Graduate Lecture Recital (1)** Students give a public presentation including both lecture-analysis and performance of selected musical repertoire, planned, presented, and evaluated under the guidance of the Graduate Seminar in Analysis instructor.



- MU298B Graduate Final Recital (1)** Students give a public recital planned, presented, and evaluated under the guidance of the individual instruction teacher.
- MU298C Graduate Final Project (1)** Students work on a pedagogy project planned, presented, and evaluated under the guidance of the pedagogy instructor.
- MU299 Independent Study in Music (1-3)** Individual study or research under the direction of an instructor is available.
- MU504 Form & Analysis (3) Spring** Cross-listed with MU104. See Music (undergraduate) listings, page 106, for course description.
- MU506 Composing & Improvising (1-3) Spring** Cross-listed with MU006/106. See Music (undergraduate), page 106, listings for course description.
- MU511 Conducting (3) Spring** Cross-listed with MU111. See Music (undergraduate) listings, page 106, for course description.
- MU513A/B Lyric Diction (2-2) Fall, Spring** Cross-listed with MU113A/B. See Music (undergraduate) listings, page 106, for course description.
- MU514P Piano Performance & Repertoire (1) Fall, Spring, Summer** Cross-listed with MU014P/114P. See Music (undergraduate) listings, page 106, for course description.
- MU514V Vocal & Instrumental Performance & Repertoire (1) Fall, Spring, Summer** Cross-listed with MU014V/114V. See Music (undergraduate) listings, page 106, for course description.
- MU518 Campus-Community Chorus (0.5) Fall, Spring** Cross-listed with MU018/118. See Music (undergraduate) listings, page 106, for course description.
- MU520A Survey of Music in Western Civilization (3) Spring** Cross-listed with MU120A. See Music (undergraduate), page 106, listings for course description.
- MU520B/C/D Survey of Music in Western Civilization (3/3/3)**
- B** Survey of Music to 1650 (3) Fall
  - C** Survey of Music from 1650 to 1850 (3) Spring
  - D** Survey of Music from 1850 (3) Fall Cross-listed with MU120B/C/D. See Music (undergraduate) listings, page 106, for course description.
- MU521 Chamber Singers (0.5) Fall, Spring** Cross-listed with MU021/121. See Music (undergraduate) listings, page 106, for course description.
- MU522 Opera Workshop (1) Spring** Cross-listed with MU022/122. See Music (undergraduate) listings, page 106, for course description.
- MU523A/B History & Literature of Piano Music (1-1) Fall** Cross-listed with MU123A/B. See Music (undergraduate) listings, page 106, for course description.
- MU524 Choral Conducting (1) Fall, Spring** Cross-listed with MU024/124. See Music (undergraduate) listings, page 106, for course description.

**MU526 History & Literature of Vocal Music (2) Spring** Cross-listed with MU126. See Music (undergraduate) listings, page 106, for course description.

**MU527A/B Vocal Pedagogy (1-3) Fall, Spring** Graduate students in the M.M. in Pedagogy program will have a concentration in voice pedagogy. Cross-listed with MU027A/B and MU127A/B.

**MU541 Orchestra (0.5) Fall, Spring** Cross-listed with MU041/141. See Music (undergraduate) listings, page 106, for course description.

**MU549T Teaching Assistant (1-3)** Cross-listed with MU149T. See Music (undergraduate) listings, page 106, for course description.

**MU575 Ensemble (.5) Fall, Spring** Cross-listed with MU075/175. See Music (undergraduate) listings, page 106, for course description.

**MU580 Music Management (3) Spring** Cross-listed with MU080/180. See Music (undergraduate) listings, page 106, for course description.

**MU585 Music Management Internship (1-3) Fall** Cross-listed with MU085/185. See Music (undergraduate) listings, page 106 for course description.

**MU592A/B Piano Pedagogy (1-3) Fall, Spring** Cross-listed with MU192A/B. See Music (undergraduate) listings, page 106, for course description.

**MU593 Computer Applications in Music (1-3) Fall** Cross-listed with MU093/193. See Music (undergraduate) listings, page 106, for course description.

**MU Final Comprehensive Examination (0)** Students take a written comprehensive examination before the final semester of residency. The examination consists of two areas: a) general analysis questions derived from printed scores of works representative of various musical styles, and b) essay questions in the student's area of specialization.

**PY556 Interpersonal/Intercultural Communication** See Psychology listings, page 264, for course description.

Music courses with 500-numbers are described under the equivalent 100-numbers (see detailed explanation of the course numbering system, page 9).

*NOTE: A candidate must participate in an ensemble each Fall and Spring semester of residency. In fulfilling this requirement, a candidate may register in an ensemble for a maximum of one half a unit per semester, or may participate in an ensemble for no credit. However, a candidate must earn a minimum of one unit of ensemble credit to graduate.*

## **ADMISSION REQUIREMENTS**

- A bachelor's degree in music as recommended by the National Association of Schools of Music
- A cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- A solo performance audition including works from three of the following style periods: Baroque, Classic, Romantic, Impressionistic, and Twentieth Century
- A proficiency test of basic musicianship skills in the areas of ear training, vocal sight reading, keyboard skills, and conducting
- General admission requirements for graduate students, as specified in the Notre Dame de Namur University Catalog

For further information call the Music Department at (650) 508-3597.

# School of Business & Management

*Thomas A. Hannen, Ph.D., Dean*

The School of Business & Management (SBM) at Notre Dame de Namur University is distinguished as the regional center for:

- Developing organizational collaboration and engagement;
- Studying the relationship among human capital, financial capital, and the evolution of social capital;
- Exploring “next generation” learning approaches.

The School has a strong commitment to the whole person, the collaborative community, and the just society.

SBM is forming strategic alliances with local organizations and major corporations. It has students from government agencies, entrepreneurial companies, and from such corporate giants as Oracle, Applied Materials, and Sun Microsystems.

SBM encompasses three undergraduate and four graduate-level programs. It emphasizes networking and the creation of common values and trust while focusing on the specific skillsets required for success in today’s workplace. The School enrolls over 500 students.

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## Programs

### Undergraduate Majors

Business Administration – Day  
 Business Administration – Intensive Evening  
 Communication

### Graduate Certificates

Business Skills  
 Electronic Business Management  
 Electronic Business & Implementation  
 Electronic Business Operations & Principles  
 Finance

### Master’s Degrees

Business Administration  
 eBusiness Management  
 Management  
 Public Administration

Marketing  
 Project & Program Management  
 Project Management Models & Metrics  
 Team Management & Leadership

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## Program Contacts

### **Business Administration**

#### **Day**

(650) 508-3601

George Klemic, Director

### **Business Administration**

#### **Intensive Evening**

(650) 508-3684

Giselle Parry, Director

### **Career Development**

(650) 508-3717

Robert Moon, Director

### **Communication**

(650) 508-3734

Miriam Zimmerman, Director

### **Master of Business Administration**

(650) 508-3782

James Kelley, Director

### **Master of Public Administration**

(650) 508-3782

James Kelley, Director

### **Master of Science in eBusiness Management**

(650) 508-3724

Sylvia Shafto, Director

### **Master of Science in Management**

(650) 508-3724

Sylvia Shafto, Director

## Business Administration – Day

The Business Administration Program offers a Bachelor of Science in Business Administration to traditional day students. The prerequisite and major requirements establish a foundation for additional study which can be focused in one of six areas of concentration: Accounting, Economics/Finance, International Business, Management, Marketing, or Sports & Leisure Management. Students who do not wish to concentrate their electives may select courses from a combination of areas.

The Business Administration major provides students with a comprehensive knowledge of the business environment as well as the opportunity to explore their particular interests. A range of skills and competencies is developed to equip students to enter business professions or to pursue advanced studies in the field. Students entering the program will be exposed to various computer applications as they relate to all fields of business.

Interdisciplinary majors in Marketing Communication and in Software Engineering and Management are also available. Marketing Communication combines courses from Communication and Business; Software Engineering & Management combines Computer Science and Business courses. See the Program Director or the Office of Admission for details on these majors. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 28.

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### Bachelor of Science: Business Administration

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>45</b>
<b>Prerequisites</b>	
AC003	Financial Accounting
	3
AC004	Managerial Accounting
	3
EC001A	Macroeconomics
	3
EC001B	Microeconomics
	3
EC102/MA102	Statistics
	3
GB001	American Business: Foundations & Practice
	3
GB008/CS008	Introduction to Computers
	3
MA014	College Algebra*
	3
<i>*This prerequisite may be satisfied by achieving Math Placement Level 3.</i>	
<b>Major Requirements</b>	
FN131	Corporate Financial Management
	3
GB183	Legal Environment of Business
	3
GB192	Business Policies & Strategy
	3
MG196	Management Principles & Organizational Behavior
	3
MK160	Marketing Principles
	3

	<b>Units</b>
Upper-division elective courses in the major or in an area of concentration	12
Career Development Requirement	3
General Electives	25
<b>Total University Requirement</b>	<b>124</b>

### **Areas of Concentration**

Students electing a concentration must complete four upper-division courses in any one of the following areas:

- Accounting\*
- Economics/Finance
- International Business
- Management
- Marketing
- Sports & Leisure Management

Prerequisite courses and the core course which is the foundation course for the concentration must be completed before taking concentration electives.

*\* To qualify to take the C.P.A. exam, additional accounting courses will be needed, as will courses beyond the 124 units needed for the B.S. degree. The State Board of Accountancy standards are subject to change and students are advised to confirm the requirements each semester. All upper-division accounting courses meet in the evening to accommodate both day and evening populations and some may be taken as Independent Study courses. It is strongly recommended that students take a course in calculus in addition to College Algebra, since calculus is a prerequisite for many M.B.A. programs.*

### **Minor Requirements: Business Administration**

AC003	Financial Accounting	3
EC001A	Macroeconomics	
or		
EC001B	Microeconomics	3
GB001	American Business: Foundations & Practices	3

*Plus two courses chosen from the following:* 6

GB183	Legal Environment of Business
MG196	Management Principles & Organizational Behavior
MK160	Marketing Principles

### **BUSINESS ADMINISTRATION - DAY COURSES**

#### **Accounting**

**AC002 Accounting Procedures (3) Fall Prerequisite:** *GB008 recommended.* Gives an introduction to accounting, including the recording, classification, and reporting of business transactions in proper format according to Generally Accepted Accounting Principles. Emphasizes preparation and understanding of the income statement, balance sheet, statement of changes in stockholders' equity, and statement of cash flows to meet the information needs of lenders, stockholders, and other business decision-makers.

**AC003 Financial Accounting (3) Fall, Spring** *Prerequisite: AC002 or equivalent background.* Extends the study of accounting purposes and procedures begun in AC002. Emphasizes internal control as well as recording, reporting, and analysis of specific transactions for short-term and long-term assets and liabilities, and stockholders' equity. Some consideration is given to accounting for proprietorships and partnerships. Particular attention is paid to the statement of cash flows.

**AC004 Managerial Accounting (3) Fall, Spring** *Prerequisite: AC003 or equivalent background; (for Day Students, MA014 or the equivalent).* Extends the study of accounting to the preparation, analysis, and evaluation of information for internal managers to plan, budget, and control business operations.

**AC101 Intermediate Accounting I (3) Fall (alternate years)** *Prerequisites: AC003, AC004.* Focuses on accounting theory, practice, and problems. Cross-listed with BA213.

**AC102 Intermediate Accounting II (3) Spring (alternate years)** *Prerequisite: AC101.* Continues study of accounting theory, practice, and problems. Cross-listed with BA214.

**AC120 Cost Accounting (3) Spring (alternate years)** Focuses on accounting theory and problems: records, financial statements, elements of cost, process, job order, and standard cost. Cross-listed with BA218.

**AC121 Individual Income Tax (3) Fall (alternate years)** Studies fundamentals of taxation and its effects on the plans and transactions of individuals.

**AC122 Tax Accounting (3) Fall (alternate years)** Studies fundamentals of taxation and its effects on the transactions of individuals, partnerships, and corporations. Cross-listed with BA222.

**AC124 Auditing (3) Spring (alternate years)** *Prerequisite: AC101/102.* Focuses on principles, techniques, and procedures in auditing. Cross-listed with BA226.

**AC126 Advanced Financial Accounting (3) Spring (alternate years)** *Prerequisite: AC101/102.* Provides an in-depth exploration of issues and problems inherent in the complex transactions of large corporations.

**AC199 Independent Study (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

### **Economics & Finance**

**EC001A Macroeconomics (3) Fall, Spring** Gives an overview of the national economic structure and the relationships among the major aggregates. Includes national income accounting, monetary vs. fiscal policy, the banking system, and approaches to economic analysis.

**EC001B Microeconomics (3) Fall, Spring** Gives a detailed examination of a specific component of the national economic system (industry, firm, household) as each impacts the aggregate. Includes implications of the pricing process and contemporary issues.



**EC102 Statistics (3) Fall, Spring, Summer** *Prerequisite: Math Placement Level 2.* Cross-listed with MA102. See Mathematics listings, page 253, for course description.

**EC149T Teaching Assistant (1-3) Fall, Spring** An opportunity for advanced Business students to earn credit for assisting instructors.

**EC182 Comparative Economic Systems (3) Fall** *Prerequisite: EC001A.* Gives an overview of the development, major theorists, and principles underlying the various economic systems. Includes capitalism, mercantilism, socialism, and communism. Cross-listed with IB182.

**EC183 Economic Development of Less Developed Countries [CDiv] (3) Spring** *Prerequisite: EC001A.* Introduces the concept and measurement of development, and some theories devised to explain it. Examines the culture and institutions of various less developed countries, their policies, strategies, and values. Cross-listed with IB183.

**EC199 Independent Study (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

**FN131 Corporate Financial Management (3) Fall, Spring** *Prerequisites: AC003/AC004 (EC001A, EC001B for Day Students, MA014, or Math Placement Level 3).* Introduces the field of finance, including principles, techniques, and uses of finance as a business function. Studies financial analysis, planning and decision-making. Focuses on firm's balance of financial risk and return for the benefit of corporate stockholders.

**FN135 Personal Financial Planning (3) Spring (alternating years)** *Prerequisites: AC003, FN131; AC122 recommended.* Gives an overview of the fundamental concepts and practices of financial management and planning for the individual. Specific topics include: budgeting, goal setting with controls, asset management, tax planning, and portfolios.

**FN137 Money, Markets, & Financial Institutions (3) Spring** *Prerequisite: FN131.* Gives an introduction to the principles of money, banking, and financial markets. The course considers the processes and instruments by which transaction costs are minimized as financial institutions and markets create value by transferring funds from savers to users.

**FN141 Intermediate Finance (3) Spring** *Prerequisite: FN131.* Provides an in-depth analysis of specific problems that face the financial manager, including the agency problem, the risk/reward relationship, capital structure decisions, and capital budgeting under uncertainty.

**FN149T Teaching Assistant (1-3) Fall, Spring** An opportunity for advanced Business students to earn credit for assisting instructors.

**FN180 International Finance (3) Fall** *Prerequisite: FN131.* Examines international financial issues and operations, including balance of payments analysis, impact of tax policies, theories of trade, tariffs, quotas, bills of exchange, and short and long term international financing. Cross-listed with IB180.

**FN199 Independent Study (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

### General Business

**GB001 American Business: Foundations & Practices (3) Fall, Spring** Gives an overview of the development of American business, its history, traditions, and major functional areas. Class activities examine current practice and develop group decision-making, analysis, and presentation skills.

**GB008 Introduction to Computers (3) Spring** Cross-listed with CS008. See Computer Science listings, page 246, for course description.

**GB126 Business Ethics (3) Spring** Cross-listed with PL126. See Philosophy listings, page 115, for course description.

**GB140E Business French [CL] (3) Fall, Spring** Cross-listed with CL140C/E, FR140E, and IB140E. See French Studies listings, page 97, for course description.

**GB149T Teaching Assistant (1-3) Fall, Spring** An opportunity for advanced Business students to earn credit for assisting instructors.

**GB183 Legal Environment of Business (3) Fall, Spring** Explores how the law is used to resolve potential and actual conflicts of interest in society, including those between and among business, government, individuals, and private institutions. Evaluates the effectiveness of specific laws, including securities, consumer, employment, and environmental.

**GB192 Business Policies & Strategy (3) Fall, Spring** *Prerequisites: Completion of all core requirements and senior class standing.* This capstone course integrates skills and knowledge attained through previous business courses in a case-method seminar that requires students to evaluate a firm's condition, formulate policy, and determine strategy to be pursued.

### International Business

**IB116 Comparative International Management [CDiv] [IC] (3) Fall** Cross-listed with MG116. See Management listings, page 146, for course description.

**IB140E Business French [CL] (3) Fall, Spring** Cross-listed with CL140C/E, FR140E, and GB140E. See French Studies listings, page 97, for course description.

**IB165 International Marketing (3) Spring** Cross-listed with MK165. See Marketing listings, page 147, for course description.

**IB180 International Finance (3) Fall** Cross-listed with FN180. See Economics & Finance listings, page 143, for course description.

**IB182 Comparative Economic Systems (3) Fall** Cross-listed with EC182. See Economics & Finance listings, page 143, for course description.

**IB183 Economic Development: Less Developed Countries [CDiv] (3) Spring** Cross-listed with EC183. See Economics & Finance listings, page 143, for course description.

**IB199 Independent Study (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

### **Management**

**MG100 Sports Leadership (3) Fall (alternating years)** Cross-listed with SL100. See Sports & Leisure Management listings, page 148, for course description.

**MG101 Sports Marketing Management (3) Spring** Cross-listed with CM101 and SL101. See Sports & Leisure Management listings, page 148, for course description.

**MG110 Principles of Recreation Management (3) Fall** Cross-listed with SL110. See Sports & Leisure Management listings, page 148, for course description.

**MG111 Recreational Organizations, Public & Private (3) Spring** Cross-listed with SL111. See Sports & Leisure Management listings, page 148, for course description.

**MG115 Conflict Management: Theory & Practice (3) Fall** *Prerequisite: MG196.* Surveys the major theories, research, and resources on the origins, significance, and methods of managing and resolving conflict in the organization. Provides a framework to analyze and understand interpersonal and intergroup disputes and develop skills in mediation, negotiation, and conciliation.

**MG116 Comparative International Management [CDiv] [IC] (3) Fall** *Prerequisite: MG196.* Studies the impact of cultural influences on management in multinational organizations. Examines factors which influence perceptions, communication, behavior, and decision-making in various geographical spheres of international business. Cross-listed with IB116.

**MG117 Entrepreneurial Management & Marketing (3) Spring (alternating years)** *Prerequisite: MG196.* Focuses on policy formulation and implementation in smaller firms. Covers theories of entrepreneurship, startup and acquisition analysis, financial, personnel, and marketing issues relevant to effective small business management.

**MG120 Corporate Communication (3) Spring** Cross-listed with CM120. See Communication listings, page 160, for course description.

**MG149T Teaching Assistant (1-3) Fall, Spring** An opportunity for advanced Business students to earn credit for assisting instructors.

**MG151 Human Resources Management (3) Spring** *Prerequisite: MG196; Corequisite: CD190.* Focuses on staffing functions of job analysis, recruitment, selection, compensation, performance appraisal, training and development, bargaining, negotiation, and equity issues relevant to effective human resource planning.

**MG157 Women in Management [CDiv] (3) Spring** *Prerequisite: MG196.* Studies contemporary issues and problems facing women in roles as organizational leaders and managers. Uses recent research and cases to explore personal and organizational barriers and success factors. Appropriate for both women and men.

**MG161 Persuasion & Presentation (3) Spring** Cross-listed with CM161. See Communication listings, page 160, for course description.

**MG180 Introduction to Arts Management (3) Fall** Cross-listed with SL180 and TA080/180. See Theatre Arts listings, page 126, for course description.

**MG181 Organizational Psychology (3) Fall (alternating years)** Cross-listed with PY181. See Psychology listings, page 264, for course description.

**MG186 Service Learning Internship (3) Fall, Spring** By permission of Instructor. Students apply business learning in the community through internships. Cross-listed with CD186.

**MG195 Special Topics (1-3)** Short seminars/workshops of timely interest to managers.

**MG196 Management Principles & Organizational Behavior (3) Fall, Spring** Studies contemporary organizations and management principles and practices and the application of behavioral and social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design, and management functions.

**MG197 Management Planning & Decision-Making (3) Spring** *Prerequisite: MG196; Corequisite: CD190.* Studies planning and decision-making as rational processes. Examines the nature and kinds of organizational decisions, behavioral and organizational barriers to effective decisions, and models, tools, and techniques to improve decision-making performance.

**MG199 Independent Study (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

### Marketing

**MK122 Art in Business & Industry (3) Fall** Cross-listed with AR122. See Art listings, page 78, for course description.

**MK128 Media & Sports (3) Spring** Cross-listed with CM128 and SL128. See Communication listings, page 160, for course description.

**MK149T Teaching Assistant (1-3) Fall, Spring** An opportunity for advanced Business students to earn credit for assisting instructors.

**MK160 Marketing Principles (3) Fall, Spring** Surveys the activities involved in transferring goods and services from producers to consumers. Strategic decisions concerning product, pricing policies, promotion, and channels of distribution are studied.

**MK161 Sales & Sales Management (3) Fall** *Prerequisite: MK160.* Addresses selling as a basic human behavior and studies techniques and methodologies to support this concept. Analyzes selling and customer buying cycles, relevant motivational factors, and management of the sales force.

**MK164 Advertising (3) Fall, Spring** *Prerequisite: MK160.* Examines the role of advertising in strategic promotional mix. Includes consumer, business-to-business, not-for-profit, and global advertising issues.

**MK165 International Marketing (3) Spring** *Prerequisite: MK160.* Studies strategic issues in marketing products and services across national borders. Examines cultural, legal, ethical, and economic constraints. Cross-listed with IB165.

**MK167 Consumer Behavior (3) Fall** *Prerequisite: MK160.* Covers in depth the culture, psychology, motivation, and decision process of the consumer.

**MK169 Channel Marketing (3) Fall, Spring** *Prerequisite: MK160.* Addresses issues in designing and managing marketing channels, including direct marketing. Explores channel conflict, slotting allowances, privacy of personal data, and new developments in retailing.

**MK172 Public Relations (3) Spring** Addresses aspects of promotion related to public relations, publicity, and non-advertising sponsorship for promotional purposes. Cross-listed with CM172.

**MK185 Cooperative Education Internship (3) Spring** Cross-listed with CD198. See Career Development listings, page 156, for course description.

**MK186 Service Learning Internship (3) Fall, Spring** *Prerequisite: Permission of Instructor.* Students apply business learning in the community through internships. Cross-listed with CD186.

**MK195 Special Topics in Marketing (3) Fall, Spring** *Prerequisite: MK160.* Selected timely issues in the forefront of marketing theory and practice are analyzed and discussed. Topics will be announced in each semester's schedule.

**MK199 Independent Study (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

### **Sports & Leisure Management**

**SL100 Sports Leadership (3) Fall** Examines effective leadership practices. Engages coaches, athletic directors, and other sports personnel. Topics include motivation, organization skills, and team management. Cross-listed with MG100.

**SL101 Sports Marketing & Management (3) Spring** Examines marketing techniques and vehicles used in promoting sports participation and sporting events and the management of marketing. Cross-listed with MG101.

**SL110 Principles of Recreation Management (3) Fall** Studies the effective organization of recreation systems. Topic include: dealing with human resources, community interest groups, and management processes. Cross-listed with MG110.

**SL111 Recreation Organizations: Public & Private (3) Spring** Examines differences in operating systems between public and private recreation institutions. Topics include: Accounting issues, personnel, and consumer orientation. Cross-listed with MG111.

**SL128 Media & Sports (3) Spring** Cross-listed with CM128 and MK128. See Communication listings, page 160, for course description.

**SL180 Introduction to Arts Management (3) Fall** Cross-listed with MG180 and TA080/180. See Theatre Arts listings, page 126, for course description.

# **Business Administration**

## **Intensive Evening Degree Program**

The Business Administration major is offered in the evening as an Intensive Evening Degree Program. This upper-division program enables motivated working adults to complete their degrees in an abbreviated format without compromising academic quality. The seven-week intensive classes draw upon student experience and faculty expertise to foster collaborative learning in a challenging environment which supports a high standard of student achievement. Course content presumes familiarity with organizational life, recognizing students' maturity and their ability to manage effectively the learning process.

Students take a broad core curriculum in diverse business functions applicable to all organizational settings. Additional electives allow students to explore new areas or concentrate in a particular field: Accounting/Finance, Business Communications, International Business, Management, Marketing, or Technology Management.

All upper-division major requirements, with the exception of Accounting, can be met in the seven-week intensive format. A selection of upper-division general education courses are also offered in the intensive format. Accounting concentration courses are offered in the 15-week format to accommodate both day and evening students. Only students admitted to the Intensive Program may enroll in seven-week intensive classes.

Interdisciplinary majors in Marketing Communication and in Software Engineering and Management are also available. Marketing Communication combines courses from Communication and Business; Software Engineering and Management combines Computer Science and Business courses. See the Program Director or the Office of Admission for details on these majors. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 28.

## Bachelor of Science: Business Administration

In addition to major requirements, students must meet General Degree requirements.

		Units
<b>General Education Requirements</b>		<b>45</b>
<b>Prerequisites</b>		
AC003	Financial Accounting	3
EC001A	Macroeconomics	3
EC001B	Microeconomics	3
EC102/MA102	Statistics	3
<b>Major Requirements</b>		
EN136	Professional Writing	3
FN131	Corporate Financial Management	3
GB183	Legal Environment of Business	3
GB192	Business Policies & Strategy	3
IB110	International Business	3
MG196	Management Principles & Organizational Behavior	3
MK160	Marketing Principles	3
PL128	Ethics & Professional Responsibility	3
Upper-division elective courses in the major or in an area of concentration		9
General Electives		34
<b>Total University Requirement</b>		<b>124</b>

Intensive Business Administration students may use MA102 (cross-listed with the 15-week version of EC102) to satisfy the General Education requirement in Math.

Intensive students may use PL128 to satisfy the Philosophy requirement in General Education. See Philosophy listings, page 115, for course descriptions. Intensive students may use EN106 Advanced Writing or EN107 Technical Writing to satisfy their upper-division writing requirement.

The Business Communications concentration consists of CM107 (Technical Writing), CM161 (Persuasion & Presentation), and either MG115 (Conflict Management) or MK171 (Public Relations & Marketing Communications).

### INTENSIVE EVENING BUSINESS ADMINISTRATION COURSES

**AC003 Financial Accounting (3) Spring** Cross-listed with BA201A. See Graduate M.B.A. listings, page 167, for course description.

**AC129 Accounting Analysis for Managers (3) Summer** Reviews principal procedures and concepts utilized in contemporary financial accounting and reporting from a non-financial manager's perspective. Emphasizes use and interpretation of financial statement/reports.

**CM107 Technical Writing (3) Spring (Evening)** See Communication listings, page 160, for course description.



**EC001A Macroeconomics (3) Fall** Cross-listed with BA202A. See Graduate M.B.A. listings, page 167, for course description.

**EC001B Microeconomics (3) Fall** Cross-listed with BA202B. See Graduate M.B.A. listings, page 167, for course description.

**EC102 Statistics (3) Fall, Spring, Summer** *Prerequisite: Math Placement Level 2.* Cross-listed with the 15-week version of MA102 in Fall, Spring, and Summer. See Mathematics & Statistics listings, page 253, for course description. Cross-listed with BA201B in Spring. See Graduate M.B.A. listings, page 167, for course description.

**EC/IB182 Comparative Economic Systems (3) Spring (alternating years)** Gives an overview of the development, major theorists, and principles underlying various economic systems: capitalism, communism, and socialism. Incorporates considerations, analysis, and comparisons of economics efficiency, growth, and social welfare and implications for global business operations.

**EC/IB183 Economic Development of Less Developed Countries [CDiv] (3) Spring (alternating years)** *Prerequisite: EC001A.* Introduces the concept and measurement of development, and some theories devised to explain it. Examines the culture and institutions of various less developed countries, their policies, strategies, and values.

**EN136 Professional Writing (3) Fall, Spring, Summer** See English listings, page 86, for course description.

**FN131 Corporate Financial Management (3) Fall, Spring, Summer** *Prerequisites: AC003, EC102.* Introduces the field of finance, including principles, techniques, and uses of finance as a business function. Studies financial analysis, planning, and decision-making. Focuses on the firm's balance of financial risk and return.

**FN135 Personal Financial Planning (3) Summer** Gives an overview of the fundamental concepts and practices of financial management and planning for the individual. Specific topics include: budgeting, goal setting with controls, asset management, tax planning, and portfolios.

**FN136 Corporate Financial Analysis (3) Spring (alternating years)** *Prerequisite: FN131.* In this course, the financial principles learned in FN131 are applied to the analysis of cases. Additional topics in short-term finance will also be considered.

**FN137 Money, Markets, & Financial Institutions (3) Fall** *Prerequisites: EC001A, FN131.* Gives an introduction to the principles of money, banking, and financial markets. The course considers the processes and instruments by which transaction costs are minimized as financial institutions and markets create value by transferring funds from savers to users.

**FN/MK138 Finance & Marketing for a Developmental Stage Venture (3) Fall** *Prerequisite: FN131.* Utilizes a business plan perspective to understand how to analyze the profit potential, to identify sources of capital and to determine the sales, marketing,

and distribution channels needed for success. Applies to a variety of development stage enterprises including startups, expansion or change in product, and transition for sales or public offering.

**FN141 Intermediate Finance (3) Spring** *Prerequisite: FN131.* Provides an in-depth analysis of specific problems that face the financial manager, including the agency problem, the risk/reward relationship, capital structure decisions, and capital budgeting under uncertainty.

**FN180 International Finance (3) Fall** *Prerequisite: FN131.* Examines international financial issues and operations, including balance of payments analysis, impact of tax policies, theories of trade, tariffs, quotas, bills of exchange, and short and long term international financing. Cross-listed with IB180.

**GB183 Legal Environment of Business (3) Fall, Spring, Summer** Explores how the law is used to resolve potential and actual conflicts of interest in society, including those between and among business, government, individuals, and private institutions. Evaluates the effectiveness of specific laws, including securities, consumer, employment, and environmental.

**GB192 Business Policies & Strategy (3) Fall, Spring** *Prerequisites: Completion of all core requirements and senior class standing.* This capstone course integrates skills and knowledge attained through previous business courses in a case-method seminar that requires students to evaluate a firm's condition, formulate policy, and determine strategy to be pursued.

**GB194 Senior Business Project (3) (by arrangement)** *Prerequisites: Completion of all core requirements and senior class standing.* Students research, develop, and implement a business related project. See department publication for specific GPA and other requirements. (Undergraduate Business Director's permission only.)

**GB195 Special Topics in Business (.5)** Offers short seminars/workshops of timely interest to Business students. (May also be offered as a one-time special interest course for up to three units).

**GB196 Preparation for Finance (.5) Fall, Spring, Summer** *Prerequisite: EC102.* Gives an introduction to the use of a financial calculator and a review of the essentials of algebra, statistics, and accounting that are particularly relevant to success in FN131 Corporate Financial Management.

**IB110 International Business [CDiv] (3) Fall, Spring, Summer** Offers an overview of International Business. In this course, international finance and management, international trade, and international investments are considered within the framework of international economics and institutions.

**IB/MG116 Comparative International Management [CDiv] (3) Fall** Focuses on impact of cultural influences on management in multinational organizations. Examines factors which influence perceptions, communication, behavior, and decision-making in various geographical spheres of international business.

**IB/MK165 International Marketing (3) Summer** Studies strategic issues in marketing products and services across national borders. Examines cultural, legal, ethical, and economic constraints.

**MG/CM115 Conflict Management: Theory & Practice (3) Spring** Surveys the major theories, research, and resources on the origins, significance, and methods of managing and resolving conflict in the organization. Provides a framework to analyze and understand interpersonal and intergroup disputes and develop skills in mediation, negotiation, and conciliation. Cross-listed with HS115.

**MG/MK117 Entrepreneurial Management & Marketing (3) Spring** Focuses on policy formulation and implementation in smaller firms. Covers theories of entrepreneurship, startup and acquisition analysis, financial, personnel, and marketing issues relevant to effective small business management.

**MG151 Human Resource Management (3) Summer** Focuses on staffing functions of job analysis, recruitment, selection, compensation, performance appraisal, training and development, bargaining, negotiation, and equity issues relevant to effective human resource planning.

**MG157 Women in Management [CDiv] (3) Fall** Studies contemporary issues and problems facing women in roles as organizational leaders and managers. Uses recent research and cases to explore personal and organizational barriers and success factors. Appropriate for both women and men.

**MG161 Persuasion & Presentation (3) Spring** Cross-listed with CM161. See Communication listings, page 160, for course description.

**MG162 Managing Cultural Diversity [CDiv] (3) Spring** Cross-listed with HS162. See Intensive Human Services listings, page 195, for course description.

**MG/TM176 Introduction to Information Technology Management (3) Summer** Gives an overview of business information systems and technology from the perspective of the manager needing to work in this dynamic environment, providing a survey not only of the technical components of systems but their implications for business professionals.

**MG/TM177 Telecommunications Management (3) Fall** Surveys contemporary communications technology and the impact on the organization, including advances in integrated systems, regulatory challenges, networks, and the role of the manager in a telecommunications environment.

**MG/TM178 Project Management (3) Spring '03, '04** Focuses on planning, organizing, and implementing complex projects: project initiation, planning, organizing, staffing, scheduling, monitoring and control, conflict management, cost effectiveness, quality, software tools for project management, team processes, and leadership styles. Students implement a team project.

**MG190A Educational Management & Assessment (.5)** Provides entering adult students with information and skills to manage more effectively their educational process. Covers adult learning theory, organizing learning activities, study habits and resources, dealing with numbers and math anxiety, developing support networks, and applying self-assessment skills.

**MG190B Managing Group Processes & Project Development (.5)** Assists adult students in developing skills and resources in project planning, research, management, and presentation. Includes techniques of group facilitation and guided discussions, negotiation of group responsibilities, and resources for presentation design.

**MG195 Special Topics (.5) Fall, Spring, Summer** Short seminars/workshops of timely interest to managers. (May also be offered as a one-time special interest course for up to three units.)

**MG196 Management Principles & Organizational Behavior (3) Fall, Spring, Summer** Studies contemporary organizations and the evolution of management principles and practices. Applies behavioral and social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design, and management functions.

**MK160 Marketing Principles (3) Fall, Spring, Summer** Surveys the activities involved in transferring goods and services from producers to consumers. Strategic decisions concerning product, pricing policies, promotion, and channels of distribution are studied.

**MK168 Marketing for Non-profit Organizations (3) Spring** Cross-listed with HS160. See Human Services listings, page 195, for course description.

**MK171 Public Relations & Marketing Communication (3) Spring** Integrates marketing communication theory, concepts, and research and applies the elements of promotion: public relations, publicity, advertising, sales promotions, point of purchase communications, and sponsorship/event marketing to both non-profit and for-profit organizations.

**MK/TM175 Business to Business Advertising in a Technology Environment (3) Summer** Examines the role of the advertising of goods and services, to business and institutions, using electronic tools to conduct research, identify objectives, and design strategy with a focus on the high technology environment in our community.

# Career Development

The Career Development Requirement assists students in transitioning from college into successful and satisfying work. Three units of coursework in Career Development are required for all undergraduates. One unit of credit is given for The Human Experience (ID001A/B). If a student has three or more years of full-time work experience, has a current resume, and can demonstrate knowledge in managing a career throughout one's life, the requirement may be waived by the Director of the Career Center. Please note that waiving the career requirement does not grant units of credit. See your academic advisor no later than the start of the junior year to ascertain the number of units needed to satisfy the career requirement. (*Note: The Career Development Requirement does not apply to Intensive Students.*)

Options for meeting the requirement include:

1. Taking Career Development courses at NDNU (courses with CD prefix, e.g. CD182, CD198).
2. Doing an internship for credit at NDNU; the following courses count toward the Career Development Requirement: AR108D (2), AR151 (2), CD198 (1-3), CM160 (3), ED136 (3), MG186 (3), PL149T (1), RS149T (1), SO190A (1), SO190B (2), and TA198 (2).
3. Pursuing relevant career development experiences designed in collaboration with a Department Chair/Program Director and the Director of Career Development.

## CAREER DEVELOPMENT COURSES

**CD111 Careers in Sociology & Social Work (0.5) Fall** Cross-listed with SO111. See Sociology listings, page 273, for course description.

**CD166 Careers in Community & Criminal Justice (0.5) Fall** Cross-listed with PY166 and SO166. See Sociology listings, page 273, for course description.

**CD177 Time Management (0.5-1) Fall** Cross-listed with PY177 and SO177. See Sociology listings, page 273, for course description.

**CD182 Successful Job Search Strategies (3) Fall, Spring** Students learn to articulate their strengths through a variety of assessment instruments. Students also learn the basics necessary to find jobs that utilize their college education with an emphasis on resume writing and job interviewing. Students learn to research and explore options to prepare them to find jobs and change careers throughout their work life.

**CD186 Service Learning Internship (3) Spring** Cross-listed with MG/MK186. See Business Administration listings, page 142, for course description.

**CD190 Career Process & Decision-Making (1) Spring** Students explore the Career Decision Process & Decision-Making Model. This includes Self Assessment in which students examine their values, skills, interests, and personality characteristics. Emphasis is on career decision-making utilizing what students have learned about themselves.

**CD195 Special Topics in Career Development (1-5) Fall, Spring, Summer** Students explore current issues in the workplace and/or continued professional development. May be repeated for credit. Grading is Pass/Not Pass.

**CD196 Career Portfolio Development (2) Fall** Through the portfolio process, students develop self-awareness and assess accumulated learning from their academic courses, work experience, and extracurricular and athletic activities. This process and the resulting portfolio help students to identify and obtain satisfying work and careers.

**CD197 Etiquette for the College Graduate (0.5) Spring** Students learn the key elements of basic professional etiquette and gain the knowledge to apply basic professional skills for the transition to the world of work. Included in this course is an invitation to a formal luncheon (Lunch with a CEO) hosted by Enterprise Rent-a-Car.

**CD098/198 Cooperative Education Internship (1-3) Fall, Spring** *Prerequisite: 2.5 overall GPA.* This course provides students with the opportunity to gain career-related work experience. Internships are available in a variety of career areas including business, industry, community service, government, and the arts. Students work 50 hours per semester for each unit.

**CD199 Independent Study in Career Development (1-3)** Provides an opportunity for independent study under the direction of an instructor. See Undergraduate Policies & Procedures on Independent Study, page 33.

# Communication

The Communication major at Notre Dame de Namur University is interdisciplinary and grounded in the liberal arts. Students learn to speak, think, and write clearly and concisely, and to express themselves critically and creatively. In today's wired society, communication goes beyond thinking well and speaking well to include information management. Graduates of the Communication Program are prepared to manage the interface between information and people.

The Internship Program provides supervised instruction in the specific career field of the student's choice, such as corporate communication, marketing, media (including online media), public relations, and promotional or technical writing. The Advisory Board, composed of dynamic professionals in various fields of communication, offers support and mentoring of students.

The Department of Communication faculty provides close interaction with students and supports their individual needs and goals. The faculty encourages the freedom of inquiry and expression of all students and helps them develop their full potential.

An interdisciplinary major in Marketing Communication is also available, combining courses from Communication and Business appropriate to entry-level public-relations management. See the Program Director or the Office of Admission for details on this major. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 28.

An interdisciplinary minor in Web Design is also available, combining courses from Art, Communication, and Computer Science. See page 159 for details on this minor. For general information on Interdisciplinary Minors, see Undergraduate Academic Information, page 28.

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## Bachelor of Arts: Communication

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>47</b>
<b>Prerequisites</b>	
CM010 Introduction to Communication	3
CM011/111 Oral Communication	3
CM012 Communication Technology	3
GB001 American Business: Foundations & Practice	3
<b>Major Requirements</b>	
AR108A Media Graphics	
or	
AR125 Photography	3
CM018/118 Writing for the Media (formerly Journalism)	3
CM/EN107 Technical Writing	3

	<b>Units</b>	
CM109	Web Communication	3
CM120	Corporate Communication	3
CM130	Media, Politics, & Society	3
CM140	Video Production	4
CM160	Communication Internship	6
CM198	Senior Seminar	3
MK160	Marketing Principles	3
	One elective course in Communication	3
	General Electives (chosen in consultation with advisor)	28
	<b>Total University Requirement</b>	<b>124</b>

### Minor Requirements: Communication

The minor in Communication is designed to combine well with majors in English, Business, Psychology, Political Science, or Theatre Arts. Students are required to take a minimum of 12 units.

#### *Required*

CM010	Introduction to Communication	3
CM011/111	Oral Communication	3

*A minimum of two courses chosen from the following:*

CM109	Web Communication	3
CM118	Writing for the Media (formerly Journalism)	3
CM120	Corporate Communication	3
CM125	The Holocaust	3
CM128	Media & Sports	3
CM130	Media, Politics, & Society	3
CM140	Video Production	4
CM172	Public Relations	3
CM195	Special Topics in Communication	3

### Web Design Interdisciplinary Minor

This interdisciplinary minor is designed to prepare students for careers that depend on the web for specific purposes such as marketing, public relations, business to business communication, or simply for a web presence. The minor will enable students to be conversant with both graphic designers and computer science professionals.

AR109	Elements of Web Design	3
CM109	Web Communication	3
CS109	Advanced HTML & Scripting for the Web	3
ID109	Web Design Project	3
	<b>Total</b>	<b>12</b>



## COMMUNICATION COURSES

If a course is listed both as lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

**AR108A Media Graphics (3) Spring** See Art listings, page 78, for course description.

**AR109 Elements of Web Design (3) Fall** See Art listings, page 78, for course description.

**AR125 Photography (3) Fall, Summer** See Art listings, page 78, for course description.

**CM010 Introduction to Communication (3) Fall, Spring** Surveys media including broadcast, print, radio, cable, and film. Focuses on persuasive uses of communication in advertising, public relations, and corporate communication. Students learn critical approaches to media messages. New developments in electronic media and communication ethics are studied.

**CM011/111 Oral Communication (3) Fall, Spring** Students develop as confident and effective speakers and learn organization of researched information from a variety of sources for informative or persuasive goals. This course provides group discussions, extemporaneous presentation of prepared speeches, and critical analysis of outside speeches.

**CM012 Communication Technology (3) Fall** This is a hands-on course taught in the computer lab. Students learn desktop publishing skills and web page design using graphics software, such as Photoshop, for document design for internships, personal use, and on the job. Special attention is paid to the mechanics and psychology of design in print and web publications.

**CM018/118 Writing for the Media (3) Fall (Formerly Journalism)** This intensive writing course, taught in the Mac computer lab, expands traditional journalism to include writing for other electronic media. This course covers the mechanics of effective writing for various media: identifying the story, collecting data, writing under deadline, and journalistic ethics and applications to media as they meld onto the Internet. This course is especially suitable for those interested in careers in public relations or marketing. Cross-listed with EN018/118.

**CM018L/118L Journalism Lab *The Argonaut* (1-3) Fall, Spring** Produces the campus newspaper, *The Argonaut*, which provides hands-on instruction in all aspects of newspaper production including news, editorial and feature writing, layout, design, and news and photo editing, as well as online journalism for *The ArgoNet* on the University Web site. May be repeated for credit. Cross-listed with EN018L/118L.

**CM101 Sports Marketing Management (3) Spring** Cross-listed with MG101 and SL101. Business Administration listings, page 142, for course description.

**CM107 Technical Writing (3) Spring (Evening)** Emphasizes clear, succinct writing. Fundamentals of preparing technical documents are studied, such as memos, letters, and proposals. Analytical decision-making in the writing process and teamwork and oral presentation of ideas are developed. Cross-listed with EN107.

**CM109 Web Communication (3) Fall** Students create Web sites with text and graphics. Textual requirements of electronic media, principles of visual communication, basic HTML, models for project development, and implications of the World Wide Web as a communication medium are emphasized. This class is part of the Web Design Interdisciplinary Minor.

**CM115 Conflict Management: Theory & Practice (3) Summer** Cross-listed with MG115. See Business Administration: Intensive Evening listings, page 151, for course description.

**CM120 Corporate Communication (3) Spring (Evening)** Provides in-depth study of internal and external communication in companies, including public relations, advertising, marketing and media relations, and crisis and issue management. The course includes lectures, case studies, and guest speakers. Cross-listed with MG120.

**CM125 The Holocaust [CDiv] (3) Fall** Provides a history of anti-Semitism, racist ideology of National Socialism, the death camp experience, propaganda analysis, and media usage of the Third Reich and psychological strategies of survivors, perpetrators, and bystanders. Responses of Christians, Jews, and the student's individual response are compared. Guest speakers include survivors and Jewish and Christian clergy. Applications are made to contemporary genocide. Cross-listed with RS125.

**CM128 Media & Sports (3) Spring** Focuses on producing, marketing, and advertising sports to the media. Impact of sports media on culture and society is studied. Advertising and public relations strategies in professional and collegiate sports and fitness industries are discussed. Cross-listed with MK128 and SL128.

**CM130 Media, Politics, & Society (3) Fall** Focuses on effects of mass media on society and the conflicts that arise in the political, social, legal, cultural, and economic arenas. How the media presents political leaders and the national issues which shape society is examined. Emerging new media are critically analyzed for persuasive content.

**CM140 Video Production (4) Fall** Focuses on creative and technical requirements needed for planning a successful video production for broadcast, Webcasting, or CD-ROM. Final project can be a public service announcement for non-profit agency. Also covered are production, setup, camera movements, composition, lighting and sound techniques, and non-linear editing.

**CM140L TV Production Lab (1-3) Fall** Provides students with a basic understanding of the technology behind video as an information medium and some of the ways in which it is created to achieve desired audience effect. Students will learn technical and professional skills required to design and edit a variety of video programs including features and news broadcasts. Students will work both in front of and behind the camera to produce programs that will be broadcast on NDNU Channel 43 to the residence halls. May be repeated for credit.

**CM149T Teaching Assistant (1-3) Fall, Spring** An opportunity for advanced Communication students to earn credit for assisting instructors.

**CM156 Interpersonal & Intercultural Communication [CDiv] (3) Fall** Cross-listed with PY156 and SO156. See Psychology listings, page 264, for course description.

**CM160 Communication Internship (6) Fall, Spring** The Communication Internship course is designed to prepare students for jobs in the workforce. This on-the-job practicum provides students with the opportunity to receive specialized training in the career field of their choice. Students put theories and skills to work on selected projects agreed upon by the student and her/his supervisor. Communication students will complete two three-unit internships of 150 hours each: one in a “for-profit” concern and one in a “non-profit” concern.

**CM161 Persuasion & Presentation (3) Spring** Focuses on advanced public speaking using presentation software to support persuasive presentations. Students learn theories of persuasion, presentation, audience analysis, and how to integrate researched information from a variety of sources to create and present compelling presentations for a variety of persuasive purposes. Cross-listed with MG161.

**CM172 Public Relations (3) Spring** Cross-listed with MK172. See Business Administration listings, page 142, for course description.

**CM175 Acting for the Camera (3) Fall** Cross-listed with TA175. See Theatre Arts listings, page 126, for course description.

**CM180 Foundations of Leadership & Teamwork (1) Fall** Increasingly unpredictable environments now require leaders and teams to learn rapidly and change quickly. This course focuses on lateral and vertical leadership, team building and performance, and team leadership. We examine concepts and build skills through team projects, class discussions, problem-solving, case studies, and role-playing.

**CM195 Special Topics in Communication (3) Spring '03, '05** Designed to address current issues in communication. May be repeated for credit.

**CM198 Senior Seminar (3) Spring** This capstone course helps students integrate and build on prior learning in communication for future application either in graduate school or in the workforce. Includes portfolios, mentoring by the Advisory Board, senior research project, special event planning, and communication consulting. Seniors serve as mentors to students in either CM010 or CM011/111.

**CS109 Advanced HTML & Scripting for the Web (3) Spring** See Computer Science listings, page 246, for course description.

**GB001 American Business: Foundations & Practice (3) Fall, Spring** See Business Administration listings, page 142, for course description.

**ID109 Web Design Project (3) Spring** See Interdisciplinary listings, page 74, for course description.

**MK160 Marketing Principles (3) Fall, Spring** See Business Administration listings, page 142, for course description.

# Master of Business Administration

The Master of Business Administration (M.B.A.) Program is a professional course of study which prepares men and women for career/position changes or advancement by enabling them to develop and apply skills in communication, leadership, teamwork, information technology, and quantitative analysis while evolving a particular skill applicable in the business environment (e.g., Marketing, Finance, International Business), focusing on the “whole person” and promoting a sense of community and service.

The program offers a distinctive series of courses in business and management. It is designed to meet the needs of a variety of students with a broad range of backgrounds and goals and is dedicated to quality and flexibility. It fosters the development of a future orientation and skills required for business leadership in the twenty-first century. The program is a member of the Association of Collegiate Business Schools and Programs.

## **DISTINCTIVE FEATURES**

*Location* – Notre Dame de Namur University’s location between San Francisco and Silicon Valley serves as an educational “conduit” of current business practices and future policy, and enables the M.B.A. Program to attract high-caliber students and faculty across business specialties and organizations.

*Character of Business* – Besides teaching important professional “know-how,” the M.B.A. Program examines the nature and traits of postmodern business and prepares leaders and managers to think strategically about contemporary business organizations.

*Interdisciplinary Opportunities* – With some 18 graduate-level programs, Notre Dame de Namur University provides M.B.A. students special opportunities to take coursework in another discipline or to customize an interdisciplinary course of studies around a business specialty.

*Entrepreneurship* – To inculcate an entrepreneurial orientation, the M.B.A. Program involves all students in certain key learning activities such as business case study, preparation of formal business plans, and creation and presentation of marketing plans.

*Consultative Field Experience* – To hone their business and organizational competencies, M.B.A. students can take part in University-developed consultative field experiences, during which they are “retained” by a business or organization to form a business plan or consult on a business problem.

## **STUDENT PROFILE**

The M.B.A. Program attracts business professionals from a broad variety of international corporations, medium-sized and small businesses, professional firms, entrepreneurial startups, and professional and non-profit organizations situated in the metropolitan San Francisco-Silicon Valley area. This allows for lively and important exchanges on business and technology matters both inside and outside the classroom. Because of the international orientation of Northern California, the Program’s student body is diverse and highly multicultural, reflecting the future professional workforce of an emerging global economy. Three-quarters of the students participate in company-sponsored tuition support programs.

## Program Requirements

The M.B.A. Program requires 36 semester units of graduate course credit and completion of foundation courses or equivalents.

### FOUNDATION COURSES

These courses provide students with a common body of knowledge in the major functional areas of Business Administration. Students who have not previously had these courses must complete them early in the program.

Required Foundation Courses		Units
BA201A	Financial Accounting	3
BA201B	Statistics	3
BA202A	Macroeconomics	3
BA202B	Microeconomics	3

Foundation courses must be/have been completed with a grade of C- or better.

### M.B.A. Core Courses

These courses are designed to prepare students in the functional areas traditionally comprising the field of Business Administration. Students must enroll in all of the courses:

BA205	Information Technology Strategies	3
BA212	Legal & Ethical Dimensions of Business	3
BA230	Management Accounting	3
BA260	Marketing Planning & Analysis	3
BA280	Multinational Business & Economics	3
BA283	Corporate Financial Management	3
BA290	Business Management & Organizational Behavior	3
BA292	Business Policy	3
<b>Total</b>		<b>24</b>

### AREAS OF EMPHASIS

The emphasis courses consist of twelve additional graduate units in one or a combination of the following areas:

- eBusiness Management
- Finance
- Marketing
- Information Technology (IT)
- Human Resource Management

<b>Area Subtotal</b>	<b>12</b>
<b>Total</b>	<b>36</b>

### **eBusiness Management**

In order to qualify for a specialization in eBusiness Management, students will take three courses in this area and one elective that may be chosen from any M.B.A. area. The courses comprising the eBusiness area are:

		<b>Units</b>
EB290	Management of Electronic Business I	3
EB295	Management of Electronic Business II	3

*One of the following:*

EB210	Fundamentals of Internet Architecture	
EB265	Establishing a Web Presence	
EB270	Operational Excellence in the Internet Environment	3

### **Finance**

In order to qualify for a specialization in Finance, students will take at least three finance courses plus a fourth elective that may be chosen from any M.B.A. area.

All students emphasizing Finance must take BA223 Functions & Policies of Corporate Finance. Examples of courses in the finance area include:

BA223	Functions & Policies of Corporate Finance	3
BA225	Financial Analysis & Decision-Making	3
BA227	Money, Investments, & Securities	3
BA231	International Finance	3

### **Marketing**

In order to qualify for a specialization in Marketing, students will take at least three marketing courses plus one elective that may be chosen from any M.B.A. area. Examples of courses in the marketing area include:

BA256	Advertising Management	3
BA262	Marketing Research	3
BA264	Business to Business Marketing	3
BA266	International Marketing	3

### **Human Resource Management**

The M.B.A. Program cooperates with the M.P.A. Program in offering the Human Resource Management area of emphasis. In order to qualify for a specialization in Human Resource Management, students will take BA220 Management of Human Resources and at least two human resource management courses plus one elective that may be chosen from any M.B.A. area. Examples of courses in Human Resource Management include:

BA215	Conflict Management	3
BA219	Managing Diversity	3
BA220	Management of Human Resources	3
HR221	Labor Management Relations	3
HR235	Recruitment, Training, & Development	3

## Information Technology

The M.B.A. Program cooperates with the Master of Science in Management Program in offering the Information Technology (IT) area of emphasis. In order to qualify for a specialization in IT, students will take three Information Technology courses plus one additional course which may be chosen from any M.B.A. area. Examples of courses in the IT area include:

		Units
BA206	System Dynamics Modeling	3
BA207	Decision Support: Forecasting & Optimization	3
BA208	Managing Information Systems	3
BA209	Global Management of Virtual Teams	3
BA210	Business Telecommunications: Data, Voice, Multimedia	3

## COURSE DESCRIPTIONS

**BA201A Financial Accounting (3) Spring Term 1** Introduces the field of accounting. Covers fundamental principles, emphasizing the preparation, interpretation, and uses of the balance sheet, income statement, and statement of cash flow. Cross-listed with AC003 (Intensive).

**BA201B Statistics (3) Spring Term 2** Focuses on statistical concepts and techniques likely to be most helpful to and used by business people in the twenty-first century. The concepts and techniques receiving attention may include: table and charts, regression and correlation models, time series forecasting, design of experiments, estimation procedures for enumerative studies, and hypothesis testing. Cross-listed with EC102 (Intensive).

**BA202A Macroeconomics (3) Fall Term 1** Examines forces and factors which impact overall performance of the national economic system. Includes national income accounting, monetary and fiscal policy, the banking system, and approaches to economic analysis. Cross-listed with EC001A (Intensive).

**BA202B Microeconomics (3) Fall Term 2** Examines the behavior of industries, firms, and households as they relate to supply and demand. Profit maximization, equilibrium prices and outputs, competition and monopoly, and techniques of economic analysis are explored in detail. Cross-listed with EC001B (Intensive).

**BA205 Information Technology Strategies (3) Fall, Spring, Summer** Introduces the major technical and corporate issues encountered in information technology. The topics covered in the course include databases, networking, enterprise application software, and ethical issues. Attention is given to current vocabulary, products, and strategies for use.

**BA206 System Dynamics Modeling (3) Spring** Partial online course. Cross-listed with SY221. See M.S.M. listings, page 182, for course description.

**BA207 Decision Support: Forecasting & Optimization (3) Spring** Partial online course. Cross-listed with SY225. See M.S.M. listings, page 182, for course description.



- BA208 Managing Information Systems (3) Summer** Partial online course. Cross-listed with SY263. See M.S.M. listings, page 182, for course description.
- BA209 Global Management of Virtual Teams (3) Fall** Partial online course. Cross-listed with SY269. See M.S.M. listings, page 182, for course description.
- BA210 Business Telecommunications: Data, Voice, Multimedia (3) Fall, Summer** Partial online course. Cross-listed with SY267. See M.S.M. listings, page 182, for course description.
- BA212 Legal & Ethical Dimensions of Business (3) Fall, Summer** Studies the legal, ethical, and value dimensions of the business enterprise. Attention is given to such legal concerns as the court system, regulatory agencies, and specific topics affecting decision-making in commerce. The concept of ethics is viewed from a business perspective while focusing on issues of modern-day relevance.
- BA213 Intermediate Accounting I (3) Fall (alternate years)** Cross-listed with AC101. See Business Administration listings, page 142, for course description.
- BA214 Intermediate Accounting II (3) Spring (alternate years)** Cross-listed with AC102. See Business Administration listings, page 142, for course description.
- BA215 Conflict Management (3) Fall** *Prerequisite: BA290.* Cross-listed with HR215. See M.P.A. listings, page 174, for course description.
- BA218 Cost Accounting (3) Spring (alternate years)** Cross-listed with AC120. See Business Administration listings, page 142, for course description.
- BA219 Managing Diversity (3) Spring** Cross-listed with PA285. See M.P.A. listings, page 174, for course description.
- BA220 Human Resource Management (3) Fall, Summer** Cross-listed with ED270 and PA270. See Education listings, page 219, for course description.
- BA221 Labor/Management Relations (3) Summer '04** *Prerequisite: BA290.* Cross-listed with HR221. See M.P.A. listings, page 174, for course description.
- BA222 Tax Accounting (3) Fall (alternate years)** Cross-listed with AC122. See Business Administration listings, page 142, for course description.
- BA223 Functions & Policies of Corporate Finance (3) Fall** *Prerequisite: BA283.* Gives an in-depth study of selected topics in finance, including modern portfolio theory, capital structure and leverage, capital budgeting, external financing, reorganization and bankruptcy, and mergers and acquisitions. Particular attention is paid to the theoretical bases of financial concepts, including the Modigliani and Miller propositions and the Capital Asset Pricing Model. (Note: BA223 is required for the finance emphasis.)

**BA225 Financial Analysis & Decision-Making (3) Spring** *Prerequisite:* BA283. Combines an in-depth understanding of published financial statements with the practical techniques of financial analysis of accounting information by outside parties, in order to make decisions to invest, lend money, or extend credit. This analysis includes critical decisions within the firm as well, and also considers accounting problems and conventions that are unique to selected industries.

**BA226 Auditing (3) Spring (alternate years)** Cross-listed with AC124. See Business Administration listings, page 142, for course description.

**BA227 Money, Investments, & Securities Market (3) Summer** *Prerequisite:* BA283. Explores the principles, terms, techniques, and uses of finance within a multi-national context. From a base of international economics, the course considers practical problems of international portfolio investment and capital investment. Elements of the measurement and management of foreign exchange exposure, particularly with the use of derivative assets for hedging and speculation, are analyzed.

**BA230 Management Accounting (3) Fall, Summer** *Prerequisite:* BA201A. Examines the vital elements of accounting as part of the management process. Topics include integrated financial statements, capital budgeting, standards and variance analysis, product costing, activity-based costing, and relevant costing in final decision-making. (Note: This is a prerequisite to BA283 Corporate Financial Management.)

**BA231 International Finance (3) Summer** *Prerequisites:* BA280, BA283. Considers the international monetary systems and the development of international financial transactions, including: international payments, balance of payments, international liquidity, international portfolios, direct investments, and international financial institutions.

**BA235 Recruitment, Training, & Development (3) Summer '03** *Prerequisite:* BA290. Cross-listed with HR235. See M.P.A. listings, page 174, for course description.

**BA253 Supply Chain Management (3) Spring '03, '04** Partial online course. Cross-listed with SY253. See M.S.M. listings, page 182, for course description.

**BA256 Advertising & Integrated Marketing Management (3) Fall** *Prerequisite:* BA260. Gives an in-depth analysis of advertising management and execution processes. The advertising campaign, project planning strategies, and tactics are considered in detail. The processes of account, manufacture, retail, and consumer management are reviewed. The course carefully analyzes the role that the advertising team plays in purchasing, marketing, budgeting, and sales promotions.

**BA257 Project Management (3) Spring '03, '04** Partial online course. Cross-listed with SY257. See M.S.M. listings, page 182, for course description.

**BA260 Market Planning & Analysis (3) Fall, Spring** Studies the application of marketing as an integrative process. Topics include analysis of markets, planning and product strategies, and developing a balance in marketing decisions that considers prices, channels of distribution, physical movement of goods, communications, advertising, sales force, and other factors. Techniques of instruction include case studies and a group marketing plan presentation. (Note: This is a prerequisite to enrollment in Marketing electives.)

**BA262 Marketing Research (3) Summer** *Prerequisite: BA260.* Focuses on the management of the research process. This course provides an in-depth understanding of the methods and procedures involved in research and its role in the decision support system. Emphasis is placed on special market research projects, student discussion, and research team presentations.

**BA264 Business-to-Business Marketing (3) Spring** *Prerequisite: BA260.* Considers individual and corporate buying behavior from a management perspective. The key differences between business and consumer markets including market structure and demand, the nature of the buying unit, and the types of decisions and the decision processes are explored. These topics are addressed in detail: the organization of buying centers, buying decision processes, problem recognition, need descriptions and prioritization, produce specifications, supplier relationships and performance and standards requirements.

**BA266 International Marketing (3) Summer** *Prerequisites: BA260, BA280.* Concentrates on the development and application of the knowledge and skills required to manage the marketing process effectively in various cultural environments. Among the topics covered are: organizational frameworks for developing international marketing strategies, sources of competitive advantage in the international arena, sustainability of an international competitive advantage, and international market structure analysis. The relationship among the international marketing trading blocks and other functional strategies in the corporation receive attention.

**BA280 Multinational Business & Economics (3) Summer, Fall** Analyzes the strategy, structure, modes of entry into international markets, and business operations of the multinational firm. Topics include the transaction of business in differing cultural, legal, and political environments, the identification of export opportunities, factors affecting the global location of manufacturing activities, and the determination of the marketing mix in international markets. R&D strategy, Human Resource Management policy, accounting techniques, and financial management in international business receive attention. (Note: This is a prerequisite to enrollment in International Business electives.)

**BA283 Corporate Financial Management (3) Fall, Spring** *Prerequisite: BA230.* Considers the valuation of assets and general problems of asset acquisition, financing, and evaluation of corporate financial performance. Provides application of theory to financial decisions involving cash flow management, capital structure planning, capital costs and risks involved in short-term and long-term financial decisions. (Note: This is a prerequisite to enrollment in Finance electives.)

**BA285 Entrepreneurship (3) Spring** *Prerequisites: BA260 and BA283.* Evaluates new venture ideas and their conversion into operating entities. Examines the various stages of development of a new firm from concept to establishment. Explores innovation and the use of entrepreneurship within the established, larger organization. Integrates the disciplines of marketing, finance, operations, and organizational behavior to achieve a focused business strategy and plan. Provides a structured approach to understanding the same value of new ventures.

**BA290 Business Management & Organizational Behavior (3) Fall, Spring, Summer** Focuses on developing oral and written as well as interpersonal communication skills through extensive individual and team presentations. Among the topics considered are: leadership, decision-making, macro- and micro-organization analysis, conflict resolution, and the global-cultural dimensions of organizational behavior. (Note: BA290 should be taken as one of the first two classes in the program.)

**BA292 Business Policy (3) Fall, Spring** *Prerequisites: BA205, 212, 230, 260, 280, 283, and 290.* This Capstone course integrates the information and different skill-sets developed in the M.B.A. Program. Principal considerations include strategic planning, strategy formulation and implementation, analysis of industry and competitive firms, assessment of internal strengths and weaknesses, and the formulation of alternative strategies. Case studies, business simulations, and real-life experience encourage analysis and the development of supportive rationales for choice and actions. (Enrollment requires completion of the other Core Courses.)

### ADMISSION REQUIREMENTS

Students may enter the program at the beginning of any term and should meet the following requirements:

- A bachelor's degree from an accredited institution  
(The major field need not have been Business Administration.)
- A cumulative grade point average of 2.5 or better
- The Graduate Management Admission Test (GMAT)
- Two academic and/or professional recommendations
- Work experience preferred
- For all international students, a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) examination. (After admission and before beginning the program, international students must also take the English as a Second Language (ESL) placement examination administered by Notre Dame de Namur University. Additional work in English may be required.) Note: Once admitted, students may be required to take a math placement examination administered by Notre Dame de Namur University.

For further information, contact the Master of Business Administration Department at (650) 508-3782 or [mba@ndnu.edu](mailto:mba@ndnu.edu).

# Master of Public Administration

The Master of Public Administration Program is recognized for its dedication to preparing professional men and women to work effectively in management positions in public, non-profit, and service-related organizations. The program provides for broad study in functional areas of public administration and for concentrated study in one of the following specialized fields:

- Educational Administration
- Human Resources Management
- Public Affairs Administration
- Gerontology

The richness of the Master of Public Administration Program is in the diversity of its faculty, curriculum, and student body. Besides content knowledge, courses throughout the Master of Public Administration Program are constructed to encourage the development of professional skills recognized as essential in today's environment. These include interpersonal communications, organizational leadership and team building, assessment and analysis of quantitative information, strategic thinking, information management technologies, and working in diverse cultures.

## **DISTINCTIVE FEATURES**

*Location* – Notre Dame de Namur University's location between San Francisco and Silicon Valley serves as an educational "conduit" to provide students with knowledge of current administrative practices and future insights, and to enable the Master of Public Administration Program to attract high-caliber students and faculty from different specialties and organizations.

*Coursework* – Besides teaching important professional "know how" and development of skills, the Master of Public Administration Program examines the nature and traits of postmodern organizations and prepares its students to think strategically. Graduates of the program are well prepared for increasingly responsible positions.

*Interdisciplinary Opportunities* – Notre Dame de Namur University provides Master of Public Administration students with special opportunities to take coursework in other disciplines or to customize an interdisciplinary course of studies as their area of emphasis. This allows students to explore new areas or develop depth by concentrating in a particular field.

*Presentation & Delivery* – To instill a sense of greater confidence, the Master of Public Administration Program involves students in specific key learning activities to enhance presentation, communication, and articulation skills.

Students may enroll in the program on a part-time or full-time basis and may begin the program in fall, spring, or summer. Most classes are scheduled in the evening or weekends to accommodate students who work full-time.

## Program Requirements

The program requires 30 semester units not including the undergraduate foundation courses that vary with preparation. Students must complete all foundation courses before 15 units of graduate coursework are completed. See course descriptions on the next page for detail.

### FOUNDATION COURSES

	Units
Introduction to Financial Accounting (AC003 or equivalent)	3
Introduction to Political Science (any PS course or equivalent)	3
Introduction to Psychology (PY001 or equivalent)	3
Introduction to Sociology (SO001 or equivalent)	3

### CORE COURSES

PA230	Financial Management	3
PA250	Research Methodology	3
PA270	Human Resource Management	3
PA280	Leadership Concepts	3
PA290	Management & Organization	3
PA292	Public Policy & Administration	3
	Area of Emphasis	12
<b>Total</b>		<b>30</b>

### AREAS OF EMPHASIS

#### Educational Administration/Administrative Services Credential\*

ED351	School-Community Relations	3
ED353	School Law, Governance, & Politics	3
ED355	Program Initiation & Implementation	3
	Elective in Educational Technology	3

\*Qualification for the California Preliminary Administrative Services Credential requires a valid California teaching credential and three years of experience.

#### Human Resource Management

HR215	Conflict Management	3
HR221	Labor Management Relations	
	or	
HR235	Recruitment, Training, & Development	3
PA285	Managing Diversity	3
	Elective	3

<b>Public Affairs Administration</b>		<b>Units</b>
PA255	Administrative Law	3
PA265	Contemporary Issues in Administration	3
PA285	Managing Diversity	3
	Elective	3
<b>Gerontology</b>		
PY260	Advanced Human Development	2
PY262	Health Aspects of Aging	2
PY264	Ethnicity & Aging	1
PY266	Pre-Retirement Planning	1
PY267	Counseling Techniques for Elders	2
PY268	Administration of Geriatric Programs	3
PY269	Legal & Ethical Issues in Gerontology	1

### **COURSE DESCRIPTIONS**

**HR215 Conflict Management (3) Fall** Focuses on theoretical and practical analysis of principles and processes for the management of conflict in employment relationships. Provides a framework for understanding and developing skills and techniques for the identification, prevention, and resolution of conflict in workplace relationships; explores the design of effective conflict management systems in the workplace. Cross-listed with BA215.

**HR221 Labor/Management Relations (3) Summer '04** Stresses the managerial perspective. Labor law, union organizing, campaigns, and negotiations are studied with a view to the development of labor policies. The case method and lecture/discussions are used. Cross-listed with BA221.

**HR235 Recruitment, Training, & Development (3) Summer '03** Focuses on staffing needs and how to meet them, interview techniques, assessment of candidate potential and placement, assessment of training needs and means of developing effective training programs, and career planning and management. Cross-listed with BA235.

**PA230 Financial Management (3) Fall, Spring** *Prerequisite: AC003 or equivalent.* Cross-listed with ED230. See Education listings, page 219, for course description.

**PA250 Research Methodology (3) Fall** Develops concepts and procedures relating to decision-making to achieve organizational objectives. Includes application of quantitative and non-quantitative methods to organizational situations, survey analysis, research techniques, and the use of computers and information systems in program development and evaluation.

**PA255 Administrative Law (3) Summer '03** Examines court decisions affecting administrative law. Topics include jurisdiction, venue, judicial ethics and discretion, abuses, and contemporary problems.

**PA265 Contemporary Issues in Administration (3) Fall '03** This course examines the role of the administrator who must be aware of differing systems of values and be prepared to work with and supervise a diverse workforce. Contemporary issues such as allocations, consolidation of services, affirmative action, diversity, or violence in society are discussed and analyzed.

**PA270 Human Resource Management (3) Fall, Summer** Cross-listed with BA220 and ED270. See Education listings, page 219, for course description.

**PA280 Leadership Concepts (3) Fall, Summer** Cross-listed with ED280. See Education listings, page 219, for course description.

**PA285 Managing Diversity (3) Spring** Considers the specific issues concerned with managing a diverse workforce and clientele; ethnicity, class, religious beliefs, age, gender, sexual orientation, and learning or physical disabilities will be considered. Emphasis will be placed on recruitment, retention, and the culture of the workplace. Cross-listed with BA219.

**PA290 Management & Organization (3) Spring, Summer** Cross-listed with ED290. See Education listings, page 219, for course description.

**PA292 Public Policy & Administration (Capstone Course) (3) Spring** A case study method is used to integrate and apply the knowledge gained from previous courses. Public administration environments, management strategies, ethical decision-making in public agencies, and public policy-making strategies are emphasized.

**ED351 School - Community Relations (3) Spring** See Education listings, page 219, for course description.

**ED353 School Law, Governance, & Politics (3) Fall** See Education listings, page 219, for course description.

**ED355 Program Initiation & Implementation (3) Spring** See Education listings, page 219, for course description.

#### **ADMISSION INFORMATION**

Students may apply to enter the M.P.A. Program for the fall, spring, or summer semesters and should meet the following requirements:

- A bachelor's degree in any field from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- A personal interview with the Program Director

For further information contact the Master of Public Administration Program at (650) 508-3782 or e-mail [mpa@ndnu.edu](mailto:mpa@ndnu.edu).



# Master of Science in Electronic Business Management

*Notice: No new students will be admitted to the M.S.E.B.M. degree program after January, 2003. Students may still pursue an eBusiness emphasis in the M.S.M. and M.B.A. degree programs.*

The Master of Science in eBusiness Management (M.S.E.B.M.) is a unique business management program in the San Francisco Bay Area. It provides foundational knowledge for leadership and management in the new electronically enabled business environment. The program produces graduates prepared to function in responsible positions, leading organizations into the high-technology enhanced arena.

The M.S.E.B.M. Program combines business and information technology to address the emerging fields of ebusiness and e-commerce. The curriculum includes the critical business areas of: enterprise overview, business management, marketing, operations, law, and ethics. It also includes an overview of fundamental information technologies and World Wide Web tools.

Each student learns to build on his or her professional knowledge and experience, to develop the overall business view, and to identify detailed solutions for current real-world challenges. A student learns from individual and team-based challenges, and directly applies developing knowledge to professional work while in the program. The final capstone experience allows a student to create a professional analysis and product which integrates all topics applied to an actual business challenge.

## **DISTINCTIVE FEATURES**

*Location* – Notre Dame de Namur University's location between San Francisco and Silicon Valley serves as an educational "conduit" of current practices and future policy, enabling the M.S.E.B.M. Program to attract highly-motivated students and faculty who bring their leading-edge knowledge to the program.

*Faculty* – Faculty are world-class with extensive current ebusiness experience in cutting edge industries and organizations. They are passionate about teaching the new generation of ebusiness leaders and are eager to promote and help students meet their professional goals.

*Real World Learning* – Course projects and the capstone experience create opportunities for students to immediately apply their education to real world challenges.

*Convenient Class Schedule* – Many M.S.E.B.M. courses are offered using an Intensive or a half-in-class/half-online teaching environment.

*Convenient Locations* – Students meet on campus in Belmont, or in San Mateo, located conveniently close to Highway 92 and El Camino Real, with access to Internet-enabled computer laboratories.

## Student Profile

Students who begin the program are:

- From a variety of disciplines (high-tech teaching, law, research, finance, marketing, sales).
- Eager to command an overview of emerging technologies and critical business processes, such as value chain management, supply chain management, process redesign, marketing, and program management.

On successful degree completion, these professionals are:

- Considered valuable contributors who can transform organizational goals and processes into those of the new economics.
- Leaders who can identify and manage opportunities and critical pathways in the organizational structure.
- Able to create and enable new ebusiness processes.
- Able to promote cross-disciplinary team building.

## Program Requirements

The M.S.E.B.M. degree is awarded upon satisfactory completion of ten courses.

See course descriptions below for detail.

		Units
EB205	Foundations of the Digital Economy	3
EB210	Fundamentals of Internet Architecture	3
EB250	Legal & Ethical Internet Issues	3
EB260	Marketing & the Internet	3
EB265	Establishing a Web Presence	3
EB270	Operational Excellence in the Internet Environment	3
EB280	Accessing Applications Over the Internet	3
EB290	Management of Electronic Business I	3
EB295	Management of Electronic Business II	3
EB300	Capstone Experience	3
<b>Total</b>		<b>30</b>

### COURSE DESCRIPTIONS

**EB205 Foundations of the Digital Economy (3) Fall, Spring, Summer** Surveys principles of electronic business including origin, growth, and uniqueness of ebusiness compared to traditional commerce and management. Topics include electronic money, contracts catalog, accounting, auditing, and taxation issues. Social issues, global nature of Internet business, case studies of best and worst practices, and strategic business models are studied.

**EB210 Fundamentals of Internet Architecture (3) Summer '03, Fall '04** Partial online course. Gives an overview of technologies central to electronic business including communications, networking, the Internet, programming languages, security, databases and archiving, web authoring tools, multimedia, transaction processing, search engines, data mining, and security issues.

**EB250 Legal & Ethical Internet Issues (3) Fall, Summer** Provides an overview of computer, high technology, and intellectual property law and of ethical constructs which underlie Internet issues. Topics include patent, copyright, trade secret, contractual arrangements, technology licensing, technology failure liability, computer crime, and privacy. Ethical principles and the application of these principles to current business and technological issues are addressed by case study.

**EB260 Marketing & the Internet (3) Fall, Spring** Addresses managerial characteristics, skills, and marketing infrastructure for successful operation in a market-driven, Internet-enhanced global environment. Students develop an Internet marketing plan addressing consumer and organizational behaviors impacted by e-commerce, legal guidelines, vendor relationships such as ISPs, the design and model of the physical product/service presentations using electronic commerce portals, value-chain management, and product and service branding.

**EB265 Establishing a Web Presence (3) Fall '03, '04** Examines the technology of the Internet, the largest and most highly distributed information system ever created. Web site development issues including messaging strategies, development tools, design, security, scalability, implementation, delivery of content, and usability testing are studied. Students build a web site. Partial online course.

**EB270 Operational Excellence in the Internet Environment (3) Summer '03, '04** Researches the changing role that technology has in shaping the Internet, bringing businesses, governments, and service providers to develop new practices, services, and support strategies in this dynamic, growing economy. Market data of trends, opportunities and successes, operational challenges, migrating information technology to the Internet, tools, and management of quality of service are studied. Includes web site development. Partial online course.

**EB280 Accessing Applications Over the Internet (3)** Research changing leadership in network based services (email, fax, and video conferencing), hosted services including Enterprise Resource Planning, Customer requirement Management, Human Resource, and Supply Chain Management. Analyze successful hosting services, IT applications and services. Apply business principles to determine internal development, purchase or outsourcing of services.

**EB290 Management of Electronic Business I (eBusiness) (3) Spring '03, '04**

**EB295 Management of Electronic Business II (e-Transformation) (3) Spring '03, '04** *Prerequisite for EB295: EB290.* These two integrated courses address creation of an organization's comprehensive ebusiness strategy: vision, business framework, technical framework, and implementation roadmap. Case studies of successful business transformations address management practices for a successful ebusiness initiative, emerging business models for Business to Business and Business to Consumer, value chain analysis, mapping business requirements to a technical strategy, back-office systems and integration, the relationships among people, processes, and technology in organizations, startup issues and venture capital acquisition are all studied. Includes web site development in conjunction with Establishing a Web Presence. Partial online courses.

**EB300 Capstone Experience (3) Fall, Spring, Summer** Partial online course. The ebusiness capstone integrates the M.S.E.B.M. degree program. Students work as a team to construct a real world ebusiness system, reviewing and applying ebusiness elements including principles of client/consultant relations. Taken as the final course in the program.

### **ADMISSION INFORMATION**

*Note: No new students will be admitted to the M.S.E.B.M. degree program after January, 2003. Students may still pursue an eBusiness emphasis in the M.S.M. and M.B.A. degree programs.*

Students may apply to enter the M.S.E.B.M. Program at any time. Students should meet the following requirements:

- A baccalaureate degree, in any field, from an accredited institution
- Cumulative undergraduate grade-point average of 2.5 or better
- Two academic and/or professional letters of recommendation
- Interview with faculty may be required

For international students: Minimum score of 550 paper-based (213 computer-based) on the Test of English as a Foreign Language (TOEFL) examination. (Admitted international students also take the University-administered English as a Second Language placement examination.)

### **COMPUTER ACCESS**

Each student must provide his or her own access to personal computers and access to the Internet.

For further information, visit the program's own web site at [msebm.ndnu.edu](http://msebm.ndnu.edu) or contact the Graduate Coordinator at (650) 508-3782, [ebusiness@ndnu.edu](mailto:ebusiness@ndnu.edu).

# Master of Science in Management

The Master of Science in Management (M.S.M.) has a strong history of advancing professionals through its outstanding management education. The program offers working professionals the broad-based tools and perspective of systems management to produce results creatively and effectively. Managers in today's high-technology organizations, research labs, and development industries face rapidly increasing complexity as the goals, people, projects, and use of information technology continually change. Systems thinking provides the philosophical foundation for effective management in this environment.

The M.S.M. Program combines project management, people management, and knowledge management to address the challenges of meeting organizational and programmatic goals. The curriculum includes the critical areas of: systems thinking, individual and team management, social capital, forecasting, optimization, decision support, organizational learning and knowledge management, systems finance, and project analysis and implementation. The courses emphasize leadership, collaborative work, virtual team processes, and professional level communication.

Each student develops the skills, knowledge, values, and philosophy to lead as a global manager of people, projects, and sustainable systems. As a working professional, the M.S.M. student can integrate coursework with professional work, allowing the student to demonstrate enhanced competencies beginning with the first course experience. Each student shapes the program to meet professional goals, choosing from courses in information technology, project and program management, eBusiness, or from many alternatives in other NDNU graduate programs. The student's final capstone project is designed to meet individualized professional goals and results in a paper which demonstrates personal management achievements.

A working professional student can typically complete the program within two years. With a minimum of prerequisite undergraduate courses, most people can begin courses during any of six terms extending over the full calendar year.

Visit the M.S.M. Department's Academic Web Site at [msm.ndnu.edu](http://msm.ndnu.edu).

## **DISTINCTIVE FEATURES**

*Location* – Notre Dame de Namur University's location between San Francisco and Silicon Valley serves as an educational "conduit" of current management practices and future strategy, enabling the M.S.M. Program to attract high caliber students and faculty from across different industries and organizations.

*Sustainability* – The M.S.M. Program examines the nature and traits of the learning organization and prepares leaders and managers to think strategically about contemporary organizations in the context of local and global environments and community.

*Real World Competencies* – Course projects and the capstone experience create opportunities for students to immediately apply what they learn to real world challenges, producing high-quality analyses as evidence of professional management capabilities.

*Customized Programs & Learning* – Students can manage their degree program experience to best develop their individual management interests and needs. Coursework and the capstone experience create regular avenues for self-directed learning. With 25 graduate programs, NDNU provides graduate students the special opportunity to take coursework in other disciplines.

*Convenient Class Meetings* – M.S.M. courses are offered using a half-in-class/half-online teaching environment. Courses meet in a classroom half as much as traditional classes; students then do additional work at their convenience during the week in an integrated, World Wide Web accessible, learning environment.

*Convenient Schedule* – Each course is completed during a seven-week term, which is often important for students dealing with special professional time demands.

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## Program Requirements

The 36-unit M.S. in Management degree requires the satisfactory completion of nine courses in the core curriculum and a three-course emphasis, including the Capstone Project.

FOUNDATION COURSES		Units
	Physical/Natural Science	3
	Social Science	3
	Math (college-level algebra or above)	3
	Foundation courses must be/have been completed with a grade of C- or better.	
CORE COURSES		
SY213	Organizational Theory & Learning	3
SY217	Individual Actions & Team Dynamics	3
SY218	Systems Management	3
SY221	System Dynamics Modeling	3
SY223	Sustainability: Local & Global Management	3
SY225	Decision Support: Forecasting & Optimization	3
SY231	Usability in Management Systems	3
SY247	Project Financial Management	3
SY265	Project Systems Analysis	3
<b>Total</b>		<b>27</b>

## AREAS OF EMPHASIS

<b>Project &amp; Program Management</b>		<b>Units</b>
SY253	Supply Chain Management	
SY257	Project Management	
SY283	Innovation Strategies	9
<b>Managing with Information Technology</b>		
SY263	Managing Information Systems	
SY267	Business Telecommunications: Data, Voice, Multimedia	
SY269	Global Management of Virtual Teams	9
<b>eBusiness Management</b>		
EB290	Management I	
EB295	Management II	
<i>and choice of one:</i>		
EB210	Fundamentals of Internet Architecture	
EB265	Establishing a Web Presence	
EB270	Operational Excellence in the Internet Environment	9
<b>General</b>		
Any three non-core courses; may include courses from other NDNU graduate programs selected in consultation with student's academic advisor.		9
<b>Total</b>		<b>36</b>

## CAPSTONE PROJECT

All students complete the Capstone project while enrolled in SY265. The student applies systems management to a real world project and contributes to organizational learning through the Capstone report. Typically, a student identifies a project that is of major importance to the student and employer. Working with a faculty mentor, the student completes a systems analysis and project plan, carries out the project, and submits a final report demonstrating application of systems management theory to practice.

## COURSE DESCRIPTIONS

**SY213 Organizational Theory & Learning (3) Summer '03, '04** Focuses on structures and processes to set and exceed organizational quality and performance goals. Studies how to integrate individuals into organizational groupings/teams/units, organization of groups/teams/units into articulated systems, and structural integration with external environments. Discusses servant-leader, self-managed teams, and sociotechnical teams, knowledge management and valuing intellectual capital, and privacy and communication. Partial online course.

**SY217 Individual Actions & Team Dynamics (3) Spring '03, '04** Focuses on individual responsibility for team success using foundational team models and theories. Personality, development, motivation, power and influence, learning styles, communications, individual and group growth and development, virtual groups, learning groups, leadership, conflict, and privacy are considered. Partial online course.

**SY218 Systems Management (3) Two-year cycle. Spring '03, Fall '03** Focuses on how to identify important system elements of a project, including how to clarify boundaries, relations, and dynamics of organization systems. Operations research, systems thinking, learning organization, strategic planning, organizational structure, systems dynamics, and sociotechnical design are considered. Partial online course.

**SY221 System Dynamics Modeling (3) Spring '03, '04** Focuses on how to design, model, and simulate systems to forecast behavior based on business and organizational strategies, policies, and procedures. Develops insight into the relationship of system structure such as queues, inventories, goal-seeking, and feedback process loops, to system behavior such as oscillations, overshoot, and S-shaped growth. Students practice techniques for working with client teams and create simulations of real systems. Partial online course. Cross-listed with BA206.

**SY223 Sustainability: Local & Global Management Summer '03, Spring '04 (3)** Focuses on how to manage teams in the local and global environment, including how to create and strengthen human relations and organizational sustainability. Virtual teams that study diversity in culture, ethnic identity, race and gender, local and global community service, and economically sustainable systems are utilized. Students participate in a team service learning project. Partial online course.

**SY225 Decision Support: Forecasting & Optimization (3) Spring '03, '04** Focuses on how to enrich project decision-making through project forecasting and organizational numeric outcomes. Operations research topics including probability and statistics of mean, forecasting, decision trees, linear programming solutions for network, project schedules, resource optimization are studied. Through applied projects, students learn data selection, software tools, and information interpretation. Partial online course. Cross-listed with BA207.

**SY231 Usability in Management Systems (3) Fall '03, Summer '04** Focuses on how to evaluate usability of human computer systems for project work flow. Students consider human performance systems, work processes, human computer interface design and usability (web site, software, communication devices), ergonomic design, process analysis, system reliability, maintainability, and enhancement. Partial online course.

**SY247 Project Financial Management (3) Fall '03, '04** Focuses on how to manage project finances and performance in terms of organizational system goals and strategy. Project performance management and decision-making, including business case analysis using a Balanced Scorecard performance measurement system, are emphasized. Partial online course.



**SY253 Supply Chain Management (3) Spring '03, '04** Focuses on how to manage resources throughout the supply chain using flexible strategies. Students consider resource capability, decision options for purchase, in-house development, contract, and corporate partnerships, acquisitions and merger, financial sustainability, performance measures, controlling subsystems, integrated logistics, and electronic procurement. Partial online course. Cross-listed with BA253.

**SY257 Project Management (3) Spring '03, '04** Focuses on how to plan, organize and implement complex projects. Project initiation, planning, organizing, staffing, scheduling, monitoring and control, conflict management, cost effectiveness, quality, software tools for project management, team processes and leadership styles are emphasized. Students implement a team project. Partial online course. Cross-listed with BA257.

**SY263 Managing Information Systems (3) Summer '03, '04** Focuses on how to evaluate, design, and select information systems that support an organization's knowledge management goals. Includes knowledge management, information system analysis, design, and implementation, selection criteria, current and advancing technology, strategic objectives, business processes, reengineering systems, database management systems, decision support, and data mining. Partial online course. Cross-listed with BA208.

**SY265 Project Systems Analysis (3) Fall, Spring, Summer** Focuses on how to analyze and plan a project and how to select and use systems management methods and tools on a professional project. Project planning, analysis, and design, organization, project, and individual goals, processes, and performance, data/information flow and system structure, and measurement of project quality and success are emphasized. Partial online course.

**SY267 Business Telecommunications: Data, Voice, Multimedia (3) Summer '03, '04** Focuses on how to research, evaluate, and select telecommunication technology and processes to manage complex, dynamic projects. Students review how to analyze, design, architect, and implement telecommunications systems. Current and advancing network technology, distributed processing, global communications, security, and legacy system reengineering are discussed. Partial online course. Cross-listed with BA210.

**SY269 Global Management of Virtual Teams (3) Fall '03, '04** Focuses on how to evaluate and select appropriate groupware to manage global virtual teams. Examines groupware for collaborative work, decision support systems, computer mediated communication, virtual communities, and workflow. Partial online course. Cross-listed with BA209.

**SY283 Innovation Strategies (3) Spring '03, '04** Focuses on how to support product innovation through research and development strategy implementation. Strategic investment, managing scientists and engineers, and case studies in aerospace, telecommunications, computer, biotechnology, and other industries are considered. Partial online course.

## **ADMISSION REQUIREMENTS**

Students may enter the program at the beginning of any term and should meet the following requirements:

- A baccalaureate degree, in any field, from an accredited institution
- Three years' previous work experience
- Cumulative undergraduate grade point average of 2.5 or better
- Two academic and/or professional letters of recommendation
- The satisfactory completion of undergraduate prerequisite courses in three areas: physical/natural science, social science, and college-level algebra or above in math
- An interview with faculty may be required

## **THE M.S.M. CALENDAR**

The M.S.M. Program offers courses over seven-week terms and over fifteen-week semesters. A student who is professionally employed may expect to complete the program in two years. Classes are offered weekday evenings or Saturdays. Courses are offered as half online/half in-classroom. Courses are offered on campus in Belmont, or in San Mateo.

## **COMPUTER ACCESS**

Each student must provide his or her own access to personal computers and access to the Internet. The M.S.M. Program maintains its own home on the web at [msm.ndnu.edu](http://msm.ndnu.edu).

# Business & Management Graduate Certificates

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## Advanced Fundamentals in Business Management Certificates

Graduate Business & Management Certificates are offered in three fundamental areas:

- Finance
- Marketing
- Basic Business Skills

These certificates offer skills and competencies for business professionals to upgrade their knowledge in areas such as finance, marketing, and basic business management. A participant applies directly for a certificate program and enrolls in courses after acceptance without needing to apply to a master's degree program. Students can later choose to apply these courses to an appropriate graduate degree program at the University. After completing courses required for one certificate program, a student would need to apply and be admitted into one of the business and management degree programs at the University before taking additional graduate courses in certificate or degree programs.

Full graduate tuition is charged for courses in this certificate program. For current tuition information, please see the Financial Information page. See the Master of Business Administration (M.B.A.) listings, page 167, for course descriptions.

### CERTIFICATE REQUIREMENTS

The following courses must be taken in the order listed.

<b>Finance Certificate</b>		<b>Units</b>
BA201	Financial Accounting (or undergraduate course equivalent)	3
BA225	Financial Analysis & Decision-Making	3
BA230	Management Accounting	3
BA283	Corporate Financial Management	3
<b>Total</b>		<b>12</b>
<b>Marketing Certificate</b>		
BA260	Marketing Planning & Analysis	3
BA262	Marketing Research	3
BA264	Business-to-Business Marketing	3
BA266	International Marketing	3
<b>Total</b>		<b>12</b>
<b>Basic Business Skills Certificate</b>		
BA201	Financial Accounting (or undergraduate course equivalent)	3
BA205	Information Technology Strategies	3
BA230	Management Accounting (Prerequisite: Financial Accounting)	3
BA260	Marketing Planning & Analysis	3
BA290	Business Management & Organizational Behavior	3
<b>Total</b>		<b>15</b>

## BUSINESS MANAGEMENT GRADUATE CERTIFICATE ADMISSION REQUIREMENTS

- Transcript of highest degree from an accredited institution
- Cumulative grade point average of 2.5 or better
- Application and fee

For additional information, please contact Graduate Admissions at (650) 508-3600 or [grad.admit@ndnu.edu](mailto:grad.admit@ndnu.edu).

## Electronic Business Management Certificates

Graduate Business and Management Certificates are offered in three eBusiness areas:

- Electronic Business Management
- Electronic Business & Implementation
- Advanced Electronic Business: Operations & Principles

These certificates offer the latest skills for developing businesses in the new economy and providing eSolutions for traditional businesses. A participant applies directly for a certificate program and enrolls in courses after acceptance without needing to apply to a master's degree program. Students can later choose to apply these courses to an appropriate graduate degree program at the University. After completing courses required for one certificate program, a student would need to apply and be admitted into one of the business and management degree programs at the University before taking additional graduate courses in certificate or degree programs.

Full graduate tuition is charged for courses in this certificate program. For current tuition information, please see the Financial Information page. See the Master of Science in Electronic Business Management (M.S.E.B.M.) listings, page 177, for course descriptions.

### CERTIFICATE REQUIREMENTS

		Units
<b>Electronic Business Management Certificate</b>		
EB205	Foundations of the Digital Economy	3
EB210	Fundamentals of Internet Architecture	3
EB260	Marketing & the Internet	3
<b>Total</b>		<b>9</b>
<b>Electronic Business Strategy &amp; Implementation Certificate</b>		
EB265	Establishing a Web Presence	3
EB290	Management of Electronic Business I	3
EB295	Management of Electronic Business II	3
<b>Total</b>		<b>9</b>
<b>Advanced Electronic Business: Operations &amp; Principles Certificate</b>		
EB250	Legal & Ethical Internet Issues	3
EB270	Operational Excellence in the Internet Environment	3
EB280	Accessing Applications Over the Internet	3
<b>Total</b>		<b>9</b>

## GRADUATE BUSINESS MANAGEMENT CERTIFICATE ADMISSION REQUIREMENTS

- Transcript of highest degree from an accredited institution
- Cumulative grade point average of 2.5 or better
- Application and fee

For additional information, please contact the Electronic Business Management Certificate and M.S. in eBusiness Management Director, Dr. Sylvia Shafto at (650) 508-3724 or [sshafto@ndnu.edu](mailto:sshafto@ndnu.edu), or Graduate Admission at (650) 508-3600 or [grad.admit@ndnu.edu](mailto:grad.admit@ndnu.edu).

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## Project & Team Management Certificates

Graduate Business & Management Certificates are offered in three project and team management areas:

- Project & Program Management
- Team Management & Leadership
- Project Management Models & Metrics

These certificates offer specific skills and competencies for leadership in team and project management. A participant applies directly for a certificate program and enrolls in courses after acceptance without needing to apply to a master's degree program. Students can later choose to apply these courses to an appropriate graduate degree program at the University. After completing courses required for one certificate program, a student would need to apply and be admitted into one of the business and management degree programs at the University before taking additional graduate courses in certificate or degree programs.

Full graduate tuition is charged for courses in this certificate program. For current tuition information, please see Financial Information, page 305. See the Management (M.S.M.) listings, page 182, for course descriptions.

### CERTIFICATE REQUIREMENTS

Units

#### Project & Program Management Certificate

*Prerequisite: Three years prior professional work experience.*

SY213	Organizational Theory & Learning	3
SY247	Project Financial Management	3
SY253	Supply Chain Management	3
SY257	Project Management	3
SY283	Innovation Strategies	3
<b>Total</b>		<b>15</b>

### Team Management & Leadership Certificate

*Prerequisite:* Three years prior professional work experience and one undergraduate social science course or equivalent.

		<b>Units</b>
SY213	Organizational Theory & Learning	3
SY217	Individual Actions & Team Dynamics	3
SY218	Systems Management	3
SY223	Sustainability: Local & Global Management	3
<b>Total</b>		<b>12</b>

### Project & Program Models & Metrics Certificate

*Prerequisite:* College level Algebra and three years prior professional work experience.

SY218	Systems Management	3
SY221	System Dynamics Modeling	3
SY225	Decision Support: Forecasting & Optimization	3
SY247	Project Financial Management	3
<b>Total</b>		<b>12</b>

### GRADUATE BUSINESS MANAGEMENT CERTIFICATE ADMISSION REQUIREMENTS

- Transcript of highest degree from an accredited institution
- Cumulative grade point average of 2.5 or better
- Application and fee

For additional information, please contact the Project & Team Management Certificate and M.S. in Management Director, Dr. Sylvia Shafto at (650) 508-3724 or [sshafto@ndnu.edu](mailto:sshafto@ndnu.edu), or Graduate Admissions at (650) 508-3600 or [grad.admit@ndnu.edu](mailto:grad.admit@ndnu.edu).



# School of Education & Leadership

*Diane Guay, Ed.D., Dean*

The School of Education & Leadership aspires to develop community leaders, teacher leaders, and administrative leaders. We expand each student's capacity to reflect our core values: development of the whole person, ability to work in a collaborative community, and commitment to a just society.

These core values involve developing our students' ability to communicate with others, to collaborate with others, and to reach out to others. They reflect our goal of developing our own talents and drawing out the talent of others. They focus on social issues, equity issues, and self-development.

In keeping with the NDNU Mission Statement, we commit ourselves to building a student-centered environment that respects the richness of diversity in the human population. We value each student as a person, respect each student as a lifelong learner, and appreciate each student as a rich resource for other learners.

We seek to highlight the centrality of the social dimension of learning, particularly for teachers and administrators who work in schools and other areas of public service.

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## Programs

### Undergraduate Majors

Human Services – Intensive Evening  
 Liberal Studies – Day  
 Liberal Studies – Intensive Evening

### Master's Degrees

Curriculum & Instruction  
 (possible Emphasis in Literacy)  
 Educational Technology  
 Educational Technology Administration  
 Special Education  
 Teaching (M.A.T.)

### Credentials

Administrative Services Tier 1  
 Mild/Moderate Disabilities  
 Moderate/Severe Disabilities  
 Multiple Subject  
 Single Subject

### Graduate Certificates

Educational Technology  
 Reading



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## **Program Contacts**

### **Human Services**

(650) 508-3598

Deborah Cash, Chair

### **Liberal Studies**

(650) 508-3780

Vince Fitzgerald, Chair

### **Advanced Degrees in Education & Leadership**

(650) 508-3464

Kristin Geiser, Chair

### **Teacher Education**

(650) 508-3703

Lu Chang, Chair

# Human Services

## Intensive Evening Degree Program

The Bachelor of Science Degree in Human Services prepares individuals for the challenge of working in management or counseling in both the public and non-profit employment sectors and also in private industry. Recent federal and state legislation encouraged the development of new career positions that expand the scope of the Human Services field beyond the more traditionally recognized positions in Human Services. Corporations have renewed commitment to addressing the broader needs of workers by increasing hiring and staffing in Human Resources Benefits Administration and Employee Assistance Departments. Human Services positions in mental health, law enforcement, health-care, and community advocacy programs have also increased beyond those that focus only on serving clients with basic assistance needs. The Human Services Program is part of the School of Education & Leadership.

Human Services is one of several Intensive Evening Degree Programs at NDNU designed for working professionals twenty-five years of age or older. All major courses in Human Services are offered in the evening and receive upper-division units. The 31-unit curriculum includes seven Core courses and an elected Emphasis in Administration or Counseling. Students follow a course sequence that introduces the current Human Services theoretical foundations and requires field-based project work in agencies or organizations to encourage integration and practical application of knowledge.

Major courses are offered in the seven-week intensive format unless otherwise noted, and only students who meet the admissions requirements of the Intensive Evening Degree Programs may enroll in intensive classes. Psychology courses selected in the Counseling Emphasis are often taken to satisfy the foundation course requirements for NDNU's graduate programs in Psychology and Gerontology.

The Undergraduate Human Services degree offers special articulated programs with Graduate Psychology and Gerontology. Articulated programs allow qualified students in their last semester of undergraduate work to study for a master's degree while completing the bachelor's degree. Undergraduate students in articulated programs are allowed to enroll in up to six units in selected graduate courses that fulfill undergraduate major requirements while also counting towards the master's degree.

Articulated programs have great appeal for students planning to continue their education beyond the bachelor's degree, since these programs allow them to save time and money. An application and an interview with the graduate Program Director are required. For more information on admission requirements, program restrictions, or an application, please see Graduate Admissions or the relevant Program Director.

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## Bachelor of Science: Human Services

In addition to major requirements, students must meet General Degree requirements.

**General Education Requirements** **Units**  
**45**

### Human Services Prerequisites

*Two three-unit lower division courses from accredited community colleges or through CLEP tests.*

General Psychology	3
General Sociology	3

### Major Core Requirements

EN136	Professional Writing	3
HS100	Human Services	3
HS101A	Transformative Learning*	.5
HS101B	Professional Development**	.5
HS102	Social Research Methods	3
HS110	Communication Skills	3
HS150	Financial Management	3
HS190	Human Services Senior Seminar	3
PL128	Ethics & Professional Responsibility	3
<b>Total</b>		<b>22</b>

\* Taken at beginning of Major Study

\*\* Taken at the end of Major Study

### Human Services Counseling Emphasis

*Three courses (nine units) chosen from the following:*

HS156	Human Services Counseling Skills	3
HS162/MG162	Managing Cultural Diversity*	3
HS165/MG165	Managing Employee Assistance Programs	3
HS169	Stress in the Workplace	3
HS171	Women's Health Issues	3
PY101	Personality Theory**	3
PY161	Developmental Psychology**	3
PY168	Abnormal Psychology**	3

### Human Services Administration Emphasis

*Three courses (nine units) chosen from the following:*

HS115/MG115	Conflict Management: Theory & Practice**	3
HS155	Human Relations in Organizations	3
HS160/MK168	Marketing for Non-profit Organizations	3
HS165/MG165	Managing Employee Assistance Programs	3
HS169	Stress in the Workplace	3
HS171	Women's Health Issues	3

		Units
HS198	Internship	3-6
MG157	Women in Management**	3
MK160	Marketing Principles**	3
General Electives		42
<b>Total University Requirement</b>		<b>124</b>

Note: A total of 124 semester units is required for the bachelor's degree. These must include a minimum of 46 units in upper-division courses. Students may transfer in up to 78 lower-division units.

*\*Intensive Human Services students may use PL128 to satisfy the Philosophy requirement in General Education and EN136 or EN137 to satisfy the writing requirement in General Education. Also, HS162 satisfies one of the General Education Cultural Diversity requirements. While a single course may be used to satisfy more than one area requirement (e.g. in the major and General Education), the course units are only counted once toward the 124 unit requirement.*

*\*\*These courses are cross-listed and the description for these courses are in other departmental sections of this catalog.*

#### **Minor Requirements: Human Services**

HS100 and HS102 and two courses from the areas of concentration for a total of 12 units. Only students admitted to an Intensive Evening Degree Program may minor in Human Services. Courses for the minor must be approved by the Program Director.

#### **COURSE DESCRIPTIONS**

**HS100 Human Services (3) Fall, Spring, Summer** Examines the human service industry - its evolution, role in contemporary society, and anticipated future in relation to the changing society and the restructuring of community and work organizations. Discussions of theory and practice of professional management strategies, clientele characteristics and reactions, as well as future directions for human service program planning and design are presented by area speakers and analyzed by students in written and group presentation format.

**HS101A Transformative Learning (.5) Fall, Spring, Summer** Provides students with a seminar focused on assessing and examining current individual learning strengths, styles, and areas for personal development. Written logs, journals, completed personal inventories, and classroom dialogue with other human services students, faculty, and alumni of the program are used to facilitate learning.

**HS101B Professional Development (.5) Fall, Spring** Provides continuing students with a seminar emphasizing the examination of individual career goals and competencies needed in the human services professions. Together HS101A and HS101B satisfy a one unit major core requirement in the Human Services Program.

**HS102 Social Research Methods (3) Fall, Summer** Introduces the major techniques of social research to demystify the research process and increase competence in student's ability to investigate ideas, concepts, and statistical data or literature. Proficiency is measured by performance in individual and collaborative group projects, individual written assignments, and a final research presentation.

**HS110 Communication Skills (3) Fall, Summer** This highly participative course focuses on analyzing and applying techniques of effective communication in organizational and interpersonal situations. Includes the use of personal assessment instruments that reflect students' preferred communication style. All class participants make formal and informal presentations and practice utilizing fundamentals in active listening, self-esteem building, and conflict negotiations.

**HS115 Conflict Management: Theory & Practice (3) Spring, Summer** Cross-listed with MG115. See Intensive Business Administration/Management listings for course description.

**HS149T Teaching Assistant (0-4) Fall, Spring, Summer** This is an opportunity for advanced student to earn credit by special arrangement with the Human Services Department Chair. The required work will vary and may include conducting student surveys, tutoring research students, or creating reports for Human Services professors.

**HS150 Financial Management (3) Fall, Spring** *Prerequisite: HS100 or permission of Program Director.* Introduces financial management for non-profit organizations, focusing on the key principles and terminology needed by managers. Emphasizes financial accounting, budgeting, financial reports, and reporting cycles. Coursework includes case studies and a final project analyzing the fiscal status of a non-profit agency or organization.

**HS155 Human Relations in Organizations (3) Fall** Studies formal and informal organizations in terms of individual, group, and organizational perspectives with a focus on leadership, motivation, and general management concepts. Discussions and group practice sessions are alternated with individual projects and examinations to assess student proficiency and skill building.

**HS156 Human Services Counseling Skills (3) Spring** Reviews fundamental skills in counseling. Special emphasis is on the development of effective counselor competencies in helping relationships found primarily in human services organizations.

**HS160 Marketing for Non-profit Organizations (3) Spring** *Prerequisite: HS100 or permission of Program Director.* Presents the principles of marketing, marketing strategy, and the marketing mix (product, place, price, and promotion) as applicable in a non-profit setting. Cross-listed with MK168.

**HS162 Managing Cultural Diversity [CDiv] (3) Spring** Theoretical and practical approaches to the complexities of issues of diversity will be examined by reviewing typical values, habits, interactions, and concerns of different cultural groups in the workplace. Students will identify and practice strategies to overcome barriers and conflict in the workplace. Cross-listed with MG162.

**HS165 Managing Employee Assistance Programs (3) Summer** Surveys all aspects of managing EAP's as they relate to employers, unions, human resources, and the workplace. Special attention is given to administration and implementation of strategies for special work groups.

**HS169 Stress in the Workplace (3) Summer** Provides a theoretical and interactive analysis of the physiological, psychological, and emotional effects of stress. Examines cognitive and behavioral coping strategies that will be used to create a personal wellness plan for each student. Particular emphasis will be on early detection of organizational factors that create effects of personal and professional burnout.

**HS171 Women's Health Issues (3) Spring** This course provides both a theoretical and interactive analysis of the various issues surrounding women and specifically women's health. Topics range from societal influences on women's socialization/role identification and development. Contributing factors examined relative to women's health include psychosocial, psychological, spiritual, emotional, legal, and physiological.

**HS190 Human Services Senior Seminar (3) Fall, Spring** *Prerequisites: Completion of core requirements and senior class standing.* This capstone course utilizes all key Human Services theories, concepts, and methods acquired through the coursework. Successful demonstrations of competencies are exhibited in case studies, analysis, group discussion, individual presentations, and community project work.

**HS195 Special Topics (0.5 - 3) Selected Summers** Workshops offered periodically on contemporary issues of special interest to Health and Human Services professionals.

**HS198 Internship (3) Spring** Human Services students will participate in supervised internships in service organizations to enhance individual career skillset and portfolio. The internship will be in a Human Services agency over a semester with designated mandatory class meetings.

**HS199 Independent Study in Human Services (1-3)** Provides an opportunity for independent study or research in Human Services under the direction of the instructor and department chair. See Undergraduate Policies & Procedures section on Independent Study.

## Liberal Studies – Day

Administered in the School of Education & Leadership, the Bachelor of Arts degree in Liberal Studies is interdisciplinary in nature, involving coursework from the humanities, the arts, and the sciences. Students in the program engage in a broad liberal arts curriculum and specialize in a particular discipline. The Liberal Studies major meets requirements set by the California Commission on Teacher Credentialing for undergraduate subject matter preparation for the Multiple Subject Teaching Credential. It is especially recommended for students intending a career in elementary education.

Required coursework for the major is drawn from the areas of language, literature, logic, mathematics, natural science, social science, history, humanities, the arts, physical education, and human development. At least 42 units of the courses taken in these areas must be upper-division units. In addition, 12 units of work must be done in advisor-approved, upper-division major courses within a discipline (e.g., biology, English, history, mathematics). The major is constructed so that students who satisfy all of the requirements for the major automatically satisfy all NDNU General Education Requirements.

Although we encourage students to pursue graduate study at NDNU, earning a B.A. degree in Liberal Studies does not guarantee admission into NDNU's teacher training programs. Students who seek an elementary teaching credential must apply to Graduate Admissions and, as with all applicants, undergo screening for admission.

Students who do not intend to pursue an elementary teaching credential may complete the major by substituting advisor-approved elective courses for the required credential-related courses (e.g., EN143, HY165B, PE110, PY161, ED136). Each elective course should be in the same discipline as is the credential-related course which it replaces.

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### Bachelor of Arts: Liberal Studies

In addition to major requirements, students must meet General Degree Requirements. All General Education requirements may be satisfied by completing the courses required within this major. Courses satisfying General Education requirements are indicated by “(GE)” after the course title.

**AREA REQUIREMENTS**

<b>Language Studies (9 units)</b>		<b>Units</b>
EN106	Advanced Writing	
or		
EN141A	Writing: Play Writing	
or		
EN141B	Creative Writing: Poetry	
or		
EN141C	Creative Writing: Fiction	3
EN110	Linguistics	3
CM011/111	Oral Communication	
or		
TA002/102	Introduction to Oral Interpretation of Literature	3
<b>Literature (12 units)</b>		
ID001A	Human Experience (GE)	6
or		
EN002	Composition & Introduction to Literature (GE)	(4)
ID001B	Human Experience (GE)	4
or		
EN021	Composition & Classics of World Literature (GE)	(4)
EN133	Women's Literature (GE)	
or		
EN142A/B/C	Ethnic American Literature (GE)	
or		
EN173	Modern Fiction: Comparative Approach (GE)	
or		
LA110	Literature of Latin America (GE)	3
EN143	Children's Literature	3
<b>Logic &amp; Mathematics (9 units)</b>		
<b>Logic</b>		
PL012/112	Formal Logic	3
<b>Mathematics</b>		
MA006	Mathematics for Elementary Teachers (GE)	3
MA102	Statistics (GE)	3
<b>Natural Science &amp; Technology (13 units)</b>		
<b>Physical Science</b>		
PH009	Introduction to Physical Science (GE)	3.5
<b>Earth Science</b>		
PH001	Physical Geology (GE)	3



**Life Science**

BY005 Introduction to Biology (GE) 3.5

**Science, Technology, & the Environment**

BY/PH109 Contemporary Environmental Issues 3

or

NS009/109 Nutrition & Health in Developing Countries 3

or

SM001/101 Science & Technology in Developing Countries 3

**Social Science (9 units)**

PS001 Introduction to American Government (GE) 3

SO004 Cultural Anthropology (GE)

or

SO162 Cross-Cultures & Subcultures (GE) 3

PS160 World Geography 3

**History (9 units)**

ID021A Human Heritage (GE) 4

or

HY004A Western Civilization (GE) (3)

ID021B Human Heritage (GE) 4

or

HY004B Western Civilization (GE) (3)

HY165B The New Nation, 1776-1836 3

**Humanities (17 units)**

**Modern Language**

FR001/002 Basic Practical French (GE)

or

SP001/002 Introduction to Spanish (GE) 8

If the General Education requirement in Modern Language is met at entrance, the student may elect 6 advisor-approved units in art, foreign language, music, philosophy, religious studies, or theatre arts.

**Philosophy**

PL006 Introduction to Philosophy (GE)

or

Advisor-approved units in Philosophy 3

**Religious Studies**

RS001/100 Introduction to the Old Testament (GE)

or

RS013/113 Introduction to the New Testament (GE) 3

RS165 Religions of the World (GE) 3

**The Arts (6 units)**

<i>For Credential Students: 6 units from two of the following:</i>		6
AR116	Art Education Concepts (GE)	
MU140	Music Education Concepts (GE)	
TA160	Children’s Theatre (GE)	

*For Non-Credential Students: 6 units within the Visual & Performing Arts consisting of:  
One (1) content course (three units) and three additional units in studio/performance or concepts (GE)*

**Human Development (15 units)**

ED136	Introduction to Education: Practicum in Teaching	3
ED191	Senior Seminar in Liberal Studies	3
PE110	Physical Education in the Elementary School	3
PY001	Introduction to Psychology (GE)	3
PY161	Developmental Psychology: Child & Adolescent	3
<b>Subtotal</b>		<b>105</b>

**Concentration Requirement (12 units)**

A concentration of 12 advisor-approved, 12 upper-division units in a particular discipline is required. Satisfaction of this requirement will ordinarily result in the student achieving at least an academic minor in the subject studied.

<b>Total</b>	<b>117</b>
General Electives	7
<b>Total University Requirement</b>	<b>124</b>

**LIBERAL STUDIES COURSES**

**ED115 Physical Education in the Elementary School (3) Fall** Focuses on acquiring knowledge and skills necessary to teach physical education activities to elementary age children and understanding the elementary school physical education curriculum, including movement, fitness and health, growth and development, games, dance, administrative considerations, and evaluation techniques. Also, new concepts of teaching physical education including adaptive P.E. are covered. Cross-listed with PE110.

**ED136 Introduction to Education: Practicum in Teaching (3) Spring, Fall** Assists students in examining the role of the teacher at the preschool through grade 12 level. Students are placed as classroom teacher aides at the grade level of their choice for three hours per week and attend an on-campus seminar. Three-unit course satisfies the Career Development Requirement. Permission of the instructor is required. Course is required for admission to credential programs.

**ED191 Senior Seminar in Liberal Studies (3) Spring, Fall** This capstone course for Liberal Studies major integrates skills and knowledge from previous coursework with the career perspective of the elementary classroom teacher. The value of liberal education will be considered. Students develop portfolios which sample their best work and which show the relevance of that work to teaching. Students also develop a resource unit or other project in collaboration with concentration advisor. Senior standing required.

# Liberal Studies: Foundations for Teaching Intensive Evening Degree Program

Liberal Studies: Foundations for Teaching is an intensive evening degree completion option within the Liberal Studies major. The major engages students in a broad liberal arts education that may be applied to a teaching career and prepares students for entry into graduate programs leading to the California Multiple Subject (K-8) teaching credential. The major also serves as a degree completion option for students who want a broad liberal arts background, but who do not necessarily wish to pursue a teaching credential. Our Liberal Studies advisors can tailor a program to fit the particular interests and goals of each student.

Demand for teachers in California and the nation should increase over the long-term due to expected changes in the educational marketplace over the next decade. These changes include rising student enrollments, the movement for class size reduction, and the imminent retirement of a large part of the current workforce. In response to this need for certified teachers, NDNU offers a Bachelor of Arts degree in Liberal Studies that is uniquely designed to accelerate the process for adult students whose ultimate educational goal is a teaching credential. Through this Intensive Evening Degree Program, working students can complete a bachelor's degree in the evening and simultaneously satisfy prerequisites in the NDNU graduate education program, the next step in becoming state-certified for teaching kindergarten through eighth grade.

The Liberal Studies: Foundations for Teaching program is interdisciplinary in nature and provides students with knowledge of subjects commonly taught in K-8 grades as well as practical fieldwork experience. In addition, the major helps to prepare students for the MSAT or CSET, the qualifying exams for state certification that test knowledge of elementary school teaching subjects. The Intensive Program's combination of seven and fifteen week courses enables students to complete their degrees in a timely manner without compromising academic quality. Classes are designed to draw upon the varied life and work experiences of class members. Both course content and schedule emphasize self-directed, out-of-classroom learning, while small class sizes allow students to participate collaboratively as team members.

Notre Dame de Namur University has an outstanding reputation in the field of teacher preparation. In addition to the academic quality of the undergraduate and graduate programs, the Liberal Studies/School of Education & Leadership advisors provide step-by-step guidance to the student in choosing the best course of study that fits the individual's background and interests and state credentialing requirements.

## Intensive Liberal Studies: Foundations for Teaching

<b>Prerequisites for Major (12 units)</b>		<b>Units</b>
BY005	Introduction to Biology	3.5
PY001	Introduction to Psychology	3
PH009	Introduction to Physical Science	3
PS001	Introduction to American Government	3
<b>Degree &amp; Major Requirements (36 units)</b>		
EN110	Linguistics	3
EN106	Advanced Writing	3
SM102	Development of Scientific Thinking	3
RS165	Religions of the World	3
AR116	Art Education Concepts	3
HY108	World History	3
PY161	Developmental Psychology	3
ED136	Introduction to Education: Practicum in Teaching	3
ED191	Senior Seminar in Liberal Studies	3
<i>Electives (nine units required) from the following:</i>		9
EN143	Children's Literature	
HY189	California History	
MA005	Math & the Imagination	
MA006	Mathematics for Elementary Teachers	
PH001	Physical Geology	
PS160	World Geography	
or		
Advisor Approved Courses		

### LIBERAL STUDIES COURSES

See the various departmental listings in the Catalog for descriptions of courses within the Intensive Evening Liberal Studies major. Course descriptions for ED136 and ED191 can be found in the Liberal Studies section, page 201.

### CREDENTIAL PROGRAM

The Liberal Studies Degree satisfies the following Notre Dame de Namur University Credential Program prerequisites:

- Linguistics
- U.S. Constitution
- Fieldwork Experience
- Developmental Psychology
- Foreign Language

# Credentials

## TEACHER EDUCATION PROGRAM

*Dr. Lu Chang, Chair, (650) 508-3703*

For fifty years, Notre Dame de Namur University has maintained a reputation for excellence in teacher education. Personalized attention and individualized counseling for students, field orientation of programs, and successful placement of credential graduates have characterized the Teacher Education Program since its inception in 1953. The Program was reaccredited with distinction in 1998. The Department of Teacher Education continues to prepare competent teachers, specialists, and administrators through professional programs that reflect current trends. A credential from NDNU provides maximum employment opportunities as well as strong preparation for classrooms of the 21st century. We have credential reciprocity with most states.

Education courses are taught by faculty representing diverse academic and practical expertise. All Department of Teacher Education supervisors are selected because of previous experience as teachers and administrators in public and private schools.

The Teacher Education Program offers programs leading to the following credentials:

- Multiple Subject & Single Subject
- Administrative Services Tier 1
- Mild/Moderate Disabilities
- Moderate/Severe Disabilities

The Teacher Education Program allows NDNU students in its credential programs to count up to five courses toward the Master's Degree. Contact Dr. Kristin Geiser at (650) 508-3464 for additional information.

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## Credentials: Multiple Subject & Single Subject

The Department of Teacher Education offers programs of professional preparation for the California Multiple Subject and Single Subject Credentials. NDNU's teacher preparation programs are post-baccalaureate and require a full fifth year, or 31-34 semester units, of study. The concurrent program at NDNU offers students the opportunity to complete the professional coursework and two student teaching experiences within a calendar year.

Multiple Subject Credential (elementary) candidates spend one semester of student teaching at the primary level and one semester in the intermediate grade level. Single Subject Credential (secondary) candidates spend one semester of student teaching at the junior high school or middle school and one semester at the senior high school in departments where they will be credentialed.

These student teaching experiences are in culturally diverse schools with students from a variety of socioeconomic backgrounds, and take place at two of the 30+ public school districts with which we have contracts. One semester may be at a private school if desired. (The school must be WASC accredited.) A paid intern option is available for qualified Multiple and Single Subject candidates.

**Prerequisites for Multiple Subject & Single Subject Preliminary Credentials**

1. Completion of NDNU's course ED136 with field experience (this course also fulfills the undergraduate Career Development Requirement). If this is not done, other verification of 40 hours experience with children or youth of appropriate age in a school setting is required prior to admission to either of the programs.\*
2. Appropriate pre-professional coursework or passage of subject matter exams as detailed below.\*

\* *May be taken concurrently.*

**MULTIPLE SUBJECT CREDENTIAL**

*Dr. Robert Ferrera, Program Director, (650) 508-3531*

This credential authorizes service in self-contained classrooms, usually in an elementary school setting. To qualify for a Multiple Subject Credential students must fulfill the following requirements:

1. Pass the California Basic Educational Skills Test (CBEST).
2. Complete an approved undergraduate Liberal Studies program of preparation for teaching OR pass the California Subject Examinations for Teachers (CSET) in Multiple Subjects.
3. Take an approved course or pass a test that includes detailed study of the U.S. Constitution. At NDNU, History 165B New Nations fulfills this requirement.
4. Obtain a Certificate of Clearance (fingerprint clearance) from the Commission on Teacher Credentialing.
5. Successfully complete student teaching and required coursework (see below).
6. Pass the Reading Competency Assessment (RICA) at the end of the program, prior to applying for the credential.
7. Successfully meet the Teaching Performance Expectations.
8. Pass the Teaching Performance Assessment.

**SINGLE SUBJECT CREDENTIAL**

*Dr. Nicholas Gennaro, Program Director, (650) 508-3710*

This credential authorizes service in departmentalized settings, usually in middle, junior high and senior high schools. To qualify for a Single Subject Credential the following requirements must be met:

1. Pass the California Basic Educational Skills Test (CBEST).
2. Complete an approved undergraduate program of subject matter preparation OR pass the appropriate specialty area test of PRAXIS series administered by the Educational Testing Service and/or SSAT or CSET.
3. Take an approved course or pass a test that includes detailed study of the U.S. Constitution. At NDNU, History 165B New Nations fulfills this requirement.
4. Obtain a Certificate of Clearance (fingerprint clearance) from the Commission on Teacher Credentialing.
5. Successfully complete student teaching and required coursework (see below).
6. Successfully meet the Teaching Performance Expectations.
7. Pass the Teaching Performance Assessment.

COURSEWORK		Single-Subject Units	Multi-Subject Units
ED210	Psychological/Developmental Foundations	3	3
ED220	Assessment in the Classroom	1	1
ED250	Sociological/Multicultural Foundations	3	3
ED330A/B/C/D	Student/Intern Teaching/Seminar	8	8
ED331	Secondary Curriculum	2	-
ED331M/Z	Curriculum (Elementary Math & Social Study/Science)	-	4
ED332	Teaching & Pedagogy	3	-
ED334A/B	Elementary Reading/Language Arts: Primary/Upper Grades	-	6
ED334S	Language & Literacy in Content Areas	3	-
ED340	Health Education	1	1
ED348	Strategies for English Language Learners	3	3
ED389	Special Education for the Classroom Teacher	2	2
ED393	Technology Applications in Education	2	2
<b>Total</b>		<b>31</b>	<b>33</b>

## Credential: Administrative Services Tier 1

*Dr. Diane Guay, Program Director & Dean, (650) 508-3702*

This credential authorizes the holder to perform administrative services ranging from superintendent to assistant principal or County Office positions. NDNU offers two innovative programs that allow the students in this program to earn a Master of Science in Educational Technology Administration (M.S.E.T.A.) or a Master of Public Administration (M.P.A.) degree by adding a few courses. Both of these Master's may be concurrent with the Administrative Services Credential. See the requirements for the M.S.E.T.A. and M.P.A. degrees in the Educational Technology and Administration section. A paid administrative internship may be arranged on an as-needed basis in coordination with the student's school district.

To qualify for an Administrative Services Credential, students must fulfill the following requirements:

1. Show proof of a B.A. or B.S. degree.
2. Possess a teaching credential plus three years' experience.
3. Complete introductory coursework in Psychology, Sociology, Political Science, and Accounting (required coursework on the following page).
4. Interview with Administrative Services Program Director.

**COURSEWORK**

<b>Core Classes</b>		<b>Units</b>
ED230	Financial Management	3
ED270	Human Resource Management	3
ED280	Leadership Concepts	3
ED290	Management & Organization	3
<b>Practica-based Coursework</b>		
ED351	School Community Relations	3
ED353	School Law, Governance, & Politics	3
ED355	Program Initiation & Implementation	3
ED397	Contemporary Topics in Technology Leadership	3
<b>Total</b>		<b>24</b>

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**Special Education Credential & Master's Degree**

See the Special Education section, page 214, for information on these programs.



# About Master's Degrees

Master's degrees within the School of Education and Leadership are offered through the Department of Advanced Studies in Education and Leadership. The Department is committed to supporting the development of educators who promote social justice in the context of schools and their communities. Advanced Studies in Education and Leadership are designed to serve teachers, administrators, and other educators working with and on behalf of schools.

As educators, we are engaged in a wonderful and complex profession. How will we grapple with the complexity of curriculum, instruction, and assessment in ways that improve student learning and achievement? How will we continue to develop the skills necessary to support every student to earn and achieve at high levels? How will we know if our values, beliefs, and practices promote justice and equity? How will we share our experiences, our stories, and our insights to inform others who care about improving education? How will we know what is “working” in our classrooms, our schools, and our communities? Attending to these questions requires ongoing learning and personalized support. NDNU's Master's Degree programs in Education and Leadership are designed to address these questions.

Notre Dame de Namur University's location between San Francisco and Silicon Valley provides a setting in which committed educators representing diverse school and community contexts throughout the Bay Area come together with highly qualified faculty to build their capacity to improve the quality of teaching and learning.

Each program of study grounds students in the foundations and invites them to envision new possibilities. Personalized learning and mentoring ensure that students develop the NDNU knowledge, skills, and habits needed to move classrooms, schools, and communities from “what is” to “what could be.”

Each Master's program includes coursework, fieldwork, and mentoring in the areas of teaching, learning, technology, social justice, diversity, equity, and leadership. Courses are available during two summer sessions as well as the fall and spring semesters. Courses are offered late in the afternoons/evenings and on weekends in order to accommodate work commitments. Each of the Master's programs culminates with a thesis or capstone project – a form of practitioner research that demonstrates scholarly knowledge, skills, and habits of inquiry and reflection. Once you are admitted to a Graduate program in the School of Education and Leadership, your advisor will work with you to design a plan that will ensure that your program supports you in meeting your personal and professional goals.

## **ARTICULATION WITH CREDENTIAL PROGRAMS**

Recent graduates of NDNU's credential programs (1999 or later), have a unique opportunity to count up to five of their credential courses toward a Master's Degree, significantly reducing the time and financial resources required to earn a degree. Contact Dr. Kristin Geiser at (650) 508-3464 for additional information regarding this opportunity.

## MASTER'S THESIS & CAPSTONE PROJECT

Advanced Studies in Education and Leadership are characterized by the reflexive integration of theory and practice. Practice is valued not only as a place to implement theory, but as a place to develop theory. Advanced Studies prepare educators and others who work with and on behalf of schools to be knowledge developers, not just knowledge users. Each Master's Program culminates with a thesis or capstone project that integrates research, practice, and personal reflection. The type of project that is associated with each degree is noted in the program descriptions (e.g., thesis, teacher research portfolio, capstone statement). Each project invites students to demonstrate scholarly knowledge, skills, and habits of inquiry in the context of a particular area of expertise.

It is important to note that the required courses associated with each Advanced Degree Program support students in the completion of their thesis or capstone projects. Through the thesis or capstone experience, students demonstrate their ability to ask thoughtful questions, collect information, analyze information, and reflect on issues regarding teaching, learning, and schooling that will enable them to improve their practice throughout their careers.

Instructions for preparing the thesis can be found in the *Thesis Handbook*, downloadable as a Word document from [www.ndnu.edu/educationandleadership/MEdMATThesisHandbk.doc](http://www.ndnu.edu/educationandleadership/MEdMATThesisHandbk.doc).

## ADMISSION INFORMATION

Students may apply to enter programs in the Department of Advanced Studies in Education & Leadership for the fall, spring, or summer semesters and should meet the following requirements:

- A bachelor's degree in any field from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- A personal interview with the Program Director

For details on admission processes, see Graduate Admission, page 45.

## ACCREDITATION

Programs in the Department of Advanced Studies in Education and Leadership are accredited by the California Commission on Teacher Credentialing.

## MASTER'S DEGREES

- Curriculum & Instruction (possible Emphasis in Literacy) (M.Ed.)
- Educational Technology (M.Ed.)
- Educational Technology Administration (M.S.)
- Special Education (M.A.)
- Teaching (M.A.T.)

# Curriculum & Instruction

The Department of Advanced Studies in Education & Leadership offers programs leading to the Master of Education (M.Ed.) in Curriculum & Instruction and to the M.Ed. in Curriculum & Instruction with Emphasis on Literacy. See also the Reading Certificate, page 217.

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## Master of Education (M.Ed.) in Curriculum & Instruction

The goal of this degree program is to build the capacity of educators to engage in improved teaching practice, curriculum development, program planning, professional development, professional mentoring, and educational leadership. Individuals with a significant amount of knowledge and experience in a particular discipline may also be interested in this degree program in order to prepare themselves to teach in a private school or community college setting.

In addition to coursework, a Master's Thesis is required to complete the M.Ed. program. ED359 and ED360 are designed to support students in completing this requirement.

<b>Coursework</b>		<b>Units</b>
ED344	Trends in Curriculum Development	3
ED345	Educational Assessment & Evaluation	3
ED346	Social Justice, Diversity, & Equity	3
ED359	Educational Research	3
ED360	Introduction to Educational Research	3
<i>One of the five graduate-level courses in educational technology:</i>		3
ED362	Technology - Special Education	(3)
ED394	Learning, Technology, & Curriculum	(3)
ED395	Networking & Telecommunications Media	(3)
ED396	Media, Medium, & Method	(3)
ED397	Contemporary Topics in Technology Leadership	(3)
<i>Four education electives, to be selected in collaboration with the Program Director</i>		12
<b>Total</b>		<b>30</b>

Students enrolled in the M.Ed. in Curriculum and Instruction program may choose to earn a certificate in Educational Technology by completing a total of four courses in educational technology. See the Certificates in Education & Leadership, page 217, for detailed requirements.

## Master of Education (M.Ed.) in Curriculum & Instruction with Emphasis on Literacy

The purpose of this degree program is to upgrade the skills of professionals in public and private school systems. It is designed for those who seek to expand their ability to teach literacy strategies in-depth and to differentiate instruction in order to promote learning and achievement to a wide variety of diverse learners. Candidates may use this expertise as regular classroom teachers, as reading resource teachers, tutors, literacy coaches, master/mentor teachers, or as consultants.

Coursework for the degree explores the conceptual, theoretical and practical knowledge base related to the changing needs of the California schools regarding trends in curriculum, assessment, instruction, and literacy. It also includes study in the theory and methodology of teaching literacy skills and strategies to a diverse population of all ages and capabilities (children, adolescents, and adults, struggling readers and gifted readers and writers). Candidates use a case study approach to assessment and instruction that involves extensive reading, discussions, modeling, and practice through field experiences.

In addition to coursework, a Master's Thesis is required to complete the M.Ed. program. ED359 and ED360 are designed to support students in completing this requirement.

<b>Coursework</b>	<b>Units</b>
ED346      Social Justice, Diversity, & Equity	3
ED348      Strategies for English Language Learners	3
ED359      Educational Research	3
ED360      Introduction to Educational Research	3
ED380      Current Research & Practice in Literacy Education	3
ED381      Assessment-based Instruction in Reading & the Language Arts: Early Literacy	3
ED382      Assessment-based Instruction in Reading & the Language Arts: Intermediate & Advanced Learners	3
ED383      Clinical Application I: Early Literacy	3
ED384      Clinical Application II: Intermediate & Advanced Literacy	3
ED394      Learning, Technology, & Curriculum	3
<b>Total</b>	<b>30</b>

NDNU also offers a Reading Certificate for those who are only interested in obtaining supplementary authorization in this area. See Certificates in Education, page 217, for details.

# Educational Technology & Administration

The Department of Advanced Studies in Education & Leadership offers programs leading to the Master of Education (M.Ed.) in Educational Technology degree and the Master of Science in Educational Technology Administration degree. In cooperation with the School of Business & Management, the Department also offers a program leading to the degree Master of Public Administration with Emphasis in Educational Administration. See also the Certificate in Educational Technology, page 217.

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## Master of Education (M.Ed.) in Educational Technology

This program prepares educators to serve as school- and district-level educational technology leaders. Graduates of the M.Ed. in Educational Technology program may work with the Credential Analyst in the School of Education & Leadership to apply for a supplementary authorization on their teaching credential for computer applications.

In addition to coursework, a Master's Thesis is required to complete the M.Ed. program. ED359 and ED360 are designed to support students in completing this requirement.

<b>Coursework</b>		<b>Units</b>
ED359	Educational Research	3
ED360	Introduction to Educational	3
ED362	Technology & Special Education	3
ED394	Learning, Technology, & Curriculum	3
ED395	Networking & Telecommunications Media	3
ED396	Media, Medium, & Method	3
ED397	Contemporary Topics in Technology Leadership	3
<i>Three electives, to be selected in collaboration with the Program Director</i>		9
<b>Total</b>		<b>30</b>

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## Master of Science (M.S.) in Educational Technology Administration

Building upon the Tier I Administrative Services Credential, this program enables students to complete three additional educational technology courses in order to earn a Master's degree. This degree program prepares school administrators (including but not limited to superintendents, assistant principals, principals, and county office leaders) to design, supervise, implement, and evaluate innovative and effective educational technology integration in classrooms, schools, and districts. For more information on the courses associated with the Tier I Administrative Services Credential, please refer to the program description in the Credentials section. In addition to coursework, a capstone project in the form of a capstone statement is required to complete the M.S. program.

<b>Coursework</b>	<b>Units</b>
Requirements for Administrative Credential Tier 1	24
<i>Three courses chosen from the following:</i>	9
ED362      Technology & Special Education	(3)
ED394      Learning, Technology, & Curriculum	(3)
ED395      Networking & Telecommunications	(3)
ED396      Media, Medium, & Method	(3)
<b>Total</b>	<b>33</b>

## Master of Public Administration with Emphasis in Educational Administration

Building upon the Tier I Administrative Services Credential, this program enables students to complete two additional courses in public administration to earn a Master's degree. This degree program is designed to prepare school administrators to work effectively in management positions. For more information on the courses associated with the Tier I Administrative Services Credential, please refer to the program description in the Credentials section. See also the M.P.A. program in the School of Business and Management, page 172.

<b>Coursework</b>	<b>Units</b>
Requirements for Administrative Credential Tier 1	24
PA250      Research Methodology	3
PA292      Public Policy & Administration	3
<b>Total</b>	<b>30</b>

# Special Education

The Department of Teacher Education offers programs of professional preparation for the California Mild/Moderate Credential, the California Moderate/Severe Credential that also lead to the Master of Arts in Special Education degree.

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## Credentials in Special Education

*Dr. Barbara Kammerlohr, Program Director, (650) 508-3627*

NDNU's Special Education Credential programs prepare students to teach in special education programs in public and private schools. Mild/Moderate credential holders will be able to teach students in Resource Specialist Program classes (1-12) and students in special day classes for learning disabilities. Moderate/Severe credential holders will be able to teach students in grades 1-12 whose needs are more severe. While pursuing the credential, students may be able to work while they learn by interning in schools as a paid teacher.

Students may obtain a Special Education Credential without a prior teaching credential. This requires 21-29 credits. Work toward a Special Education Credential may be simultaneous with work toward a regular credential (either Multiple Subject or Single Subject). This requires between 21 and 51 units depending on previous preparation.

Each course in the program meets once per week late afternoons and evenings, including summers. Classes are held on school sites throughout San Mateo and Santa Clara Counties and/or at Notre Dame de Namur University.

It is expected that students will come with a variety of backgrounds. A program plan is arranged for each student when he or she meets with the Program Director.

Coursework		Units
ED330Q	Student/Intern Teaching & Seminar in Special Education	3-5
ED334A	Elementary Reading/Language Arts Primary Grades*	3
ED348	Strategies for English Language Learners*	2
ED349	Special Education Program Management	3
ED350	Curriculum & Instruction Adaptations (Mild/Moderate)	
or		
ED356	Curriculum & Instruction Adaptations (Moderate/Severe)	3
ED361	Clinical Assessment	4
ED362	Technology - Special Education	3
ED363	Counseling - Special Education	3
ED389	Special Education for the Classroom Teacher*	3
<b>Total</b>		<b>27-29</b>

*\*Foundation course in Multiple or Single Subject Credential*

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## Master of Arts (M.A.) in Special Education

This degree program prepares students to teach in special education programs in public and private schools. Building upon the Special Education Credential, this program enables students to complete an additional three-unit course in order to earn a Master's Degree. See preceding page for courses required for the Special Education Credential.

A capstone project in the form of a practitioner researcher portfolio is required to complete the M.A. program. ED359P is designed to support students in completing this requirement.

<b>Coursework</b>	<b>Units</b>
Requirements for Special Education Credential	27-29
ED359P      Educational Research Capstone	3
<b>Total</b>	<b>30-32</b>



# Teaching (M.A.T.)

The Department of Advanced Studies in Education & Leadership offers a program leading to the Master of Arts in Teaching.

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## Master of Arts in Teaching (M.A.T.)

The M.A.T. program is designed for the holder of a single-subject credential to broaden and deepen knowledge and appreciation of a chosen subject area and to build effectiveness as a teacher of that discipline.

A multiple-subject credential holder may also consider pursuing an M.A.T. if he or she is interested in serving as a school- or district-level resource teacher in a particular discipline (e.g., music, art, science, religious studies, theatre arts, English/language arts) and he or she would like to pursue advanced study in that discipline to prepare for this role.

In addition to coursework, a Master's Thesis is required to complete the M.A.T. program. ED359 and ED360 are designed to support students in completing this requirement.

<b>Coursework</b>	<b>Units</b>
ED359      Educational Research	3
ED360      Introduction to Educational Research	3
<i>Four education electives, to be selected in collaboration with the Program Director</i>	12
<i>Four electives from the discipline of emphasis, to be selected in collaboration with the Program Director</i>	12
<b>Total</b>	<b>30</b>

# Certificates in Education & Leadership

## Reading Certificate

Students admitted to the M.Ed. in Curriculum & Instruction with an emphasis on Literacy program may choose to receive the Reading Certificate alone, without the Master's degree. In the Certificate program, candidates take only the five Certificate courses, ED380, ED381, ED382, ED383, and ED384. Upon successful completion of the coursework, the candidate may apply to the California Commission on Teacher Credentialing for a supplementary authorization on the teaching credential.

## Certificate in Educational Technology

Notre Dame de Namur University offers a Certificate in Educational Technology that qualifies educators to serve as school- and district-level educational technology leaders. Upon completion of the four courses required for the certificate, graduates will be prepared to improve their own teaching practice through the integration of technology, to teach computer and/or technology courses to K-12 students, to engage in the planning and budgeting associated with implementing technology programs (K-12), and to design and implement professional development and mentoring of K-12 faculty in the area of educational technology. Additionally, these graduates will be ready to create and maintain on-line networks, including the infrastructure for such networks, and/or support school and district efforts to meet newly mandated teacher credentialing technology standards at the professional level.

Graduates of the Educational Technology Certificate program may work with the Credential Analyst in the School of Education & Leadership to apply for a supplementary authorization on their teaching credential for computer applications. This supplementary authorization further qualifies the certificate holder for technology support positions. Graduates of the Educational Technology Certificate program may also apply their certificate coursework toward a Master's Degree in Education (M.Ed./M.A.T.) at NDNU.

The Educational Technology Certificate consists of 12 semester units (four classes).

Coursework		Units
ED362	Technology & Special Education	
or		
ED396	Media, Medium, & Method	3
ED394	Learning, Technology, & Curriculum	3
ED395	Networking & Telecommunications Media	3
ED397	Contemporary Topics in Technology Leadership	3
<b>Total</b>		<b>12</b>

### **Educational Technology Certificate Admission Requirements**

- Official transcript of highest degree (at least bachelor's)
- Cumulative grade point average of 2.5 or better
- Personal interview with the Director of the M.Ed./M.A.T. Programs

For additional information, please contact the M.Ed./M.A.T. Program Director, Dr. Kristin Geiser, at (650) 508-3464 or [kgeiser@ndnu.edu](mailto:kgeiser@ndnu.edu), or Graduate Admission at (650) 508-3523 or [grad.admit@ndnu.edu](mailto:grad.admit@ndnu.edu).

# Course Descriptions: Education

**UNDERGRADUATE COURSES** – See Human Services listings, page 195, and Liberal Studies listings, page 201.

## GRADUATE COURSES

**Note:** Some courses require additional payment of a Supervisor Fee.

**ED210 Psychological & Developmental Foundations (3) Fall, Spring, Summer** Investigates and critically appraises insights derived from psychology, especially as they pertain to the teaching-learning process for diverse classrooms of today. Explores theories from behavioral, humanistic, developmental, and cognitive psychology that are relevant for education. Considers effects on student learning, teacher expectations, classroom climate (affective and cognitive), classroom management, planning, diversity factors, learning styles, individual differences, motivation, and evaluation.

**ED220 Assessment in the Classroom (1) Fall, Spring, Summer** Introduces measurement concepts needed by teachers in order to meet their instructional objectives. Students learn how to create and use assessments that guide instruction and measure results. They also learn how to communicate with students, families, and other audiences about student progress.

**ED230 Financial Management (3) Fall, Spring** Focuses on financial administration in public, non-profit, and service-related institutions. Focuses on principles and concepts in public fiscal management, budgeting, taxation, borrowing, and fiscal controls. The nature of public expenditures, the development of budgets and budget cycles are studied including ethical, legal, and political concerns in financial decisions. Cross-listed with PA230.

**ED250 Sociological & Multicultural Foundations (3) Fall, Spring, Summer** Analyzes major influences on American education, including social, cultural, historical, political and economic influences. Explores contemporary issues in education, such as the nature of culture, the purposes of public schooling, the profession of teaching, the social structure and education, equality of opportunity, and multicultural education.

**ED270 Human Resource Management (3) Fall, Spring, Summer** Offers an overview of the full personnel function, emphasizing professional responsibilities for employment, compensation, employee and labor relations, benefits administration, legal compliance matters, and human resources planning. Cross-listed with BA220 and PA270.

**ED280 Leadership Concepts (3) Fall, Summer** Gives an historical and philosophical approach to leadership, identification of personal goals and leadership behaviors in administration, and understanding of group dynamics and group leadership. Techniques in time management, stress management, and resume writing are developed. The course is organized as laboratory for self-study of individual as a leader and for development of leadership strategies. Cross-listed with PA280.

**ED290 Organization & Management (3) Spring** Explores the history of management theory including principles and concepts of management such as functions of planning, organizing, motivating, and controlling. Discusses how execution of these functions may be facilitated by communication skills and decision-making techniques. Use of authority, effect of environmental variables, organizational development, and the process of change are studied. Focuses on organizational problem-solving. Cross-listed with PA290.

**ED330A/C Student/Intern Teaching/Seminar (Multiple/Single Subject) (4/4) Fall, Spring** Focuses on orientation to and observation of realities of teaching through weekly seminars and on-site assignments in public and private schools. As candidates take charge of classes under the direction of master teachers, seminar sessions, enriched by guest speakers, stress class management and control, lesson planning, curriculum development, and organization and use of class time. Heavy emphasis is placed on examining solutions for the day-to-day problems that candidates are experiencing. Single-subject interns take ED330C.

**ED330B/D Student/Intern Teaching/Seminar (Multiple/Single Subject) (4/4) Fall, Spring** Continuing candidates are provided with an opportunity to reflect upon and improve the field experience. Candidates are encouraged to discuss problems and reactions to their field experiences. Normally, at least one-half of the class is focused on candidates' concerns. Preparation of a professional portfolio is required for Multiple Subject candidates. ED330B is the capstone course for the Multiple Subject Credential program. Single-subject interns take ED330D.

**ED330Q Student/Intern Teaching Seminar (Special Education) (1.5 first year/1.0 second year) Fall, Spring** *Corequisite: ED361.* This course has the same focus as ED330A, but in a special education setting. Heavy emphasis is placed on exploring and examining solutions for day-to-day problems encountered in teaching students in special education classes, including issues such as planning, instructional problems, and evaluation.

**ED331 Secondary Curriculum (2) Fall, Spring** Develops expertise in curriculum planning applied to the subject area and presents strategies and techniques that provide for teaching a diverse population. Direct instruction, questioning techniques, small group discussions, and higher order thinking skills are included and used by the student in designing a unit of instruction.

**ED331M Curriculum - Elementary Math (2) Fall, Spring** Emphasizes content and method of teaching elementary math concepts. This course includes all eight strands of the state mathematics framework. Students learn hands-on methods designed for prospective teachers.

**ED331Z Curriculum - Social Studies/Science (2) Fall, Spring** Students develop expertise in planning, implementing, and assessing integrated science and social studies curriculum and experiment with a variety of strategies and techniques designed to promote higher-level thinking and provide for differences in teaching a diverse, multilingual, and multicultural population.

**ED332 Teaching & Pedagogy (3) Fall, Spring** *Corequisite: ED330A.* This course is coordinated by a NDNU faculty member and jointly taught by teachers and administrators from local school districts. Teacher candidates are oriented into the teaching profession, develop their capacity to teach the state adopted academic content standards, and develop effective strategies in various disciplines. Topics include but are not limited to teaching and learning in a standards-based environment, the principal's perspective on teaching and learning, classroom management, reading across the curriculum, setting high expectations for all students, mainstreaming, and content-specific pedagogy.

**ED334A Elementary Reading/Language Arts: Primary Grades (3) Fall, Spring** Surveys the teaching of beginning reading and language arts in diverse elementary classrooms. Introduces current research, principles, issues, strategies, and materials/resources for developmental processes of learning to read and write for all students. Presents theories concerning language acquisition and language development for first- and second-language learners. Constructs a literacy model with a multicultural/multilingual perspective. Concurrent coursework and field placement are required to ensure application and reflective practice.

**ED334B Elementary Reading/Language Arts: Upper Grades (3) Fall, Spring** *Prerequisite: ED334A.* Continues examination of current research, principles, issues, strategies, and materials/resources, focusing on upper elementary students of diverse backgrounds. Explores language acquisition issues in upper elementary grades. Facilitates connections between students, literature and response in a multicultural perspective. Introduces literacy in content areas and SDAIE techniques for understanding literature. Concurrent coursework and field placement are required to ensure continued reflection/application.

**ED334S Language & Literacy in Content Areas (3) Fall, Spring** Introduces current research, principles, issues, strategies, and resources, with respect to language and literacy in Single Subject content areas. Focuses on Specially Designed Academic Instruction in English (SDAIE) for language minority students. Field experience in public school is required.

**ED339 Advanced Curriculum Design (3) Summer** Explores the work of Wiggins and McTighe in the integration of curriculum, instruction, and assessment. Examining what is essential in subject matter is a major thrust of the course. Students learn how to determine the essential understandings of a unit, course, or discipline. Based on these understandings, students learn how to select instructional materials and resources and how to determine teaching strategies and student activities with built-in processes and tasks for gathering evidence and evaluating student progress along the way.

**ED340 Health Education (1) Fall, Spring, Summer** Studies current literature and teaching tools in the health sciences with reference to areas of the state framework including alcohol, drugs, tobacco, nutrition, and venereal disease. Fulfills California State credential requirement.

**ED344 Trends in Curriculum Development (3) Fall** Considers curriculum development and influential factors. Reviews current and historical trends. Discusses planning and decision-making processes. Examines the concept of integrated/integrating approaches, particularly integration of subject matter and multicultural resources, thinking skills, communication skills, and technology.

**ED345 Educational Assessment/Evaluation (3) Spring** Introduces strategies of assessing student performance through norm referenced and criterion referenced tests. Performance based assessment is discussed. Involves students in construction and selection of appropriate assessment activities.

**ED346 Social Justice, Diversity, & Equity (3) Spring** This course examines the function of schooling within a culturally diverse, democratic society. Students examine the current context of schooling and the ways in which schools currently perpetuate inequities. They explore exemplary practices and visions of what school could be like for all students and develop strategies for renewing practices in ways that promote equity.

**ED348 Strategies for English Language Learners (3) Fall, Spring, Summer** Examines theories of second language acquisition and historical perspectives of bilingual education. Explores factors affecting first and second language acquisition and bilingual education with an emphasis on instructional strategies. Includes class participation demonstrating knowledge of the content and field observations whenever possible. Covers Specially Designed Academic Instructions in English (SDAIE) competencies.

**ED349 Special Education Program Management (3) Fall** This course is designed as a seminar focusing on the coordination procedures and implementation of laws, regulations, and other requirements related to special education. The focus is on ethics, policies, and related issues for teachers of students and adults with disabilities. Topics also include training and supervision of instructional aides, staff development/in-service functions, coordination and scheduling of IEP and ITP meetings, monitoring the referral process, inclusion of special education students in the regular education classroom, record keeping, and familiarity with student and parent rights.

**ED350 Curriculum & Instruction Adaptations (Mild/Moderate Section) (3) Spring** Involves adaptations and methods of curriculum and instruction to meet the needs of students with identified mild/moderate disabilities. This course explores services to support students with special needs in and out of the regular classroom and how additional support services, such as speech, nurse, and adaptive physical education can be utilized. The role of the special education teacher as a support for children with 504 Plans are also discussed.

**ED351 School - Community Relations (3) Fall '04** Identifies and analyzes community resources and the implications of social changes affecting schools. Addresses procedures and techniques for the administrator in working with parents, community agencies, and underrepresented minority groups.

**ED353 School Law, Governance, & Politics (3) Fall '03** Focuses on the historical legal framework of American education, current federal and state laws affecting education, their impact upon schools, knowledge of agencies whose functions affect governance and policy making, and the legal responsibilities of the school administrator, including assignment/mis-assignment of faculty.

**ED355 Program Initiation & Implementation (3) Spring '04** Studies curriculum theories, trends, and new program development. Familiarizes the student with current legislation affecting curriculum programs and diversity issues. Studies technology, planning, and evaluation processes as well as organizational patterns of schools and multicultural social, political, and economic forces affecting education. Includes administrative competencies for the Special Education Mandate.

**ED356 Curriculum & Instruction Adaptations (Moderate/Severe Section) (3) Spring** Studies adaptations and methods of curriculum and instruction to meet the needs of students with identified moderate/severe disabilities. This course explores current issues and research in special education instructional methods. Topics include the role of the special day class teacher in a school setting, the coordination of services to support students with special needs in and out of the classroom, and how additional support services such as speech therapist, nurse, school psychologist, and adaptive physical education teacher can be utilized. The role of the teacher in referring to outside agencies, working with parents and developing IEP and ITP are also discussed.

**ED357C Models of Teaching & Supervision (3)** Students learn and apply the skills, strategies, and maps of cognitive coaching to coach and mentor colleagues at all levels – beginning to experienced, incompetent to highly effective. Through readings, practice, discussions, personal reflections, and collaborative work, students become knowledgeable about and understand the Cognitive Coaching model. They learn to mediate thinking and states of mind (inner resources) in self and others, to identify and develop a leadership stance that is focused on equity, to recognize and model effective teaching and leadership, and to use the California Standards for the Teaching Profession (CSTP) to support their coaching and mentoring activities. Students also identify and engage in professional and personal applications of Cognitive Coaching.

**ED359 Educational Research (3) Fall, Spring** Prior to enrolling in ED359, students must successfully complete ED360. ED359 specifically assumes that students have drafted the first two chapters of their thesis proposals; it also assumes that students have familiarity with APA format. ED359 is structured as part course and part independent study. This course is taken for three units, with half of the course taken in the semester of course enrollment and half completed through independent work during the following semester. Coursework introduces students to various methodological issues and strategies; qualitative methods utilized in teacher research are emphasized. Students are supported to complete a draft of their thesis proposal during the semester of enrollment. During the following semester, students work independently with their readers, classmates, and others within their network of support to continue making progress on their research.



**ED359P Educational Research Capstone (3) Fall, Spring** This is the Capstone Course for student completing the Master of Arts Degree in Special Education. Course readings, discussions, and activities engage students in developing a portfolio that demonstrates their capacity to integrate research and practice in the service of ongoing professional learning and improved practice in the field of special education.

**ED360 Introduction to Educational Research (3) Fall, Spring** This is the first course of a two course series (ED359 is the second course) designed to support students in writing the Master's Thesis Proposal. Course readings, discussions, and activities engage students in developing the skills, habits, and knowledge needed to engage in inquiry that is both scholarly and action-based. Students develop a sense of what it means to be engaged simultaneously in research and practice. They identify a research question, review, analyze, and synthesize the literature pertaining to the question, and explore the relationship between learning, inquiry, action, and justice.

**ED361 Clinical Assessment (4) Fall** This course is designed as a survey course of diagnostic assessment tools used by special education teachers. Competencies and understanding of the historical perspective, terminology, administration procedures and interpretation, cognitive assessments-academic achievement assessments, current research in learning styles, and adaptation to Individualized Educational Programs are addressed. Students are expected to administer and interpret various assessment instruments.

**ED362 Technology – Special Education (3) Spring, Summer** Introduces developmental and methodological foundations for the use of current technologies and practical application to the special education classroom. The use of low tech to high tech devices as assistive technology in meeting IEP needs of students are emphasized. Emphasis is also placed on learning the tools to enhance communication, information access, use of adaptive devices, use of current software/hardware, and problem-solving for the special education and regular education classroom.

**ED363 Counseling - Special Education (3) Spring** This course surveys the various support systems that can be used with special education children and families. An understanding of in-district and community agencies are examined. Effective communication techniques for counseling students and families with special needs are emphasized. Current research and publications that deal with assisting students' families are explored. Developing behavior plans for classrooms and individuals and the use of questionnaires, health histories, and other related information are also explored.

**ED380 Current Research & Practice in Literacy Education (3) Spring, Summer** This first course in the Reading Certificate series is a survey of current research, principles, issues, concepts, and approaches, for both developmental and remedial factors involved in learning to read and write and the efficacy of each. The course also gives students an historical perspective of the development of different approaches. Finally, it is designed to give students a construct of an effective literacy model in order to analyze assessment and instruction that exist in different school settings.

**ED381 Assessment-based Instruction in Reading & the Language Arts – Early Literacy (3) Fall** This second course in the Reading Certificate series emphasizes language arts assessment and instruction for students in the stages of early literacy, both younger and older students. The assessments studied range from formal, standardized group tests to formal, standardized individual tests to authentic, informal assessments. Students practice with the various types of assessments both in class and through field experiences outside of class. Students use a case-study approach to not only become familiar with the assessments, but also to decide on appropriate instructional methods and techniques based on assessment data.

**ED382 Assessment-based Instruction in Reading & the Language Arts – Intermediate & Advanced Learners Literacy (3) Spring** *Prerequisite: ED381.* This third course in the Reading Certificate series emphasizes language arts assessment and instruction for students in the intermediate and advanced stages of literacy. The assessments studied range from formal, standardized group tests to formal, standardized individual tests to authentic, informal assessments. Students practice with the various types of assessments both in class and through field experiences outside of class. Students use a case-study approach to not only become familiar with the assessments, but also to decide on appropriate instructional methods and techniques based on assessment data.

**ED383 Clinical Application I – Early Literacy (3) Summer** *Prerequisite: ED382.* This fourth course in the Reading Certificate series is a practicum in the field dealing with students at the early stages of literacy (either younger or older students). The candidates are required to spend 30 hours teaching in a small group setting, with preparation time for each session, and 15 hours in the practicum seminar. The candidates utilize the various appropriate standardized and informal methods of assessment for the students in this stage of literacy, design appropriate instruction based on those assessments, teach the individuals in the group, and do ongoing assessments and final evaluations.

**ED384 Clinical Application II – Intermediate & Advanced Literacy (3) Summer** *Prerequisite: ED383.* This final course in the Reading Certificate series is a practicum in the field dealing with students at the intermediate to advanced stages of literacy (either younger or older students). The candidates are required to spend 30 hours teaching in a small group setting, with preparation time for each session, and 15 hours in the practicum seminar. The candidates utilize the various appropriate standardized and informal methods of assessment for the students in these stages of literacy, design appropriate instruction based on those assessments, teach the individuals in the group, and do ongoing assessments and final evaluations.

**ED389 Special Education for the Classroom Teacher (2 or 3) Fall, Spring, Summer** This course is designed to provide information, resources, and materials related to the education of students with disabilities in the general education classroom. It includes a description of the categories of disabilities as defined by the Federal law, current regulations, and the IEP/ITP process. Emphasis is placed on the strategies for modifications and accommodations necessary to provide an appropriate learning environment. Attention focuses on the support system available at the school site level.

**ED393 Technology Applications in Education (Secondary or Elementary) (2)** **Fall, Spring, Summer** Focuses on assisting teacher credential candidates to successfully infuse computers and allied technology into classroom curriculum, organization, and their teaching practices. Students who complete this course will have knowledge of the educational principles used in selection and implementation of instructional technologies for a variety of subjects, grade levels, and special needs. Includes a hands-on overview of hardware, operating system basics, authoring and content specific software, digital media, networking, telecommunications, and presentation tools.

**ED394 Learning, Technology, & Curriculum (3)** **Spring, Summer** This survey course expands and extends the content of ED393. It provides students with an overview of and practice with a variety of technologies used in education. Course content includes K-12 curricular uses of camcorders, videodiscs, digital media tools, simulation and problem-solving applications, multimedia authoring tools, and telecommunications. Emphasis is placed upon determining appropriate use of technology, managing the learning process in the classroom, and setting and assessing student outcomes utilizing the performance standards recommended by the State of California for adoption at the district level.

**ED395 Networking & Telecommunications Media (3)** **Fall** This course introduces contemporary methods used by educators to promote learning for all children using Internet resources. Emphasis is placed upon the integration of networking and telecommunications media in the subject areas. Student projects include research into current classroom practices and materials, World Wide Web page design, and discussion of the implications for legal, ethical, and moral use of the Internet and telecommunications media.

**ED396 Media, Medium, & Method (3)** **Fall, Summer** This applied course examines the appropriate use of multimedia technology as a tool for implementing curriculum. Students learn to discern the appropriate media to meet a specific curriculum objective and to evaluate the merits of using various educational software programs as the medium to create a product. Through guided hands-on practice with the technologies, students demonstrate how to address the needs of individual learning styles in a diverse cultural environment through multimedia. Teams of students apply theories of learning, methods of teaching, and principles of multimedia design to the creation of interdisciplinary curriculum projects.

**ED397 Contemporary Topics in Technology Leadership (3)** **Spring '03** This course surveys a broad range of contemporary topics in educational technology and communications. Topics may include: cultural and societal factors affecting technology use in education, issues of equity and ethics, curriculum reform, institutional change, professional development, school-community relations, and the ongoing development of new technologies. With permission of the instructor, students may arrange to conduct advance product development or an internship as part of this course.

# School of Sciences

*Lizbeth Martin, Ph.D., Dean*

The School of Sciences represents the behavioral, social, natural, and computational sciences. The word “science” means having knowledge, to know. The disciplines in the School of Sciences focus on the knowing of the individual and society, history and nature and their laws, and the methods and technology used to understand these phenomena. This knowledge empowers students to be inquiring, insightful, informed critical thinkers, responsible citizens, and successful professionals.

The mission of the School of Sciences is to provide the highest quality of education, training, research, and service. We provide students with a breadth of knowledge and the skills necessary for further careers in the sciences and in life. We hope to instill an appreciation for all forms of life and a sense of social responsibility, awakening a sense of wonder through both analysis and synthesis in the student. The School strives to improve the quality of life by addressing major contemporary social and scientific issues through problem solving and logical inquiry.

Our faculty are committed to exhibiting the highest personal, professional, and ethical standards. We foster respect for diversity in a multicultural society and we actively combat discrimination in all its forms. Our programs strive to instill a personal and professional appreciation and commitment to community, global service, and justice. We foster tolerance and acceptance for individual and group differences.

Our School focuses on the personal as well as the professional development of the University community. An important element of our core curriculum is the education and training of students in the development of interpersonal skills, empathy, and respect for others as well as self-reflection and self-awareness.

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## Programs

### Undergraduate Majors

Biochemistry                      Political Science  
Biology                              Psychology  
Computer Science                Social Science  
History                                Sociology

### Master's Degrees

Art Therapy  
Marital & Family Therapy  
Counseling (Clinical) Psychology  
Gerontology

### Undergraduate Certificate

Web Programming with Java

### Graduate Certificates

Art Therapy  
Gerontology  
Postbaccalaureate Premedical

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## Department Contacts

### Art Therapy Psychology

(650) 508-3556

Doris Arrington, Chair

### Counseling (Clinical) Psychology & Gerontology

(650) 508-3557

Anna McQuinn, Chair

### History/Political Science

(650) 508-3547

Abbas Milani, Chair

### Mathematics & Computer Science

(650) 508-3472

Eugen Radian, Chair

### Natural Sciences

**(Chemistry, Biology, Physics, Environmental Science)**

(650) 508-3540

Elizabeth Center, Chair

### Psychology/Sociology

(650) 508-3547

Jean Nyland, Chair

# Biochemistry

The Natural Sciences Department offers a Bachelor of Science in Biochemistry, both a Bachelor of Science and a Bachelor of Arts in Biology, and minors in Environmental Studies, Environmental Issues, Biology, Biochemistry, and Chemistry. A Master of Arts in Teaching Biology is available in collaboration with the School of Education and Leadership.

Degrees in the Department lead directly to employment, graduate study, or entrance into professional schools in medicine, pharmacy, dentistry, veterinary medicine, allied health, or education. Part of the School of Sciences, the Department offers a selection of courses as General Education and encourages students in other majors to pursue a minor in the Natural Sciences.

The program is structured to provide interdisciplinary study in the Natural Sciences and to promote interaction among faculty and students in all fields. The Biochemistry major aims to provide students with the breadth of knowledge and strong skills necessary for careers in biochemistry. Students develop a portfolio of their work that assists them in making connections across the disciplines and in gradually increasing their problem-solving and thinking abilities as they progress through the program. Faculty members in the Department work closely with each student, in coursework and as advisors, to help each student to reach his or her potential. Classes are small, fostering individualized instruction geared to each student's needs.

The Department attempts to instill an appreciation for all forms of life and a sense of the social responsibility of the scientist. Opportunities for service include tutoring, environmental clean-up, laboratory assistance, and internships in a medical clinic. The major provides much practical laboratory work, including hands-on experience with instruments such as IR and UV-Vis spectrophotometers and a high-speed centrifuge. Students also gain experience with gas chromatography (GC) and high performance liquid chromatography (HPLC), gel electrophoresis, Western blotting, PCR, and molecular modeling programs. A senior research project is required of all majors under the direction of individual faculty members who conduct investigations in biochemistry, bioanalytical chemistry, cellular and molecular biology, genetics, developmental biology, environmental analysis, and microbiology.

The undergraduate degree in Biochemistry is a foundation for careers in laboratories in industry such as biotechnology or in the academic world. The major prepares the student for graduate study directed toward biochemistry, microbiology, pharmacy, or other biomedical areas of specialization. Pre-medical, pre-dental, and pre-pharmacy students will also find that the Biochemistry major provides a good preparation for most medical schools. See section on Pre-professional Preparation in Medicine, page 259.

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## Bachelor of Science: Biochemistry

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>45</b>
<b>Prerequisites</b>	
BY001A/B      General Biology	8
CH002A/B      General Chemistry	8
CH117A/B      Organic Chemistry	8
MA020A          Calculus I	4
MA020B          Calculus II (recommended)	
MA102            Statistics	3
PH004A/B        Physics for Scientists	8
<b>Major Requirements</b>	
BY116            General Microbiology	5
BY152            Cellular & Molecular Biology	4
CH105            Chemical Analysis & Instrumental Methods	5
CH150A/B        Biochemistry	8
CH198            Research	3
Upper-division elective in Chemistry or Biology approved by the advisor	4
Career Development Requirement	3
General Electives	8
<b>Total University Requirement</b>	<b>124</b>

MA020B Calculus II, MA030 Calculus III, CH132 Physical Chemistry for Life Sciences, and courses in Computer Science are strongly recommended, especially for students planning graduate study. CH198 may be fulfilled by a CD198 internship involving laboratory work and an additional elective. CH149L Laboratory Assistant and SM085/185 Divisional Seminar are recommended. Students anticipating graduate study or pharmacy school should consult the individual schools to which they intend to apply for specific undergraduate course requirements.

### Minor Requirements: Biochemistry

BY001A/B      General Biology	8
CH002A/B      General Chemistry	8
CH117A/B      Organic Chemistry	8
CH150A/B      Biochemistry	8

### Minor Requirements: Chemistry

CH002A/B      General Chemistry	8
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*Plus 11-13 upper-division units in Chemistry from the following, with the approval of the Program Advisor:*

CH105            Chemical Analysis & Instrumental Methods	5
or	
CH132            Physical Chemistry for Life Sciences	3
CH117A/B        Organic Chemistry	8

## CHEMISTRY COURSES

Courses may be taken as lecture only or laboratory only for the appropriate units with permission of instructor. A chemistry placement exam is administered to verify preparation for CH002A/B. All courses are open to non-majors who have fulfilled the prerequisites. See Placement and Diagnostic Tests for an explanation of the Math Placement Levels.

**CH001/401 Introductory Chemistry (3) Spring** *Prerequisite: Math Placement Level 2.* Three hours lecture. Gives an introduction to the principles of chemistry. Topics include elements, molecules, chemical reactions, stoichiometry, acids and bases, and energy. Stresses mathematical skills required for General Chemistry.

**CH002A/402A General Chemistry (4) Fall** *Prerequisites: Math Placement Level 2. High School Chemistry or CH001 and satisfactory score on Chemistry Placement exam.* Three hours lecture, three hours laboratory. This is the first course in a two-semester sequence on fundamentals of chemistry. Subjects include nomenclature, atomic and molecular theory, chemical reactions, bonding, solutions, stoichiometric calculations, and kinetic theory.

**CH002B/402B General Chemistry (4) Spring** *Prerequisites: Math Placement Level 2. CH002A.* Three hours lecture, three hours laboratory. This is the second course in a two-semester sequence on fundamentals of chemistry including qualitative analysis. Subjects include acids and bases, oxidation and reduction, chemical equilibrium, and thermodynamics.

**CH005 Summer Reading Program (1) Summer** Students read from books, journals, and reprints selected in consultation with Program Advisor. May be repeated for credit.

**CH105 Chemical Analysis & Instrumental Methods (5) Spring** *Prerequisites: Grade of C or better in CH002A/B and CH117A. MA102 recommended.* Three hours lecture, six hours laboratory. Introduces the study of methods of quantitative analysis, instrumental design, and applications. Topics include gravimetric, volumetric, chromatographic (HPLC), spectroscopic, and potentiometric methods.

**CH117A/417A Organic Chemistry (4) Fall** *Prerequisites: CH002A/B.* Three hours lecture, three hours laboratory. This is the first course of a two-semester sequence. Introduces the study of organic compounds and their reactions: acyclic and cyclic aliphatic hydrocarbons, alkenes, alkynes, and alkyl halides. Emphasizes hybridization, isomers, conformational analysis, stereochemistry, optical activity, reaction mechanisms, and structure determination using IR and NMR spectroscopy. Laboratory includes techniques in synthesis, isolation (extraction, recrystallization, distillation), and analysis by GC, UV-Visible, and IR.

**CH117B/417B Organic Chemistry (4) Spring** *Prerequisite: CH117A.* Three hours lecture, three hours laboratory. This is the second in a two-semester sequence studying compounds and their reactions: aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, and carboxylic acids and their derivatives with an emphasis on biological



applications to carbohydrates, lipids, proteins, and DNA. Introduces additional methods of structure determination including ultraviolet and mass spectroscopy. Laboratory includes further techniques in isolation and synthesis with emphasis on microscale and advanced projects.

**CH132/432 Physical Chemistry for Life Sciences (4) Fall** *Prerequisites: Grade C or better in CH117A/B, MA020A or MA022, or permission of instructor (PH004A recommended).* Three hours lecture, three hours laboratory. Introduces elements of physical chemistry most useful for students of life sciences: thermodynamics, heterogeneous equilibria, chemical kinetics, macromolecular solutions, electrolytes. Laboratory includes centrifugation, electrophoresis, viscosity measurement, and spectroscopy.

**CH149L/449L Laboratory Assistant (1-3) Fall, Spring** *Prerequisites: CH002A and permission of instructor.* Provides an opportunity for Natural Science majors to earn credit assisting instructors. Recommended as an upper-division elective in the Biochemistry major.

**CH150A/450A Biochemistry (4) Fall** *Prerequisites: Grade of C or better in CH117A/B and BY001A/B.* Three hours lecture, three hours laboratory. Examines protein structure and function in detail: enzyme mechanisms and kinetics, lipids and membrane structure, carbohydrates, the enzymes, chemical reactions and regulation of metabolic pathways (primarily the catabolic processes involving carbohydrates and lipids), overview of nucleic acids and the flow of genetic information, and molecular modeling. Emphasizes the experimental bases of our knowledge of biochemistry. Laboratory includes buffer preparation, protein purification and analysis, enzyme assays, UV/Visible spectrometry, liquid column chromatography, centrifugation, gel electrophoresis, and Western blotting.

**CH150B/450B Biochemistry (4) Spring** *Prerequisites: CH150A.* Three hours lecture, three hours laboratory. Focuses on study of the enzymes, chemical reactions and regulation of glycogen, amino acid, nucleotide and lipid metabolism: DNA replication and repair, RNA synthesis and splicing, protein synthesis, chromosome structure, and control of gene expression. Emphasizes the experimental bases of our knowledge of biochemistry. Laboratory includes ion exchange chromatography, study of the use of radioactive tracers, molecular modeling, and methods of recombinant DNA.

**CH198/498 Research (1-3) Fall, Spring, Summer** *Prerequisites: CH117A/B.* Provides practical experience with biochemical research carried out under close supervision of a faculty member. Includes experimental design, library research, laboratory work, and presentation of results. May be repeated for credit.

**CH199 Independent Study in Biochemistry (1-3) Fall, Spring, Summer** Provides an opportunity for individual study or research under direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

**CD198 Cooperative Education - Internship in Biochemistry** Provides students with opportunity to gain career related experience. See Career Development, page 156, for details.

# Biology

The Natural Sciences Department offers both a Bachelor of Science and a Bachelor of Arts in Biology, a Bachelor of Science in Biochemistry, and minors in Environmental Studies, Environmental Issues, Biology, Biochemistry, and Chemistry. A Master of Arts in Teaching Biology is available in collaboration with the School of Education and Leadership. Degrees in the Department lead directly to employment, graduate study, or entrance into professional schools in medicine, pharmacy, dentistry, veterinary medicine, allied health, or education. Part of the School of Sciences, the Department offers a selection of courses as General Education and encourages students in other majors to pursue a minor in the Natural Sciences.

The program is structured to provide interdisciplinary study in the Natural Sciences and to promote interaction among faculty and students in all fields. The Biology major aims to provide students with the breadth of knowledge and strong skills necessary for careers in the biological sciences. Students develop a portfolio of their work that assists them in making the connections across the disciplines and in gradually increasing their problem-solving and thinking abilities as they progress through the program. Faculty members in the Department work closely with each student, in coursework and as advisors, to help each student reach his or her potential. Classes are small, fostering individualized instruction geared to each student's needs.

The Department attempts to instill an appreciation for all forms of life and a sense of the social responsibility of the scientist. Opportunities for service include tutoring, environmental clean-up, laboratory assistance and internships in a medical clinic. The major provides much practical laboratory work, including hands-on experience with instruments such as IR and UV-Vis spectrophotometers, gas chromatography (GC) and high performance liquid chromatography (HPLC), and a high-speed centrifuge. Students also gain experience with gel electrophoresis, Western blotting, PCR, and molecular modeling programs. Biology majors have the opportunity to conduct research under the direction of individual faculty members who conduct investigations in genetics, developmental biology, microbiology, environmental field studies, biochemistry, chemistry, and cellular and molecular biology.

The undergraduate degree in Biology is a foundation for careers in allied health fields such as physical therapy and medical technology, in laboratories in industry such as biotechnology, or in the academic world. The major prepares the student for graduate study directed toward genetics, microbiology, environmental toxicology, physiology, pharmacy, or other biomedical areas of specialization. Premedical, pre-dental, pre-veterinary, and pre-pharmacy students will also find that the biology major provides the required or recommended preparatory program of most medical and pre-professional schools. See section on Pre-professional Preparation in Medicine, page 259.

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## Bachelor of Science: Biology

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>45</b>
<b>Prerequisites</b>	
BY001AB      General Biology	8
CH002AB      General Chemistry	8
CH117AB      Organic Chemistry	8
MA015          Trigonometry & Analytic Geometry	4
MA020A      Calculus I	4
or	
MA022          Applied Calculus	(4)
or	
MA102          Statistics	(3)
PH002AB      General Physics	
or	
PH004AB      Physics for Scientists	8
<b>Major Requirements</b>	
BY100          Developmental Biology	4
BY102          Human Physiology	5
BY114          Genetics	4
BY116          General Microbiology	5
BY142          Immunology	
or	
CH150A      Biochemistry	4
Upper-division electives in Biology approved by the advisor	8
Career Development Requirement	3
General Electives	6-7
<b>Total University Requirement</b>	<b>124</b>
<b>Biology Elective Courses</b>	
BY109          Contemporary Environmental Issues	3-4
BY132          General Ecology	4
BY138          Environmental Toxicology	4
BY141          Vertebrate Zoology (recommended)	4
BY149L      Laboratory Assistant	1-3
BY152          Cellular & Molecular Biology	4
BY198          Research	1-3
BY199          Independent Study in Biology	1-3
BY199H      Honors Thesis Research	2-4
CH105          Chemical Analysis & Instrumental Methods	5
CH132          Physical Chemistry for Life Sciences	4

		<b>Units</b>
CH150A	Biochemistry	4
CH150B	Biochemistry	4
NS105	Introduction to Nutrition	3
SM085/185	Natural Sciences Seminar	1

Future medical, dental, veterinary medicine, or graduate students are advised to take PH004AB and MA020A. Biology majors are encouraged to fulfill the Career Development Requirement with an appropriate internship. Students anticipating graduate study should consult the individual schools to which they intend to apply for specific undergraduate course requirements.

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## Bachelor of Arts: Biology

### General Education Requirements

**47**

#### Prerequisites

BY001AB	General Biology	8
CH002AB	General Chemistry	8
CH117AB	Organic Chemistry	8
MA014	College Algebra	3
MA102	Statistics	3
PH002AB	General Physics (recommended)	

#### Major Requirements

BY100	Developmental Biology	4
BY102	Human Physiology	5
BY114	Genetics	4
BY116	General Microbiology	5
BY142	Immunology	
or		
CH150A	Biochemistry	4
Upper-division electives in Biology approved by the advisor		8
Career Development Requirement		3
General Electives		14
<b>Total University Requirement</b>		<b>124</b>

#### Minor Requirements: Biology

BY001A/B	General Biology	8
CH001	Introductory Chemistry	3
or		
CH002A/B	General Chemistry (recommended)	8
Upper-division units in Biology, approved by Department Chair		12

<b>Minor Requirements: Environmental Studies</b>		<b>Units</b>
<b>Prerequisites</b>		
BY001AB	General Biology	8
CH002AB	General Chemistry	8
MA015	Trigonometry & Analytic Geometry	4
PH001	Physical Geology	3
PH002AB	General Physics	8
<b>Requirements</b>		
BY132	General Ecology	4
BY138	Environmental Toxicology	4
CD198	Cooperative Education Internship – Environmental Studies	1-3
GB183	Legal Environment of Business	3
<b>Minor Requirements: Environmental Issues</b>		
BY005	Introduction to Biology	3.5
BY109	Contemporary Environmental Issues	
or		
BY132	General Ecology	3-4
PH001	Physical Geology	3
PH009	Introduction to Physical Science	3.5
<i>Six units, advisor approved, chosen from the following groups:</i>		
CD198	Cooperative Education Internship - Environmental Studies	2-3
CH001	Introductory Chemistry	
or		
CH002A	General Chemistry	3-4
GB183	Legal Environment of Business	
or		
MG196	Management Principles & Organizational Behavior	3-4
PL124	Environmental Ethics	
or		
SM101	Science & Technology in Developing Countries	3
PS160	World Geography	3

## **BIOLOGY COURSES**

Courses may be taken as lecture only (three units) or laboratory only (one unit) with permission of instructor. All courses are open to non-majors who have fulfilled the prerequisites.

**BY001A/401A General Biology (4) Fall** *Prerequisite: High School Biology.* Three hours lecture, three hours laboratory. General Biology is a foundation course dealing with cellular and molecular biology, with emphasis on structure and function of cells as the basic unit of life: cellular metabolism, enzyme energetics, molecular genetics, Mendelian genetics, concepts of speciation, and evolution. Laboratory introduces basic laboratory techniques, light microscopy, enzyme kinetics, colorimetry, and population genetics.

**BY001B/401B General Biology (4) Spring** *Prerequisite: High School Biology.* Three hours lecture, three hours laboratory. Focuses on the study of microorganisms, fungi, higher plants and animals, their diversity and unity, structure, development, physiology and classification. Laboratory develops observational skills using prokaryotes and eukaryotes.

**BY004 Human Biology (3) Fall, Spring** *Prerequisite: High School Biology.* Three hours lecture. Covers the basic structure and function of the human body: surveys structure of cells, anatomy and physiology of several organ systems (e.g. reproductive, circulatory, nervous, muscular, immune), human genetics, nutrition, and our relationship with the environment. Scientific method and principles of biology are emphasized. May include laboratory demonstrations and activities.

**BY005 Introduction to Biology (3.5) Fall** Three hours lecture, one and one-half hours laboratory. Provides a general introductory study of plants and animals. Required for liberal studies majors.

**BY024/124 Forensic Science (4) Fall** Three hours lecture. Focuses on the mysterious and exciting world of forensic science and forensic psychology, with an emphasis on techniques, skills, tools, procedures, and limitations used in the discovery process. The nature of physical evidence is studied, along with the limitations that technology, knowledge, and human behavior impose. Class discussions cover DNA analyses, fingerprint, hair, fiber, and bullet comparisons, footwear impressions, crime-scene search and investigation as well as discussion of the psychological domains of eyewitness testimony, the malleability of memory, the fallibility of judgments, and decision-making.

**BY100/400 Developmental Biology (4) Spring** *Prerequisites: BY001AB.* Three hours lecture, three hours laboratory. Covers development of living organisms from the fertilized egg to establishment of organ systems. Topics include fertilization, gastrulation, neurulation, regulation of development, cell commitment, morphogenesis, induction, and laying down of organ systems. Laboratory includes morphological observations and individual experimental projects.

**BY102/402 Human Physiology (5) Spring** *Prerequisites: BY001AB and CH002AB.* Three hours lecture, three hours laboratory, one hour seminar. Focuses on functional aspects of the human organism at the subcellular, cellular, and tissue levels and on causes and effects at organ level: nerve impulse transmission, muscle contraction, circulatory, respiratory, digestive, immune, and endocrine systems. Laboratory includes use of oscilloscope, computerized measurements of cardiac, muscle, and respiratory function, biochemical assays, and basic histology. Results are discussed in seminar.

**BY109 Contemporary Environmental Issues (3-4) Summer** *Prerequisites: Math Placement Level 2 and permission of instructor.* Three hours lecture, one hour laboratory. Surveys earth's biomes and gives an overview of where humans live, with a concentration on how human activities affect biomes. Major themes are population growth and concomitant demands on energy and resources. Addresses pollution and consumer society links with the crisis of biodiversity loss. Optional laboratory exemplifies the dominant issues in the course topics by means of field studies and selected site visits.

**BY114/414 Genetics (4) Fall** *Prerequisites: BY001AB and CH002AB.* Three hours lecture, three hours laboratory. Focuses on the physical and chemical basis of heredity. Topics include: Mendelian genetics, mapping, structure, organization and replication of DNA, mutation, transcription, translation, regulation, extrachromosomal inheritance, and population genetics. Laboratory may include Mendelian and population genetics, cytogenetics, DNA analysis, electrophoresis, PCR, and mapping techniques.

**BY116/416 General Microbiology (5) Fall** *Prerequisites: BY001AB, CH002AB.* Three hours lecture, six hours laboratory. Comprises the study of microorganisms and viruses, the structure, physiology, genetics, systematics, and evolution of bacteria, fungi, protista, and parasitic metazoans. Emphasizes medical, veterinary, and agricultural microbiology, along with microbial ecology and industrial microbiology.

**BY132 General Ecology (3 or 4) Fall** *Prerequisites: BY001B or BY109, Mathematics Placement Level 2 and either PH002A or PH009 or CH002A or CH001 or permission of instructor.* Lecture and laboratory. Investigates Earth's physical structure and place in the solar system, global climate patterns, evolution of biomes, energy flow, and biotic and abiotic components of ecosystems. Also investigates cycling of chemical elements in ecosystems and trophic relationships within ecosystems. Presents selected ecosystems exemplify unifying concepts of ecology. Discusses the impact of human activity on ecosystems. Laboratory concentrates on field study of concepts.

**BY138 Environmental Toxicology (4) Spring** *Prerequisites: BY001AB, CH002AB and BY132 or permission of instructor.* Three hours lecture, three hours laboratory. Examines toxins in the environment due to natural causes and human effects. Covers sampling and survey techniques, risk assessment, and legal regulations.

**BY141/441 Vertebrate Zoology (4) Fall** *Prerequisites: BY001AB recommended.* Three hours lecture, three hours laboratory. Emphasizes the unique structural and functional adaptations of vertebrates. Focuses on the anatomy and physiology of representative vertebrates including Agatha, cartilaginous and bony fishes, amphibians, reptiles, birds, and mammals. Laboratory includes dissection of lamprey, dogfish shark, and cat as representative vertebrates provides for study of functional anatomy.

**BY142/442 Immunology (4) Spring** *Prerequisites: BY001AB, CH002AB.* Three hours lecture, three hours laboratory. Covers cellular immune response, biochemical mechanisms of immunity, immune disorders, hypersensitivities, and genetics of immunity. Laboratory introduces techniques including electrophoresis, immunoelectrophoresis, in vitro systems, ELISA, and plaque assay.

**BY149L/449L Laboratory Assistant (1-3) Fall, Spring** *Prerequisites: BY001A and permission of instructor.* Provides an opportunity for Natural Science majors to earn credit assisting instructors. Three units may be used as upper-division units in the major.

**BY152/452 Cellular & Molecular Biology (4) Spring '04** *Prerequisites: BY001AB and CH117AB and CH150 or BY114 or permission of instructor.* Three-hours lecture, three hours laboratory. Focuses on the structural and biochemical basis of cellular function. Emphasizes cell substructure, cell membranes, cell-surface phenomena, and the storage and transfer of biological information at the biochemical level. Laboratory presents methods of biotechnology.

**BY198/498 Research (1-3) Fall, Spring, Summer** *Prerequisites: BY001AB.* Provides practical experience with biological research carried out under close supervision of a faculty member. Includes experimental design, library research, laboratory work, and presentation of results. May be repeated for credit.

**BY199 Independent Study in Biology (1-3) Fall, Spring, Summer** Provides an opportunity for individual study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

**BY199H Honors Thesis Research (2-4) Fall, Spring, Summer** Provides a research opportunity for undergraduates who have completed all requirements for the biology major and have demonstrated outstanding promise.

**CD198 Cooperative Education-Internship in Life Science Fall, Spring** Provides students with the opportunity to gain career-related experience. Consult with Career Development Department for details.

An annotated list of all courses in this major, including courses not listed in this Catalog, is available from the Department Office.



# Computer Science

The Computer Science major provides sound preparation for graduate study or for a career as a computer professional. It combines a comprehensive theoretical foundation with the pragmatic aspect of designing and implementing computer-based solutions to practical problems. The program also emphasizes the current trends in software engineering through an object-oriented approach and Internet/networking applications using Java, Perl, C++, and other Web related software systems, tools, and technologies.

The major is offered by the Department of Mathematics & Computer Science and is available to both day and evening students. Evening students who qualify as intensive students may take intensive courses to satisfy their General Education requirements.

Small classes facilitate easy interaction with faculty. The program is supported by a SUN/Unix network of workstations (located in the Computer Science Lab), and a full complement of programming languages and systems software. Access to PC and Mac Labs is also available.

Students graduating with a degree in Computer Science may also obtain, with no additional effort, the Certificate in Web Programming with Java by selecting electives within the major that satisfy the requirements for this certificate.

An interdisciplinary major in Software Engineering & Management is also available, combining courses from Computer Science & Business appropriate to entry-level technical management. See the Department Chair or the Office of Admission for details on this major. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 28.

An interdisciplinary minor in Web Design is also available, combining courses from Art, Communication, and Computer Science. See Communication, page 159, for details on this minor. For general information on Interdisciplinary Minors, see Undergraduate Academic Information, page 28.

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## Bachelor of Science: Computer Science

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>45</b>
<b>Prerequisites (Foundation)</b>	
CS030A/B	Foundations of Computer Science I & II
CS030L	Programming Laboratory (recommended)
CS040	Data Structure & Abstraction
CS050	Computer Organization I
CS060	UNIX System Programming
MA020A/B	Calculus I & II
MA030	Calculus III (recommended)
MA119	Discrete Mathematics
MA122	Probability & Statistics

<b>Major Requirements (Upper-division Core)</b>		<b>Units</b>
CS110	Analysis of Algorithms	3
CS120	Programming Languages	3
CS130	Computer Operating Systems	3
CS185	Software Engineering	3
CS196	Software Development: Methodology & Project	3

### **Upper-division Electives in Computer Science (five courses)**

*Fifteen units (five courses) from the list of Computer Science Electives (see below).*

*Within these 15 units, 12 units must be fulfilled by completing two courses from each of the following two groups of courses:*

1. CS155, CS183, CS191

2. CS161, CS177A/B, CS192

Career Development Requirement

General Electives

**Total University Requirement**

15

3

14

124

### **Computer Science Electives (15 units required)**

CS151	Numerical Methods	3
CS155	Computer Graphics	3
CS161	Object-Oriented Design & Programming	3
CS177A	Web Programming I - Client Side	3
CS177B	Web Programming II - Server Side	3
CS183	Database Management Systems	3
CS191	Computer Networks	3
CS192	Network Programming	3
CS195	Special Topics in Computer Science	3
CS199	Independent Study in Computer Science	1-3

Students beginning the Computer Science sequence (CS30A) are required to have passed Math Placement Level 4 and be ready for Calculus. Deficiencies in mathematics may be corrected by taking appropriate courses suggested by an advisor. Transfer students are recommended to have taken as many courses as possible from the prerequisites (Lower-division Foundation).

Students with no background in programming with a high level programming language should concurrently enroll in CS030L when taking CS030A.

Students enrolled in the Computer Science major must successfully complete the Calculus and the Discrete Mathematics prerequisites before enrolling in most upper-division Computer Science courses. (See specific prerequisites for each course.)

MA030 is strongly recommended to be taken as a general elective. For the purpose of gaining practical experience, full-time Computer Science students are strongly recommended to apply for internships (concurrent enrollment in CD198), and to participate in Computer Science Club projects/activities.

<b>Minor Requirements: Computer Science</b>		<b>Units</b>
<b>Prerequisites</b>		
CS030A/B	Foundations of Computer Science I & II	6
MA020A	Calculus I	4
MA119	Discrete Mathematics	4
<b>Requirements</b>		
CS040	Data Structure & Abstraction	3
	Upper-division units in Computer Science*	6
	Elective units in Computer Science*	3

*\*Note: None of these nine units may be used to fulfill requirements or electives for another major or minor. They may, however, be used to fulfill prerequisites.*

*Courses recommended for the Computer Science minor are as follows:*

CS060	Unix System Programming	3
CS161	Object-Oriented Design & Programming	3
CS177A	Web Programming I: Client Side	3
CS177B	Web Programming II: Server Side	3
CS183	Database Management Systems	3
CS185	Software Engineering	3
CS191	Computer Networks	3
CS192	Network Programming	3

## **COURSE DESCRIPTIONS**

*See Technological Competency, page 246, for courses for non-majors.*

**CD198 Cooperative Education - Internship** See Career Development, page 156, for course description.

**CS030A Foundations of Computer Science I (3) Fall (Evening)** *Prerequisite: Math Placement Level 4, or concurrent enrollment in MA020A or permission of instructor.*

Covers structured problem-solving (steps in building software applications: problem analysis, structures, flowcharts, pseudocode, algorithm design, and modularity), number systems and data representation, and an overview of computer organization. Includes data types, Boolean expressions and operators, applications and applets, conditional and repetitive structures, methods, recursion, arrays, strings, and characters. Emphasis is placed on a modular approach to programming methodology. Beginning level of programming with Java is included.

**CS030B Foundations of Computer Science II (3) Spring (Evening)** *Prerequisites: CS030A and MA020A or permission of instructor. Concurrent enrollment in MA020B and MA119 is recommended.*

This is the continuation of CS030A. Topics include object-oriented design and programming, packages, strings and characters, exception handling, files and streams, elementary data structures and algorithms, graphical user interface components, and development tools. Emphasis is placed on software development techniques for more complex applications. Intermediate level of programming with Java is included.

**CS030L Programming Laboratory (1) Fall (Day/Evening), Spring (Evening)**

*Prerequisites:* Permission of instructor. This course is highly recommended to be taken concurrently with CS030A, CS030B and CS040. May also be taken by students in other Computer Science courses. Students are introduced to general Unix commands and interface facilities and receive individualized assistance with programming assignments. Consultation and feedback concerning a student's approach to design and implementation of computer programs are offered. May be repeated for credit. Does not satisfy any General Education requirement.

**CS040 Data Structure & Abstraction (3) Fall (Evening)** *Prerequisites:* CS030B, MA020B and MA119 or permission of instructor. Focuses on object-oriented approach with Java to a variety of abstract data types and their associated algorithms. Topics include algorithm analysis, recursion, stacks, queues, lists, trees, binary trees, AVL trees, recursive techniques for implementing generic data structures, sorting algorithms, divide and conquer, complexity analysis for some search and sort algorithms, and hashing.

**CS050 Computer Organization (4) Fall 2003 (Evening)** *Prerequisites:* CS040, MA020B, and MA119 or permission of instructor. Introduces digital design and computer architecture. Topics include Boolean algebra, digital and logic circuits, arithmetic-logic unit design, microarchitecture, implementation, management and interrelationship of processors, memory systems, and I/O subsystems. Instruction sets, registers, addressing modes, and assembly language programming are included.

**CS060 UNIX System Programming (3) Fall (Evening)** *Prerequisite:* CS030B or permission of instructor. Covers basic UNIX commands, UNIX processes, file system, vi editor, mail and communication, shell environments, regular expressions, shell scripts, UNIX utilities (grep, awk, sed, find), intro to system calls, and security and administration.

**CS110 Analysis of Algorithms (3) Spring 2003 (Evening)** *Prerequisites:* CS040, MA020B and MA119 or permission of instructor. MA030 and MA115 are recommended. Covers algorithm analysis/complexity, divide and conquer algorithms, searching and sorting algorithms, dynamic programming, Greedy approach, backtracking, complexity analysis for searching and sorting algorithms, P and NP classes of algorithms, and parallel algorithms.

**CS120 Programming Languages (3) Fall 2004 (Evening)** *Prerequisites:* CS040, CS050 and MA119 or permission of instructor. Basic elements of programming language design, organization, and implementation are studied. Topics include: comparison of imperative, functional, and object-oriented programming, plus an overview of methods for parsing, compiling, interpretation, and optimization, language design, BNF notation, and grammars. Elements of programming languages such as data types, expressions, assignment, control structures, subprograms, parameter passing, ADT, OOP, exception handling, functional languages, and LISP programming are covered. The student project for this course is to design and implement an interpreter/simple language.

**CS130 Computer Operating Systems (3) Fall 2003 (Evening)** *Prerequisites:* CS040, CS050, and MA119 or permission of instructor. CS060 and MA122 are recommended. Focuses on operating systems design and implementation. Topics include: process scheduling, management and protection, concurrency, deadlock control, synchronization, communication plus memory and virtual memory management, I/O processing, disk management, file system, protection, security and performance issues, distributed systems, projects, and applications.

**CS149L/T Laboratory/Teaching Assistant (1-3) Fall, Spring (Day/Evening)** *Prerequisite:* Permission of instructor. Provides an opportunity for Computer Science majors to gain practical experience and earn credit by assisting instructors or by participating in systems management activities or in Computer Science Program/Lab project.

**CS151 Numerical Methods (3) Spring '04 (Evening)** *Prerequisites:* CS040, MA030, MA119 and MA150 or permission of instructor. Focuses on the theory and programming of numerical methods. Studies sources of computational error, method of solving non-linear equations, direct and iterative methods for solving linear systems of equations, interpolation and curve fitting, approximation of functions, numerical differentiation, and numerical integration.

**CS155 Computer Graphics (3) Fall 2004 (Evening)** *Prerequisites:* CS040, MA030, MA119 or permission of instructor. CS060 and MA115 are recommended. Focuses on graphics hardware, fundamental graphical algorithms, two and three dimensional representation, transformations, viewing parameters, hidden line/surface removal, shading, intensity and color, animation techniques, splines, and surface creation.

**CS161 Object Oriented Design & Programming (3) Fall '03 (Evening)** *Prerequisites:* CS030B or permission of instructor. CS040 and CS060 are recommended. Focuses on major principles of object-oriented design and analysis including data abstraction, encapsulation, inheritance, and polymorphism. Concepts are illustrated in the context of C++ programming. Topics include: classes, data abstraction, templates, function and operator overloading, friends, derived classes, virtual functions, C++ I/O and Standard Template Library, and object-oriented design with UML.

**CS177A Web Programming I - Client-Side (3) Spring 2004 (Evening)** *Prerequisites:* CS030 or permission of instructor. CS040 and CS060 are recommended. Focuses on design and implementation of real-world client-side Web applications. Topics include: HTML, creating images, web design software to create web pages, scripting language (JavaScript) to enhance the functionality and appearance of web pages, Dynamic HTML (CSS - Cascading Style Sheet, object model and collections, event model), multimedia (audio, video) Macromedia Flash, XML form processing, Perl, and CGI.

**CS177B Web Programming II - Server-Side (3) Spring '03, Fall '04 (Evening)** *Prerequisites:* CS030B and CS177A or permission of instructor. CS040 and CS060 are recommended. Focuses on design and implementation of real-world server-side applications using JSP/Servlets/JDBC and Oracle or MySQL. Topics include: JavaBeans, tag libraries, tracking sessions, servlets, creating databases with Java, querying data bases with Java and Database Connectivity (JDBC), handling e-mail, Struts framework, and security.

**CS183 Database Management Systems (3) Spring '03 (Evening)** *Prerequisites: CS040 and MA119 or permission of instructor. CS060 is recommended.* Focuses on file organization and storage management, access methods, logical versus physical organization, relational, network, and hierarchical models. Topics include database architecture, schemas and query facilities, transaction processing, recovery, concurrency, distributed systems, and issues of performance, integrity, and reliability. The student project is to design and implement an Oracle DBMS application.

**CS185 Software Engineering (3) Spring (Evening)** *Prerequisites: Junior or senior standing in Computer Science or other CS related program or permission of instructor.* Focuses on software development phases: analysis, specification, modularization of a problem, module implementation and testing, interface implementation, integration and testing, documentation, reviews, and post-distribution support, plus object-oriented methods. Software metrics and computer-aided software engineering tools are studied. A team approach to developing and implementing software projects using the SE phases and methods is emphasized.

**CS191 Computer Networks (3) Spring '04 (Evening)** *Prerequisites: CS040 or permission of instructor. CS050, CS060 and/or CS130 are recommended.* Focuses on methodologies for interconnecting computers. Topics include: network architectures, topologies, and protocols and their associated algorithms plus local and wide area networks. Hardware and software aspects of layered approach to computer networks, LAN technology, and applications are included.

**CS192 Network Programming (3) Summer '03 (Evening)** *Prerequisites: CS030B or permission of instructor. CS050, CS060 or CS130, CS177A/B, CS191 are recommended.* Focuses on the design and implementation of network-based applications and interaction with a variety of common servers. Topics include: processes, pipes, and signals, multi-threading and synchronization, socket programming, TCP Protocol, use of common modules to perform file transfer (FTP), getting e-mail (POP), sending e-mail (SMTP), Telnet connection, Web clients, forking servers and daemons, performance, data integrity, and security.

**CS195 Special Topics in Computer Science (3) Summer '04 (Evening)** *Prerequisite: Permission of instructor.* Designed to address evolving areas in computer science. May be repeated for credit.

**CS196 Software Development: Methodology & Project (3) Spring (Evening)** *Prerequisites: Senior standing in Computer Science or other CS related program and permission of instructor.* This is the senior capstone course and project. The course emphasizes methodology and implementation of a team approach to management, analysis, design, development, implementation, and testing of a software application. The project will follow the software engineering specific phases. Modular approach, coordination techniques, object-oriented and/or other software development methods are included. May be repeated for credit.

**CS199 Independent Study in Computer Science (1-3) Fall, Spring (Day/Evening)** *Prerequisite:* Permission of instructor. Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures, page 33, on Independent Study.

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## Technological Competency

Computer Science offers several courses and modules designed to train NDNU students to achieve technological competency, in order to prepare them with the computer skills and knowledge needed to facilitate their success in their future careers. In addition, students are trained and assisted in developing their own online portfolios demonstrating their accomplishments and learning experiences at NDNU.

### NON-MAJOR COURSE DESCRIPTIONS

**CS002T Word Processing (0.5) Fall, Spring (Day)** Offers a hands-on approach to basic through advanced word processing functions using Microsoft Word. Topics include: editing, formatting, headers and footers, endnotes, footnotes, mail merge options, tables, columns, desktop publishing features, import chart/graph, and export to HTML format.

**CS005T Web Design & HTML (1) Fall, Spring (Day)** *Prerequisite:* CS002T or permission of instructor. Takes a hands-on approach to web page design using HTML (HyperText Markup Language). Students use HTML, the major language of the Internet's World Wide Web, to develop web sites and web pages, by bringing together text, pictures, sounds, and video. Students learn how to design various pages for their portfolios by using HTML tags in an interactive environment, and how to publish their web sites on a server.

**CS006T Online Portfolio (0.5) Fall, Spring (Day)** *Prerequisite:* CS005T or permission of instructor. Gives a hands-on approach to developing an online portfolio for organizing and displaying students' academic accomplishments at NDNU. Templates for each department will be provided to students to organize their resume, coursework, papers, presentations, and projects. Students will have their own web sites that they can access, update, and use to publish their portfolios.

**CS008 Introduction to Computers (3) Spring** Introduces a full range of computer and information systems concepts, including social and economic implications of computers in contemporary society. Provides training in the fundamentals of personal computing, with students participating in word processing, spreadsheet, and database management projects. Students will be introduced to web page design using standard software and HTML. Cross-listed with GB008.

**CS104S Applications of Statistical Software in Behavioral Science Research (1) Fall, Spring (Day)** *Prerequisite:* MA102 (Statistics) or permission of instructor; *Corequisite:* Concurrent enrollment in HY101, PS101, PY104, or SO104. Reviews basic statistical concepts and procedures (hypothesis testing: z and t tests, non-parametric tests, correlations, chi-square test, analysis of variance and covariance, power analysis) through a software

approach with examples from behavioral and social sciences. Hands-on applications of statistical software (i.e., SPSS) is integrated with the design analysis of various research paradigms. Students receive individualized assistance to develop and implement the statistical design, analysis, interpretation, and reporting suitable to their research projects. Cross-listed with HY101S, PS101S, PY104S, SO104S.

**CS105T Geographic Information Systems & Public Health (4) Spring (Evening)** Cross-listed with SM105T. See Natural Science Interdisciplinary listings, page 258, for course description.

**CS109 Advanced HTML & Scripting for the Web (3) Spring (Evening)**  
*Prerequisite:* CM109 or permission of instructor. This is a project-based course in which students learn to create more advanced web sites. Students learn the information architecture of the World Wide Web, web standards and protocols, and advanced searching. Building on their previous mastery of basic HTML, students incorporate framesets, Javascript and CGI scripts, and multimedia features into their web sites. This course is part of the Web Design Interdisciplinary Minor.



# Certificate in Web Programming with Java

The certificate provides solid preparation and hands-on experience with software development in the fast growing area of Web applications. Students develop Web software applications with Java for real-world problems. The certificate is available to both day and evening students and to both degree and non-degree students at NDNU.

Small classes facilitate easy interaction with faculty. The program is supported by a SUN/Unix network of workstations (located in the Computer Science Lab) and a full complement of programming languages and systems software. Access to PC and Mac Labs is also available. This program is offered through the Department of Mathematics & Computer Science in the School of Sciences.

<b>Prerequisites</b>		<b>Units</b>
MA020A	Calculus I	4
MA119	Discrete Mathematics	4
<b>Requirements</b>		
CS030A	Foundations of Computer Science I	3
CS030B	Foundations of Computer Science II	3
CS030L	Programming Laboratory (recommended)	
CS060	Unix System Programming	3
CS177A	Web Programming I - Client-Side	3
CS177B	Web Programming II - Server-Side	3
CS183	Database Management Systems	3
CS196	Software Development: Methodology & Project	3

Students with no background in programming with a high level programming language should concurrently enroll in CS030L when taking CS030A.

## **COURSES**

The full description of each course can be found in the Computer Science, page 242 or in the Mathematics & Statistics section, page 253.

# History

The Department of History & Political Science offers a Bachelor of Arts degree in History. This major familiarizes the student with the political, economic, social, intellectual, and artistic experiences of peoples all over the world, and develops personal skills of research, organization, writing, and analysis. It is excellent preparation for graduate study in law, education, and public administration. The Department offers courses which may be applied toward the interdisciplinary minor in Justice & Peace.

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## Bachelor of Arts: History

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>47</b>
<b>Prerequisites</b>	
HY004A/B      Western Civilization*	6
PS001          Introduction to American Government	3
PS002          Introduction to Comparative Government	3
<b>Major Requirements</b>	
United States History	6
European History	6
Area Studies (Latin America, Asia, Africa, Middle East)	6
HY101          Methods & Methodology	3
HY101S        Statistical Software in Behavioral Science Research	1
Upper-division History Electives	6
Career Development Requirement	3
General Electives	34
<b>Total University Requirement</b>	<b>124</b>

*\*This prerequisite can also be satisfied through completion of ID021A/B.*

The distribution of units evenly among U.S., European, and Area Studies (6, 6, and 6) is only a recommended, not a required distribution. Because of the large number of general elective units available, the Department usually recommends a double major.

### Waiver Requirements for Teaching Credential: History

A degree in History with some additional courses satisfies the Single Subject Waiver Program in History. See Department Chair for complete information on requirements.

### Minor Requirements: History

HY004A/B      Western Civilization*	6
PS001          Introduction to American Government	3
PS002          Introduction to Comparative Government	3
Upper-division units in History, approved by Department Chair	9

*\*This requirement can also be satisfied through completion of ID021A/B.*

## HISTORY COURSES

In courses listed with both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

**HY004A/104A Western Civilization (3) Fall** Surveys Western Civilization from the prehistoric period to the Renaissance and Reformation. HY104A requires permission of Department Chair. Not open to Freshmen.

**HY004B/104B Western Civilization (3) Spring** Surveys Western Civilization from the Renaissance to the contemporary world. HY104B requires permission of Department Chair. Not open to Freshmen.

**HY017 United States History (3) Fall** Introduces American history and political institutions, especially designed for international students whose native language is not English.

**HY101 Methods & Methodology (3) Spring** Cross-listed with PS101. See Political Science listings, page 261, for course description.

**HY101S Statistical Software in Behavioral Science Research (1) Spring**  
*Prerequisite: MA102 or permission of instructor; Corequisite: Concurrent enrollment in HY101.* Cross-listed with CS104S and PS101S. See Computer Science listings, page 246, for course description.

**HY102 History of Western Culture (3) Fall, Spring** Surveys the ideas, people, and movements that have shaped the modern western world. Does not satisfy an upper-division History requirement for History majors.

**HY108 World History [CDiv] (3) Summer** Gives a brief survey of major civilizations, their evolution, and mutual influence. (Special course designed for Intensive Liberal Studies students. Others may take it for credit as well.)

**HY118 History of Political & Social Thought (3) Fall** Analyzes various political philosophies in their specific historic context. Cross-listed with PS118.

**HY128B Modern Western Thought (3) Spring** Surveys the intellectual history of the Western world from the Renaissance to the 20th century. Cross-listed with PS128.

**HY134A/B History, Culture, & Language of France [CL] (3) Fall (Evening) Spring (Evening)** Cross-listed with CL134A/B and FR134A/B. See French listings, page 97, for course description.

**HY136 Soviet Russia [CDiv] (3) Fall** Gives a history of the Soviet experiment in socialism from the revolutions of 1917 to its collapse in 1991. Cross-listed with PS136.

**HY149T Teaching Assistant (1-3) Fall, Spring** Provides an opportunity for outstanding history majors to earn credit for assisting instructors.

**HY150 Nazi Germany (3) Spring** Investigates the development of Nazism in Germany with special emphasis upon the historical/cultural roots in the 19th century as well as the personality of Adolf Hitler. Cross-listed with PS150.

**HY152 Sex & Myth in History (3) Spring** Surveys Western attitudes toward love and sexuality and their relationship to myth and religion from prehistoric times to present. Cross-listed with PS152.

**HY156 Novels as History (3) Fall** Explores the interplay between the “facts of fiction” and the “fiction of facts.” Introduces some of the recent theories on reading novels as valuable and legitimate historical narrative. Selected novels, from different historical settings, will be read and analyzed in light of these theories. Cross-listed with PS156.

**HY158 Modern Times (3) Spring** Provides a panoramic history of political, social, and cultural developments in the 20th century world. Cross-listed with PS158.

**HY159 History & Politics in Films (3) Spring '03, Fall** Introduces some of the basic concepts and categories in film theory along with an exploration of how historical facts and narratives translate into cinematic images. Cross-listed with PS159.

**HY162 Latin American Area Studies [CDiv] (3) Spring** Reviews geography, history, and politics in light of colonialism and independence of the states of Latin America with emphasis on current international relations. Cross-listed with PS162.

**HY165A Colonial America, 1607-1776 (3) Fall** Surveys social and political factors affecting the founding and growth of the thirteen American Colonies. Analyzes economic and diplomatic issues leading to the Revolution of 1775.

**HY165B The New Nation, 1776-1836 (3) Spring** Traces the constitutional and political development of the United States from its birth through its formative years. Cross-listed with PS165B.

**HY166C Modern America, 1932-Present (3) Fall** Causes and results of the Great Depression, World War II, Cold War, Korea, and Vietnam are included in this study of 20th century America. Cross-listed with PS166C.

**HY170 The Constitution (3) Spring** Cross-listed with PS170. See Political Science listings, page 261, for course description.

**HY173 Political Psychology (3) Fall** Cross-listed with PS173 and PY173. See Political Science listings, page 261, for course description.

**HY174 Women & the Law [CDiv] (3) Fall** Cross-listed with PS174. See Political Science listings, page 261, for course description.

**HY180 African Area Studies [CDiv] (3) Fall** Surveys African events in the light of precolonial, colonial, and modern developments. Cross-listed with PS180.

**HY181 Islam & the West [CDiv] (3) Summer** Gives a brief survey of the encounters between Islam and the West in four periods: the early Age of Islam, the Crusades, the Renaissance, and the recent decades. Cross-listed with PS181 and RS181.

**HY184 Asian Area Studies [CDiv] (3) Fall** Cross-listed with PS184. See Political Science listings, page 261, for course description.

**HY189 California History (3) Fall** Surveys California history and institutions. Meets state teaching credential requirement. Cross-listed with PS189.

**HY190 Middle East Area Studies [CDiv] (3) Spring** Studies the geography, history, politics, economics, and culture of the states of the Middle East with emphasis on Islam and its impact on the region; familiarizes the student with a key geopolitical region. Cross-listed with PS190.

**HY195 Special Topics in History (3)** Current issues or special courses may be offered periodically.

**HY199 Independent Study in History (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

An annotated list of all history courses, including courses not listed in this Catalog, is available from the Office of the Dean of Sciences.

# Mathematics & Statistics

The Department of Mathematics & Computer Science offers courses for general education in Mathematics & Statistics, required courses for other majors, and a Minor in Mathematics. The Department is part of the School of Sciences.

The Mathematics & Statistics curriculum at Notre Dame de Namur University provides solid preparation to meet career and life goals. Students in mathematics and statistics classes build their analytical and computational competences and engage in active learning as they learn to link mathematical and statistical concepts with practical problems. While they enhance their abilities to analyze and solve problems, organize data, and understand number relationships, students are developing their critical thinking skills and creativity.

All undergraduate students must satisfy the General Education Requirements in Mathematics and many students have additional mathematics and statistics requirements in their majors. Before enrolling in any Mathematics or Statistics course, except MA001, all students must demonstrate appropriate preparation. See Placement & Diagnostic Tests: Mathematics, page 29, for further information.

## Minor Requirements: Mathematics

	<b>Units</b>
MA020A    Calculus I	4
MA020B    Calculus II	4
MA030      Calculus III	4
<i>Plus two courses chosen from the following:</i>	6
CS155      Computer Graphics	(3)
MA119      Discrete Mathematics	(4)
MA122      Probability & Statistics	(4)
MA150      Linear Algebra	(4)
MA189      Research/Project in Mathematics/Statistics	(4)
<b>Total</b>	<b>18</b>

All programs must be approved by the Department Chair.

## COURSES

**MA001 Mathematics Laboratory - Arithmetic (1) Fall (Day/Evening) Spring (Day/Evening)** This is a self-paced, instructor-guided, individualized course to prepare students for college-level mathematics courses. Topics include operations with whole numbers, integers, fractions, decimals, percents, and ratios, as well as applications and word problems involving measurement, percent, average, and proportional reasoning. Grading is Pass/No Pass and is not included in GPA. Up to three units may be required to attain arithmetic competency (Level 1). Upon completion of one unit, a student may enroll in a second unit in the same semester. Note: Does not fulfill a General Education Requirement; units do not apply toward the baccalaureate degree.

**MA005 Mathematics & the Imagination (3) Spring (Day)** *Prerequisite: Math Placement Level 1.* This is an informal course for non-science majors designed to introduce students to the role and usefulness of mathematics in contemporary society. The focus is on understanding the process of applying mathematical analysis to current and real problems. With only simple mathematical tools, students get a glimpse of the power of mathematical thinking. Suitable as a general education course.

**MA006 Mathematics for Elementary Teachers (3) Fall (Day)** *Prerequisite: Math Placement Level 3 or MA014 or equivalent with a grade of C or higher.* This course is required for the Multiple Subject Credential subject matter preparation program in Liberal Studies. Topics include the nature of modern mathematics and school mathematics, numeration systems, sets, aspects of logic, factors, primes, divisibility, fractions and decimals, and discrete probability.

**MA010 Mathematics Laboratory - Algebra (1) Fall (Day/Evening) Spring (Day/Evening)** *Prerequisite: Math Placement Level 1.* This is a self-paced, instructor-guided, individualized course to prepare students for college-level mathematics courses (MA014 College Algebra and MA102 Statistics). Students gain proficiency in topics from introductory and intermediate algebra. Topics include solving and graphing linear and quadratic equations and inequalities, exponents, roots and radicals, polynomials, factoring, rational expressions, exponential, and logarithmic functions. Grading is Pass/No Pass and is not included in GPA. May be repeated for credit. Up to three units may be required to attain elementary algebra competency (Level 2). Upon completion of one unit, a student may enroll in a second unit in the same semester. Does not fulfill a General Education requirement, but units apply toward the baccalaureate degree.

**MA011 Statistical Concepts (3) Fall (Evening)** *Prerequisite: Math Placement Level 1.* This is a one semester course covering basic statistical concepts leading to an understanding of experimental design, mean, median, and mode, standard deviation, correlation, and regression analysis. Also gives an introduction to hypothesis testing. Suitable as a general education course.

**MA013 Introduction to College Algebra (3) Fall, Spring (Day)** *Prerequisite: Math Placement Level 1.* This course is a review/extension of elementary algebra through some topics of intermediate algebra including sets of real numbers, intervals, absolute values, linear equations and functions, inequalities, polynomials, factoring, and rational expressions. Suitable as a general education course.

**MA014/414 College Algebra (3) Fall, Spring (Day)** *Prerequisite: Math Placement Level 2 or MA013 or equivalent with a grade of C or higher.* Includes a brief review of intermediate algebra: sets of real numbers, intervals, absolute value, quadratic equations, and inequalities. College algebra topics include: functions and their inverses, techniques of graphing functions, linear and quadratic functions, polynomial and rational functions, min-max problems, exponential and logarithmic functions, properties of logarithms, and exponential growth and decay. Emphasis is placed on developing conceptual understanding and problem-solving skills.

**MA015 Trigonometry & Analytic Geometry (4) Fall, Spring (Day)** *Prerequisites:* Math Placement Level 3 or MA014 or equivalent with grade of C or higher. Covers trigonometric functions of angles and real numbers, graphs of trigonometric functions, trigonometric equations and inequalities, inverse trigonometric functions, the law of sines and cosines, conic sections in Cartesian coordinates: parabola, ellipse and hyperbola, vectors in plane, polar coordinates, and complex numbers. Additional precalculus topics if time permits include systems of equations, division of polynomials, and remainder and factor theorems for polynomials.

**MA020A/420A Calculus I (4) Fall (Day)** *Prerequisites:* Math Placement Level 4 or MA015 or equivalent with a grade of C or higher. Functions, limits, continuity and rates of change, derivatives and their applications, mean value theorem, curve sketching, min-max problems, antiderivatives, finite sums and sigma notation, double and triple finite sums, and arithmetic and geometric series and sums are studied. The course also includes sequences and limits of sequences, definite integrals, the fundamental theorem of calculus, and integration by substitution. Intended for students with strong precalculus background.

**MA020B/420B Calculus II (4) Spring (Day)** *Prerequisites:* MA020A or equivalent with grade of C or higher. Covers applications of definite integrals, areas and volumes, derivatives and integrals of transcendental functions, techniques of integration, and improper integrals. The course also includes more on sequences and limits of sequences, overview of simple, double, and triple finite sums, arithmetic and geometric series, induction method, infinite series, series of functions, power series, and Taylor and Maclaurin series.

**MA022 Applied Calculus (4) Spring 2004 (Day)** *Prerequisites:* Math Placement Level 3 or MA014 or equivalent with grade of C or higher. This course is designed for students in social or life sciences or business. Covers basic notions of derivative and integral, along with standard techniques of differentiation and integration with a focus on application rather than theory and rigor.

**MA030 Calculus III (4) Fall (Day)** *Prerequisites:* MA020B or equivalent; PH004A/B recommended. Covers parameterized curves and polar coordinates, vectors and 3-D analytic geometry, cylindrical and spherical coordinates, functions of two or more variables: continuity, differentiability, partial derivatives, directional derivatives, gradient vectors, tangent planes, min-max and saddle points, and Lagrange multipliers. Double and triple integrals in various systems of coordinates, and substitutions in multiple integrals are included.

**MA102/402 Statistics (3) Fall (Day/Evening), Spring (Day/Evening), Summer (Evening)** *Prerequisites:* Math Placement Level 2; MA014 or Math Placement Level 3 recommended. Topics include: descriptive statistics, measures of central tendency and dispersion, probability concepts, normal distribution, sampling distributions, confidence intervals and hypothesis tests, chi-square procedures, correlation and regression, and analysis of variance. Emphasis is on understanding statistical concepts and their use in analyzing and interpreting data. Cross-listed with EC102 (15 weeks).



**MA119 Discrete Mathematics (4) Spring (Evening)** *Prerequisites: MA020A and concurrent enrollment in MA020B, or permission of instructor.* Covers logic and propositional calculus, sets, functions, sequences and summations, complexity of algorithms and big-O notation, methods of proof, matrices, induction, arithmetic and geometric progressions, recursion, program correctness, basic combinatorics, recurrence relations and algorithms, divide-and-conquer, inclusion-exclusion, relations, representing relations, equivalence relations and classes, boolean algebra, introduction to graphs and trees, and tree traversals.

**MA122 Probability & Statistics (4) Spring (Evening)** *Prerequisites: MA020A/B or permission of instructor; MA030 and/or MA119 are recommended.* Uses a calculus-based approach to probability and statistics for natural and computational sciences. Topics include descriptive statistics, probability concepts, counting, independence, conditional probability, Bayes' theorem, random variables, probability distributions, expectation, variance and covariance, univariate and multivariate distributions, joint and conditional distributions, transformations, sampling, central limit theorem, inferences and hypothesis tests, non-parametric tests, correlation, simple and multiple regression, analysis of variance and covariance, quality control, and reliability.

**MA149T Teaching Assistant (1-3) Fall, Spring (Day/ Evening)** *Prerequisite: Permission of the instructor.* Provides an opportunity for outstanding mathematics students to earn credit by assisting instructors.

**MA150 Linear Algebra (4) Spring 2005 (Evening)** *Prerequisites: MA020B, MA119 and concurrent enrollment in MA150L, or permission of instructor; MA030 is recommended.* Studies linear systems of equations, matrices, determinants, techniques of inverting matrices. Topics include finite dimensional vector spaces, linear independence, basis and dimension, change of basis, orthonormal bases and the Gram-Schmidt process, linear transformations and matrices, kernel and range, eigenvalues and eigenvectors, diagonalization, and the Jordan canonical form. Applications of Linear Algebra are also studied.

**MA150L MATLAB Software Laboratory (1) Spring '04, '05 (Day/Evening)** *Coerequisite: Concurrent enrollment in MA150 or CS151, or permission of instructor.* Introduces mathematical software using MATLAB. Applies software to Linear Algebra and/or Numerical Methods problems. May be repeated for credit.

**MA189 Research/Project in Mathematics/Statistics (4) Fall, Spring (Day/ Evening)** *Prerequisite: Permission of instructor.* Provides an opportunity for students to produce original research, participate in projects and/or write a paper under the supervision of an instructor. Topics may be selected from Math/Stat theory or applications in Biology, Finance, Business, Social & Behavioral Sciences, Arts, or another area. May be repeated for credit.

**MA199 Independent Study in Mathematics (1-4) Fall, Spring** *Prerequisite: Permission of instructor.* Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

# Natural Sciences

## NUTRITIONAL SCIENCE COURSES

If a course is listed as both lower-division and upper-division, the amount of work required for upper-division credit differs in both quantity and quality from that required for lower-division credit.

**NS005/105 Introduction to Nutrition (3) Spring** *Prerequisite: Math Placement Level 1.* Three hours lecture. Studies the major nutrients and their functions. Includes digestion, metabolism, disorders, food fads, obesity, and proper diet for health.

**NS009/109 Nutrition & Health in Developing Countries [CDiv] (3) Fall** *Prerequisite: Math Placement Level 1.* Three hours lecture, discussion. Studies nutrition and health issues in developing countries, including a critical look at causes and solutions to world hunger. Introduces the major nutrients and proper diet for health. Not recommended for students who have taken NS005 or SM001/101.

## PHYSICS & EARTH SCIENCES COURSES

**PH001 Physical Geology (3) Summer '04** *Prerequisites: High school chemistry or CH001 or PH009; Math Placement Level 1.* Studies the structure of the earth and the agents of its dynamic changes: global plate tectonics, weathering, mass wasting, and glaciation, within the context of mineral formation, the rock cycle, and geologic time. Included will be a consideration of human activity in regards to mineral and energy resources and land use. The format will consist of lectures, discussion, demonstrations, laboratories, and field trips.

**PH002A/402A College Physics (4) Fall** *Prerequisite: Math Placement Level 4 or MA015 or equivalent; high school physics or PH009 recommended.* Three hours lecture, three hours laboratory. This is a non-calculus-based physics course; first course in two-part sequence. Topics include kinematics, dynamics, properties of solids, liquids, gasses, heat, wave motion, and sound. Laboratory emphasizes error calculations for objective evaluation of data. Standard equipment and air tracks are used extensively.

**PH002B/402B College Physics (4) Spring** *Prerequisite: PH002A.* Three hours lecture, three hours laboratory. This course is a continuation of PH002A covering optics, electricity, and magnetism. Laboratory uses basic electronic measuring devices in electrical circuits, meters, pulse generators, and oscilloscopes.

**PH004A/404A Physics for Scientists (4) Fall '04** *Prerequisites: MA020A or MA022 and two semesters high school physics or PH009, or permission of instructor.* Three hours lecture, three hours laboratory. This is a calculus-based course in general physics, first part of two course sequence. Topics include mechanics, properties of matter, heat and thermodynamics, and simple harmonic motion including sound. Laboratory emphasizes error calculations for objective evaluation of data. Standard equipment and air tracks are used extensively.

**PH004B/404B Physics for Scientists (4) Spring '05** *Prerequisite: PH004A.* Three hours lecture, three hours laboratory. This course is calculus-based, the second course of a two-part sequence in general physics. Topics include electricity, magnetism, and optics. Laboratory uses basic electronic measuring devices in electrical circuits, meters, pulse generators, and oscilloscopes.

**PH009 Introduction to Physical Science (3.5) Fall** *Prerequisite: Math Placement Level 2.* Three hours lecture, one and one-half hours laboratory. Introduces topics selected from physics, astronomy, chemistry, and meteorology. Emphasizes the nature of discovery and the formation of concepts, laws, and theories in science. Laboratory exercises demonstrate lecture topics. Required for Liberal Studies majors.

**PH149L Laboratory Assistant (1-3) Fall, Spring** *Prerequisite: Permission of instructor.* Provides an opportunity for Natural Science majors to earn credit assisting instructors.

**PH199 Independent Study in Physics (1-3) Fall, Spring** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

### **INTERDISCIPLINARY COURSES**

If a course is listed as both lower-division and upper-division, the amount of work required for upper-division credit differs in both quantity and quality from that required for lower-division credit.

**SM001/101 Science & Technology in Developing Countries [CDiv] (3) Spring** Three-hours lecture, discussion. Studies effects of information and methodology of modern science in developing countries. Impact of technological advances such as computers, genetic engineering, pesticides, and fertilizers on the environment, values, and social institutions of these countries are investigated. Not recommended for students who have taken NS009/109 or BY109.

**SM085/185/485 Natural Sciences Seminar (1) Spring '04** Offers presentation and discussion of selected topics in natural sciences. Speakers are scientists from other institutions and from Notre Dame de Namur University faculty and student body. May be repeated for credit.

**SM102 Development of Scientific Thinking (3) Summer - Evening Intensive Students only** Lecture, discussion. Explores the nature of scientific thinking processes in the context of child development. Studies the roles of direct experience, technology, and conceptual changes in scientific learning with reference to values and ethical principles.

**SM105T Geographical Information Systems & Public Health (4) Spring** Introduces the essentials of GIS and the fundamentals of epidemiology. Lectures and laboratories use GIS software to develop skills in database management, graphical display, and mapping, incorporating epidemiological methods to develop maps exemplifying a range of public health issues including infectious and vector-borne disease patterns, epidemic investigation, environmental hazards, and health services access. Cross-listed with CS105T.

**SM183 Animals, People, & the Environment [CDiv] (3) Fall** Cross-listed as SO183. See Sociology listings, page 273, for course description.

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## Pre-Professional Preparation in Medicine & the Allied Health Fields

### MEDICINE

Students planning post-graduate application to medical, dental, pharmacy, or veterinary schools should consult, at an early date, the individual schools to which they plan to apply for specific undergraduate course requirements. Any baccalaureate program can be acceptable, however certain courses are either required or recommended and cover topics included on the Medical College Admissions Test (MCAT). Generally these include:

Courses		Units
	English	6
BY001A/B	General Biology (one year with laboratory)	8
CH002A/B	General Chemistry (one year with laboratory)	8
CH117A/B	Organic Chemistry (one year with laboratory)	8
PH002A/B	Physics (one year with laboratory)	8
	Statistics, calculus, or other math (consult individual school catalog)	8

### Additional Courses

CH150A/B	Biochemistry
BY100	Developmental Biology
BY102	Human Physiology
BY114	Genetics
BY141	Vertebrate Zoology
	Humanities & Social Sciences

Admissions committees of the medical schools look for persons of high ability in science demonstrated in coursework and independent investigations. In addition, students should show strong analytical skills and motivation, as well as a practical exposure to the field of medicine.

### ALLIED HEALTH PROFESSIONS

Preparation for the allied health professions depends heavily upon the particular area of healthcare involved; a wide range of baccalaureate programs may meet requirements. In general, however, the minimum preparation for these professions consists of the following courses:

CH002A/B	General Chemistry (one year with laboratory)	8
CH117A/B	Organic Chemistry (one year with laboratory)	8
PH002A/B	Physics (one year with laboratory)	8
	Biology (two years with laboratory, to include BY001A/B)	6
	Mathematics	8

Certain of the allied health professions may require preparation closely resembling the requirements for pre-medical programs. Students are advised to consult at an early date the catalogs of the schools to which they intend to apply to be certain of requirements.

# Political Science

The Department of History & Political Science offers a Bachelor of Arts degree in Political Science. The program provides an understanding of important political ideas and ideologies as well as the workings of basic political processes and institutions. Part of the School of Sciences, it also serves as an excellent preparation for advanced study and careers in law, politics, business, public administration, and education.

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## Bachelor of Arts: Political Science

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>47</b>
<b>Prerequisites</b>	
HY004A/B Western Civilization*	6
<b>Major Requirements</b>	
PS001 Introduction to American Government	3
PS002 Introduction to Comparative Governments	3
PS101 Methods & Methodology	3
PS101S Statistical Software in Behavioral Science Research	1
PS118 History of Political & Social Thought	3
PS119 State & Local Government	3
PS120 Parties, Politics, & Campaigning	3
PS123 International Relations	3
Upper-division Electives in Political Science	9
Career Development Requirement	3
General Electives	37
<b>Total University Requirement</b>	<b>124</b>

*\*This prerequisite can also be satisfied through completion of ID021A/B.*

Because of the large number of elective units available, the department usually recommends a double major.

### Minor Requirements: Political Science

HY004A/B Western Civilization*	6
PS001 Introduction to American Government	3
PS002 Introduction to Comparative Government	3
Upper-division units in Political Science, approved by Department Chair	9

*\*This requirement can also be satisfied through completion of ID021A/B.*

**POLITICAL SCIENCE COURSES**

**PS001 Introduction to American Government (3) Fall** Introduces American government and institutions.

**PS002/102 Introduction to Comparative Governments (3) Spring** Surveys comparative governments and institutions.

**PS101 Methods & Methodology (3) Spring** Introduces qualitative and quantitative methods used in history and political science and briefly discusses the epistemological foundations of these methods. Cross-listed with HY101.

**PS101S Statistical Software in Behavioral Science Research (1) Spring**  
*Prerequisite:* MA102 or permission of instructor; *Corequisite:* concurrent enrollment in PS101. Cross-listed with CS104S and HY101S. See Computer Science listings, page 246, for course description.

**PS118 History of Political & Social Thought (3) Fall** Cross-listed with HY118. See History listings, page 250, for course description.

**PS119 State & Local Government (3) Spring** Introduces the functions and services of government on the state and local levels.

**PS120 Parties, Politics, & Campaigning (3) Fall** Surveys the history of the development of political parties in the United States and examines their current ideologies and functions. Cross-listed with SO119.

**PS123 International Relations (3) Spring** Examines the history and values out of which nations have devised ways of relating to one another.

**PS128B Modern Western Thought (3) Spring** Cross-listed with HY128B. See History listings, page 250, for course description.

**PS136 Soviet Russia [CDiv] (3) Fall** Cross-listed with HY136. See History listings, page 250, for course description.

**PS150 Nazi Germany (3) Spring** Cross-listed with HY150. See History listings, page 250, for course description.

**PS152 Sex & Myth in History (3) Spring** Cross-listed with HY152. See History listings, page 250, for course description.

**PS156 Novels as History (3) Fall** Cross-listed with HY156. See History listings, page 250, for course description.

**PS158 Modern Times (3) Spring** Cross-listed with HY158. See History listings, page 250, for course description.

**PS159 History & Politics in Film (3) Spring 2003, Fall** Cross-listed with HY159. See History listings, page 250, for course description.

**PS160 World Geography [CDiv] (3) Spring** Introduces the cultural and physical geography with special emphasis upon the relationship between geography and social/political and economic developments.

**PS162 Latin American Area Studies [CDiv] (3) Spring** Cross-listed with HY162. See History listings, page 250, for course description.

**PS165B The New Nation, 1776-1836 (3) Spring** Cross-listed with HY165B. See History listings, page 250, for course description.

**PS166C Modern America, 1932 to Present (3) Fall** Cross-listed with HY166C. See History listings, page 250, for course description.

**PS170 The Constitution (3) Spring** Surveys the history of the U.S. Constitution. Includes article by article analysis, study of outstanding Supreme Court cases related to the document, and research in constitution-making processes. Cross-listed with HY170.

**PS173 Political Psychology (3) Fall** Studies the psychological roots of political behavior and decision-making as well as theories relating to political activism and violence. Cross-listed with HY173 and PY173.

**PS174 Women & the Law [CDiv] (3) Fall** Introduces the question of gender relations and the law, with particular emphasis on recent developments in law and on issues of sexual harassment. Particularly recommended for pre-law students. Cross-listed with HY174.

**PS180 African Area Studies [CDiv] (3) Fall** Cross-listed with HY180. See History listings, page 250, for course description.

**PS181 Islam & the West [CDiv] (3) Summer** Cross-listed with HY181 and RS181. See History listings, page 250, for course description.

**PS184 Asian Area Studies [CDiv] (3) Fall** Surveys the geography, history, culture, ethics, politics, and economics of the Asian countries with special emphasis on current geopolitical relations. Cross-listed with HY184.

**PS189 California History (3) Fall** Cross-listed with HY189. See History listings, page 250, for course description.

**PS190 Middle East Area Studies [CDiv] (3) Spring** Cross-listed with HY190. See History listings, page 250, for course description.

**PS195 Special Topics in Political Science (3)** Current issues and special courses may be offered periodically.

**PS199 Independent Study in Political Science (1-3)** Provides an opportunity for individual study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

An annotated list of all Political Science courses, including courses not listed in this Catalog, is available from the Office of the Dean of Sciences.

# Psychology

Psychology is that branch of science which studies human behavior and mental processes. The Department offers a strong general psychology curriculum as recommended by the American Psychological Association.

The core curriculum consists of basic coursework spanning the different subfields of psychology, ranging from the clinical to the experimental. Students are then encouraged to develop their own personal curriculum, with the help of their advisor, to equip them either to go to work immediately with their B.A. or to go on to further graduate work.

Emphasis is placed on helping the psychology major to develop critical thinking skills, interdisciplinary perspectives, and research, clinical (field-service), and community-based learning experience.

Psychology is offered as both a day and an evening major. Undergraduate Psychology offers special articulated programs with NDNU's graduate programs in Art Therapy, Psychology, and Gerontology and with NDNU's Special Education Credential and Master's programs.

Articulated programs allow qualified students in their last semester of undergraduate work to study for a master's degree while completing the bachelor's degree. Undergraduate students in articulated programs are allowed to enroll in up to six units in selected graduate courses that fulfill undergraduate major requirements while also counting towards the master's degree.

Articulated programs have great appeal for students planning to continue their education beyond the bachelor's degree, since these programs allow them to save time and money. An application and an interview with the graduate program director are required. For more information on admission requirements, program restrictions, or an application, please see Graduate Admissions or the relevant Program Director.

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## Bachelor of Arts: Psychology

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirement</b>	<b>47</b>
<b>Prerequisites</b>	
PY001      Introduction to Psychology	3
MA102      Statistics	3
BY004      Human Biology (highly recommended)	



<b>Core Major Requirements</b>		<b>Units</b>
PY101	Personality Theory	3
PY104	Research Methods	3
PY104S	Statistical Software in Behavioral Science Research	1
PY106	Psychobiology	3
PY108	Cognitive Psychology	3
PY120	Social Psychology	3
PY161	Developmental Psychology	3
PY178	History & Systems of Psychology (Capstone Class)	3
	Upper-division Psychology courses (electives)	9
	Career Development Requirement*	3
	General Electives	37
<b>Total University Requirement</b>		<b>124</b>

\*Certain psychology courses help fulfill the Career Development Requirement, e.g., PY190AB, PY174. Please refer to the Career Development section for other options.

### **Minor Requirements: Psychology**

PY001	Introduction to Psychology	3
	Upper-division units in Psychology (PY101 Personality Theory recommended)	12

### **PSYCHOLOGY COURSES**

Psychology courses listed as both lower-division and upper-division require a separate syllabus for each level. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

**PY001 Introduction to Psychology (3) Fall, Spring** Surveys the content and method of psychology, the scientific study of behavior and mental processes. The course provides an overview of topics such as how the brain impacts behavior, how we develop, personality, psychopathology, and group and individual behavior.

**PY035/135 Human Sexuality (3) Spring (alternate years)** *Prerequisite: PY001.* Explores personal, interpersonal, and transpersonal dimensions of sexual experience: awareness, attitudes, meaning, expression, response, and different sexual orientations.

**PY101 Personality Theory (3) Fall, Spring** *Prerequisite: PY001.* Surveys classic and modern theories of personality development in their biographical and historical context, e.g. Sigmund and Anna Freud, Carl Jung, Alfred Adler, Karen Horney, Margaret Mahler, Melanie Klein, D.W. Winnicott, Heinz Kohut, Abraham Maslow, and Rollo May.

**PY102 Survey of Psychotherapy (3) Spring (alternate years)** *Prerequisite: PY001.* Reviews the theoretical foundations and clinical techniques of a wide variety of psychotherapeutic approaches, including psychoanalytic, behavioral, cognitive, humanistic, existential, Gestalt, group, and family therapy.

**PY104 Research Methods (3) Fall (Evening) Spring (Day)** *Prerequisites: PY001 and MA102; Corequisite: PY104S.* Introduces empirical, quantitative, and qualitative research in the behavioral sciences. Cross-listed with SO104.

**PY104S Statistical Software in Behavioral Science Research (1) Fall (Evening) Spring (Day)** *Corequisite: PY104.* Cross-listed with CS/SO104S. See Computer Science listings, page 246, for course description.

**PY105 Psychological Assessment (3) Spring (alternate years)** *Prerequisite: PY001.* Introduces the design, validation, and use of different kinds of psychological tests: ability, personality, psychopathology, interests, attitudes, and intelligence.

**PY106 Psychobiology (3) Fall, Spring** *Prerequisite: PY001.* Studies the brain and its functions as they relate to behavior. This course explores topics such as learning and memory, the rhythms of the brain, emotions, and the senses. Some disorders such as epilepsy, Alzheimer's, Huntington's Chorea, and memory defects are reviewed.

**PY107 Learning, Memory, & Language (3) Fall (alternate years)** *Prerequisite: PY106.* Focuses on theories of learning, such as operant and classical conditioning, of memory, such as parallel distributed processing, and of language acquisition. Contemporary research and applications within each area (i.e. implications for education) will also be covered, including discussions of language and memory dysfunctions.

**PY108 Cognitive Psychology (3) Fall, Spring** *Prerequisite: PY106.* This course is designed to provide a general overview of the field of cognitive psychology. Topics will include sensation and perception, learning, thinking, problem-solving, inductive and deductive reasoning, creativity, language and memory, and cognitive neuroscience. Both theory and research will be discussed.

**PY111A Introduction to Clinical Art Therapy (1) Spring**

**PY111B Introduction to Clinical Art Therapy (2) Spring** Cross-listed with PY411A and PY411B. See Art Therapy listings, page 280, for course description.

**PY112 Cultures, Communities, & Criminality (1) Fall** Cross-listed with SO112. See Sociology listings, page 273, for course description.

**PY113 Society Through Film [CDiv] (3) Fall (alternate years)** Cross-listed with SO113. See Sociology listings, page 273, for course description.

**PY120 Social Psychology (3) Fall, Spring** *Prerequisite: PY001.* Gives an overview of the classic research areas in social psychology, including conformity, group influence, persuasion, prejudice, aggression, altruism, and interpersonal attraction. In addition, the newer approaches of social cognition, gender and cross-cultural factors, and applied social psychology will be discussed. Cross-listed with SO120.

**PY121 Careers in Sociology & Social Work (.5) Fall** Cross-listed with CD111 and SO111. See Sociology listings, page 273, for course description.

**PY124 Forensic Science (3) Fall** Cross-listed with BY124. See Biology listings, page 236, for course description.

**PY129 Love & Violence (3) Spring (Day)** Cross-listed with SO129. See Sociology listings, page 273, for course description.

**PY133 The Family [CDiv] (3) Fall (alternate years)** Cross-listed with SO130. See Sociology listings, page 273, for course description.

**PY147 Deviant Behavior (3) Fall (Day)** Cross-listed with SO147. See Sociology listings, page 273, for course description.

**PY155 Counseling Skills (3) Spring (alternate years)** *Prerequisite: PY101 or permission of instructor.* Provides an exploration and practice of the basic skills necessary for the development of an effective counselor/client relationship.

**PY156 Interpersonal/Intercultural Communication [CDiv] (3) Fall (alternate years)** Cross-listed with CM156 and SO156. See Sociology listings, page 273, for course description.

**PY161 Developmental Psychology (3) Fall, Spring** *Prerequisite: PY001.* Studies the basic principles of childhood growth and development focusing on psychological and cultural factors. Focus is on in-depth consideration of the adolescent stage of development and its relationship to family, education, attitudes, romance, sexuality, and mental health.

**PY166 Careers in Community & Criminal Justice (.5) Fall** Cross-listed with CD166 and SO166. See Sociology listings, page 273, for course description.

**PY168 Abnormal Psychology (3) Fall, Spring** *Prerequisite: PY001.* Focuses on introduction to mental disorders: classification, causes, diagnosis, and treatment. Emphasizes diagnosis using the *Diagnostic and Statistical Manual*.

**PY171 Modern Psychoanalysis (3) (alternate years)** *Prerequisite: PY001.* Explores the “object relations theories” of Melanie Klein, Margaret Mahler, Winnicott and others, along with the “self-psychology” of Heinz Kohut.

**PY172 Jungian Psychology (3) Fall (alternate years)** *Prerequisite: PY001.* Surveys the basic concepts in Jungian psychology, or Analytic Psychology, including the persona, shadow, anima and animus, the Self, the process of individuation, as well as the application of the Jungian system in the analysis of case histories, literature, film, and the political process.

**PY173 Political Psychology (3) Fall** Cross-listed with HY173 and PS173. See Political Science listings, page 261, for course description.

**PY174 Community Psychology (3) Fall (alternate years)** *Prerequisite: PY001.* Studies a wide variety of forces and structures in the community which affect the positive growth, development, and functioning of its members. Being a service learning course, this class includes community work, theoretical discussions, and reflection activities.

**PY176 Women, Shakespeare, & Psychoanalysis [CDiv] (3) Fall (alternate years)** Examines some of the sophisticated ways in which Shakespeare explores the feminine psyche across the stages of psychological development. The course incorporates

into this investigation the concepts of certain modern psychologists, including C. G. Jung, D.W. Winnicott, and Heinz Kohut. Cross-listed with EN176.

**PY177 Time Management (.5-1) Fall** Cross-listed with CD177 and SO177. See Sociology listings, page 273, for course description.

**PY178 History & Systems of Psychology (3) Spring (Capstone Course)**  
*Prerequisite: PY001.* Taken by graduating seniors, this course provides an overview of the field of psychology from a historical perspective. The course examines the major systems, theoretical models, and personalities who have shaped the field since its inception.

**PY179 Youth, Crime, & Society (3) Fall** Cross-listed with SO173. See Sociology listings, page 273, for course description.

**PY180 Animals in Society (1) Fall** Cross-listed with SO180. See Sociology listings, page 273, for course description.

**PY181 Organizational Psychology (3) Fall (alternate years)** This course provides an overview of the basic concepts and principles of the field of organizational psychology, otherwise referred to as psychology in the workplace. The course aids students in understanding individual and group dynamics in the workplace, and in integrating topics such as decision making, psychological assessment, organizational structure and culture, training and development, performance appraisal, motivation, diversity, and leadership. Cross-listed with MG181.

**PY182 The Animal-Human Bond (3) Spring** Cross-listed with SO182. See Sociology listings, page 273, for course description.

**PY183 Psychology of Aging (3) Fall (alternate years)** This course provides an overview of the basic concepts and principles in the field of aging. Recent research, practices, and myths of aging will be discussed. The course helps students to understand the cognitive, emotional, physical, social, and psychological developmental processes in middle and late adulthood from a multidisciplinary and multicultural perspective.

**PY190A Social Change Through Social Service (3) Fall** Cross-listed with SO190A. See Sociology listings, page 273, for course description.

**PY190B Social Change Through Social Service (3) Spring** Cross-listed with SO190B. See Sociology listings, page 273, for course description.

**PY195 Special Topics in Psychology (3) Fall, Spring** Various courses are offered, providing elective opportunities for psychology majors.

**PY199 Independent Study in Psychology (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

**CD098/198 Cooperative Education Internship (1-3)** Provides students with the opportunity to gain career-related work experience in Psychology. See Career Development listings, page 156, for course description.

# Social Sciences

This major is intended for two types of students: 1) those who seek a broad introduction to the social sciences, perhaps in preparation for a career in law; and 2) those who plan to teach high school social studies.

To meet the needs of these two groups, the major provides two tracks. One stresses interdisciplinary breadth in History, Economics, Sociology, and Political Science. It leads to a B.A. in Social Science/Interdisciplinary Studies. The other can be designed to meet California state requirements for a single subject teaching credential in social studies. It leads to a B.A. in Social Science/Social Studies Teaching. See the Department Chair for complete information on requirements. The Psychology/Sociology Department is part of the School of Sciences.

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## Bachelor of Arts:

### Social Science, Interdisciplinary Studies Emphasis

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>47</b>
<b>Prerequisites</b>	
EC001A/B      Macro & Microeconomics	6
HY004A/B      Western Civilization*	6
PS001          Introduction to American Government	3
PY001          Introduction to Psychology (recommended)	3
SO001          Introduction to Sociology	3
SO004          Cultural Anthropology	3
<b>Major Requirements</b>	
Upper-division courses in History, Political Science, Sociology, or Economics:	24
At least 12 of the 24 upper-division units must fall within one of the four areas of History, Political Science, Sociology, or Economics. At least three upper-division units must be taken in each of the other three areas (total 9 units). The final three upper-division units of the required 24 may be taken in any of these four areas or in upper-division Psychology.	
Career Development Requirement	3
General Electives	26
<b>Total University Requirement</b>	<b>124</b>

\* This prerequisite can also be satisfied through completion of ID021A/B.

## Bachelor of Arts: Social Science, Social Studies Teaching Emphasis

In addition to major requirements, students must meet General Degree requirements.

		<b>Units</b>
<b>General Education Requirements</b>		<b>47</b>
<b>Prerequisites</b>		
EC001A/B	Macro & Microeconomics	6
HY004A/B	Western Civilization*	6
PS001	Introduction to American Government	3
PY001	Introduction to Psychology (recommended)	(3)
SO001	Introduction to Sociology	3
SO004	Cultural Anthropology	3
<b>Major Requirements</b>		
Upper-division courses selected from focus areas A through E below.		
Must include at least one course from each group.		21
<i>Two courses chosen from the following:</i>		6
EC182	Comparative Economic Systems	
HY166C	Modern America, 1932 to Present	
SO130	The Family	
Career Development Requirement		3
General Electives		26
<b>Total University Requirement</b>		<b>124</b>

\*This prerequisite can also be satisfied through completion of ID021A/B.

### Focus Areas

#### A. U.S. History Focus:

- HY165A Colonial America, 1607-1776
- HY165B The New Nation, 1776-1836
- HY166C Modern America, 1932-Present

#### B. California History Focus:

- HY/PS189 California History

#### C. U.S. Government Focus:

- PS119 State & Local Government
- PS170 The Constitution

#### D. World History Focus:

- HY158 Modern Times
- PS162 Latin American Area Studies
- PS180 African Area Studies
- PS184 Asian Area Studies
- PS190 Middle East Area Studies

#### E. World Geography Focus:

- PS160 World Geography

Upper-division courses in history, political science, sociology, or economics which meet state area requirements are chosen in consultation with the Department Chair.

# Sociology

Sociology strives to understand the relationships between human behavior and the social and physical worlds that we live in. First and foremost, it is a way of perceiving reality. What is the network of relationships that produce values and beliefs and actions? How and why do people make the choices that they do and what can or should be done to influence outcomes? How can this way of thinking prepare us for the “real” world of corporations, civic responsibility, human service, education, and the day-to-day interactions of everyday life? How can it help us make a difference in a world that needs all the help it can get? Underlying sociology, as taught at NDNU, is working for the common good. We encourage direct involvement in communities of all kinds and develop our curriculum to ensure that ample opportunities to use sociology in community-based programs exist in our courses and in extracurricular activities throughout the University. The Psychology/Sociology Department is part of the School of Sciences.

The Sociology major offers four areas of emphasis:

- *Sociology/Social Action* – Prepares the student for careers in community service and social work.
- *Sociology/Behavioral Science* – Allows the student to develop a traditional (general) sociology course of study or an interdisciplinary concentration, such as Women’s Studies or Culture and Film, by selecting courses from Sociology and related disciplines.
- *Sociology/Community & Criminal Justice* – Designed for the student interested in professional work related to the social dynamics of crime causation, prevention, victimization, and rehabilitation.
- *Sociology/Animals in Human Society* – Focuses on the social relationships that humans share with other animals along with the implications and potential of this unique bond.

## **Sociology/M.P.A. Dual Degree Program**

Students in the Sociology/Community & Criminal Justice emphasis may apply for admission to a special program that articulates with the Master of Public Administration program. Articulated programs allow qualified students in their last semester of undergraduate work to study for a master’s degree while completing the bachelor’s degree. Undergraduate students in articulated programs are allowed to enroll in up to six units in selected graduate courses that fulfill undergraduate major requirements while also counting towards the master’s degree.

Articulated programs have great appeal for students planning to continue their education beyond the bachelor’s degree, since these programs allow them to save time and money. An application and an interview with the graduate program director are required. For more information on admission requirements, program restrictions, or an application, please see Graduate Admissions or the M.P.A. Program Director.

## Bachelor of Arts: Sociology

In addition to major requirements, students must meet General Degree requirements.

	<b>Units</b>
<b>General Education Requirements</b>	<b>47</b>
<b>Prerequisites (6 – 9 units)</b>	
PY001      Introduction to Psychology (required for Behavioral Science and Animals in Human Society emphases; recommended for Social Action and Community and Criminal Justice emphases)	3
SO001      Introduction to Sociology	3
SO004/114   Cultural Anthropology	3
<b>Major Core Requirements (9 units)</b>	
SO101A      Classical Sociological Theory	
or	
SO101B      Contemporary Sociological Theory	3
SO102      Analyzing Social Settings	3
SO120      Social Psychology	3
<i>Note: MA102 Statistics and SO104 Research Methods are highly recommended for all students continuing on to graduate study.</i>	
Emphasis Requirements	18-21
Career Development Requirement	3
General Electives	38
<b>Total University Requirement</b>	<b>124</b>

### REQUIREMENTS FOR EMPHASES

#### Sociology/Social Action

SO190A/B      Social Change Through Social Service	6
Upper-division Sociology courses (electives)	12

#### Sociology/Behavioral Science

Concentration courses, chosen from a variety of disciplines, selected in consultation with the advisor. Examples of concentrations include: Sociology (general), Women's Studies, Ethnic Studies, Politics & Society, Culture & Film, Deviance & Social Control, Society & the Arts, and Organizational Behavior.	12
Upper-division Sociology courses (elective)	6

#### Sociology/Community & Criminal Justice

SO105      Criminology	3
SO147      Deviant Behavior	3
SO190A/B      Social Change Through Social Service	6



**Units***Upper-division courses chosen from the following:*

		9
BY124	Forensic Science	(3)
EN107	Technical Writing	(3)
PL121	Political & Social Philosophy	(3)
PL123	Law, Morality, & Society	(3)
PS166C	Modern America	(3)
PS170	The Constitution	(3)
PS174	Women & the Law	(3)
PY155	Counseling Skills	(3)
SO103	Streetwise Sociology	(3)
SO122	Social Class, Social Inequality	(3)
SO125	Urban Sociology	(3)
SO129	Love & Violence	(3)
SO146	Social Problems	(3)
SO156	Interpersonal/Intercultural Communication	(3)
SO162	Cross-cultures & Subcultures	(3)
SO173	Youth, Crime, & Society	(3)
SO195	Special Topics (selected with advisor)	(1-3)
SO199	Independent Study	

**Sociology/Animals in Human Society**

SO182	The Animal-Human Bond	3
SO190A/B	Social Change Through Social Service	3/3

*Upper-division Sociology courses chosen from the following:*

		9
BY141	Vertebrate Zoology (without lab)	(3)
SO129	Love & Violence	(3)
SO130	The Family	(3)
SO146	Social Problems	(3)
SO156	Interpersonal/Intercultural Communication	(3)
SO162	Cross-cultures & Subcultures	(3)
SO180	Animals in Society	(3)
SO181	Animals in Literature	(3)
SO183	Animals, People, & the Environment	(3)
SO195	Special Topics (selected with advisor)	(1-3)
SO199	Independent Study	(1-3)

**Minor Requirements: Sociology**

SO001	Introduction to Sociology	3
SO004/114	Cultural Anthropology	3
	Upper-division units, approved by the Advisor	9

## SOCIOLOGY COURSES

**SO001 Introduction to Sociology (3) Fall, Spring** Introduces the general principles of sociology, focusing on the individual, groups, and the wider society. Examines the impact of culture, socialization, technology, social class, and other social inequalities on human behavior. Discusses the uses of sociology in today's society and tomorrow's world.

**SO004/114 Cultural Anthropology [CDiv] (3) Fall, Spring** Introduces the principles of anthropology, focusing on the biological and technological roots of group life, the origin and development of culture, the ideas and ways of contemporary societies, and implications for the future.

**SO101A Classical Sociological Theory (3) Fall** Surveys ideas and impact of social theorists from the Enlightenment Period up to World War I; includes both European and U.S. sociologists with focus on Durkheim, Weber, Marx, Dubois, and selected early feminists. Considers the relevance of theory to modern life. (Alternates with SO101B)

**SO101B Contemporary Sociological Theory (3) Fall** Surveys ideas of social theorists from World War I to the present and examines their impact on our lives today. Focuses on the Frankfurt and Chicago schools, Veblen, Mills, Merton, Foucault, Goffman, Smith, and Collins. Also examines non-Western and Third World theorists like Nakane, Freire, and Fanon. (Alternates with SO101A).

**SO102 Analyzing Social Settings (3) Spring** Introduces the use of qualitative methods in the study of community issues. Uses such research techniques as participant observation, the interview, and focus groups. The class – acting as a research team – will select some aspect of a social setting to study. Past subjects have included social services in San Francisco's Tenderloin district, gay youth in San Francisco's Castro district, the Mexican-American community in the "Little Michoacan" neighborhood of Redwood City, and pathways for youth in the City of East Palo Alto.

**SO103 Streetwise Sociology [CDiv] (3) Fall** Streetwise Sociology is designed to familiarize the student with the inner city culture by becoming a part of it. We do this by participating in projects that benefit the community and, in so doing, learn from individuals who live and work there. The goal is to use sociological theory and practice to understand and contribute to the resolution of urban social problems. Instruction involves on-campus classes and workshops and off-campus community activities. Current projects include Halloween in the Tenderloin, College Night in the Tenderloin, and Miracle on 6th Street (a Christmas event for residents in a hotel for the formerly homeless). May be repeated for credit.

**SO104 Research Methods (3) Fall (Evening), Spring (Day)** *Prerequisite:* PY001; *Corequisite:* SO104S. Cross-listed with PY104. See Psychology listings, page 264, for course description.

**SO104S Statistical Software in Behavioral Science Research (1) Fall (Evening), Spring (Day)** *Corequisite: SO104.* Cross-listed with CS104S and PY104S. See Computer Science listings, page 246, for course description.

**SO105 Criminology (3) Spring** Examines the sociological study of crime, criminal behavior, and society's reaction to perceived crime. The historical roots of criminology and controversial issues in the field today are studied. Theories of criminal behavior are analyzed and related to the broader social picture. Criminal law and the criminal justice system are discussed, as are modern methods of punishment, rehabilitation, prevention, and social reform.

**SO111 Careers in Sociology & Social Work (.5) Fall** Explores career options open to sociologists and social workers along with the characteristics of these careers. Effective career techniques are also examined. Cross-listed with CD111 and PY121.

**SO112 Cultures, Communities, & Criminality (1) Fall** Considers the relationship between a variety of subcultures and kinds of criminal behaviors ranging from street crime to suite crime. Cross-listed with PY112.

**SO113 Society Through Film [CDiv] (3) Fall (alternate years)** Through classic and contemporary films, the course explores modern social issues, diverse social realities, and a variety of subcultures and marginalized groups. Awareness of worlds outside mainstream culture is promoted and critical thinking about perceptions of these culture is enhanced. Cross-listed with PY113.

**SO119 Parties, Politics, & Campaigning (3) Fall** Cross-listed with PS120. See Political Science listings, page 261, for course description.

**SO120 Social Psychology (3) Fall, Spring** *Prerequisite: PY001.* Cross-listed with PY120. See Psychology listings, page 264, for course description.

**SO122 Social Class, Social Inequality (3) Spring (alternate years)** Explores the social class structure in the United States: its roots, trends, and effects of inequality. Values and characteristics of various social classes are explored. Comparisons to stratification systems in other countries are addressed.

**SO123 Political & Social Philosophy (3) Fall** Cross-listed with PL121. See Philosophy listings, page 115, for course description.

**SO125 Urban Sociology [CDiv] (3) Spring (alternate years)** Using a global and historical perspective, examines urban lifestyles, social organization, urban problems, and trends. Classroom work compares characteristics of cities around the world; out-of-class work focuses on Bay Area cities with independent field trips as part of class experience.

**SO129 Love & Violence (3) Spring** Studies biological, psychological, and cultural forces that encourage or inhibit the expression of love and its antithesis, violence, within the structure of the greater community and intimate social relationships. Cross-listed with PY129.

**SO130 The Family [CDiv] (3) Fall** Gives a systematic and comparative analysis of the family structure and its relationship to other social institutions. History and evolution of the family are discussed, as are contemporary issues such as violence in the family, intimacy, and the future of the family. Cross-listed with PY133.

**SO146 Social Problems [CDiv] (3) Fall** This course studies the social roots of such contemporary community issues as poverty, homelessness, drugs, inequality, HIV/AIDS, domestic abuse, alienation, and institutionalized violence. A significant part of class time is spent in the field, learning from community agencies and individuals involved in the problems that we are studying.

**SO147 Deviant Behavior (3) Fall** Studies the identification of certain behavior and states of being as deviant, from ancient to modern times. Examines the social forces that create definitions of deviance, contribute to patterns of “deviant” behavior, and attempt to confine, control, and change identified deviants. Specific issues explored include crime, “mental illness,” “normal deviants,” social control, and social change, including emerging social trends that are redefining what is “normal” and “deviant.” Cross-listed with PY147.

**SO156 Interpersonal/Intercultural Communication [CDiv] (3) Fall (alternate years)** Focuses on the individual as the link in effective communication as well as the impact of culture on personal interactions. Through experiential exercises and group discussions, such areas as self awareness, emotions, self concept, perception, body language, and assertiveness are explored. Cross-listed with CM156 and PY156.

**SO160 Political Sociology (3) Fall (national election years)** Examines political power, activism, and change in workplaces, labor unions, elections, social movements, and local communities. Political attitudes and behavior will be analyzed with respect to social class, economic trends, minority/majority status, and media influence.

**SO162 Cross-cultures & Subcultures [CDiv] (3) Spring (alternate years)** Analyzes the nature of majority/minority in U.S. society. Explores characteristics of various subcultures particularly as they relate to the processes of acculturation, assimilation, and accommodation. The nature and effects of prejudice and discrimination are also addressed.

**SO166 Careers in Community & Criminal Justice (.5) Fall** Uses the insights and experiences of professionals working in crime prevention, rehabilitation, community safety, and community advocacy to explore the characteristics of these and related careers. Effective career search techniques are also discussed. Cross-listed with CD166 and PY166.

**SO173 Youth, Crime, & Society (3) Fall** Explores the history and social psychological context of juvenile crime in the United States. The course is designed to give the student an understanding of who commits delinquent acts and why, the rate of delinquency, societal reaction to it, and what can be done to prevent juvenile crime.

**SO177 Time Management (.5-1) Fall** Examines sociological and psychological issues underlying time utilization. Presents a management plan in which daily schedules hinge on life goals. Study techniques that enhance learning and minimize study time are also presented and practiced. Cross-listed with CD177 and PY177. Units vary with semester in which class is offered.

**SO178 Halloween in the Tenderloin (1) Fall** Halloween in the Tenderloin is a service-learning course designed to involve the student in the lives of inner city children and community activists and to learn from that service about the community and the people who work and reside there. This course is developed in collaboration with students in SO103 Streetwise Sociology and members of the Tenderloin community to organize and implement the annual Halloween Festival and Safe Trick or Treat event.

**SO180 Animals in Society (1) Fall** Uses the social scientific approach to explore the capabilities of many other-than-human animals along with the implications of these attributes. Examines the link between cruelty and compassion toward animals and the treatment of humans. Ways that animal presence can benefit people and people can enrich the lives of other animals are also considered. Cross-listed with PY180.

**SO181 Animals in Literature (3) Fall** Through fiction, poetry, drama, and literate non-fiction, this course examines the varied and significant roles that animals have played in human life throughout history and continue to play in contemporary society. Works by U.S. authors as well as some from other cultures are read to explore the ways in which literature uses companion animals and wildlife, real as well as imagined, to shape and reflect social values. Readings are approached from sociological, psychological, and literary perspectives. Students are asked to develop creative writing exercises with animals as theme and/or character along with a small literary body of their own. Cross-listed with EN181.

**SO182 The Animal-Human Bond (3) Spring** Using both sociological and psychological perspectives, this course explores the unique social relationship that humans share with other animals along with the implications of this bond. Focus is not directed at animals per se, but at the mutual impact humans and animals have on each other both micro- and macroscopically. The human-animal bond is examined historically and culturally within the context of such social systems as the family, economics, politics, religion, science, health, and recreation. The social construction of our attitudes toward other animals is studied and the role of animal domination in maintaining racism, sexism, ageism, and social class privilege is probed. Attention is given to advocacy techniques for promoting animal welfare and animal-related professions for sociology majors. Cross-listed with PY182.

**SO183 Animals, People, & the Environment [CDiv] (3) Fall** This course examines interactions between humans and other animals by focusing on differing attitudes toward the value of animal life in specific areas such as biological conservation and research, food production, recreational activities, laboratory research, and environmental protection. Emphasis is on western perspectives expressed through science and popular culture. Field trips are included in class content. Cross-listed with SM183.

**SO190A Social Change Through Social Service (3) Fall** Provides students with the knowledge, skills, and encouragement to assist communities in need while learning from their service experiences. Students learn about the histories and functions of various human service agencies in San Mateo/San Francisco Counties as well as the characteristics and needs of the clients they serve. Students are required to volunteer, on their own time, with a non-profit organization of their choice for the duration of the semester. May be used to satisfy one unit of Career Development Requirement.\* Cross-listed with PY190A.

**SO190B Social Change Through Social Service (3) Spring** Students can either continue the volunteer service they began in SO/PY190AB or start service anew. Supervised community service will provide valuable insights into social need response as well as career opportunities in the social services. Working with professionals, students will put theories and skills into practice. One hour of class time per week will focus on specific situations that students encounter in their field work. Communications skills, assertiveness, conflict resolution, and coping techniques are typical topics explored in this class. May be used to satisfy two units of Career Development Requirement.\* Cross-listed with PY190B.

**SO195 Special Topics in Sociology (1-3)** Various courses will be offered providing elective units in Sociology.

**SO199 Independent Study in Sociology (1-3)** Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study, page 33.

*\*Career Development Requirement: The University's Career Development Requirement for the Sociology major should be deferred until the senior year when the student may either take a) SO190A and SO190B, the two-semester internship; (b) take non-internship classes offered by the Career Development Department; or (c) combine (a) and (b) above.*

An annotated list of all Sociology courses, including courses not listed in this Catalog, is available from the Department Office.

# Art Therapy Psychology

The Art Therapy Psychology Department at Notre Dame de Namur University is the only one of its kind in northern California and one of two in the United States. It is unique because it provides two courses of study, both of which emphasize theoretical and experiential learning. It is part of the School of Sciences.

**Course of Study I** leads to a Master of Arts in Marital & Family Therapy. This course of study consists of 53 units (not including foundation courses) and is designed to prepare a Marriage & Family Art Psychotherapist whose education is intended to fulfill the requirements for the Marriage & Family Therapist (M.F.T.), in California. This can often satisfy certification or licensure in other states. This is in addition to Registration by the American Art Therapy Association (A.T.R.).

**Course of Study II** leads to a Master of Arts in Art Therapy. This course of study consists of 45 units (not including foundation courses) and prepares students who wish to be eligible for the A.T.R., but who are not intending to pursue clinical licensing as an M.F.T. in California or any other state. Both courses of study are taught and supervised by Registered Art Therapists and licensed professionals.

Advancement to candidacy is not automatic. The Professional Evaluation Committee (PEC) provides ongoing professional and academic evaluation of students as they progress throughout the program. Both Master's studies in the Art Therapy Psychology Department at Notre Dame de Namur University are approved by the American Art Therapy Association, Inc.

The Art Therapy Psychology Department also offers a Graduate Art Therapy Certificate (GATC) program for those holding a graduate degree in a related field (Art, Education, and Behavioral Science), granted by an accredited institution, wishing to meet the American Art Therapy Association requirements for registration as an A.T.R. See the Graduate Art Therapy Certificate, page 284.

## Special Features of the Art Therapy Psychology Department

- Close relationship with professional organizations such as American Art Therapy Association, California Association of Marriage & Family Therapy, Art Therapy Credentials Board
- Community Service Awards to 30 agencies over a 25 year period
- Practicum Faire for 35 agencies
- Advisory Council of Agency Supervisors
- Advisory Council of Graduate Alumni
- University supervision and seminars for Art Therapy and M.F.T. students; one faculty member per eight students
- Summer Art Show in Wiegand Gallery
- 30% student body from out of state
- Training for clinicians, researchers, and leaders in the field
- Graduate Art Therapy Student Association

## Program Requirements

### FOUNDATION COURSES

A Bachelor's degree in art, psychology, or behavioral science is preferred.

Three units are required in each of the following foundation areas:

- General Psychology
- Personality Theory
- Developmental Psychology
- Abnormal Psychology

Fifteen units or equivalent are required in the foundation content areas of two and three dimensional studio art and design. All foundation areas must be completed within the first year.

### COURSES OF STUDY I & II

Core Courses		Units	
		Course I	Course II
PY205A/B	Psychological Assessment	2/1	2/1
PY210	Psychopathology*	3	–
PY213	Methods of Group & Family Therapy	3	3
PY214A	Child Abuse	–	1
PY214B	Substance Abuse: Assessment & Treatment	1	–
PY214C	Substance Abuse: Counseling	1	–
PY225A/B	Psychopharmacology*	1/1	–
PY230	Cross-cultural Issues	3	3
PY235	Human Sexuality*	2	2
PY25	Communication & Counseling Skills	3	3
PY260	Advanced Human Development	3	3
PY280	Principles of M.F.T.	3	3
PY290	Professional Ethics & Law	3	1
PY300A/B	Practicum (nine month, 700 hour practicum with an A.T.R. supervisor; for Course I the supervisor must also be state licensed)	3/3	3/3
PY333A/B	Seminar	3/3	3/3
PY302A	Art Therapy Techniques: Group Experience	1	1
PY302B	Art Therapy Techniques: Special Populations	1	1
PY302C	Art Therapy Techniques: Integrating Creative Arts	1	1
PY304A	Metaphors in Psychopathology: Children	1	1
PY304B	Metaphors in Psychopathology: Adolescents	1	1
PY304C	Metaphors in Psychopathology: Adult	1	1
PY359A	Research: Methodology	2	2
PY359B	Research: Project	3	3
<b>Total</b>		<b>53</b>	<b>45</b>

\*All courses taught by Registered Art Therapists except those designated with an asterisk.

**Note:** PY400A/B/C Supervised Field Experience/Seminar (12 units) may be required for M.F.T. licensure, but is not part of either degree program.



**Orals:** Thesis/Grant must be satisfactorily completed before graduation. Orals Guidelines are available in the Art Therapy Office.

### LICENSING OPTIONS AFTER GRADUATION

#### Course of Study I

**M.A. in Marital & Family Therapy**  
(53 units)

#### **M.F.T./A.T.R. Internship**

Register for an M.F.T. Intern License  
3000 Licensed Supervised Hours  
Includes 1200 Hour Practicum  
500 of these hours must be supervised by a Registered A.T.R.

#### M.F.T. Exams

**Art Therapy Registration & Board Certification (BC) Exam**

**Primary Family Therapist & Art Therapist**

#### Course of Study II

**M.A. in Art Therapy**  
(45 units)

#### **A.T.R. Internship**

+1000 Paid Work Experience  
Hours must be supervised by a Registered A.T.R.

**Art Therapy Registration & Board Certification (BC) Exam**

**Adjunctive Art Therapist  
Part of a Therapeutic Milieu Team**

### COURSE DESCRIPTIONS

All classes are offered every other semester unless otherwise noted.

**PY205A/B/405A/B Psychological Assessment (2/2/2/1) Fall, Spring** Studies the design and use of psychological tests of ability, personality, interests, and attitudes. The major intelligence tests and projective tests will be emphasized, along with family and art-based assessment.

**PY210 Psychopathology (3) Fall, Spring** *Prerequisite: PY168.* Systematically examines major paradigms of mental distress including medical, behavioral, and psychosocial models. Primary emphasis is on familiarity with and differential diagnosis of conditions covered by the current DSM.

**PY213/413 Methods of Group & Family Therapy (3/3) Fall, Spring** Explores the composition, development, and process of the family and the larger group as a vehicle for individual and social change, including a cursory survey of current group methodologies using verbal and non-verbal modalities. Development of effective interventions and leadership skills is emphasized.

**PY214A/414A Child Abuse (1/1) Summer** The laws for reporting child abuse are covered. Assessment and treatment are studied and family approaches explored.

**PY214B Substance Abuse: Assessment & Treatment (1) Spring, Summer** Issues within the physiological, psychological, social, and familial context are explored using both verbal and non-verbal modalities.

**PY214C Substance Abuse: Counseling (1) Spring, Summer** *Prerequisite: PY214B.* Treatment interventions appropriate to individuals and families in various phases of recovery are explored through both verbal and non-verbal modalities.

**PY225A/B/425A/B Psychopharmacology (1/1/1/1) Spring, Summer** PY225A/B satisfies the new requirements of AB253 for M.F.T. licensure for those beginning graduate study on or after January 1, 2001. Participants are provided with an overview and working knowledge of current common psychopharmacological interventions. PY425A/B may be taken in the certificate program.

**PY230/430 Cross-cultural Issues (3/1) Summer** Studies the effects of ethnicity in the counseling process with attention to the unique cultural traits and symbols of each individual within family structures. Addresses historical, ethical, and socioeconomic issues and their verbal and visual psychological impact.

**PY235 Human Sexuality (2) Fall, Spring** Analyzes normal and dysfunctional sexual behavior with attention to diagnosis of sexual problems and to the major approaches to sex therapy using both verbal and non-verbal modalities.

**PY255/455 Communication & Counseling Skills (3/3) Fall, Spring** Systematically studies communication skills and the major approaches to family counseling and psychotherapy. Through experiential exercises and group discussions, such areas as self awareness, feelings, self-concepts, perception, non-verbal communication, and resolving interpersonal conflicts are covered.

**PY260 Advanced Human Development (3) Fall, Spring** *Prerequisite: PY161.* Analyzes major approaches to the study of human development throughout the lifespan. Ability to recognize and understand theoretical presuppositions of various approaches to human development from a systemic point of view is emphasized.

**PY280/480 Principles of M.F.T. (3/3) Fall, Spring** Provides an overview of the theoretical concepts from the major theories of family systems therapy with an emphasis on assessment and treatment planning. Assessment and consultation skills are explored. Domestic violence and its effects on the family system are reviewed. Integrates art as a second language in family diagnosis, communication, and treatment.

**PY290/490 Professional Ethics & Law (3/1) Fall, Spring** Focuses on the laws related to marriage, family, and child counseling and the ethical issues that pertain to the practice of Art Therapy.

**PY300A/B Practicum (3/3) Fall, Spring** *Prerequisites: Completion of all prerequisites in art and psychology and at least two courses of the required Art Therapy Master's Core.* Internship is a 700-hour non-resident period in which the student works with clients in an institutional or community setting. Schedule may be worked out to the advantage of the student and the agency.

**PY302A/402A Art Therapy Techniques: Group Experience (1/1) Summer** Provides an opportunity for members to explore group membership and dynamics using art therapy techniques.

**PY302B/402B Art Therapy Techniques: Special Populations (1/1) Summer** Focuses on the specific adaptations of art activities for special needs populations.

**PY302C/402C Art Therapy Techniques: Integrating Creative Arts (1/1) Summer** Emphasizes integration of creative arts therapies.

**PY304A/B/C/404A/B/C Metaphors in Psychopathology (1/1/1/1/1/1) Summer** Emphasizes the dynamics, metaphors, and DSM classification of abnormal characteristics, disorders, and behavior. Class is offered in three sections: children, adolescents, and adults.

**A Children:** The class offers a comprehensive overview of art therapy approaches for children with abnormal characteristics, disorders, and behaviors.

**B Adolescence:** The class offers a comprehensive overview of art therapy approaches for adolescence. Emphasis will be on understanding major highlights of normal and pathological developments.

**C Adults:** The class offers a comprehensive overview of art therapy approaches for adults with mental disorders or psychiatric diagnosis as classified in DSM-IV. Emphasis will be on acute inpatient treatment from both an individual and group perspective.

**PY333A/B/433A/B Seminar (3/3/3/3) Fall, Spring** Provides an opportunity for presentation of cases from the field and feedback from a faculty member and students. PY333A/B taken in conjunction with PY300A/B.

**PY359A/B Research: Methodology & Project (2/3) Fall, Spring, Summer** This course is taken near the end of the program. Students will have up to one year after the end of the course (semester of registration) to complete the research project or the course will have to be repeated. The research is completed in two segments. In the first segment students examine methods and tools of scientific research and the interpretation of research reports; in the second segment students submit a formal written presentation of an in-depth investigation of a clinical topic utilizing an appropriate research methodology or a grant they submit for funding.

**PY400A/B/C Supervised Field Experience (3/3/3) Fall, Spring, Summer** Supervised practicum hours for M.F.T. licensure which are not part of the degree program. Approval is required.

**PY405C Explorations in Sandplay (1) Summer** This course reviews the basic tenets of sandplay and its use in psychotherapy. The work of founder Dora Kalff is viewed and discussed. There will be a study of sandplay figures and their meaning especially in the sequencing of trays with a variety of patients. Experientials and the deepening of symbols will be included.

**PY411A/B Introduction to Clinical Art Therapy (1/2) Spring** Explores the uses of art therapy in schools, special education, and psychiatric settings as well as in personal growth.

**PY415 Explorations in Art Therapy Literature (1) Fall, Spring, Summer**

An independent study review of classic and recently published literature in the field of art therapy.

**PY441A Trauma & Art Therapy Treatment (1) Spring** Students explore history and verbal and graphic narratives of theory and practice in Trauma. The course will feature a variety of proven art therapy interventions including “externalized” dialogues and self-soothing clay experience.

**PY495 Special Topics in Clinical Art Therapy (1-3) Fall, Spring, Summer**

One-unit classes that are offered periodically in the GATC provide students an opportunity to investigate topics in clinical art therapy.

**Admission Requirements**

- Completed application materials are due by April 1, August 1, or December 1 for entrance in Summer, Fall, or Spring, respectively
- A Bachelor’s degree from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- An autobiographical statement which discusses the applicant’s interests
- A portfolio of 12 color pictures or slides of personal art work

For further information contact the Art Therapy Psychology Department at (650) 508-3556 or [arttherapy@ndnu.edu](mailto:arttherapy@ndnu.edu) or Graduate Admissions at (800) 263-0545.

# Graduate Art Therapy Certificate

The Art Therapy Psychology Department offers a unique program for those who wish to meet the educational requirements of the American Art Therapy Association (AATA) as a Registered Art Therapist (A.T.R.) and who already hold a graduate degree in a related field. The Graduate Art Therapy Certificate program consists of 24 semester units. Students cannot complete the program in less than 15 months. (Official verification is required.) Seven hundred (700) hours of supervised clinical practicum are required during the 15 months.

Part of the School of Sciences, the curriculum is taught, supervised and advised by local and national A.T.R. faculty. Notre Dame de Namur University will issue a Graduate Art Therapy Certificate upon completion of all coursework and practicum experience. Applicants desiring the A.T.R. must, after completing the program, complete an additional 2000 hours of supervised art therapy experience. One thousand (1000) hours must be supervised by an A.T.R. and 1000 hours may be supervised by a licensed professional.

The cost of each certificate unit is one-half of standard graduate tuition. See the Art Therapy Psychology listings for course descriptions.

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## Certificate Requirements

24 semester units are required from the following sets of courses:

### Set A Certificate

All 15 units required

	<b>Units</b>
PY402A Art Therapy Techniques: Group Experience	1
PY402B Art Therapy Techniques: Special Populations	1
PY402C Techniques in Art Therapy – Integrating Creative Arts	1
PY404A Metaphors in Psychopathology – Children	1
PY404B Metaphors in Psychopathology – Adolescents	1
PY404C Metaphors in Psychopathology – Adults	1
PY405B Psychological Assessment	1
PY411A Introduction to Clinical Art Therapy I	1
PY414A Child Abuse	1
PY430 Cross-cultural Issues	1
PY433A/B Seminar	3
PY490 Professional Ethics & the Law	1
PY499 Final Project (Independent Study)	1

**Nine additional units are required from Set B or C depending on your preparation:**

**Set B Certificate**

Course options for students holding graduate degrees in the state licensure track include the courses listed below. Emphasis is on the *Art* in Art Therapy.

	<b>Units</b>
PY405A     Psychological Assessment	2
PY405C     Explorations in Sandplay	1
PY495       Special Topics in Art Therapy	1-9

**Set C Certificate**

Course options for students holding graduate degrees that are not in the state licensure track include the courses listed below. Emphasis is on the *Therapy* in Art Therapy. (Courses must be in the Master of Arts in Marital & Family Therapy Program).

*Three to nine units from the following three courses:*

PY413       Methods of Group & Family Therapy	3
PY455       Communication & Counseling Skills	3
PY480       Principles of M.F.T.	3

*Three to six units may be taken from the following courses:*

PY405A     Psychological Assessment	2
PY405C     Explorations in Sandplay	1
PY495       Special Topics in Art Therapy	1-6

**Graduate Art Therapy Certificate Admission Requirements**

- Transcript of graduate degree from an accredited institution and transcripts showing the following prerequisites:
  - 12 units in Psychology: General Psychology, Personality Theory, Developmental Psychology, Abnormal Psychology
  - 15 units or equivalent in studio art
- Twelve (12) slides or color pictures of personal artwork
- Autobiographical statement which discusses the applicant's interests in the field
- Two letters of recommendation
- Personal Interview and Individualized Program Planning (IPP) by appointment with Department Faculty
- Application and fee

For additional information, please contact the Art Therapy Psychology office (650) 508-3556 or [arttherapy@ndnu.edu](mailto:arttherapy@ndnu.edu), or Graduate Admissions at (650) 508-3600 or [grad.admit@ndnu.edu](mailto:grad.admit@ndnu.edu).

# Master of Arts in Counseling Psychology

*Notice: The Master of Arts in Counseling Psychology and the Master of Arts in Counseling Psychology with an M.F.T. Emphasis programs will be replaced respectively by the Master of Arts in Clinical Psychology and the Master of Arts in Clinical Psychology with an M.F.T. Emphasis as of May 2003. Please see the NDNU online catalog at [www.ndnu.edu](http://www.ndnu.edu), to view information about the new degrees in Clinical Psychology and Clinical Psychology with an M.F.T. emphasis.*

The Master's program is based on the scholar-practitioner model. This program provides training, research, and personal growth in the fields of psychology, marital and family therapy (M.F.T.), and addiction studies. Part of the School of Sciences, it emphasizes both theoretical and experiential learning and acquaints students with the major approaches to counseling and psychotherapy. The four undergraduate foundation courses may be obtained at Notre Dame de Namur University or transferred from other accredited institutions. Three program options are offered:

**Option I: The Master of Arts in Counseling Psychology** program consists of 32 units of graduate coursework and a Master's thesis. This option prepares students for doctoral studies or may serve as a terminal degree for mental health professionals in certain settings.

**Option II: The Master of Arts in Counseling Psychology (Marital & Family Therapy/M.F.T.)** program consists of 55 units of graduate coursework and a Master's thesis. This option meets educational requirements for M.F.T. licensure as defined by the California Board of Behavioral Sciences (BBS). For M.F.T. licensure, the BBS presently requires 3000 hours of supervised experience. A total of 1300 hours may be acquired prior to graduation. The 55-unit M.A.C.P.-M.F.T. program requires 500 hours of practicum experience, to be gained concurrently with enrollment in Case Seminar. Approved training sites include government agencies, non-profit agencies, schools, and licensed health facilities. Personal psychotherapy is strongly encouraged during the program.

**Option III: The Master of Arts in Counseling Psychology** with an emphasis in Chemical Dependency program consists of 32 units of graduate coursework and a Master's thesis. The program provides intensive training in addiction studies and requires a clinical internship at a chemical dependency treatment center.

In the Master of Arts in Counseling Psychology program, advancement to candidacy is not automatic. Upon completion of all Foundation Courses and 15 units of graduate work with a GPA of 3.0 or above, the status of each student is reviewed by the Student Evaluation Committee (SEC). The SEC officially meets twice a year, during Fall and Spring semesters, to recommend qualified students for candidacy. The evaluative process addresses both academic performance and clinical and professional capability for the competent practice of counseling psychology. The SEC also provides ongoing professional and academic evaluation of students as they progress through the program. The Evaluation Criteria upon which this process is based are distributed to all students at the beginning of their graduate program. Additionally these criteria are available to students, in the Program Director's office, upon request.

## Program Requirements

### MASTER OF ARTS IN COUNSELING PSYCHOLOGY (OPTION I)

#### Foundation Courses

A foundation course with a grade of C- or better in the following 12 units is required:

Courses	Units
PY001      General Psychology	3
PY101      Personality Theory	3
PY161      Developmental Psychology	3
PY168      Abnormal Psychology	3

In addition to required practicum hours for master's degrees, students who work in the field and/or accumulate hours for licensure must take Field Supervised Experience (PY400A and PY400B for three units each).

#### Graduate Core Courses

PY203      Group Experience for Family Systems	3
PY210      Psychopathology (Prerequisite: PY168)	3
PY235      Human Sexuality	3
PY255      Communication & Counseling Skills (Prerequisite: PY101)	3
PY260      Advanced Human Development (Prerequisite: PY161)	3
PY274      Employee Assistance Program (EAP) Systems	3
PY287      Child Assessment & Treatment	
or*	
PY288      Psychological Evaluation	3
PY290      Professional Ethics & Law	3
PY359A      Research: Methodology	2
PY359B      Research: Proposal & Thesis	3
Graduate Elective Course**	3
<b>Total</b>	<b>32</b>

\*PY287 or PY288 are core courses for M.A.C.P. 32-unit students; only one of the two is required.

\*\*Electives may be chosen from Chemical Dependency, M.F.T., or Gerontology coursework. Case Seminar/Practicum (six units) is highly recommended and is required for students prior to or during any field work. Students choosing to take Practicum/Case Seminar six units as their elective are exempt from taking PY274.

### MASTER OF ARTS IN COUNSELING PSYCHOLOGY (MARITAL & FAMILY THERAPY/M.F.T.) (OPTION II)

#### Foundation Courses

Same as Master of Arts in Counseling Psychology.



<b>Graduate Core Courses</b>		<b>Units</b>
Same as Master of Arts in Counseling Psychology, excluding PY274 (EAP) and the Graduate Elective Course		26

### **Additional Graduate Required Courses**

*Application for M.F.T. licensure requires the following units:*

PY230	Cross-cultural Issues	3
PY232	Neurophysiology/Psychopharmacology	3
PY272	Diagnosis, Assessment, & Referral: Substance Abuse	2
PY280	Principles of Marital & Family Therapy	3
PY285	Psychotherapeutic Techniques of Brief Therapy	3
PY289	Couples Therapy	3
PY300A/B	Practicum: M.F.T.*	3/3
PY355A/B	Case Seminar: M.F.T.*	3/3
<b>Total</b>		<b>55</b>
PY400A/B	Field Supervised Experience**	6

*\*Six units of Case Seminar/Practicum per semester require a minimum of 250 hours in the field.*

*\*\*In addition to required practicum hours for master's degrees, students who work in the field and/or accumulate hours for licensure must take Field Supervised Experience (PY400A and PY400B for three units each).*

## **MASTER OF ARTS IN COUNSELING PSYCHOLOGY WITH AN EMPHASIS IN CHEMICAL DEPENDENCY (OPTION III)**

### **Foundation Courses**

Same as Master of Arts in Counseling Psychology.

### **Requirements**

PY210	Psychopathology (Prerequisite: PY168)	3
PY255	Communication & Counseling Skills (Prerequisite: PY101)	3
PY260	Advanced Human Development (Prerequisite: PY161)	3
PY270	Biopsychosocial Aspects of Addiction	3
PY272	Diagnosis, Assessment, & Referral: Substance Abuse	3
PY274	Employee Assistance Program Systems	3
PY290	Professional Ethics & Law	3
PY310	Practicum: Chemical Dependency	3
PY350	Case Seminar: Chemical Dependency	3
PY359A	Research: Methodology	2
PY359B	Research: Proposal & Thesis	3
<b>Total</b>		<b>32</b>
PY400A/B	Field Supervised Experience*	6

*\*In addition to required practicum hours for master's degrees, students who work in the field and/or accumulate hours for licensure must take Field Supervised Experience (PY400A and PY400B for three units each).*

## COURSE DESCRIPTIONS

**PY203 Group Experience for Family Systems (3) Fall, Spring** Explores the composition, development, and process of the group as a vehicle for individual and social change including a cursory survey of current group methodologies. The development of effective group membership and leadership skills is emphasized.

**PY210 Psychopathology (3) Fall, Spring** *Prerequisite: PY168.* Systematically examines major paradigms of mental distress including medical, behavioral, and psychosocial models. Primary emphasis is on familiarity with differential diagnosis and the five axis diagnostic criteria presented in the DSM-IV.

**PY230 Cross-cultural Issues (3) Spring** Explores the effects of ethnicity on the counseling process, with attention to the unique cultural traits of various minority groups.

**PY232 Neurophysiology/Psychopharmacology (Brain & Behavior) (3) Fall, Spring** This course introduces the basic components of the brain and the central nervous system, focusing upon the role of sensation, perception, learning, mood, and memory in mental health. A review of the range of psychotropic medications used in the management of psychological health is included.

**PY235 Human Sexuality (3) Fall, Summer 1** Analyzes normal and dysfunctional sexual behavior with attention to diagnosis of sexual problems and to the major approaches to sex therapy.

**PY255 Communication & Counseling Skills (3) Fall, Spring** *Prerequisite: PY101.* Systematically studies communication skills and the major approaches to counseling and psychotherapy. Through experiential exercises and group discussions, such areas as self-awareness, feelings, self-concepts, perception, non-verbal communication, and resolving interpersonal conflicts are covered.

**PY260 Advanced Human Development (2-3) Fall, Summer 1** *Prerequisite: PY161.* Analyzes major approaches to the study of human development throughout the life-span. The ability to assess, recognize, and understand theoretical presuppositions of various approaches to human development as well as their implications for application is emphasized.

**PY270/470 Biopsychosocial Aspects of Addiction (3/3) Fall** Examines the history of chemical dependency, the socio-cultural factors that contribute to the use of drugs and alcohol, the patterns and progressions of addiction, and the biological, psychopharmacological, and psychiatric research relative to addiction.

**PY272/472 Diagnosis, Assessment, & Referral (2-3/3) Spring** Identifies and defines the addiction syndrome, examines the physiological, psychological and social variables considered in making a diagnosis and discusses the legal, ethical, and financial constraints involved in making a referral.

**PY274/474 EAP Systems (3) Summer 1** Describes basic concepts and techniques of Employee Assistance Programs. Discusses treatment interventions appropriate to individuals and families in various forms of crisis. This includes response to substance abuse, elder care needs, family situations, and/or individual employee mental health problems.

**PY280 Principles of M.F.T. (3) Spring** Provides an in-depth study of marital and family therapy, focusing on salient theories, problems, and critical issues from all major psychotherapeutic orientations

**PY285 Psychotherapeutic Techniques of Brief Therapy (3) Fall** *Prerequisite:* PY280. Describes a non-normative model of behavior focusing on the presenting problem of the client. Discusses strategic therapy; problem-and-solution-focused approaches to behavior change derived from communications theory and family systems. Demonstrates techniques to achieve significant change swiftly through use of a one-way mirror lab.

**PY287 Child Assessment & Treatment (3) Fall** Focuses on developmental theories and techniques in the clinical diagnosis and treatment of the child in distress. Addresses the concept of the individuality of the child in the context of both a developmental and familial-social framework. Introduces some of the basic objective and projective assessment tools.

**PY288/488 Psychological Evaluation (3) Spring** Introduces the basic principles of psychological measurement, including test construction, scoring, reliability, validity, and development of norms and standardization.

**PY289 Couples Therapy (3) Spring** Provides an introduction to psychotherapy with couples. Reviews effective couples therapy techniques, predictors of successful relationships, and developmental aspects of couples relationships and explores cross-cultural issues and non-traditional couples. Identifying domestic violence and spousal abuse and exploring techniques for preventing violence in the home as well as necessary interventions to insure domestic safety will be discussed.

**PY290 Professional Ethics & Law (3) Summer 2** Examines the ethical codes of the major mental health professions with emphasis on that of marriage and family counseling. Laws affecting practitioners and patients are studied in depth.

**PY300A/B Practicum: M.F.T. (3) Fall, Spring** Students gain counseling experience under supervision in an appropriate setting within the community. The counseling practicum must comply with the regulations of the Board of Behavioral Sciences for such positions.

**PY310/410 Practicum: Chemical Dependency (3) Fall, Spring** Students gain counseling experience under supervision in a chemical dependency treatment setting within the community. The counseling practicum must comply with the regulations of the Board of Behavioral Sciences regulations with regard to such positions.

**PY350/450 Case Seminar: Chemical Dependency (3) Fall, Spring** *Prerequisites:* PY210, 255, 270, 272, 274. Provides an opportunity to present cases from the field placement and to receive feedback from a faculty member and from other students relative to chemical dependency treatment.

**PY355A/B Case Seminar: M.F.T. (3-3) Fall, Spring** *Prerequisites:* PY203, 210, 235, 255, 260. Provides an opportunity to present cases from the field placement and to receive feedback and consultation from the faculty member and from other students. Focuses on integration of theory and practice.

**PY359A Research: Methodology (2) Fall, Summer 2** Provides an overview of research design and methodology. Special emphasis is placed on helping the student understand conceptually the principles of psychosocial research. Topics include Observation and Measurement, Study Design and Implementation, and Descriptive and Inferential Statistics. Course grades are determined by midterm and final exams, as well as a first draft of a research proposal.

**PY359B Research: Proposal & Thesis (3) Fall, Spring** This course is designed as a workshop to help students develop and complete their Master's Thesis research projects. Lectures involve more pragmatic application of the material presented in PY359A. Writing assignments facilitate students' completing their research projects in a timely fashion. The thesis involves a critical and complete review of the literature related to the chosen topic and a proposed study, which would serve to further the current knowledge base. Students are expected to finish their research projects by the end of the semester in which the course is taken. If projects are not completed, then the student is required to retake the course. Students must complete their theses while in residence at Notre Dame de Namur University. Theses may not be completed at a distance.

**PY400A/B/C Supervised Field Experience (3) Fall, Spring, Summer 1, Summer 2** Supervised practicum hours which are not part of the degree or certificate program. Written approval of the advisor is required.

### Admission Requirements

- A bachelor's degree from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two academic and/or professional recommendations which include a written statement describing the applicant and his/her qualifications for the intended degree
- An autobiographical statement which discusses the applicant's interest in becoming a psychotherapist
- A personal interview may be required

Students may enter fall, spring, or summer semesters.

# Master of Arts in Gerontology

*Notice: The Master of Arts in Gerontology program will be replaced by the Master of Arts in Clinical Gerontology as of May 2003. Please see the NDNU online catalog at [www.ndnu.edu](http://www.ndnu.edu), to view information about the new degrees in Clinical Gerontology, and Gerontology with an Emphasis in Administration.*

The Master of Arts in Gerontology is based on the scholar-practitioner model. This program provides graduate level education, clinical training, research, and personal growth in the field of gerontology. Part of the School of Sciences, it emphasizes both theoretical and experiential learning, acquaints students with the research on aging, and prepares them to meet the challenges created by a rapidly changing demographic society. The four undergraduate foundation courses may be obtained at Notre Dame de Namur University or transferred from other accredited institutions.

Two program options are offered. The **Master of Arts in Gerontology with an emphasis in Counseling** and the **Master of Arts in Gerontology with an emphasis in Administration** degree programs both consist of 32 units of graduate coursework and require a Master's thesis. Gerontology courses provide state-of-the-art knowledge in the aging process, health and mental health issues, the aging network and social policies. Clinical and administrative internships provide students with individualized, in-depth, and specialized training in the field. Examples of internship opportunities may include: Area agencies on aging, non-profit organizations, startup entrepreneurial ventures, healthcare and residential facilities, community senior centers, research affiliations at Stanford, and centers on aging.

Graduates will be qualified to assume professional clinical and leadership positions in the delivery of services to older adults and their families.

An Evaluation Committee associated with the Master of Arts in Counseling Psychology and the Master of Arts in Gerontology program provides ongoing professional and academic evaluation of students in order to assure clinical competency and appropriateness for the field. Personal psychotherapy is strongly encouraged during the program.

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## Program Requirements

Master of Arts in Gerontology with a Counseling or Administration Emphasis.

### FOUNDATION COURSES

A foundation course with a grade of C- or better in the following 12 units is required.

Prerequisites		Units
PY001	General Psychology	3
PY101	Personality Theory	3
PY161	Developmental Psychology	3
PY168	Abnormal Psychology	3

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## Master of Arts in Gerontology with Emphasis in Counseling

<b>Core Courses</b>		<b>Units</b>
PY210	Psychopathology (Prerequisite: PY168)	3
PY260	Advanced Human Development (Prerequisite: PY161)	2
PY359A	Research: Methodology	2
PY359B	Research: Proposal & Thesis	3
<b>Other Courses</b>		
PY261	Neuropsychology & Physiology of Aging	2
PY262	Healthy Aspects of Aging – Exercise, Nutrition	2
PY264	Ethnicity & Aging	1
PY266	Pre-Retirement Planning	1
PY267	Counseling Techniques for Older Populations	2
PY268	Administration of Geriatric Programs	3
PY269	Legal & Ethical Issues in Gerontology	1
PY270	Biopsychosocial Aspects of Addiction	3
PY271	Dying, Death, & Bereavement	1
PY368	Gerontology Practicum	3
PY369	Gerontology Case Seminar	3
<b>Total</b>		<b>32</b>

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## Master of Arts in Gerontology with Emphasis in Administration

<b>Core Courses</b>		
PY260	Advanced Human Development (Prerequisite: PY161)	2
PY264	Ethnicity & Aging	1
PY267	Counseling Techniques for Older Population	2
PY268	Administration of Geriatric Programs	3
PY269	Legal & Ethical Issues in Gerontology	1
PY359A	Research: Methodology	2
PY359B	Research: Proposal & Thesis	3
PY368	Gerontology Practicum	3
PY369	Gerontology Case Seminar	3
<b>Core M.P.A. Courses</b>		
PA230	Financial Management (Prerequisite: AC003 or equivalent)	3
PA270	Human Resource Management	3
PA280	Leadership Concepts	3
PA290	Organization & Management	3
<b>TOTAL</b>		<b>32</b>

## **COURSE DESCRIPTIONS**

**PY210 Psychopathology (3) Fall, Spring** *Prerequisite: PY168.* See M.A.C.P/M.F.T. listings, page 289, for course description.

**PY260 Advanced Human Development (2) Fall, Summer 1** *Prerequisite: PY161.* See M.A.C.P/M.F.T. listings, page 289, for course description.

**PY261/461 Neuropsychology & Physiology of Aging (2/2) Spring** Presents research relating behavior to the neurobiological bases of aging. Data on neural and hormonal systems is used in examining such complex behaviors as memory, learning, perception, and motivation along with the impact of aging on the brain processes. Topics studied include neuroanatomical structures and functions, neuroendocrine regulation of behavior, neuronal basis of perception, and attention.

**PY262/462 Healthy Aspects of Aging & Exercise & Nutrition (2/2) Summer 1** Applied gerontology in the public and private sector is developed. Studies current conditions involving the physical, social, and psychological aspects of aging. Examines health concerns of the elderly, including medical care, long term care, nutrition, elder abuse, and Medicare and Medicaid. Exercise, stress, health, nutrition, and aging will be discussed.

**PY264/464 Ethnicity & Aging (1/1) Summer 1** Examines the characteristics and needs of various ethnic and minority aging groups and how government and other social institutions can respond to them.

**PY266/466 Pre-Retirement Planning (1/1) Summer 2** Investigates basic issues related to pre-retirement and planning techniques commonly employed by labor, business, education, and other sectors.

**PY267/467 Counseling Techniques for the Older Population (2/2) Fall** Explores issues of aging including spirituality, using major approaches to psychotherapy and comparative analysis of theories of change and the psychotherapeutic process.

**PY268/468 Administration of Geriatric Programs (3/1) Spring** Studies application of administrative concepts and skills in the geriatric health system. Highlights administration of health personnel, health economics, funding, insurance budgeting, and management of geriatric settings.

**PY269/469 Legal & Ethical Issues in Gerontology (1/1) Summer 1** Examines the ethical and legal codes of mental health professionals with emphasis on the geriatric population.

**PY270/470 Biopsychosocial Aspects of Addiction (3/1) Fall** See M.A.C.P/M.F.T. listings, page 289, for course description.

**PY271/471 Dying, Death, & Bereavement (1/1) Fall** Addresses the psychological reactions of terminally ill people and their families and examines appropriate therapeutic interventions related to the grief process.

**PY359A Research: Methodology (2) Summer 2** See M.A.C.P/M.F.T. listings, page 289, for course description.

**PY359B Research: Proposal & Thesis (3) Fall, Spring** See M.A.C.P/M.F.T. listings, page 289, for course description.

**PY368/478 Practicum: Gerontology (3/3) Spring** Offers supervised field experience in a setting appropriate for gerontology practicum. The field internship is done in settings enabling students to acquire competencies and experiences in working with the geriatric population.

**PY369/479 Case Seminar: Gerontology (3/3) Spring** Seminar for students in Gerontology internship. Topics include clinical issues of aging and legal and ethical dynamics. Students apply gerontological theory to field experiences.

**PY400A/B/C Supervised Field Experience (1-3) Fall, Spring, Summer 1, Summer 2** See M.A.C.P/M.F.T. listings, page 289, for course description.

#### **Admission Requirements**

- A bachelor's degree from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two academic and/or professional recommendations which include a written statement describing the applicant and his/her qualifications for the intended degree
- An autobiographical statement which discusses the applicant's interest in becoming a psychotherapist
- A personal interview with the director may be required

Students may enter fall, spring, or summer semesters.



# Graduate Gerontology Certificate

This certificate is geared toward professionals in the field who wish specific training in Gerontology. This certificate program prepares graduates to assume professional leadership positions in the delivery of services to older people and their families. Gerontology courses include state-of-the-art knowledge regarding the aging process, most recent research on aging, clinical and administrative skills in managing the aging population, and social policies affecting the older adult and their families. The program is part of the School of Sciences.

Graduates may work in a wide range of settings serving the elderly. These settings include senior centers, agencies on aging, intergenerational programs, health care services, community-based support programs, and long term care programs. Grades are given as a Pass/No Pass. The cost of each certificate unit (400 level courses) is one-half of standard graduate tuition.

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## Certificate Requirements

		<b>Units</b>
PY461	Neuropsychology & Physiology of Aging	2
PY462	Healthy Aspects of Aging – Exercise & Nutrition	2
PY464	Ethnicity & Aging	1
PY466	Pre-retirement Planning	1
PY467	Counseling Techniques for Older Populations	2
PY468	Administration of Geriatric Programs	1
PY469	Legal & Ethical Issues in Gerontology	1
PY470	Aspects of Addiction	1
PY471	Dying, Death, & Bereavement	1
PY478	Gerontology Practicum	3
PY479	Gerontology Case Seminar	3
<b>Total</b>		<b>18</b>

See Gerontology listings for course descriptions.

### Admission Requirements

- Official transcript of highest degree from an accredited institution
- Cumulative grade point average of 2.5 or better
- Application and fee
- Phone interview with Program Director

For additional information, please contact the Gerontology Certificate Program Director, Denise Hughes at (650) 508-3723 or [dhughes@ndnu.edu](mailto:dhughes@ndnu.edu), or Graduate Admissions.

# Postbaccalaureate Premedical Graduate Certificate

The purpose of the Postbaccalaureate Premedical Program at Notre Dame de Namur University is to prepare students whose undergraduate background lacks the necessary science and mathematics requirements for entrance into medical, veterinary, or dental school or into programs such as pharmacy or physical therapy.

The Postbaccalaureate Premedical Program takes approximately two years and the coursework receives academic credit. Part of the School of Sciences, the curriculum is taught by experienced faculty in natural sciences and mathematics. An individualized program is planned to meet the needs of each student. Upon completion of 16 units with a GPA of 3.0 or higher in the curriculum listed below, a Postbaccalaureate Premedical Certificate is awarded.

Most of the program consists of day classes and students may work part-time while completing the program. Individual assistance with the application process for specific professional schools is provided.

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## Curriculum

Courses in the following subject areas (numbered 400-499) are adjusted to individual needs. (All prerequisites for these courses must be met.)

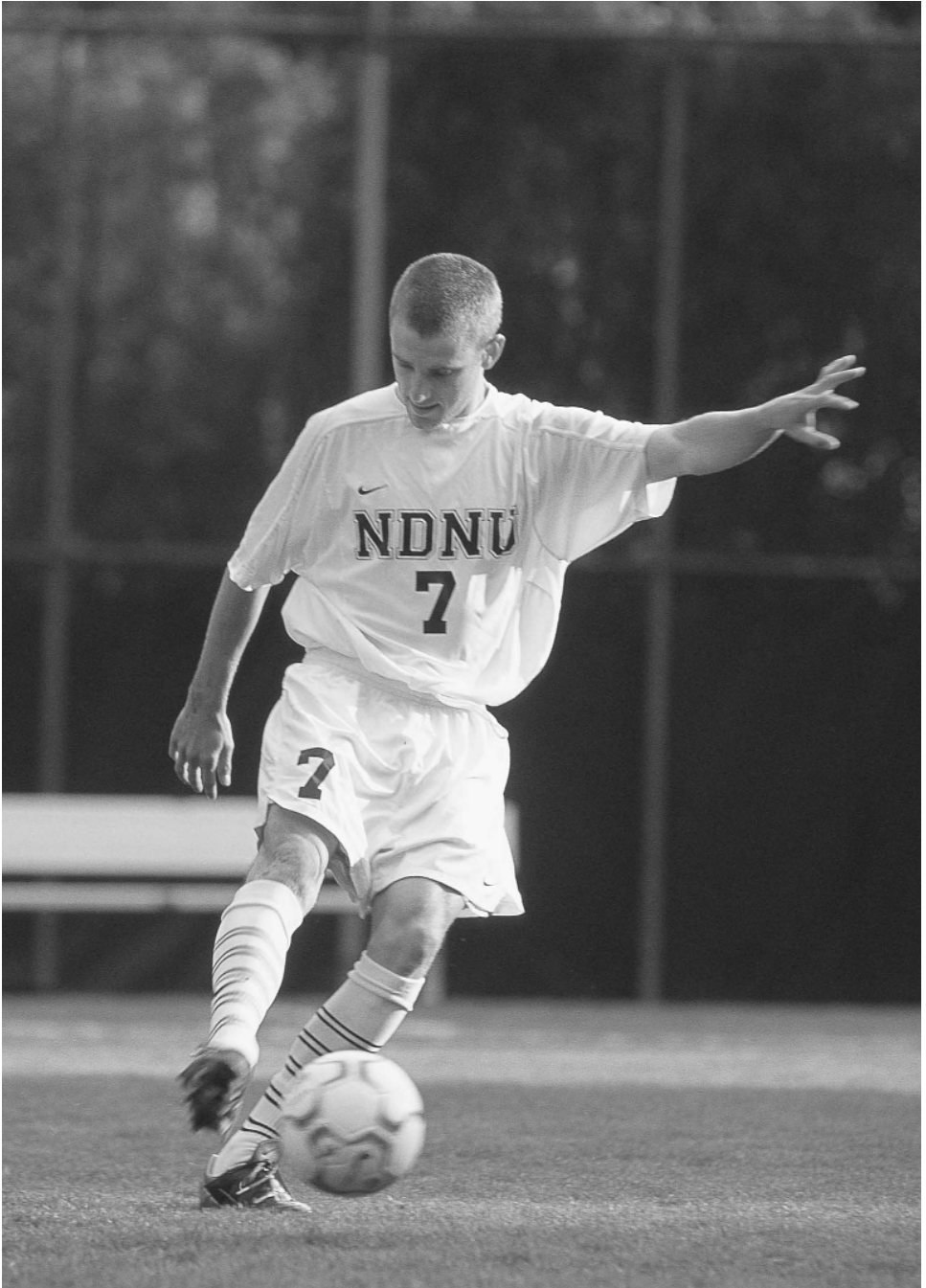
General Chemistry	Developmental Biology
Organic Chemistry	Vertebrate Zoology
Biochemistry	Genetics
Physics	Physiology
Calculus or Statistics	Microbiology
Precalculus Mathematics	Additional Natural Sciences or Mathematics Courses
General Biology	

See the undergraduate programs in Biology, Biochemistry, Natural Sciences, and Mathematics and Statistics for course listings. Courses taken for certificate credit are numbered 400 to 499 and are cross-listed with undergraduate courses.

## Admission Requirements

- A four-year bachelor's degree from an accredited institution
- Interview with the Program Director
- TOEFL score of 550 for international students
- A cumulative grade-point average of 2.5 or better, preferably 3.0

Application deadlines are August 1 for the Fall Semester and December 1 for the Spring Semester.



# Campus Life

## Student Affairs Division

The Student Affairs Division enhances student learning at Notre Dame de Namur University through experiential educational programs and student services. Offices, services, and programs coordinated by the Student Affairs Division are listed below.

### Center for Student Leadership

Based on the University's mission of values-based learning, the Center for Student Leadership develops students' talents and potential to be effective leaders in diverse and dynamic communities. The Center is located in the Student Activities Office. It serves as a resource and offers numerous opportunities for students to become involved in campus life and in the surrounding community. Opportunities for student involvement include:

- **The Leadership Academy** is a training program for student leaders. Facilitated by staff and faculty, students may participate in retreats and workshops to develop competencies in personal and organizational leadership skills. They may also enroll in the Academy for credit.
- **Residence Life** staff is composed of professional and paraprofessional staff. Student Resident Assistants are trained to work directly with students in their living communities to create a positive and cohesive living/learning environment.
- **The Community-Based Learning Center** encourages students to be campus-community leaders through Social Action and Community Collaboration programs. Students learn to apply their academic learning and leadership skills to civic activity and community-supported social justice efforts.
- **Associated Students of Notre Dame de Namur University (ASNDNU)** represents the interests of all students through their participation in the governance of the University. ASNDNU also charters numerous clubs and organizations representing students' cultural, academic, and social interests.
- **Campus Ministry** provides leadership opportunities for students interested in faith exploration. Students are involved in a variety of programs and projects that enhance the spiritual life of the community.
- **Student Activities** serves as the major focal point for student campus programming. The Programming Board is composed of students who act as the Special Events Coordinators for major programs and events.

### **Campus Ministry**

Campus Ministry joins people of all faiths and cultures who together seek spiritual wisdom and truth. Flowing from the rich tradition of the Sisters of Notre Dame de Namur, we strive to live out God's call to love and serve one another. While we are rooted in and inspired by the Catholic tradition, we minister to the diverse spiritual expressions of our students, faculty, and staff through community building, spiritual development, Catholic programs, and social justice. Campus Ministry provides opportunities for our community to pose the most important questions of all – and begin to answer them.

### **Counseling Services**

Counseling Services is concerned with the personal growth and emotional well-being of students. Students have an opportunity to discuss problems and decisions with a trained professional. Students explore ways to become more effective in personal relationships, to increase self-understanding and acceptance, to gain support during emotional crises, and to clarify short- and long-range goals.

### **Dining Services**

Meals are provided by Bon Appetit Catering. Service is offered to the entire University community in the Cafe located in Campus Center.

### **Health Services**

The Office of Health Services provides resources to enable students to assume personal responsibility for their physical and mental health. All full-time undergraduates, international, and resident students are required to provide proof of current enrollment in a health insurance plan.

### **Housing**

Residence facilities offer students two different living environments. St. Joseph Hall and Julie Billiard Hall are coeducational facilities which accommodate men and women. Carroll, Kane, and Wilkie apartment complexes accommodate upper-division men and women. All apartment spaces are assigned according to seniority and as space is available. All residence facilities are wired for broadband internet connections and cable TV. Applications are due on the dates listed in the "Terms & Conditions for On-Campus Residence." On-Campus Residence is required for first year students beginning Fall '03 and for first and second year students beginning Fall '04.

### **International Student Services**

The International Student Services Office processes immigration and intergovernmental documents related to a student's enrollment at NDNU. The staff also assists students from different countries in academic, cultural, and social transition and development.

### **Orientation**

Through a comprehensive orientation program, all new students are welcomed into the University and introduced to services to help them succeed. Students learn about the resources available, participate in testing and academic advising, and register for classes.

## **Public Safety**

The campus maintains 24-hour, year-round safety coverage. Safety personnel are also available to handle emergencies and to provide escort service.

## **Residential Life**

The primary objective of the NDNU residence life program is the development of a personal and community experience which significantly contributes to the intellectual, spiritual, and psychological education of our residents. Resident Advisors, who are students themselves, serve as peer advisors and assist residents in developing their learning skills for community living and in developing competencies needed to live productive and responsible lives in a multicultural world. Within the residence halls, the staff works with students in planning educational, social, and recreational programs and in utilizing the cultural, intellectual, and athletic opportunities of San Francisco and the extended Bay Area. Resident students also have the opportunity to exchange ideas in spontaneous discussions, study groups, and cross-cultural experiences.

## **Student Activities**

The Office of Student Activities works closely with student clubs and organizations, the Programming Board, student government (ASNDNU), and the Welcome Team to coordinate a wide range of social cultural, educational, and recreational programming at the University. Events include dances, live entertainment, lectures, speakers on special interest topics, and excursions off campus to local events, scenic highlights, and attractions.

# Organizations, Activities, & Events

The University offers numerous opportunities to develop deeper understandings of our community, our world, and ourselves and through participation in activities, organizations, and events.

## Alumni Association

The Alumni Association serves all constituents who demonstrate an interest and commitment in support of the University's mission. Supported by the Alumni Office, the Alumni Association represents alumni from all disciplines, undergraduate and graduate. The Alumni Association values the rich diversity of its membership and provides continuing support through its programs and involvement opportunities. These programs can address the specific needs of the individual groups within the alumni and at the same time work for institutional advancement and enhancement. More information is available on the Alumni home page at [www.ndnu.edu/alumni](http://www.ndnu.edu/alumni).

## Associated Students of Notre Dame de Namur University (ASNDNU)

ASNDNU represents the interests of all students through their participation in the governance of the University. ASNDNU also charters numerous clubs and organizations representing students' cultural, academic, and social interests.

## Convocation

The University celebrates the beginning of each academic year with this formal gathering that includes an academic procession, a featured speaker, and a welcome to the new students from the President, Provost, and faculty.

## Honor Societies

Notre Dame de Namur University offers membership in the following Honor Societies:

*Alpha Mu Gamma* – Alpha Mu Gamma is the national Language Honor Society. The NDNU - Belmont chapter, Alpha Delta, is open to men and women. The purpose of Alpha Mu Gamma is the recognition of linguistic achievement, the encouragement of interest in the languages, literatures, and civilization of other peoples, and the furthering of the ideals of friendship and international understanding. For membership, a student must have two college “A’s” and one college “B” in the same language, each representing three units, or two high school “A’s” may replace one college “B.” One need not be a language major or even be continuing courses in the language. There are special conditions for international students.

*Delta Epsilon Sigma* – In May, 1971, Notre Dame de Namur University established the Delta Zeta Chapter of Delta Epsilon Sigma, a national honor society for men and women of Catholic colleges and universities. The chapter recognizes academic accomplishments, fosters scholarly activities, and provides an intellectual meeting ground for its members. Juniors and seniors with a cumulative GPA of 3.5 or higher in the major and in the general education program may be nominated after one semester of residence. Graduate students who have achieved a GPA of 3.9 or higher become eligible for nomination at the time of the graduation audit.

*Kappa Gamma Pi* – Membership in Kappa Gamma Pi is awarded to ten percent of the men and women of the senior class who have distinguished themselves by high academic rank and outstanding leadership.

*Psi Chi* – In April, 1995, Notre Dame de Namur University established the campus chapter of Psi Chi, the National Honor Society in Psychology. The chapter stimulates professional growth through extracurricular programs and activities, and provides practical experience and fellowship through participation in local, regional, and national conferences. Undergraduate students may apply for membership with the completion of at least four psychology courses, a cumulative GPA of 3.0 or higher, and a psychology GPA of 3.8 or higher. Graduate students may apply for membership with the completion of four psychology courses and a cumulative (psychology) GPA of 3.8 or higher.

*Sigma Beta Delta* – Sigma Beta Delta is a national Honor Society in Business, Management, and Administration. Its purpose is to encourage and recognize scholarship and accomplishment among students of business, management, and administration as well as to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. Membership is open to undergraduate and graduate business administration students who rank in the top 20% of the School of Business & Management.

### **Intercollegiate Athletics**

The Athletics Department provides students with a competitive sports program that is consistent with the University's mission of education of the whole person. Intercollegiate athletics plays a large part in the student-athlete's overall collegiate educational experience. Student-athletes are students first, athletes second. Success is measured not only by wins, but also by the development of skill, the cultivation of team and community spirit, and the ability to achieve a productive academic and personal life. See Undergraduate Policies & Procedures, page 41, for information on eligibility.

NDNU sponsors men's and women's soccer, men's and women's basketball, men's and women's cross-country, men's and women's golf, women's volleyball, men's lacrosse, and women's softball.



### **Office of Mission & Diversity**

The Office of Mission & Diversity is responsible for working with all constituencies of NDNU to strengthen and deepen the University's commitment to diversity, social justice, and global peace. The Director works collaboratively with Academic Enrichment Services, Student Affairs, and faculty on projects that help link the University's mission to curricular and co-curricular projects. Under the guidance of the President and the Provost, the Director of the Office of Mission and Diversity also conducts annual campus climate surveys. These surveys are part of a longitudinal study that measures how well the University's personnel, programs, and activities support racial and ethnic diversity. The office is located in the Campus Center.

### **Ralston Hall Cultural Events**

The elegant ballroom, dining room, and other areas on the first floor of the Ralston Hall Mansion provide gracious settings for the Ralston Concert Series, presenting professional chamber musicians in concert, the Ralston Lecture Series, featuring lively, entertaining, and informative presentations by noted speakers on Bay Area history, student recitals and receptions, the Viennese Valentine's Ball, and many other special events.

### **Study Abroad & Student Exchange Programs**

The University offers opportunities for students to study abroad for one or two semesters, preferably as juniors. Programs are available in Great Britain, France, Spain, Greece, Japan, and numerous other countries. A study abroad program must be approved by the Study Abroad Advisor and by the student's major advisor. Information and guidance on the Study Abroad program is available from the Student Exchange/Study Abroad Advisor.

The University provides sophomore and junior students the opportunity to spend either a semester or a year at its sister colleges, Trinity College in Washington, D.C. or Emmanuel College in Boston, Massachusetts, through the Student Exchange Program. Students participating in the program remain officially enrolled at their home campus need not file for an official leave of absence. Interested students should contact the Student Exchange/Study Abroad Advisor for application materials and detailed information about Trinity and Emmanuel campuses.

### **Visiting Scholars Program**

The Sr. Catharine Julie Cunningham Endowed Chair, dedicated to the late president of College of Notre Dame, brings regional and national scholars to campus. Notables appearing in past years include Seamus Heaney, poet, Dr. Robert Bellah, sociologist, Dr. Manuel C. Velásquez, ethicist, Ilan Chabay, scientist, Dr. Harry Edwards, sociologist, Dr. Stephen Greenblatt, Shakespearean scholar, Dr. David Thornburg, futurist, Dr. Julianne Malveaux, economist, and Dr. Clayborne Carson, historian and editor of the Martin Luther King, Jr. Papers Project.

# Financial Information

## Tuition, Fees, Room & Board

Rates effective Summer 2003

### APPLICATION FEES & DEPOSITS

Application Fee – Undergraduate (non-refundable) . . . . .	\$40.00
Application Fee – Graduate (non-refundable) . . . . .	\$50.00
Non-Matriculation/Unclassified Fee (non-refundable) . . . . .	\$25.00
Intent to Register Deposit (non-refundable) . . . . .	\$200.00

### TUITION

Undergraduate Full-time (12 - 18 units – per semester) . . . . .	\$10,025.00
Undergraduate Overload (per unit over 18 units per semester) . . . . .	\$790.00
Part-time Day (1-11 units – per unit) . . . . .	\$485.00
Evening Degree Program (1-11 units – per unit) . . . . .	\$485.00
Graduate (per unit) . . . . .	\$580.00
Undergraduate Audit Discount . . . . .	50%
Senior Citizen (65+) Discount . . . . .	50%
SND Undergraduate Tuition Discount . . . . .	100%
SND Graduate Tuition Discount . . . . .	50%
Catholic Schools Faculty Discount . . . . .	50%

*Note: Discounts are only available for regularly scheduled courses; not applicable to workshops, special events, etc. Catholic Schools Faculty Discount is available to San Mateo County and SND-sponsored schools – 50% off first course each trimester.*

### ROOM & BOARD

Meal Plan #1 – 8 meals/week (per semester) . . . . .	\$1,400.00
Meal Plan #2 – 10 meals/week (per semester) . . . . .	\$1,430.00
Meal Plan #3 – 12 meals/week (per semester) . . . . .	\$1,450.00
Meal Plan #4 – 14 meals/week (per semester) . . . . .	\$1,500.00
Meal Plan #5 – 19 meals/week (per semester) . . . . .	\$1,540.00

Housing Application Deposit (per semester) . . . . .	\$160.00
Room Security Deposit (per semester) . . . . .	\$175.00
Triple Occupancy in Standard Room (per semester) . . . . .	\$2,570.00
Quadruple Apartment (per semester) . . . . .	\$2,680.00
Double Room/Triple Apartment (per semester) . . . . .	\$3,145.00
Single Room (per semester) . . . . .	\$4,190.00
Double Apartment/Half Room Single (per semester) . . . . .	\$3,730.00

**WINTER/SUMMER RATES**

Quadruple Apartment (per week) . . . . .	\$180.00
Double Room/Triple Apartment (per week) . . . . .	\$195.00
Double Apartment/Single Room (per week) . . . . .	\$250.00
Half Room Single (per week) . . . . .	\$215.00

**STUDENT FEES**

Student Activity Fee (Undergraduate 12 units or more – per semester) . . . . .	\$50.00
Student Services Fee (Undergraduate less than 12 units, Intensive & Graduate – per trimester) . . . . .	\$15.00

**OTHER FEES**

Undergraduate Late Billing Form Fee . . . . .	\$150.00
Undergraduate Late Registration Fee . . . . .	\$150.00
Music Lessons – UG/Graduate (per semester) . . . . .	\$535.00
Education Supervision (all other – per course) . . . . .	\$125.00
Graduate Initial Research Fee (in addition to tuition – ED359 and PY359 only) . . . . .	\$100.00
Graduate Final Research Fee (on completion of thesis) . . . . .	\$250.00
Graduate Certificate Course Tuition (400 level – per unit) . . . . .	\$290.00
Certificate Application Fee . . . . .	\$25.00
Continuing Education Unit Fee (per unit) . . . . .	\$120.00
Challenge Fee (per unit) . . . . .	\$65.00
Employer Deferral Fee (per trimester) . . . . .	\$40.00
International Fee – UG/Graduate (one time) . . . . .	\$500.00
Late Add Fee . . . . .	\$55.00
Re-activation Fee . . . . .	\$25.00
Graduation Fee . . . . .	\$60.00
Transcripts (first copy free) . . . . .	\$10.00
Transcripts – 24-hour service (one to three) . . . . .	\$30.00
Lost Library Book/Other Equipment (plus replacement cost) . . . . .	\$20.00
Bad Check Charge . . . . .	\$25.00

# Payments & Policies

## PAYMENTS

Tuition and fees for the semester are payable at the time of registration unless other arrangements have been made with the Business Office. The University accepts cash, checks, VISA, MasterCard, Discover/NOVUS, and JCB. A four-payment deferred plan is available for the Fall and Spring semesters with a monthly finance charge.

The University also defers payment of a semesters tuition for students who qualify for their company's tuition reimbursement plan. A fee of \$40 per semester is charged to participate in this plan.

In conjunction with a private vendor (Tuition Management Systems), the University has developed a monthly installment payment plan covering tuition, fees, housing, and meal plan charges. For more information see the Tuition Management page at [www.ndnu.edu/undergraduate/tuition-mgmt.html](http://www.ndnu.edu/undergraduate/tuition-mgmt.html).

Appointments are available to discuss payment options regarding financial status. Call (650) 508-3576 or e-mail [business.office@ndnu.edu](mailto:business.office@ndnu.edu).

## POLICY REGARDING UNPAID BILLS

Transcripts and diplomas are issued only when all charges due Notre Dame de Namur University are paid.

## REFUND POLICY – DROPPED COURSES

Students initiate DROP/ADD procedures in the Registrar's Office. Students who have officially dropped a course may be entitled to refunds as follows:

### Undergraduate Students

#### Day Students - Fall & Spring Semester

100% prior to the first class meeting

75% to the end of the first week during which drops are permitted by the Registrar

50% to the end of the third week

No refund after the third week

#### Evening Degree Students - Fall & Spring Semester

#### All Students - Summer Session

100% prior to the first class meeting

75% before the second class meeting

50% before the fourth class meeting

No refund after the fourth class meeting

### Graduate Students

100% prior to the first class meeting

75% before the second class meeting

50% before the fourth class meeting

No refund after the fourth class meeting

### **REFUND POLICY – WITHDRAWAL FROM NDNU**

Pursuant to Federal guidelines, students who have withdrawn from the University are entitled to the following refunds for tuition and fees:

#### **First Time Title IV Aid Recipients Only**

- 90% within first 10% of semester
- 80% within first 20% of semester
- 70% within first 30% of semester
- 60% within first 40% of semester
- 50% within first 50% of semester
- 40% within first 60% of semester

#### **All Other Students**

- 90% within first 10% of semester
- 50% between first 10% and 25% of semester
- 25% between first 25% and 50% of semester

### **REFUND POLICY – ROOM & BOARD**

See the License for On-campus Residence.

**Note: Financial Aid recipients** should be aware that all or a portion of any financial aid received must be returned to the source in the case of a withdrawal. The order of return follows the following federally mandated order:

1. Federal Stafford Loan
2. Federal Perkins Loan
3. Federal SEOG
4. Federal PLUS Loan
5. Federal Pell Grant
6. Other Financial Aid Programs

# Directories

## Administrative Offices

---

### President

#### **OFFICE OF THE PRESIDENT**

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*President*

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Mary Oleksy

*Assistant to the President*

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#### **MISSION & DIVERSITY**

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Gregory B. White, Ph.D.  
*Assistant Provost & Director  
of Institutional Research*  
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### SCHOOL OF ARTS & HUMANITIES

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### SCHOOL OF BUSINESS & MANAGEMENT

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### SCHOOL OF EDUCATION & LEADERSHIP

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### ENROLLMENT

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### GRADUATE ADMISSION

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### INTENSIVE/EVENING ADMISSION

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### FINANCIAL AID

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**ACADEMIC SUCCESS CENTER**

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**TUTORIAL CENTER**

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**CAREER DEVELOPMENT**

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**COMMUNITY-BASED LEARNING CENTER**

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**LIBRARY**

Klaus Musmann, Ph.D., *Director*  
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**REGISTRAR**

Sandra Lee, *Registrar*  
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**Finance & Administration**

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*Vice President for Administration  
& Treasurer*  
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Janella Swanson  
*Controller & Assistant Treasurer*  
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**BUSINESS OFFICE**

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*Assistant Controller*  
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Joyce Meshinsky  
*Manager of Student Accounts*  
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E-mail: conferences@ndnu.edu

**INFORMATION TECHNOLOGY**

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*Chief Technology Officer*  
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**PHYSICAL PLANT**

George Mayer, *Director of Facilities*  
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Fax: (650) 508-3408  
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---

## Development & Public Relations

**OFFICE OF THE VICE PRESIDENT**

Dennis Eloie  
*Vice President for Development  
& Public Relations*  
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**DEVELOPMENT**

Bernadette Mellott  
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**CONSTITUENT RELATIONS**

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E-mail: jbo3@ndnu.edu

**ALUMNI OFFICE**

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**PUBLIC RELATIONS**

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**COMMUNITY RELATIONS**

Maureen Freschet, *Director*  
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E-mail: mfreschet@ndnu.edu

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## Student Affairs

### OFFICE OF THE VICE PRESIDENT

Susan Welte, Ed.D.

*Vice President for Student Affairs*

Student Affairs Offices

(650) 508-3514

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### CAMPUS MINISTRY

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### COUNSELING SERVICES

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### HEALTH SERVICES

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### HOUSING OFFICE

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### PUBLIC SAFETY

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Wilke A

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Pager: (650) 570-9262

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### RESIDENCE LIFE

Kelly Weak, *Director*

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### STUDENT ACTIVITIES

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Shirley Temple Black

Louise Stivers Davies

Laurence W. Lane, Jr.

Richard K. Miller

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Lawrence Ryan

Glenn P. Smith

Mark W. Sullivan

# Emeriti Faculty

Barden, Lillian, Professor of Business Administration, 1990; Emerita, 2000  
B.A., California State University, Fullerton; M.B.A., Pepperdine University;  
D.B.A., Golden Gate University

Boyling, Mary Ellen, Professor of English, 1957; Emerita, 1993  
B.A., St. Joseph's College (New York); M.A., University of California, Berkeley;  
Ph.D., Stanford University

Chapin, June R., Professor of Education, 1967; Emerita, 1996  
B.A., M.A. University of Chicago; Ed.D., Stanford University

Cohen, Elaine L., Professor of Education & Public Administration, & Graduate Dean,  
1975; Emerita, 2002  
B.S., University of Pennsylvania; M.Ed., Trinity University; Ed.D., University of  
San Francisco

Donohoe, Sr. Joan Marie, S.N.D., Professor of History, 1950; Emerita, 1970  
B.A., Holy Names College; M.A., Ph.D., Catholic University of America

Eide, Carla, Professor of Education, 1989; Emerita, 2002  
B.A., University of California, Berkeley; M.A., San Francisco State University;  
Ed.D., Nova University

Fee, Diana G., Associate Professor of Philosophy, 1964; Emerita, 1995  
A.B., M.A., Ph.D. (candidate), University of Michigan

Gavin, Sr. Rosemarie Julie, S.N.D., Professor of Education & English, & Academic Dean,  
1952; Emerita, 2000  
B.Ed., University of California, Los Angeles; M.A., Catholic University of America;  
Ph.D., Stanford University

Goodrich, Albert E., Professor of Spanish, 1977; Emeritus, 1992  
B.A., Boston University; M.A., University of Massachusetts; M.A., Middlebury College;  
D.Litt., University of Madrid

LaRatta, Thomas, Professor of Music & Artist in Residence, 1964; Emeritus, 2001  
B.M., M.M., Chicago Musical College

Moreen, Denis C., Professor of Music, 1971; Emeritus, 2000  
B.M.E., M.M., Northwestern University; D.M.A., Stanford University

Murphy, Sr. Roseanne, S.N.D., Professor of Sociology, 1960; Emerita, 1999  
B.A., Mount St. Mary's College; M.A., Stanford University; Ph.D., University of  
Notre Dame

Ramsey, David, Professor of Art, 1971; Emeritus, 1995

B.F.A., Chicago Art Institute; M.F.A., Mexico City College; Ph.D., St. Louis University

Sanford, Dorothy Zerzan, Professor of Business Administration, 1954; Emerita, 1995

B.A., Wilamette University; M.A., University of Oregon; Ph.D., St. Louis University

St. John, Terry, Professor of Art, 1990; Emeritus 2001

B.A., University of California, Berkeley; M.F.A., California College of Arts & Crafts

Siegel, Linda, Professor of Music, 1967; Emerita, 1999

B.M.F., Oberlin Conservatory of Music; M.M., Ph.D., Boston University

Strong, Charles, Professor of Art, 1970; Emeritus, 1999

B.F.A., M.F.A., San Francisco Art Institute

Sullivan, Mark W., Professor of Philosophy & Humanities, 1952; Emeritus, 1995

B.A., Santa Clara University; M.A., University of Notre Dame; Ph.D., Stanford University

Titlow, Robert T., Professor of Theatre Arts, 1962; Emeritus, 1992

B.A., Humboldt State University; M.A., Stanford University; M.A., San Francisco State University

Zenner, Sr. Emilie, O.S.F., Professor of Education, 1966; Emerita, 1985

B.A., Holy Names College; M.A., University of Notre Dame; Ph.D., St. Louis University

# Faculty

Full-time Faculty are ranked as: Assistant Professor, Associate Professor, or Professor. Part-time Faculty are listed as Lecturer. Library Faculty are full-time unless otherwise indicated.

Addison, Joy, Lecturer in Education, 2001

B.A., M.A., University of Michigan; M.P.A., College of Notre Dame

Adelberg, Charles, Lecturer in Master of Business Administration, 2002

B.S., Cornell University; M.S., Ph.D., University of Minnesota

Ahn, Mark, Lecturer in Master of Business Administration, 2002

B.A., M.B.A., Chaminade University; Ph.D., University of South Australia

Altenberg, Jennifer, Reference/Catalog Librarian, 1994

B.A., University of California, Santa Barbara; M.L.I.S., University of Texas at Austin

Altenberg, Wayne, Lecturer in Music, 1997

B.A., University of Santa Barbara; M.M., University of Austin

Anderson, Paul, Lecturer in Master of Business Administration, 2000

B.A., University of California, Davis; M.B.A., University of California, Berkeley

Andrews, Patricia, Lecturer in History, 1999

B.A., College of Notre Dame; M.A., University of California, Berkeley

Anthony, Dena, Lecturer in Mathematics, 2000

B.S. Marymount College, Palos Verdes; M.S., California State University, Northridge; Ph.D., Pacific Graduate School; Ph.D., University of California, Berkeley

Arbore, Patrick, Lecturer in Human Services, 1990

B.A., M.A., San Francisco State University

Arnold, Rocky, Lecturer in Master of Business Administration, 1995

B.S., University of Missouri; M.S., Massachusetts Institute of Technology; M.S., Ph.D., Stanford University; M.B.A., Notre Dame de Namur University

Arrington, Doris Banowsky, Professor of Art Therapy Psychology and Chair, Department of Art Therapy Psychology, 1979

B.S., University of Houston; M.A.T., College of Notre Dame; Ed.D., University of San Francisco

Askari, Nusha, Associate Professor of Psychology, 2000

B.A., UCLA; M.A., Cal State Northridge; Ph.D., Claremont Graduate School

Bancroft, Rena M, Lecturer in Education, 2000

B.S., Syracuse University; M.S., Syracuse University; Ph.D., University of California, Berkeley

Barclay, Kenneth, Lecturer in Clinical Psychology and Gerontology, 1999  
 B.A. Columbia College; M.A. Notre Dame de Namur University

Barsi, Ralph, Lecturer in Human Services & Clinical Psychology, 1990  
 B.A., San Francisco State University

Bator, Paul, Lecturer in English, 1997  
 B.A., M.A., D.A., University of Michigan

Berger, Jacqueline L., Lecturer in English, 1999  
 B.A., Goddard College; M.F.A., Mills College

Bernhard, Sandra, Lecturer in English, 1999  
 B.A., Dartmouth College, M.A., University of Rochester

Breeden, Barbara, Lecturer in Music, 1986  
 B.M., M.M., Juilliard School of Music

Bridenbaugh, Paul, Lecturer in Art, 1999  
 B.A., University of California, Santa Cruz; M.F.A., Columbia University

Brotherhood, Gail, Lecturer in Physical Education, 2003  
 B.A., University of Oregon; M.A., Colorado State University

Brown, Margot, Lecturer in Clinical Psychology, 1995  
 B.A., San Francisco State University; M.A., College of Notre Dame; Psy.D.,  
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 B.S., Iowa State University; M.B.A., California State University, Long Beach

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Bullock, Jennifer, Lecturer in Business Administration, 2003  
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Burris, Ronald, Lecturer in Philosophy/Religious Studies, 2002  
 B.A., University of California, Davis; M.A., Fuller Theological Union; Ph.D.,  
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Cabrol-Easton, Darth, Lecturer in English, 2002  
 B.A., University of California, Santa Cruz; M.A., Simmons College

Calefas-Strebelle, Andrey, Core Faculty in Modern Languages, 1999  
 B.A., M.A., Sorbonne University

Calice, Cathleen, Lecturer in Education, 2002  
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Campononico, Donald, Core Faculty in Business Administration, 1993  
B.S., M.B.A., San Francisco State University

Cancio, Clint, Lecturer in Music, 2002  
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Canzian, Sheila, Lecturer in Business Administration, 2003  
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Carolan, Richard, Associate Professor of Art Therapy Psychology and Program Director,  
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Carter, Michelle, Lecturer in Communication, 2002  
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Cash, Deborah, Professor of Behavioral Science and Chair, Department of Intensive  
Human Services, 1984  
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Chapman, David, Lecturer in Business Administration, 2001  
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Chapman, Linda, Lecturer in Art Therapy Psychology, 1992  
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Chiesa, Jennifer, Lecturer in Education, 2002  
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Chong, Ellen, Lecturer in Art, 1998  
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Cole, Stephen, Lecturer in History, 2002

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Colum, Elbert, Lecturer in Education, 1992

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Conrad, Beverley, Lecturer in Clinical Psychology, 2002

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Cooksey, Deborah, Lecturer in Political Science, 1996

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Cooper Patten, Sally, Lecturer in Art Therapy Psychology, 2001

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Cox, Jeff, Lecturer in Master of Public Administration, 1998

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Dawe, Albert Timothy, Lecturer in Natural Sciences, 1999

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Driscoll, John, Lecturer in English, 2001

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Duke, Stephanie, Lecturer in Physical Education, 2003

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Dupon, Jean W. Lecturer in Natural Sciences, 2002

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Coast University

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Field, Alida, Reference Librarian, 2000

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Forcum, Ernestine, Lecturer in Education, 1998

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Forcum, Mark, Lecturer in Public Administration, 1998

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Foster, Anne, Lecturer in Natural Sciences, 2001

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Friedlaender, Diane, Lecturer in Education, 2002

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Friedman, Betty, Associate Professor of Art and Chair, Department of Art, 1995

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Fritz, Robin, Associate Professor of Theatre Arts, 1995

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Gaspar, Philip, Associate Professor of Philosophy and Chair, Department of Philosophy & Religious Studies, 1995

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Geiser, Kristin, Assistant Professor of Education and Chair, Department of Advanced Studies in Education & Leadership, 1999

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Girardi, Judith, Lecturer in English, 2001  
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Goff, Hall, Lecturer in Music, 2001  
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Hearle, Kevin, Lecturer in English, 2001  
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Santa Cruz

Heisterberg, Rodney, Associate Professor of Management, 2001  
B.S., M.S., Ph.D., Purdue University

Hess, William, Lecturer in Master of Business Administration, 2000  
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Hilliard, Beverly, Lecturer in Theatre Arts, 1986  
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Hunt, Phyllis, Lecturer in Education, 1999

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Jackson, Derrick, Lecturer in Management, 2002

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Johnson, Dean, Lecturer in Master of Business Administration, 2002

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Jones, Maura, Lecturer in Management, 1997

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Jones-Smith, Marie, Lecturer in Business Administration, 2003

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Joseph, Cheryl, Professor of Sociology, 1988

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Kalin, CJ, Lecturer in Management, 1995

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Kammerlohr, Barbara, Adjunct Assistant Professor of Education and Director, Special  
 Education Credential Program, 2000

B.S., Emporia State University; M.L.S., University of Kansas at Lawrence; Ed.D.,  
 University of Illinois at Champaign, Urbana

Kass, Michael A., Lecturer in Education, 2002

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Kawakami, Jennifer, Lecturer in Education, 2001

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Keith, Stephan, Lecturer in Mathematics and Computer Science, 1996  
B.S.E., M.S.E.E., University of California, Berkeley

Kelley, James, Associate Professor of Public Administration and Director, M.B.A.  
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B.S., United States Military Academy; M.B.A., University of Pennsylvania;  
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Key, Sylvia, Lecturer in Education, 2002  
B.A., SUNY, Fredonia; M.A., Columbia University; Ed.D., University of California,  
Berkeley

Khojasteh-Bakht, Siamak Cyrus, Lecturer in Natural Sciences, 2002  
B.S., University of California, Berkeley; M.S., Cal State Sacramento; Ph.D., University  
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Kinney, Steve, Lecturer in English, 2002  
B.A., M.A., Notre Dame de Namur University

Klemic, George, Assistant Professor of Business Administration and Director, Day  
Business Administration Program, 2000  
B.A., La Salle University; M.S.A.; Central Michigan University; D.B.A., Nova  
Southeastern University

Kortenkamp, Leon, Senior Lecturer in Art, 1982  
B.A., Loras College; M.A., M.F.A., University of Notre Dame

Koshland-Crane, Margaret, Lecturer in Education, 2003  
B.S., Boston University; M.S., College of New Rochelle

Kramer, William, Lecturer in Education, 1990  
B.A., Case Western Reserve University; M.S., Springfield College;  
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Kristie, Jennifer, Lecturer in Art, 1998  
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Kujawsky, Eric, Lecturer in Music, 2000  
B.A., M.F.A., University of California, Los Angeles; D.M.A., Stanford University

Kum, Harriet Winifred, Lecturer in Education, 1997  
B.A., M.A. (2), San Francisco State University; Ed.D., University of San Francisco

Kurjian, Aileen, Lecturer in Business Administration, 2001  
B.S., Douglass College

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Lambert, Debra, Assistant Professor of Music, 2000

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B.A., Universite de Lyon France; M.A., Universite de Paris Sorbonne;

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Larragoiti, Sandra, Lecturer in Human Services, 1997

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Levine, Laura, Lecturer in Clinical Psychology and Gerontology, 1992

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The Wright Institute

Livingston, Kathleen, Lecturer in Education, 2002

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Lujan, Lawrence, Lecturer in Human Services, 1993

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Madson, Brittany, Lecturer in Theatre Arts, 1995

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March, Laurel, Lecturer in Management, 1999

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Marcovici, John, Lecturer in Communication, 2003

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Markovich, Frank, Lecturer in Music, 2002

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Marshall, Neil, Assistant Professor of Biology, 1998

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Mattei, Don, Lecturer in Social/Behavioral Sciences, 2000

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B.A., M.A., Gonzaga University; S.T.M., Jesuit School of Theology, Berkeley;  
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Mayer, Margery, Lecturer in Management, 2001  
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Mazzola, Alison, Lecturer in Education, 2001  
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B.A., Dominican College; M.A., Seattle University; Ph.D., University of California,  
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Master of Arts in Clinical Psychology/M.F.T., 1991  
B.A., George Washington University; M.A., Columbia University; Ph.D., California  
School of Professional Psychology

McCrea, Dorothy, Lecturer in English, 2002  
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McGlinn, Sr. Patricia T., S.N.D., Assistant Professor of History, 1977  
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McNair-Knox, Faye, Lecturer in Education, 2002  
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McNichol, Robert, Lecturer in Public Administration, 1999  
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McQuinn, Anna, Professor of Clinical Psychology & Gerontology, and Chair, Department  
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B.A., Clonliffe College (Ireland); M.A, Ed.D., University of San Francisco; Ph.D.,  
Sierra University

Merickel, Stacy, Lecturer in Natural Sciences, 2000  
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Milani, Abbas, Professor of History and Chair, Department of History &  
Political Science, 1986  
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Miloradovitch, Hazalle, Lecturer in Music, 1999

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Moon, Robert, Lecturer in Career Development, 1987

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Moran, John, Lecturer in Management, 1993

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Morris, Eric, Lecturer in Music, 2002

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Mosleh, Tina, Lecturer in Business Administration, 1999

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Musmann, Klaus, Director of Library Services, 2001

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Musmann, Lois S., Lecturer in Music, 2001

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Nelson, Sandy, Lecturer in Philosophy, 2002

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Nihil, Chris, Lecturer in Human Services, 1998

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Opie, Christine, Lecturer in English, 1999

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Owens, Ben, Lecturer in Human Services, 2000

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Paul, Lorraine, Lecturer in Education, 2002

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Pinto, Michael, Lecturer in Liberal Studies, 2002

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Plummer, Bonnie, Lecturer in Education, 2001

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Poplack, Robert, Assistant Professor of Art, 1991

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Robinson, Sharri, Lecturer in Art Therapy Psychology, 1998  
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Rock, James, Lecturer in Education, 1988  
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 English, 1986  
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Root, Bryce, Lecturer in Business Administration, 2003  
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Rosario, Rick, Lecturer in Business Administration, 2001  
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Rossi, Joanne, Associate Professor of Education, 1997  
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Sacco, Jeannette, Lecturer in Music, 1995  
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Sanders, Gwen, Lecturer in Art Therapy Psychology, 2000  
 B.F.A., California College of Arts & Crafts; M.A., College of Notre Dame

Sardy, Robert, Lecturer in Management, 1999  
 B.S., University of Lowell; M.A., California School of Professional Psychology; M.Ed.  
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Schell, Hester, Lecturer in Theatre Arts, 1997  
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Schmitz, Michael, Assistant Professor of Music and Chair, Department of Music, 1999  
 B.M., M.M., College of Notre Dame; D.M.A., University of Arizona

Sever, Thomas, Lecturer in Mathematics & Computer Science, 1994  
 B.S., M.S., Stanford University

Shafto, Sylvia, Professor of Management and Director, Master of Science in  
 Management, 1994  
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Shea, Ellen, Lecturer in Music, 2001  
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Simon, Matthew, Lecturer in Mathematics & Computer Science, 1996  
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Simons, Robert, Senior Lecturer in Art, 1978  
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Sitzer, David, Lecturer in Art Therapy Psychology, 1998  
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# Campus Guide – Facilities

**Annex** (1926; Renovated 1994) The Ralston Hall Annex houses faculty offices for the School of Sciences and the School of Education & Leadership.

**Apartment Complex** (1966) The three buildings of the Apartment Complex, Carroll Hall, Kane Hall, and Wilkie Hall, include thirty-six apartments and provide housing for up to 100 upper-division students. Each apartment includes a kitchenette, a balcony overlooking the pool, and separate sleeping, study, and living areas.

**Bookstore** (1991) Serving the campus community, it carries new and used textbooks, school and dorm supplies, general interest paperbacks and reference books, and many other items including NDNU apparel, art supplies, and gift items.

**Campus Center** (1952) The Rosenberg Campus Center is home to Student Activities, the Writing Center, the Student Lounge, Faculty Lounge, Community-Based Learning, Office of Mission & Diversity, the School of Education & Leadership, and faculty offices for the School of Arts & Humanities.

**Carroll Hall** – See Apartment Complex.

**Chapel** (1961) The Cunningham Memorial Chapel was completed in August, 1961, and dedicated in 1987 to the memory of Sr. Catharine Julie Cunningham who served as College President from 1956 to 1980. The campanile, hanging sculpture, and stained glass windows were designed by Sr. Margaret Mary Hoffman, former head of the Art Department, and the stained glass windows were made by Gabriel Loire, an internationally-recognized artist in stained glass sculpture.

**Cuvilly Hall** (1924) Cuvilly Hall was originally built as a residence hall for the Sisters and students. It now houses classrooms and the School of Business & Management administrative and faculty offices.

**Dining Hall** (1952) Food services are managed by a professional corporation and are offered to the entire NDNU community, cafeteria-style.

**Early Learning Center** (1964) The Early Learning Center is a Montessori preschool serving the Peninsula, with an enrollment of 45 students (three to six years of age) per session in two sessions a day, throughout the year.

**Elementary School** (1956) Notre Dame Elementary School provides Catholic education for grades 1 through 8.

**Gavin Hall** (1966) In 1983, this newly-renovated class building was named in honor of Sr. Rosemarie Julie Gavin, faculty member and former Academic Dean of the College (1967-1983).

**Gellert Library** (1975) The Carl Gellert and Celia Berta Gellert Library houses the library collections and offers access to on-line information services. See the Academic Affairs section for a description.

**Gleason Gymnasium/Recreation Center** (1991) The 19,950 square-foot sports complex accommodates a regulation-size basketball court, three cross courts, and pull-out bleachers which seat 900. Dressing/lockers, and the Athletics Department offices occupy the ground floor; an all-purpose exercise center is located on the second floor.

**High School** (1928) Notre Dame High School is a Catholic school that prepares young women for life and learning.

**Julie Billiard Hall** (1952) Named for Saint Julie Billiard, the foundress of the Sisters of Notre Dame, the Julie Billiard Residence Hall is a coeducational residence hall housing more than 100 students.

**Kane Hall** – See Apartment Complex.

**Madison Art Center** (1874; Renovated 1986) & **Wiegand Gallery** (1987) William Ralston's century-old stone carriage house now contains four major art studios, one each for painting, sculpture, graphic arts, and print-making, as well as a darkroom for photography. The Wiegand Gallery exhibit space and adjacent 50-seat theatre were funded in part by a grant from the E. L. Wiegand Foundation. The Gallery is the site of major exhibits each semester. A schedule of shows is available in the Gallery, which is open Tuesday through Saturday, noon to 4 pm.

**Notre Dame de Namur University Theatre** (1955) The Theatre has a seating capacity of 600. Fully-equipped for musical and dramatic productions, it is used for University, community, and high school performances.

**The Oaks & Pool** (1966) The first-floor multipurpose room of The Oaks opens onto a redwood deck adjacent to the Pool. Also on this level are the Counseling Services offices. The lower floor houses Athletic Department offices for coaches.

**Ralston Hall Mansion** (1864) The lavish 19th Century estate was the summer home of early California financier William Chapman Ralston, founder of the Bank of California. Built around an Italian villa constructed by Count Leonetto Cipriani in 1840, Ralston Hall has been the site of many elegant cultural events over the past 140 years. Today, it is a National and State Historic Landmark. The 80-room mansion is constructed of redwood covered by stucco. The Mansion is available to the public for special events and conferences.

**St. Joseph's Hall** (1957) This coeducational residence hall has furnished study areas, large main lounges, kitchens, and laundry facilities. It houses more than 100 students.

**St. Mary's Hall** (1952) The south wing of St. Mary's Hall includes classrooms, academic computing labs, the Tutorial Center, science labs, faculty offices for several of the Schools, and the Administrative Computing Center. The north wing houses the Registrar's Office and several administrative offices.

**Student Affairs Offices** (1997) Houses the offices of the Vice President for Student Affairs and other Student Affairs staff.

**Tabard Inn** (1948) Named to commemorate the starting point of the pilgrims in Chaucer's *Canterbury Tales*, Tabard Inn offers food and recreation in a casual setting.

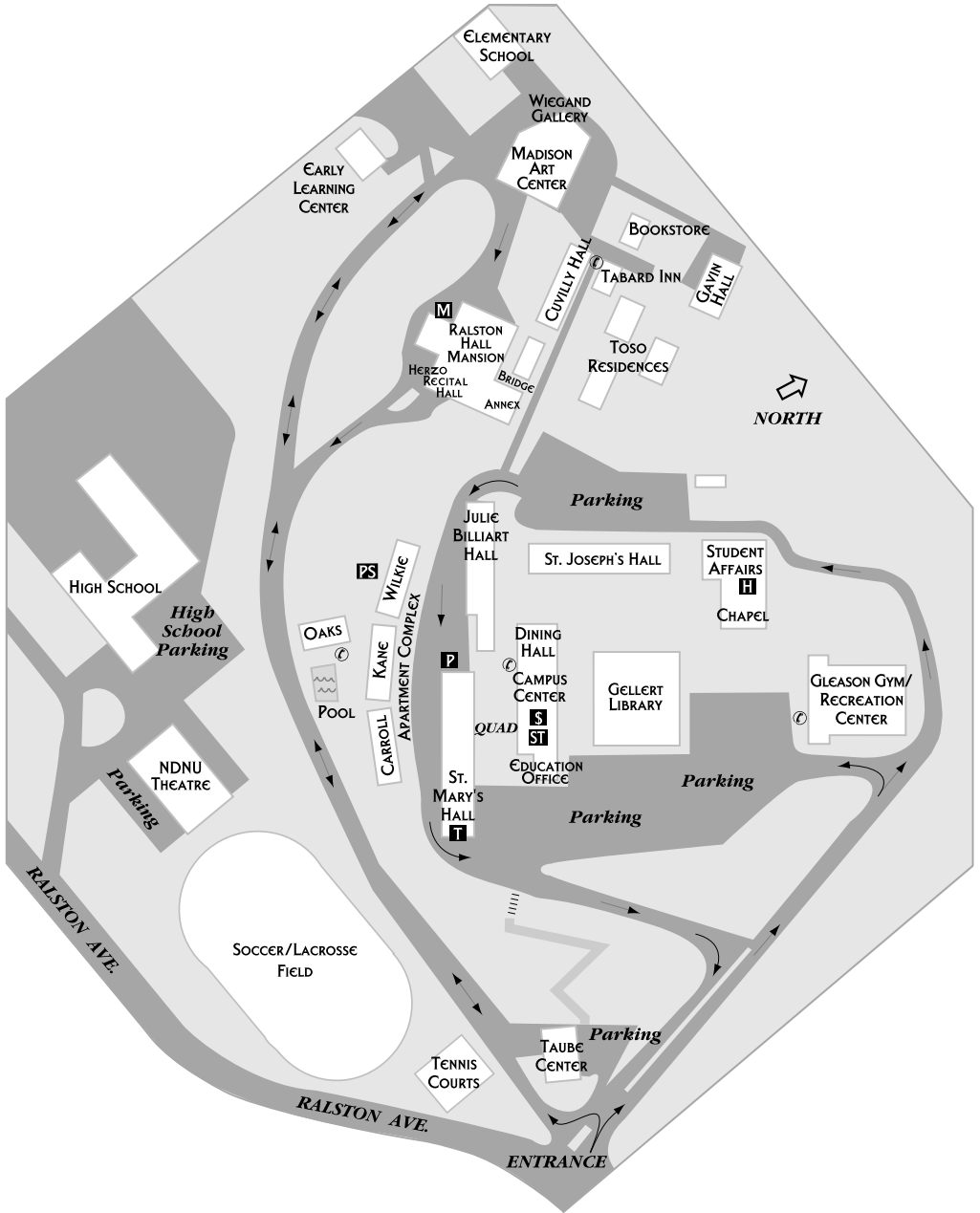
**Taube Center** (1930; Renovated 1995) The Taube Center, formerly called the Conference Center, stands at the campus entrance on Ralston Avenue. Originally part of the San Carlos Parish, it was built in 1930 and used as the local parish church until 1958. From 1958 to 1986, the building housed the College Art Department. It was renovated in 1995 by a grant from the Taube Family Foundation of Belmont and the Koret Foundation of San Francisco, and is now used by the University and community for special events and conferences.

**Toso Residences** (1983) These residences house Sisters of Notre Dame, including some who are NDNU faculty and staff members.

**Wiegand Gallery** – See Madison Art Center.

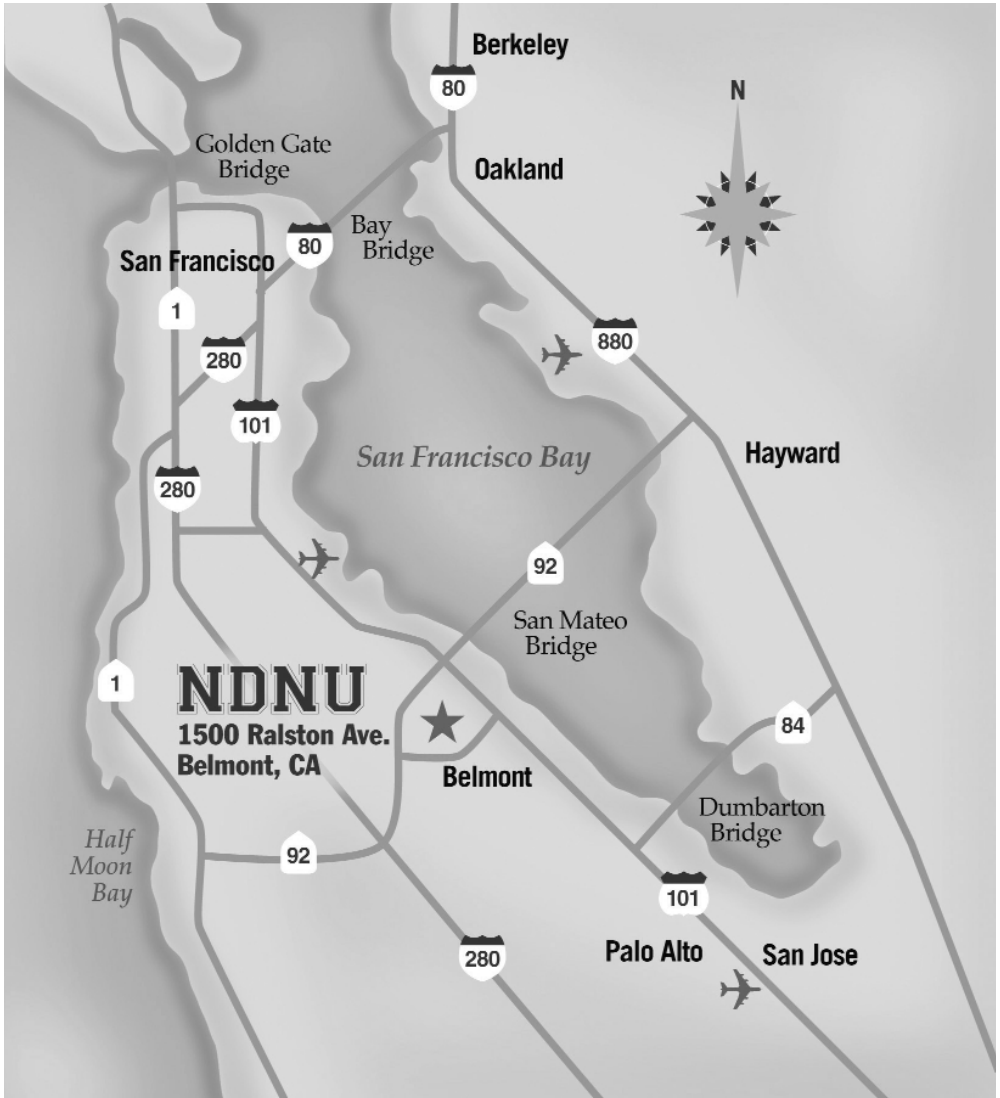
**Wilkie Hall** – See Apartment Complex.

# Notre Dame de Namur University



☎	..... PUBLIC TELEPHONE	PS	..... PUBLIC SAFETY
\$	..... ATM	ST	..... STUDENT LOUNGE
H	..... HEALTH SERVICES	T	..... TUTORIAL CENTER
M	..... MAIL CENTER	P	..... U.S. MAILBOX

# Directions to NDNU



- *From San Francisco* (about 25 miles) southbound on Freeway 280, take the 92-East-San Mateo exit, then the Ralston Ave. exit.
- *From San Jose* (about 25 miles) northbound on Freeway 280, take the 92-Half Moon Bay-West-San Mateo-East exit, then the Ralston Ave. exit.
- *From either San Francisco or San Jose* on Bayshore Freeway 101, take the Belmont-Ralston Ave. exit and drive west to the campus entrance.

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## **Notre Dame de Namur University**

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