



 **John Carroll**  
UNIVERSITY

## GRADUATE STUDIES BULLETIN



2014 - 2016



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# Graduate Studies Office Phone Directory

**John Carroll University**  
**Graduate Studies**  
**1 John Carroll Boulevard**  
**University Heights, Ohio 44118-4581**  
**(216) 397-4284 College of Arts & Sciences (AD 125)**  
**(216) 397-1970 Boler School of Business (SB 117)**  
[www.jcu.edu/graduate/home.htm](http://www.jcu.edu/graduate/home.htm)

OFFICE	LOCATION	TELEPHONE
Accountancy	Boler School of Business	397-4393
Assistant Dean for Graduate Studies (BSOB)	Boler School of Business	397-1970
Associate Dean for Graduate Studies (BSOB)	Boler School of Business	397-4525
Associate Dean for Graduate Studies (CAS)	Administration Building	397-4204
Associate Dean of Humanities	Administration Building	397-4287
Associate Dean of Science, Mathematics, and Allied Health	Administration Building B Wing	397-4204
Associate Dean of Social Sciences, Education, and Global Studies	Administration Building B Wing	397-4284
Biology	Dolan Center	397-4251
Bookstore	D.J. Lombardo Student Center	397-4411
Business Office		
Accounts Payable	Rodman Hall	397-4440
Carroll Card Office	Administration Building	397-4961
Payroll	Rodman Hall	397-4456
Student Service Center	Administration Building	397-4494
Campus Ministry	Fritzsche Religious Center	397-4717
Campus Safety Services	Recplex, Ground Level	397-4600
Center for Career Services	2563 Belvoir Boulevard	397-4237
Center for Service and Social Action	Administration Building	397-4698
Center for Student Diversity and Inclusion	Lombardo Student Center	397-4320
CMSETT	Administration Building	397-4575
Communications Management	O'Malley Center	397-4378
Continuing Education	Administration Building B Wing	397-3008
Counselor Education	Administration Building	397-1987
Education and Allied Studies	Administration Building	397-4331
English	O'Malley Center	397-4221
Financial Aid	Rodman Hall	397-4248
Humanities	Administration Building	397-4780
Information Technology Services		
Help Desk	Rodman Hall	397-3005
Library - Main Desk	Grasselli Library	397-4233
Mathematics	Dolan Center	397-4351
Master of Science in		
Laboratory Science	Boler School of Business	397-1970
Nonprofit Administration	Administration Building	397-4637
On-campus Employment	Rodman Hall	397-1740
Pre-Medical Health	Dolan Center	397-4491
Registrar	Administration Building	397-4291
Registration	Rodman Hall	397-6000
Residence Life	Lombardo Student Center	397-4408
Services for Students with Disabilities	Administration Building (Voice/TTY)	397-4967
Student Health Center	Murphy Hall	397-4349
Theology and Religious Studies	Administration Building	397-4708
University Counseling Center	2567 S. Belvoir Boulevard	397-4283
University Switchboard	Rodman Hall	397-1886

This *Bulletin* has been edited by Dr. Mark Storz, Associate Dean of Graduate Studies, College of Arts and Sciences, Dr. Lindsay Calkins, Associate Dean, Boler School of Business, and Dr. James Krukones, Associate Academic Vice President. They were assisted by Ms. Eileen Egan of the Provost and Academic Vice President's Office. All information is accurate as of June 30, 2014.

## General Information

### Historical Sketch

John Carroll University, one of twenty-eight colleges and universities established in the United States by the Society of Jesus, was founded as St. Ignatius College in 1886. It has been in continuous operation as a degree-granting institution since that time. In 2011 the University celebrated its 125<sup>th</sup> anniversary.

In 1923 the college was renamed John Carroll University, after the first archbishop of the Catholic Church in the United States. In 1935 it was moved from its original location on the West Side of Cleveland to its present site in University Heights, a suburb ten miles east of downtown Cleveland.

In September 1968 the University made the transition from full-time male enrollment to a fully coeducational institution as women were admitted to the College of Arts and Sciences for the first time.

### Jesuit Tradition

As a Jesuit university, John Carroll University draws upon the intellectual resources and educational experience of the Society of Jesus, which has operated colleges and universities for more than four centuries. Jesuits on the faculty and in the administration help impart the particular character and value of Jesuit education that make John Carroll University a unique institution in its region. In 2005 the Reverend Robert L. Niehoff, S.J., took office as the University's twenty-fourth president. A full-time faculty of approximately 200 men and women, religious and lay, share the educational enterprise of service to its students and the community.

### University Mission

John Carroll University, founded in 1886, is a private, coeducational, Catholic, and Jesuit university. It provides programs in the liberal arts, sciences, education, and business at the undergraduate level, and in selected areas at the master's level. The University also offers its facilities and personnel to the Greater Cleveland community.

As a university, John Carroll is committed to the transmission and enrichment of the treasury of human knowledge with the autonomy and freedom appropriate to a university. As a Catholic university, it is further committed to seek and synthesize all knowledge, including the wisdom of Christian revelation. In the pursuit of this integration of knowledge, the university community is enriched by scholarship representing the pluralistic society in which we live. All can participate freely in the intellectual, moral and spiritual dialog necessary to this pursuit. Within this dialog, in which theological and philosophical questions play a crucial role, students have the opportunity to develop, synthesize, and live a value system based on respect for and critical evaluation of facts; on intellectual, moral, and spiritual principles which enable them to cope with new problems; and on the sensitivity and judgment that prepare them to engage in responsible social action.

In a Jesuit university, the presence of Jesuits and colleagues who are inspired by the vision of Saint Ignatius Loyola, founder of the Society of Jesus in 1540, is of paramount importance. This vision, which reflects the value system of the Gospels, is expressed in the *Spiritual Exercises*, the source of Jesuit life and mission. To education the Jesuit spirit brings a rationality appropriately balanced by human affection, an esteem for the individual as a unique person, training in discerning choice, openness to change, and a quest for God's greater glory in the use of this world's goods. Commitment to the values that inspired the *Spiritual Exercises* promotes justice by affirming the equal dignity of all persons and seeks balance between reliance on divine assistance and natural capacities. The effort to combine faith and culture takes on different forms at different times in Jesuit colleges and universities. Innovation, experiment, and training for social leadership are essential to the Jesuit tradition.

At the same time, John Carroll University welcomes students and faculty from different religious backgrounds and philosophies. Dedicated to the total development of the human, the University offers an environment in which every student, faculty, and staff person may feel welcomed. Within this environment there is concern for the human and spiritual developmental needs of the students and a deep respect for the freedom and dignity of the human person. A faculty not only professionally qualified, but also student oriented, considers excellence in interpersonal relations as well as academic achievement among its primary goals.

The University places primary emphasis on instructional excellence. It recognizes the importance of research in teaching as well as in the development of the teacher. In keeping with its mission, the University

## GRADUATE STUDIES

especially encourages research that assists the various disciplines in offering solutions to the problems of faith in the modern world, social inequities, and human needs.

The commitment to excellence at John Carroll University does not imply limiting admissions to extremely talented students only. Admission is open to all students who desire and have the potential to profit from an education suited to the student's needs as a person and talents as a member of society.

The educational experience at John Carroll University provides opportunities for the students to develop as total human persons. They should be well grounded in liberalizing, humanizing arts and sciences; proficient in the skills that lead to clear, persuasive expression; trained in the intellectual discipline necessary to pursue a subject in depth; aware of the interrelationship of all knowledge and the need for integration and synthesis; able to make a commitment to a tested scale of values and to demonstrate the self-discipline necessary to live by those values; alert to learning as a lifelong process; open to change as they mature; respectful of their own culture and that of others; aware of the interdependence of all humanity; and sensitive to the need for social justice in response to current social pressures and problems.

### **Vision, Mission, Core Values and Strategic Initiatives Statement (VMCVSI)**

#### **Vision:**

John Carroll University will graduate individuals of intellect and character who lead and serve by engaging the world around them and around the globe.

#### **Mission:**

As a Jesuit Catholic university, John Carroll inspires individuals to excel in learning, leadership, and service in the region and in the world.

#### **Core Values:**

**The University's core values include a commitment to learning in order to create:**

- An environment of inquiry which embraces Jesuit Catholic education as a search for truth where faith and reason complement each other in learning. In pursuit of our educational mission, the University welcomes the perspectives and participation in our mission of faculty, staff, students, and alumni, of all faiths and of no faith.
- A rigorous approach to scholarship that instills in our graduates the knowledge, eloquence, sensitivity, and commitment to embrace and to live humane values.
- A campus committed to the intellectual, spiritual, emotional, and physical development of each student.
- An inclusive community where differing points of view and experience are valued as opportunities for mutual learning.
- A culture of service and excellence that permeates every program and office.
- A commitment to sharing our gifts in service to each other and the community.
- A campus that responds to demographic, economic, and social challenges.
- An appreciation that our personal and collective choices can build a more just world.

#### **Strategic Initiatives:**

**The following initiatives are essential to the University being recognized as a center of learning and service:**

- Create a diverse community of faculty, staff, alumni, and friends dedicated to advancing the University's vision, mission, and core values.
- Create a learning community of outstanding teacher-scholars characterized by the commitment to student achievement.
- Create a talented cohort of service-oriented staff committed to achieving and being recognized as a center of learning and service.

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- Recruit, enroll, retain, and graduate a talented, diverse student body prepared for today's global reality and committed to learning, leadership, and service that will engage the world.
- Secure resources necessary to foster an extraordinary learning experience and promote John Carroll's mission as a Jesuit Catholic university.
- Assist in responding to demographic, economic, and social challenges in our region in order to support investment and employment opportunities and build confidence in our shared future.

### **Aims of Graduate Education at John Carroll University**

The University views advanced study as preparation for the intellectual and professional life. It structures its degree programs so that they will provide breadth as well as depth in graduate studies, the mastery of essential research techniques, and the ability to communicate effectively the results of creative scholarship. In addition, certain programs provide for professional development of special skills and practices.

### **Accreditation**

John Carroll University is accredited by the Higher Learning Commission of the North Central Association (30 North LaSalle Street, Suite 2400; Chicago, Illinois 60602-2504; tel.: (800) 621-7440; [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)). The graduate and undergraduate business programs offered by the Boler School of Business are accredited by AACSB International—The Association to Advance Collegiate Schools of Business. In addition, the Department of Accountancy's programs are accredited separately by AACSB. The University is approved by the Ohio Department of Education and accredited by the National Council for Accreditation for Teacher Education (NCATE) for the preparation of Early Childhood (EC), Middle Child (MC), Multi-Age (MA), and Adolescent and Young Adult (AYA) school teachers, counselors, school psychologists, and principals. The Clinical Mental Health Counseling Program and the School Counseling Program are accredited by the Council on Accreditation of Counseling and Related Educational Programs (CACREP).

In addition to many other affiliations in specialized areas and disciplines, the University holds memberships in the American Association of Colleges for Teacher Education, American Association of Collegiate Registrars and Admissions Officers, American Council on Education, American Schools of Oriental Research, Association of American Colleges and Universities, Association of Catholic Colleges and Universities, Association of College Admissions Counselors, Association of Graduate Schools in Catholic Colleges and Universities, Association of Independent Colleges and Universities of Ohio, Association of Jesuit Colleges and Universities, Council for the Advancement and Support of Education, Council of Graduate Schools in the United States, Council of Independent Colleges, EDUCAUSE - Association for Information Technology in Higher Education, Midwest Association of Graduate Schools, National Association of College and University Attorneys, National Association of Independent Colleges and Universities, National Catholic Educational Association, Ohio Athletic Conference, Ohio College Association, Ohio Foundation of Independent Colleges, Inc., and Sponsoring Consortium for the Joint Archeological Expedition to Tell el-Hesi (Israel).

### **Degrees**

The degrees conferred upon completion of the approved programs of study through the College of Arts and Sciences are: the Master of Arts in biology, communications management, counseling, education, English, humanities, mathematics, nonprofit administration, and theology and religious studies; the Master of Education; and the Master of Science in biology and in mathematics. The degrees conferred upon completion of the approved programs of study through the John M. and Mary Jo Boler School of Business are: the Master of Business Administration, the Master of Science in Accountancy, and the Master of Science in Laboratory Administration.

### **Committee on Graduate Studies**

The Committee on Graduate Studies has several purposes: (1) to recommend policy on graduate studies; (2) to study and review both new and existing graduate programs; and (3) to act as a board of appeals on matters of academic petitions as they pertain to graduate studies. It is composed of deans of the College of Arts and Sciences and the Boler School of Business as co-chairs, the chairs of the appropriate academic departments, program directors, and a faculty member elected at large.

## Notice of Change

John Carroll University reserves the right to modify degree programs and their requirements and to revise its schedule of changes for tuition, fees, and other expenses. Notice of such changes will be posted conspicuously and communicated to students through public announcements and other appropriate channels, including the Graduate Studies Bulletin website at [www.jcu.edu/graduate/bulletin](http://www.jcu.edu/graduate/bulletin).

## Equal Opportunity Policy

John Carroll University is committed to inclusion and diversity as constitutive elements of our Jesuit Catholic identity. As reflected in the University's vision, mission, core values and strategic initiatives, John Carroll welcomes individuals who will contribute to its mission and goals. Our pursuit of excellence demands that we come to understand and embrace the richness that each person brings to the University community.

In a manner consistent with its Jesuit Catholic heritage, the University maintains and enforces a policy of equal opportunity. John Carroll University does not discriminate based on race, age, color, sex, sexual orientation, religion, ethnic or national origin, disability, Vietnam veteran status or special disabled veteran status. Discrimination or harassment of members of the University community strikes at the very heart of this institution and will not be tolerated.

## Student Responsibility

It is the responsibility of the student to keep informed about and to observe all University regulations and procedures. **In no case will a requirement be waived or an exception granted because students plead ignorance of regulations or assert that they were not informed of them by the advisor or other authority.**

The student should consult the chair of the department or program director involved concerning course requirements, deficiencies, the planning of a program, and special regulations. Programs may have degree requirements that are not listed in the *Bulletin*.

## Statement On Student Obligations Regarding JCU E-Mail Account

When students are admitted to John Carroll, a University e-mail account is created for them. University departments, faculty, and offices routinely use JCU e-mail to communicate important information regarding academic issues, campus activities, and student accounts (tuition, room and board, fees, etc.). While students are expected to access their University e-mail account on a weekly basis, daily access is recommended in order to stay abreast of important, time-sensitive information.

Information on accessing the network and e-mail is regularly distributed to new students by Information Technology Services. For more information on how to access your JCU e-mail, visit <http://www.jcu.edu/its/student/email.htm>.



## **POLICIES AND PROCEDURES**



# GRADUATE STUDIES

## Admission

Men and women whose undergraduate record is predictive of success in advanced studies may qualify for admission as either matriculated or non-matriculated students. Inquiries regarding admission to graduate study as well as requests for bulletins and application forms should be made to the respective Graduate Studies Office in the College of Arts and Sciences or the Boler School of Business. The appropriate dean will communicate with the applicant concerning all admissions decisions.

To qualify unconditionally for admission to Graduate Studies as a **matriculated student**, the applicant must hold, minimally, a baccalaureate degree from an accredited college and a 2.5 cumulative grade point average (based on a four-point system). Some programs may require a higher average. **The applicant must also have adequate undergraduate preparation and such other prerequisites as may be required or specified for the intended course or program. Please refer to the appropriate section of this *Bulletin*.**

Graduates of non-accredited colleges, or students who do not have a baccalaureate degree but who do have equivalent training, may be admitted provisionally on the basis of academic records, standardized test scores, and letters of recommendation.

Provisional admission may also be granted to applicants whose undergraduate records are below the 2.5 minimum. (Some programs may require a higher minimum.) In such instances the Graduate Studies Office considers the applicant's academic accomplishment in the junior and senior years of undergraduate study, particularly in the major; performance on standardized tests; and recommendations and professional or occupational experience and achievement.

Every applicant for matriculated status must file official transcripts from **each** college attended, even though credit has been transferred from one to the other. **An official transcript carries the institutional seal and is sent directly from the issuing institution to the John Carroll University Graduate Studies Office.** No application can be considered for unconditional acceptance until all necessary documents are on file. At least 30 days should be allowed for processing the application. Certain programs, workshops, and courses for non-matriculated students may not require the full procedure.

To qualify for admission to graduate studies as a **non-matriculated or post-baccalaureate (general)** student, the applicant must hold, minimally, a baccalaureate degree from an accredited college and a 2.5 cumulative grade point average (based on a four-point scale). The applicant must also have adequate undergraduate preparation and such other prerequisites as may be required or specified for the intended course. Please refer to the appropriate sections of this *Bulletin* or the *Undergraduate Bulletin*. Students wishing to apply as a non-matriculated or post-baccalaureate (general) student must submit an application and transcripts for highest degree earned. Students who choose to change status to matriculated must follow the application procedures.

Seniors of exceptional ability in the undergraduate programs of the University may apply to receive credit for graduate courses completed in excess of the undergraduate degree requirements. Application for Graduate Studies and written approval of the appropriate undergraduate dean must be submitted at least two weeks prior to the date of registration.

## Readmission

Students who have not enrolled for two calendar years must submit an application for readmission to the appropriate dean. Transcripts of all work undertaken since the date of last attendance must be on file before a decision will be made.

The readmission application must meet the current norms of the department and include a plan of study (including a timetable) to meet the current program requirements. If any courses, examinations, or requirements from the original matriculation are used to meet these requirements, then the time limit to complete the degree from the original matriculation will apply. If a student is unable to fulfill all the requirements for graduation within that original time limit, a request for an extension must be included with the application for readmission. Additional conditions for readmission may be imposed by the appropriate dean in consultation with the department chairperson/program director. Evaluation of coursework that is three or more years old will be made by the department chairperson/program director to determine whether or not it may be used to fulfill degree requirements. Courses over six years old generally will not be accepted toward fulfillment of degree requirements.

## Academic Counseling

Pre-admission counseling appointments may be arranged with an advisor in the department or program to which the student plans to apply or with the appropriate admissions counselor or dean. All graduate work is done under supervision, and counseling subsequent to admission is the responsibility of the student's advisor, appointed by the chair of the major department or program director.

## Prerequisites

All students must have adequate preparation in the proposed field of study. Students who have course deficiencies, or those for whom other prerequisites are specified, are notified in writing at the time of their acceptance into the appropriate graduate program. Each department and program may require such qualifying examinations as it deems proper to determine an applicant's fitness to pursue graduate studies with success.

## General Requirements

In addition to the admission standards and course programs, the following requirements affect graduate students:

1. *Continuity of Study.* Graduate students should complete their degree programs without notable interruption. Not more than five years may elapse between a student's initial enrollment in a degree program and the completion of graduate work. Time devoted to the fulfillment of prerequisites is not included. (See policy on time limit for completion of study, page 23.)
2. *Advanced Standing.* Credit for previous study at accredited graduate schools (ordinarily within the past three years) may be transferred subject to the following conditions:
  - A. The courses in question must be acceptable for a graduate degree from the university at which they were completed.
  - B. The request for advanced standing should be made at the time of first admission to matriculated status, and it must be approved by both the chair of the academic department concerned and the appropriate dean.
  - C. The maximum allowance will be the equivalence in semester hours of two comparable courses at John Carroll University.
  - D. Courses used to complete requirements for other degrees will not be accepted toward advanced standing.
3. *Transfer of Credit.* A graduate student at John Carroll University may transfer graduate credit earned concurrently as a transient or visiting student at another graduate school under the following conditions:
  - A. Approval of the advisor, the chair of the department, and the appropriate dean is required **prior to** enrollment in the course or courses concerned.
  - B. The maximum allowance will be the equivalence in semester hours of two comparable courses at John Carroll University.
  - C. A combination of Advanced Standing and Transfer of Credit may not exceed the equivalence in semester hours of two comparable courses at John Carroll University.
  - D. Students in the Boler School's M.B.A. programs may transfer multiple credits from other Jesuit M.B.A. programs through the JEBNET consortium. (See page 46 for more information.)
  - E. Courses used to complete requirements for other degrees will not be accepted for transfer.
  - F. A letter grade of B or better (does not include B-) must be obtained in any course considered for transfer credit.
  - G. Official transcripts must be submitted for all credits considered for transfer.

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4. *Language Requirements.* Certain degree programs require that students pass an international language examination. Students should consult the particular departmental requirements in this matter. Any exception to departmental requirements must be made by academic petition through the departmental chair.
5. *Thesis, Essay, or Project Requirement.* Degree programs requiring a thesis, essay, or creative project may have specific guidelines and requirements. The following guidelines apply to all theses, essays, and creative projects:
  - a. One computer-processed original and one copy, revised as required by the advisor and other assigned readers, are to be filed in the Graduate Studies Office by the date specified in the University calendar.
  - b. The thesis, essay, or project must follow the format regulations of the Graduate Studies Office, copies of which are available in the Graduate Studies Office and online, and any additional requirements specified by the departments.
  - c. Theses and essays are placed in the John Carroll University library and are available for patrons' use.
  - d. student's thesis may also be recommended for OhioLink's Electronic Thesis and Dissertation Center. Guidelines are available in the College of Arts and Sciences' Office of Graduate Studies.
  - e. Students whose research involves human subjects or animals must also apply to the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) prior to the collection of data.
  - f. Students who choose to use an advisor who is not a faculty member of John Carroll University must obtain approval from the department chair and the appropriate dean of the College of Arts and Sciences. Generally no more than one member of a thesis committee may be external to John Carroll.

The *thesis* (Plan A, as described on page 14) must show capacity for original research. The thesis may bring new facts to light, organize facts available in standard sources, or evaluate critically a technique, method, or trend. In general, the thesis is a demonstration of research ability whose content shows originality, clarity of thought, and power of mature expression. A thesis must be approved by three faculty readers, one of whom is the advisor.

The *research essay or creative project* (Plan B, as described on page 14) is designed to show the student's power of analysis, organization, and expression. The scope of the research involved is less extensive than that expected for the thesis. The essay or project must be approved by one faculty reader.

6. *Final Comprehensive Examination.* Unless otherwise specified by program requirements, all candidates for the M.A., M.Ed., and M.S. must pass a comprehensive examination which may be oral, written, or both, depending on program policy. This examination is held on appointed dates during the academic year or summer sessions in which the degree is to be conferred and will be applicable to the student's work. It may cover all work taken towards the degree. The examination committee consists of not fewer than three members of the faculty. It is suggested that students consult their advisors at least a month before the beginning of the term in which they plan to take comprehensive examinations.

Students must be in good academic standing and must be in the process of completing or have completed the required coursework for the degree before the comprehensive examination may be taken. In addition, in programs that require a language, the student must have fulfilled this requirement prior to taking the comprehensive examination. Comprehensive examination results are submitted by the chair of the department or examination committee to the appropriate dean by the date specified in the University calendar.

## Classification of Students

Students who register with the expressed intention of following a program leading to a graduate degree, a certificate, or licensure are classified as *matriculated* and may be eligible for federal loans. Students who desire to enroll in a graduate course or courses without regard to degree, certificate, or licensure requirements are classified as *non-matriculated* and are not eligible for federal loans. *Post-baccalaureate* students are those who have completed a baccalaureate degree and who are taking courses to be accepted into a degree-or certificate-seeking program. Post-baccalaureate students may also be eligible for federal loans.

Matriculating students in non-degree programs (i.e., certification or licensure) usually are subject to the same procedures required of degree-seeking students. Not all courses are open to them. Students should contact the department in which they plan to take courses and, in the case of new or readmitted students, obtain permission from the appropriate dean as well. Students may retain this classification so long as their work meets the required academic standards, but a subsequent transfer of credit to a degree program is limited to that earned in two courses.

Non-matriculated students are permitted to take up to six credits with the approval of the department chairperson. Approval for non-matriculated status for more than six credit hours is not normally given. If a non-matriculated student wishes to take more than six credit hours, the student must obtain the explicit written recommendation of the department chairperson and the written approval of the appropriate dean. Non-matriculated students must get the approval of their department chairperson or graduate director and the appropriate dean before registering for any courses. Non-matriculated students must pay all tuition and applicable fees.

Students who have been denied admission to a graduate program may not enroll for courses on a non-matriculated basis without the applicant seeking and receiving the approval in writing (written approval) of the department chairperson and the appropriate dean.

The University has no responsibility to accept a non-matriculated student as a degree seeking (matriculated) student, regardless of how many credits the student has completed. Ordinarily, non-matriculated students accepted as degree-seeking students may petition to transfer up to six credits from courses taken as a non-matriculated student. If a student wishes to apply more than six credits toward the degree program, he/she must make a formal written request to the department chairperson and receive written approval from the department chairperson and the appropriate dean.

*Post-baccalaureate* students must obtain the permission of the appropriate dean prior to registering for courses. Post-baccalaureate students must pay all tuition and applicable fees.

*Transient students* may be admitted under the same restrictions as non-degree-seeking students upon submission of satisfactory evidence of good standing in an accredited graduate school. Transient students are required to submit an in-progress transcript before registering for a class. Transient students are not eligible for aid.

## International Students

Applicants from abroad should submit their credentials at least 90 days in advance of matriculation. The applicant must also submit a Financial Guarantee Statement and a bank statement, no more than 60 days old, indicating financial resources available for meeting the financial obligations incurred while attending the University (e.g., evidence of funding source to fully finance the cost of education, housing and living expenses). Students who require a student visa (F-1) are not eligible for part-time study or non-degree/certificate programs.

Official, original language transcripts must be accompanied by a certified English translation that evaluates the degree for equivalency to degrees awarded in the United States, and provides information to enable the interpretation of grades. The University recommends the use of World Education Services (WES) or Education Credential Evaluators (ECE).

In addition to the normal admission requirements, all international applicants whose native language is not English must demonstrate the necessary level of proficiency in English language by taking the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS). A student from abroad whose native language is English, who has completed his or her work in a foreign university where English is the language of instruction, or who has studied at or graduated from an American institution, is exempt from this testing requirement. Information on how to register to take the TOEFL can be found at [www.toefl.org](http://www.toefl.org). Information on the IELTS exam can be found at [www.ielts.org](http://www.ielts.org).

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International applicants must also indicate their permanent mailing address. This may not be a P.O. Box. Additionally, applicants must submit a photocopy of the title page of their passport (with photo). If the student is already in the United States with an F-1 visa for another academic program, or is in some other legal status (Permanent Resident or Non-Immigrant), a copy of the student's current Green Card or visa sticker must be included with the application.

No notification of admission will be sent to an applicant, nor will an I-20 form be issued, until all these requirements have been met.

Upon acceptance to the University, the international student should contact the Center for Global Education at John Carroll University at 216-397-4320, or [global@jcu.edu](mailto:global@jcu.edu), or [www.jcu.edu/global](http://www.jcu.edu/global). The Center for Global Education will issue the I-20 and act as a general resource for international students.

International students who apply for appointments as graduate assistants must have lecturing competence in English. Such appointments may require students to have successfully completed at least two semesters of study in the United States.

### **Degree Programs**

All degree programs require a minimum of 30 hours of credit. The requirements of some programs exceed this minimum.

For the degree Education Specialist in School Psychology, a required course of study of at least 48 credit hours beyond the master's degree is required. Program requirements reflect the standards of the National Association of School Psychologists.

For the Master of Education degree, the course program varies depending on the particular program being pursued. Details on the various programs are provided in the Education and School Psychology section of this *Bulletin*.

For the Master of Business Administration and the Master of Science in Accountancy degrees, the course program consists of a minimum of 33 hours in specified graduate courses. Under specific conditions, up to 3 hours may be waived. The Master of Science in Lab Administration degree requires 30 hours of credit.

For the degrees of Master of Arts and Master of Science, some programs offer two plans of graduate work, each requiring the advisor's approval.

*Plan A* requires that, in addition to the course program, the student must complete a satisfactory research thesis. Six credit hours are awarded for the thesis upon its approval and acceptance by the appropriate dean. (See page 12 for more information.)

*Plan B* requires a minimum of 30 hours of coursework (see specific program requirements) and a research essay or creative project demonstrating scholarly achievement, which must be approved by the department and accepted by the appropriate dean. (See page 12 for more information.)

Courses numbered 500 and above are open only to graduate students.

Courses numbered 400-499 are open to advanced undergraduates and graduate students. Not all 400-level courses carry graduate credit. Graduate credit will be given for successful completion of 400-level courses listed in the Graduate Studies Bulletin or by way of petition for a course that is part of an approved graduate program. Successful completion of a 400-level course requires an "A" or "B" grade. A grade of "B-" or lower does not earn graduate credit.

In every graduate program at least half of the courses must be selected from among the 500-level courses. Some program requirements exceed this minimum.

For the degrees Master of Business Administration, Master of Science in Accountancy, Master of Science in Lab Administration and Master of Education, special requirements appear in the descriptions of these programs.

### **Registration**

At the time of registration, usually late in the preceding semester, students should consult with the department/program in planning their course of study. Students must attain the approval of their advisor or department chairperson/program director prior to registering and the appropriate dean if any of the following applies:

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- They are a new student and need permission to register.
- They have not taken a class in the past 12 months.
- They need permission to register for an overload.
- They have an academic hold on their account.

After securing approval, the student may register for his/her courses. Individual departments may require that all of their graduate students attain the approval of their adviser or department chairperson/program director prior to registering. All non-matriculated and post-baccalaureate students must obtain approval for registration. Students are encouraged to register early (before finals in the preceding semester) since courses may become full or may be cancelled due to low enrollment. Adding courses, changing from audit to credit or credit to audit is permitted only up to the published deadline in the academic calendar and only with the written approval of the appropriate dean.

### **Add-Drop**

Changes in a student's course of study after the published deadline must be approved by the appropriate dean. *Add-Drop* forms must be signed by the appropriate dean and then submitted to Rodman Hall, Rooms 205/206 for processing with copies to Financial Aid and the Bursar's Office. Check the University calendar for deadlines for adding and dropping courses.

### **Independent Studies**

A matriculated student in good academic standing may register for an independent study to supplement the regularly scheduled courses. An independent study will not normally be approved for a student on academic probation. Only in exceptional cases will students be allowed to register for more than one independent study per semester. Students must complete the appropriate Independent Study Contract Form, which includes the scope of the course, the required readings, the written assignments, how the student will be evaluated, and any other expectations on the part of the faculty member. The form must be signed by the student, the instructor, the department chairperson/program coordinator, and the appropriate dean. Proposals for independent studies must be approved by the appropriate dean prior to the registration deadline published in the academic calendar. Departments must submit an Addition to Course Schedule form to the appropriate Graduate Studies Office before the student may register for the course. Independent study may be approved after the start of the semester upon consultation with the appropriate dean. Unless otherwise stipulated by individual departments or programs, no more than 6 hours of any degree should be comprised of independent study credits.

### **Auditing Courses**

Students who audit a course are not required to take examinations, prepare class assignments or write term papers. No letter grade is given, but the transcript shows AD for the course unless the instructor concludes that the "AD" is not warranted on the basis of attendance. In this case, the transcript will show an AW, indicating failure to fulfill the attendance requirements. Students must receive the instructor's permission to audit a course. Students who do not change their status to that of an auditor by the specified date in the University calendar and who fail to submit papers, assignments, or take examinations will receive an "F" for the course.

Matriculated students auditing courses must pay full tuition. Financial aid in the form of federal loans and scholarship awarded by the University may not be applied towards an audited course.

### **Normal Study Load**

The normal course load for full-time students is 9 semester hours, or at least 15 semester hours during the regular academic year. The normal course load for part-time students is 3 to 8 semester hours. During summer terms students may not register for more 18 credits or more than one laboratory science in any session without the express permission of the appropriate dean. Any graduate student who wishes to register for more than a normal course load must first receive approval from his or her advisor and the appropriate dean.

### **Grades**

To provide for a more exact evaluation of a student's progress, graduate programs retain an A, B, C grading system in 500-level courses. Grades of D do not earn graduate credit. In 400-level courses students must achieve A or B grades to earn graduate credit; grades of B- or less do not earn graduate credit. To be

## GRADUATE STUDIES

considered a “student in good standing” a graduate student must maintain a grade point average of 3.0.

The following symbols are used to evaluate coursework:

- A Superior graduate-level work. 4 quality points per credit hour.
- A - Excellent graduate-level work. 3.7 quality points per credit hour.
- AD Audit. (Awarded only if student attends class regularly throughout the semester.)
- AW Auditor who fails to fulfill attendance requirements.
- B + Good graduate-level work. 3.3 quality points per credit hour.
- B Above average graduate-level work. 3 quality points per credit hour.
- B - Average graduate-level work. 2.7 quality points per credit hour. (Acceptable in 500-level courses only).
- C + Fair graduate-level work. 2.3 quality points per credit hour. (Acceptable in 500-level courses only.)
- C Poor graduate-level work. 2 quality points per credit hour. (Acceptable in 500-level courses only.)
- CR Credit. (For use with departmental approval only. This is the normal grade for satisfactory completion of the master’s thesis, certain workshops, and student teaching.)
- D Not acceptable for graduate credit.
- F Failure.
- I Incomplete. Work incomplete. Work is to be completed within one month following the last normal examination date of the semester in which the grade is incurred, or by the postponed examination date for that semester, whichever is later. An extension may be granted by the dean for serious reasons.
- PR Course in progress. (For use with departmental approval only.)
- X Absent from final examination.
- W Withdrawal through proper procedure while passing, or without prejudice to standing.
- WF Withdrawal without following proper procedure.
- SA Satisfactory for use with noncredit courses only.

### **Academic Reports**

Academic reports of final grades are available at the end of each semester. Reports are not to be presented as official transcripts. Authenticated transcripts will not be released until all financial obligations to the University have been fulfilled. Students who wish their academic reports released are asked to submit written requests for release of transcripts. Forms for this purpose are available in the Registrar’s Office, on the Registrar’s website: [www.jcu.edu/registrar](http://www.jcu.edu/registrar), and at the Student Service Center. The University reserves the right to make judgments regarding the release of grades to government agencies or others making bona fide requests for information.

### **Policy on Incomplete Grades**

It is expected that except for extraordinary circumstances the requirements for a graduate-level course will be completed by the date of the final examination in that course. If a student is unable to complete all course requirements by the last day of the final examination period, he/she must request an Incomplete from the instructor. The request must be made no later than the last day of final examinations. If the instructor approves the request, all pending work must be completed within one month following the last examination date of the semester in which the grade is incurred.

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For serious reason, an extension may be requested by academic petition and submitted to the appropriate dean. Unresolved I grades will turn to the grade of F after 30 days from the end of the semester.

### **Policy on In Progress Grades**

A PR grade (course in progress) is ordinarily reserved for a course in which a student is completing the thesis, essay, or creative project in partial fulfillment of degree requirements. If the PR is used in other courses, including independent studies, department/program chair approval is required. It is expected that all pending work should be completed in a timely manner. A grade of PR will be changed to a W (withdrawal without prejudice to standing) two years after it is given or at the end of the semester the student reaches the time limit for completion of the degree (the date specified in the acceptance letter), whatever comes first. Once the PR is changed to W, the W cannot be changed to a standard grade. If a student seeks to complete a course for which the PR has turned to a W, the student will be required to retake the course or its equivalent. Tuition rates at the time the course is retaken will apply. Policies and procedures regarding Readmission and Time Limits for Completion of Degree also apply.

### **Policy and Procedure for Appeal of Course Grades**

#### **Policy:**

The instructor has both the professional competence and the jurisdiction to determine grades; the student has the right to appeal a course grade that the student believes to be in error. The only basis for an appeal is whether the grade has been determined fairly within the grading system adopted by the faculty member. Thus every student has the right to know at the beginning of the semester how the final grade for any particular course will be determined. This means knowing what percentage of the final grade the assignments (tests, quizzes, papers, class participation, etc.) will comprise. For this reason the instructor has the obligation to present this information to the student at the beginning of the semester as part of the syllabus. Once the semester begins, an instructor should not make substantial changes in the grading system and should inform the students of even minor changes. If an instructor does not provide such information, the student has the right to seek redress.

#### **Procedure:**

**Step 1.** The student who wishes to contest a course grade should first make an effort to discuss the matter with the instructor and attempt to resolve the problem concerning the disputed grade. (If the instructor is away from the University during the period of the grade appeal, the student may proceed directly to the department chair or program coordinator.)

**Step 2.** If there is no satisfactory resolution at this level and the student wishes to pursue the matter further, the student must initiate a formal grade appeal within a specific time period. (A disputed course grade from the fall semester must be appealed by the end of the sixth week of the spring semester. A disputed course grade from the spring semester or one of the summer sessions must be appealed by the end of the sixth week of the fall semester.) The appeal must be made in writing to the instructor and a copy sent to the department chair or program coordinator, who will then schedule a meeting with the student and the instructor.

**Step 3.** If the department chair/program coordinator cannot resolve the dispute in a manner satisfactory to the parties concerned, the chair will notify the appropriate associate dean. The associate dean will then attempt to resolve the problem.

#### **Step 4.**

1. If the associate dean judges that the appeal is without sufficient basis, the associate dean can so rule and the case is closed.
2. If the associate dean is in doubt or thinks it is possible that the grade should be changed contrary to the wishes of the instructor, the appeal moves to a committee comprised of three faculty members from the University.

To form the appeals committee, the associate dean will request the Faculty Council to provide a list of the names of nine, randomly selected, faculty members. From this list, the associate dean, the involved instructor, and the student each will choose three to consider the matter. Faculty unanimously selected will sit on the appeals committee; if agreement on the three cannot be reached, the associate dean will fill any remaining spots on the committee from the names on the list.

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3. Both the instructor and the student will present their cases to the committee. (The appeals committee will make no effort to establish whether a grading system is academically sound; rather it will attempt to establish whether an instructor's grading practices and procedures were followed consistently, fairly, and accurately according to the standards set forth in the syllabus and other course directives.)
4. The committee will decide by majority vote to recommend that the grade be changed and will provide the associate dean with a written explanation of its recommendation. The associate dean will make the final decision after carefully considering the recommendation of the committee. If the final decision is contrary to the recommendation of the committee, the associate dean should explain the reasons for it in writing to the committee.

**Step 5.** The associate dean will then notify the instructor, the department chair/program coordinator, and the student of the decision, ordinarily by the end of the semester during which the appeal arose.

### **Policy on Academic Warning and Probation**

All graduate students are expected to achieve A or B grades consistently and maintain a 3.0 grade point average. A student who receives grades of B- or lower at any course level receives a warning from the appropriate dean. Students so warned may continue their program only according to the specific conditions set by the department and may be placed on academic probation by the dean in consultation with the department. Some degree programs have additional grade-average requirements.

Students on probation are usually limited to one graduate course in the semester immediately following placement on probationary status. A student who has been placed on probation may be suspended from the program if he or she performs below a 3.0 grade-point average during the probationary semester and will not be permitted to reapply for reinstatement until at least one full semester has elapsed. Students wishing to be considered for reinstatement after a suspension apply to the appropriate department or program. Departments or programs make a recommendation regarding the request to the appropriate dean.

### **Policy on Academic Dismissal**

A student who is placed on probation for two semesters may be dismissed from the graduate program. A student who fails his or her comprehensive examination twice may be dismissed from the program. Receiving more than two C grades may be cause for dismissal. Violations of the Community Standards may also be grounds for dismissal. Departments may have additional guidelines governing dismissal.

### **Academic Honesty, Plagiarism and Ethical Behavior**

Academic honesty and ethical behavior, expected of every student, are essential to the process of education and to upholding high ethical standards. Cheating, including plagiarism, inappropriate use of technology, or any other kind of unethical or dishonest behavior (including such things that may occur in internships), may subject the student to severe academic penalties, including dismissal.

All work submitted for evaluation in a course, including tests, term papers, and computer programs, must represent only the work of the student unless indicated otherwise. All work submitted for evaluation in a course or for fulfilling requirements for program completion must represent only the work of the student unless indicated otherwise. This includes homework, tests, term papers, computer program, essays, theses and creative projects.

Material taken from the work of others must be acknowledged. Materials submitted to fulfill requirements in one course may not be submitted in another course without prior approval of all of the instructors involved. Research material and data must be handled in accordance with standards set by the departments. Concerns about the propriety of obtaining outside assistance and acknowledging sources should be addressed to the instructor of the course, or-in the case of theses, essays, and projects-to the advisor, before the work commences and as necessary as the work proceeds.

Instructors should indicate specific penalties for academic dishonesty in their course syllabi. Penalties appropriate to the severity of the infraction may include zero for the assignment or failure in the course. In cases of academic dishonesty where the student chooses to withdraw from a course rather than receive a course grade of F, the grade of WF instead of W may be assigned at the faculty member's discretion. In egregious cases and/or cases of repeat dishonesty, additional penalties may be determined by the dean, such as suspension or dismissal from the University. The penalty for academic dishonesty, plagiarism, and unethical behavior as it

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relates to the writing of the final thesis, essay, or creative project may be dismissal from the program.

Any appeal by a student is to be made first to the instructor. If disputes of interpretation arise, the faculty member and chairperson or program coordinator will attempt to resolve the difficulty with the student. If this does not lead to a resolution, the appropriate academic associate dean normally will rule in the matter.

A written report of the incident by the instructor or department chair will be sent to the appropriate dean, who will keep a written record of the complaint when it is filed. The dean will place a copy of this record in the student's file and provide the student with a copy. A written record of the complaint is kept for cases of repeat violations. The dean will review the case and determine if, in light of other information and records, further disciplinary action is warranted.

The student has the right to appeal the accusation of academic dishonesty and/or the consequence if the student believes it to be in error. The Policy and Procedure for Appeal of a Charge of Academic Dishonesty (steps 1-5 below) will be followed if a student wishes to contest a finding of academic dishonesty.

### **Policy and Procedure for Appeal of a Charge of Academic Dishonesty**

#### **Policy:**

The faculty has both the professional competence and the jurisdiction to determine instances of academic dishonesty; the student has the right to appeal the charge when the student believes it to be in error. The basis for an appeal is a) to appeal the charge itself, or b) whether the consequence has been determined fairly.

Every student has the right to know at the beginning of any semester how academic dishonesty will be handled. For this reason the instructor has the obligation to present this information to the student at the beginning of the semester as part of the syllabus. Once the semester begins, an instructor should not make substantial changes to the system and should inform the students of even minor changes. If an instructor does not provide such information, the student has the right to seek redress.

#### **Procedure:**

**Step 1.** The student who wishes to contest a charge of academic dishonesty should first make an effort to discuss the matter with the instructor and attempt to resolve the problem concerning the disputed charge. (If the instructor is away from the University during the period of the appeal, the student may proceed directly to the department chairperson.)

**Step 2.** If there is no satisfactory resolution at this level and the student wishes to pursue the matter further, the student must initiate a formal appeal by the end of the sixth week after the student is notified of the charge. The appeal must be made in writing to the instructor and a copy sent to the department chairperson or program coordinator, who will then schedule a meeting with the student and the instructor.

**Step 3.** If the department chairperson cannot resolve the dispute in a manner satisfactory to the parties concerned, the chairperson will notify the associate dean of the school in which the course is taught. The appropriate dean will then attempt to resolve the problem.

#### **Step 4.**

a. If the associate dean judges that the appeal is without sufficient basis, the appropriate dean can so rule, and the case is closed.

b. If the appropriate dean is in doubt or thinks it possible that the academic decision should be changed contrary to the wishes of the instructor, the appeal moves to a committee comprised of three faculty members from the University.

To form the appeals committee, the appropriate dean will request the Faculty Council to provide a list of the names of nine, randomly selected, faculty members. From this list, the appropriate dean, the involved instructor, and the student each will choose three to consider the matter. Faculty unanimously selected will sit on the appeals committee; if agreement on the three cannot be reached, the associate dean will fill any remaining spots on the committee from the names on the list.

c. Both the instructor and the student will present their cases to the committee. (The appeals committee will make no effort to establish whether an instructor's academic honesty policy is academically sound; rather it will attempt to establish whether an instructor's practices and procedures were followed consistently, fairly, and accurately according to the standards set forth in the syllabus and other course directives.)

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d. The committee will then decide by majority vote to recommend whether the academic decision be changed and will provide the associate dean with a written explanation of its recommendation. The associate dean will make the final decision after carefully considering the recommendation of the committee. If the final decision is contrary to the recommendation of the committee, the associate dean should explain the reasons for the decision in writing to the committee.

**Step 5.** The associate dean will then notify the instructor, the department chairperson, and the student of the decision, ordinarily by the end of the semester during which the appeal arose.

### **Policy on Disability-Related Grievances**

#### **I. POLICY STATEMENT**

In furtherance of its non-discrimination policies, it is the policy of John Carroll University (“John Carroll”) to comply fully with state and federal laws, including the Americans with Disabilities Act (the “ADA”) and Section 504 of the Rehabilitation Act of 1973 (“Section 504”), and to establish a procedure to ensure that grievances are fairly heard and resolved. Grievances arising under this Policy include allegations concerning accessibility, discriminatory treatment, harassment, retaliation, and other allegations of disability-related violations.

#### **II. PURPOSE**

The purpose of this Policy is to establish a grievance procedure that provides grievants with a fair and effective mechanism for resolving disability-related disputes.

#### **III. APPLICABILITY**

This Policy applies to complaints by persons alleging discrimination carried out by John Carroll faculty, staff, employees, students and third parties contracted on behalf of the University.

#### **IV. POLICY ELABORATION**

John Carroll strongly urges that—when appropriate—parties resolve disputes through informal and direct contact between the affected individuals and the office of Services for Students with Disabilities (“SSD”). However, there may be instances when informal efforts are ineffective or otherwise not appropriate. Persons are not required to engage in an informal resolution process, and persons who are engaged in informal resolution efforts may, at any time, elect to engage the formal grievance process set forth below.

**Step 1:** The grievance must be presented in writing to the Director of SSD. The SSD office is located on the Garden Level of the Administration Building, in Room A-7. The SSD mailing address is Services for Students with Disabilities, 1 John Carroll Boulevard, University Heights, Ohio 44118. The SSD phone number is (216) 397-4967. In the event the grievance is against the Director, the grievant should file the grievance with the Dean of the College of Arts and Sciences. The office of the Dean of the College of Arts and Sciences is located in the B Wing of the Administration Building in Room B101. The mailing address is Office of the Dean of the College of Arts and Sciences, 1 John Carroll Boulevard, University Heights, Ohio 44118. The phone number of the College of Arts and Sciences is (216) 397-4215.

Any grievance shall: (a) clearly identify the facts and events related to the grievance; (b) identify all relevant persons and their respective roles in the dispute; (c) explain all efforts undertaken to resolve the issue prior to filing a grievance; and (d) identify any specific relief sought. Upon receipt of a grievance, the Director or the Dean shall contact the parties and provide them the opportunity to submit evidence and identify witnesses. Witness statements may be submitted in writing or be heard by the Director or the Dean. All evidence shall be submitted within twenty-one (21) days following the submission of the written statement.

The Director or the Dean shall review all relevant evidence, and shall, if appropriate, interview the parties and other witnesses. The Director shall then consult as necessary with John Carroll’s legal counsel. Subsequently, within fourteen (14) days of receiving the evidence, the Director or the Dean shall make a finding, provided in writing to all parties, that shall identify any violations of the ADA and/or Section 504, and shall identify necessary and appropriate remedial measures that John Carroll will take to prevent recurrence of

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any discrimination and/or to correct any discriminatory effects. After the Director or the Dean has issued a finding, any party may make a written request that the Director or Dean engage **Step 2** within ten (10) business days after receiving the written finding.

**Step 2:** The Director shall submit a written statement of the matter, including the finding identified in **Step 1**, to the Dean of the College of Arts and Sciences. If the grievance is against the Director, the Dean shall submit a written report to the Provost and Academic Vice President (the “Provost”). The Dean or the Provost shall then contact all involved parties to discuss the grievance, and shall conduct further investigation as s/he deems necessary. The Office of the Provost is located in the Administration Building, Room AD 133. The mailing address is Office of the Provost and Academic Vice President, 1 John Carroll Boulevard, University Heights, Ohio 44118. The phone number is 216-397-4207.

Within twenty-eight (28) days after receiving the **Step 1** findings, the Dean or the Provost shall provide all involved parties with a written decision as to whether discrimination did or did not occur as found in Step 1. All parties shall receive a copy of the written decision. In the event that the Dean or the Provost determines that a violation of the ADA and/or Section 504 has occurred, the written decision shall outline the steps that John Carroll will take to correct any discriminatory effects and to prevent recurrence of any discrimination.

### Policy on Missed Exams

Failure to take a final examination at the regularly scheduled time is a serious matter. Only extraordinary circumstances warrant a student’s being allowed to make up a missed final examination. In determining whether a request for taking a make-up examination should be granted, the burden of proof rests on the student. The instructor has the right to request verification of the excuse offered by the student.

The following procedure must be followed regarding missed final examinations:

- If a student knows beforehand that he/she will not be present on the day of the final examination, it is the student’s responsibility to inform the instructor and to request permission to reschedule the final examination before the scheduled time of the examination.
- If a student has missed the scheduled final examination because of extraordinary circumstances, the student is responsible for contacting the instructor no later than the end of the first working day after the day of the missed examination to request permission to take a make-up examination. If the instructor is unavailable when the student seeks him/her, the student must contact the department office, which will contact the instructor. The student’s leaving a note expressing a desire to reschedule the final examination should not be taken by the student as having received permission to do so. The instructor, upon speaking to the student, may either deny or approve the request. If the request is approved, the instructor will make arrangements with the student for taking a make -up examination, normally before final grades are due, at an agreed upon time and place. If a make -up examination cannot be scheduled before the date on which final grades are due, the student will receive a grade of X for the course, which will be changed upon completion of the final examination on the date that has been agreed upon with the instructor. If the make-up examination is not completed by the agreed upon date, the grade for the examination will be an F.
- If the student is denied permission to take a make-up examination, the grade for the examination will be an F. In such a case, the student may appeal to the appropriate dean. The appeal must be made in writing no later than the end of the first working day after the denial of the request.

### Graduation Requirements

It is the student’s responsibility to file an application for the degree at the appropriate time. For spring graduation, the deadline is the fourth Monday of November. For summer graduation, the deadline is February 15. For degrees awarded in winter, the deadline is the second Monday of July. An additional fee of \$25.00 is assessed for late applications. Late applications may be accepted until the deadline of the next graduation; however, only those applications filed by the dates given can be guaranteed processing in time for the next conferral of degrees.

To qualify for graduation, students must (a) have completed all required coursework; (b) have a grade point average in all coursework for the degree of at least 3.0; (c) if required, have successfully completed the comprehensive examination; (d) if required, have the approval of the advisor and appropriate associate dean on the thesis, essay, or creative project.

John Carroll University conducts a formal commencement ceremony each year in May. Graduate students

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who will complete degree requirements in the summer and who wish to participate in the May commencement exercise should apply for graduation by February 15. In order to qualify for participation: (a) students not writing an essay, project, or thesis must have no more than 6 remaining hours in order to complete their degree program; (b) students who have not completed the essay or thesis (but who have completed **all** course requirements) must submit a petition signed by their academic advisor stating that the thesis or essay will be completed by the deadline for summer graduation.

### Time Limit for Completion of Degree

The policy regarding time limit for completion of degrees has a serious and important academic purpose. The timing of the degree indicates the currency of the student's knowledge and training. Full-time and part-time students are expected to complete the requirements for their degree (including thesis, essay, or creative project) within the five-year period specified in their acceptance letters.

At the conclusion of the fifth academic year, students who will not complete their degree requirements must apply for an extension of the five-year time limit. Such a request must be directed through the department chairperson/program director for the approval of the appropriate dean and must include a timetable approved by the chairperson/director. This procedure does not guarantee that an extension will be granted.

When program extensions are granted, departments/programs reserve the right to review any courses that are three or more years old and may require that the student demonstrate currency of knowledge in that area. The department also reserves the right to impose current program requirements. Students may be asked to meet other requirements imposed by the appropriate dean after consultation with the department chairperson or program director and must maintain continuous enrollment until all requirements are completed. Failure to adhere to the timetable or to meet other conditions could result in dismissal from the graduate program.

Matriculated students who are not registered for two calendar years are automatically considered inactive. If they desire to continue their degree program, they must apply for readmission and receive the approval of the appropriate dean. Readmission is not automatically granted. (See section on readmission.)

### Tuition, Fees, and Financial Aid

#### Terms of Payment

All tuition and fees must be paid before classes begin. Bills are **emailed** to registered students four to six weeks before the semester begins and indicate a tuition due date. Students who register after the tuition due date are expected to pay tuition in full at the time of registration. Payment may be made by cash or check. Students wishing to pay by credit card should refer to the Bursar's website ([www.jcu.edu/bursar](http://www.jcu.edu/bursar)) for more information. If these charges are not paid as specified, registration may be cancelled in accordance with the University cancellation policy. Students who are not officially enrolled are not permitted to attend classes. If indebtedness remains at the close of classes for the semester, students will not receive their grades, and they will not be permitted to re-register or to participate in the graduation ceremony. Transcripts will be withheld until the amount due has been paid. Additional restrictions may be placed on a student's account if financial obligations are not met in a timely manner. Students who are permitted to register as auditors are charged the same amounts as other students. Information on the Tuition Payment Plan and use of the Employer Reimbursement Program is available from the Bursar's Office, the Cashier's Office (located in the Student Service Center) and in the College of Arts and Sciences and Bolser School of Business Graduate Studies Office.

#### Tuition

##### (Academic Year 2014-15)

For 500-level courses (except M.B.A. program)	\$695 per credit hour
For 500-level courses (M.B.A. program)	\$855 per credit hour

Graduate students taking 400-level courses are charged at the 500-level rate.

Certain courses which involve more contact hours than the credit hours earned may call for an adjusted tuition charge. The charge is indicated in the course description.

#### Fees

Application Fees (non-refundable: paper application)	\$25.00
Graduation Fee and Degree Evaluation (non-refundable, and payable once, at time of application for degree)	\$200.00

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Graduation, Late Application (in addition to Graduation Fee)	\$25.00
Laboratory fees are listed in the course schedules.	
Late Payment of Tuition	\$150.00
Monthly Prepayment Plan Application Fee	\$25.00
Employer Reimbursement Program	\$10.00
Returned Check Fee	\$25.00
Transcript of Record	\$5.00
Transcript delivered by FAX	\$5.00

**Owing to the present uncertainty of prices, the University reserves the right to increase charges without notice. All charges listed here pertain to the 2014-2015 academic year.**

### Withdrawal and Refunds

Withdrawal from a course or from the University on a temporary or permanent basis involves a procedure as formal as that of registration. Notice to the instructor or continued absence from class does not constitute a withdrawal, and the only result from such action will be the assignment of the grade "WF." To safeguard the academic record, therefore, as well as to secure any refund, the student must carry out complete withdrawal through the dean. Students who intend to completely withdraw from the University (withdrawing from all courses in which a student is enrolled in a given semester) on a temporary or permanent basis must contact the appropriate dean in order to submit a Complete Withdrawal Form.

Withdrawals during the first week of class leave no indication of the course on the student's transcript. For withdrawals between the 2<sup>nd</sup> and 12<sup>th</sup> week of a regular semester, a W appears on the transcript; this is the time of "withdrawal without prejudice." No withdrawals are permitted after the 12<sup>th</sup> week.

Final dates for the above periods are indicated in the academic calendar.

The following percentages of the charge for tuition will be refunded if obligations have been paid in full, or credited if there is a balance due.

#### Fall and Spring Semester

Within the first week of class	100%
Within the second week of class	67%
Within the third week of class	33%
After the third week of class	0%

#### Summer Semester

On or before the second class meeting day	100%
On the third through fifth class meeting day	50%
After the fifth class meeting day	0%

### Financial Aid

Financial Aid is available to graduate students in the form of federal grants and loans, University scholarships, department scholarships, assistantships, and private sources. More information regarding the financing of a graduate education can be found at the University's Financial Aid website.

### Standards of Academic Progress

Students receiving financial aid funded by the State government or by the Federal government (Federal Stafford Unsubsidized Loan, Federal PLUS loan, and TEACH Grant, among others) as well as John Carroll University funding, must conform to the University's standards as outlined below. These guidelines encourage students to successfully complete courses for which aid is received. These financial aid standards of academic progress are separate from and in addition to academic standards required by the University for continued

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enrollment. In order to receive financial aid at John Carroll, a student must be enrolled, be making satisfactory progress toward graduation, and remain in good academic standing. All students receiving financial aid will be reviewed at the end of each semester.

### **Policy**

Graduate and post-baccalaureate students must successfully complete a minimum of half (50%) of credit hours attempted each period of enrollment. Attempted hours are hours for which a charge was incurred, excluding audited hours. Graduate students must maintain a cumulative GPA of at least 2.75 and successfully complete classes with grades of A, A-, B+, B, B-, C+, C, CR or PR in order to receive course credit for the degree. Please note: in 400-level courses students must receive a grade of B or higher to receive graduate credit. Students seeking a teaching license must receive a grade of C or higher in courses (graduate and undergraduate) they are taking for their teaching content areas. Students will be reviewed to evaluate if they are meeting the Standards of Academic Progress at the end of each semester of enrollment. In the event that a student fails to meet the criteria established above, the student will be placed on financial aid warning. For students in warning status, financial aid from all sources will automatically continue for the subsequent semester of enrollment. If the student does not return to satisfactory academic progress at the completion of the semester, the student will be placed on financial aid suspension. Financial aid suspension means the termination of all federal, state, and institutional support. Students who choose to attend JCU while on financial aid suspension may do so at their own expense and will not regain eligibility for financial aid until academic progress is being made. The complete policy can be found on the Financial Aid website.

### **Community Standards**

As a Jesuit Catholic university, John Carroll inspires individuals to excel in learning, leadership, and service in the region and the world. The Community Standards is a document that outlines the rights of students at the University in terms of what it means to be a responsible member of the University in light of this mission. The Community Standards document may be found in its entirety at the following website: <http://sites.jcu.edu/deanofstudents/pages/community-standards/>.

### **Policy on Sexual Harassment**

In keeping with its historic commitment to social justice and the basic dignity of all human persons, John Carroll University condemns and will not tolerate sexual harassment on campus or at off-campus programs, activities, and events. Sexual harassment violates basic human dignity and impedes the fundamental mission of the University. The University's policy and procedures on sexual harassment may be obtained from the Office of Human Resources or at the following JCU website: <http://webmedia.jcu.edu/hr/files/2012/05/Sexual-Harrassment-Policy.pdf>.

### **Anti-Bias Statement**

Because no one should be mistreated on account of an aspect of their identity, John Carroll University has launched an anti-bias campaign. Bias-related behaviors are intentional or unintentional actions against someone because of their actual or perceived age, gender, religion, race, ethnic or national origin, sexual orientation, disability or other targeted aspects of one's identity. Possible types of bias-related behaviors include offensive graffiti, degrading or offensive images, derogatory or offensive verbal or written comments, offensive jokes, publicly identifying without permission someone's sexual orientation, or inappropriate references to one's race, ethnicity, gender, or sexual orientation.

Every member of the JCU community has an obligation to take an active role in fostering an appreciation for diversity and inclusion and sending the message that bias-related acts will not be tolerated. Those who feel they have been the target of bias as well as those who have witnessed or been told about an incident by a target of bias should submit an online report at <http://sites.jcu.edu/bias/> or contact a member of the Bias Reporting Team directly:

- Dr. Terry Mills, Assistant Provost for Diversity and Inclusion, 216-397-4455
- Danielle Carter, Director, Center for Student Diversity & Inclusion, 216-397-1505
- Bud Stuppy, Director of Human Resources, 216-397-1905

It is our shared responsibility to stop discrimination and bias when we see it. We can work together to build a safer, healthier, stronger, more respectful and inclusive John Carroll community.

## Institutional Scholarships

The following institutional scholarship programs are available to graduate students. Unless otherwise indicated, please visit the website: [www.jcu.edu/graduate](http://www.jcu.edu/graduate).

**Teacher Development Scholarship:** The purpose of this scholarship is to provide assistance to teachers to enhance their professional practice in schools. It is not intended to prepare teachers to leave the education profession or to make a career change. Tuition scholarships are available to licensed or certified teachers in public, private, and parochial school systems, and to those seeking initial licensure in a master's program.

**School Psychology/School Counseling Scholarship:** Tuition scholarships are available to qualified students who have been admitted to the John Carroll University School Psychology or School Counseling programs. Students may apply and be eligible for the scholarship only upon admission to their program.

**Theology & Religious Studies Scholarship:** Tuition scholarships are available for students enrolled in the John Carroll University Theology & Religious Studies master's or certificate of advanced studies programs.

**Nonprofit Administration Scholarship:** Tuition scholarships are available to students accepted to the Nonprofit Administration Graduate Degree and Certificate Programs.

**Sally H. Wertheim Educational Leadership Award:** This annual award recognizes an outstanding graduate student who demonstrates scholarship, character, and commitment to others and who seeks to enhance the educational experiences of children. Candidates for the award must be certified teachers who have been accepted in a graduate degree program in education. Students may apply directly to the Department of Education and School Psychology.

**The William P. Hoffman Scholarship:** The purpose of this scholarship is to recognize and support an outstanding graduate student in the Education Department's Educational Administration program each year in anticipation of the contributions that the recipient will make as a future school administrator. Students may apply directly to the Department of Education and School Psychology.

**Beta Chi Chapter Counseling Award:** This award recognizes an outstanding student member of the Chi Sigma Iota International Counseling Society who is enrolled in the Clinical Mental Health Counseling program. Students may apply directly to the Department of Counseling.

**William and Mary McNulty Endowment for Irish Studies:** The source offers tuition assistance and travel research funds for students in the M.A. in Humanities and other programs whose study plans include prominent emphasis on Irish, Irish-English, Irish-American, and Irish-Catholic areas. Students may apply to the College of Arts and Sciences Office of Graduate Studies.

**Mathematics Course Tuition Scholarship for Cleveland Metropolitan School District Mathematics Teachers:** This scholarship, which is offered in combination with the Teacher Development Scholarship, provides a full-tuition waiver for a selected mathematics course. Candidates must be either a graduate student or a post-baccalaureate student at John Carroll University and also a teacher in the Cleveland Metropolitan School District. Applications should be submitted to the chair of the Department of Mathematics and Computer Science.

**Fifth-Year Scholarship:** Tuition scholarships are available for students who enter the fifth-year bachelor/master's programs, although requirements may differ by school. These include: M.B.A., English, Mathematics, Nonprofit Administration, Theology and Religious Studies. For more information and applications, contact the appropriate office in the College of Arts and Sciences or the Boler School of Business.

**Jesuit Scholarship:** Tuition scholarships are available to Jesuit priests and brothers and to full-time Jesuit high school teachers enrolled in graduate courses at John Carroll University.

**Diocese of Cleveland Scholarship:** Tuition scholarships are available to Catholic priests, Catholic religious orders, permanent deacons, full-time lay pastoral ministers, candidates for lay pastoral minister certification, and Catholic school teachers enrolled in graduate courses at John Carroll University.

**International Religious Scholarship:** Tuition scholarships are available to priests, brothers, and sisters from the international community upon recommendation of their bishop or religious superior.

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**Accountancy Scholarship:** Accountancy students are eligible for three separate scholarships if they are pursuing the degree to be eligible for the CPA exam. All Accountancy students receive a \$3,000 scholarship upon completion of a graduate-level accounting course. They are also eligible for a GMAT (or GRE equivalent) scholarship, and all Accountancy students are eligible for a scholarship based on their GPA in 300-level and above accounting courses (minimum of seven, excluding principles courses). For more information, contact the Graduate Business Programs Office.

**Boler Graduate Scholarship:** Students who have graduated from schools other than John Carroll University and who are not Accountancy students are eligible for the Boler Graduate Scholars Award based on their GMAT (or equivalent GRE) score. For more information, contact the Graduate Business Programs office.

**Part-time M.B.A. and Master of Accountancy Scholarships:** Tuition scholarships are available to students accepted to these programs. For more information, contact the Graduate Business Programs Office.

Information concerning these scholarships is available in the individual departments or the Office of Graduate Studies in the Boler School of Business or the College of Arts and Sciences, or on the Graduate Studies website. Please note: students must apply and be approved for these scholarships by the Offices of Graduate Studies or appropriate departments.

In addition to institutional funding, graduate students who are enrolled at least half time are eligible to receive federal student loans. To learn more about the process and the types of loans available visit the website: [www.jcu.edu/aidjcu/loans](http://www.jcu.edu/aidjcu/loans).

### Housing

Undergraduates receive priority for on-campus housing; however, graduate students can be assigned as openings become available. Inquiries about off-campus housing should be directed to Daryl Young Enterprises, 216-321-9340.

### Graduate Assistant Appointments

The University offers graduate appointments annually as graduate assistants. Each appointment includes a scholarship that remits tuition and fees (except the graduation fee) and a stipend. Full-time graduate students are eligible to apply for graduate assistantships in the academic department in which their program resides or in the non-academic department for which they are qualified. Once an assistantship has been awarded and accepted by the student, he/she must be pursuing a graduate degree, maintain a minimum GPA of 3.0, be making satisfactory academic progress, and hold no outside employment during the academic year unless they have received written permission from the appropriate dean. Full-time graduate assistants are required to devote 20 hours per week (or teach 12 semester hours); part-time graduate assistants are required to devote 10 hours per week. The term of employment begins on the Thursday before the start of classes for the fall semester and on the Friday before the start of classes for the spring semester, carrying out the duties to which they have been assigned until the last day of the semester. Graduate assistants are not required to work during the Christmas break and spring break, unless specifically stated in the position description that accompanies their contract. In addition, graduate assistants must be registered for a minimum of 9 graduate credit hours each semester or a total of 15 over the course of the academic year. At the start of an assistantship, a student should ascertain from the supervisor the expectations for hours, days to be worked, and the nature of the duties. Students who miss assistantship time without making advance arrangements to cover the responsibilities risk the loss of their assistantship. Tuition waivers cannot be used for any term before the first contract begins. This means, for example, that an assistant whose first contract begins in September of a given year cannot expect to use a tuition waiver for a course given the preceding summer. Tuition will not be provided when a student withdraws from and/or must repeat coursework when tuition has already been provided. Examples of this include, but are not limited to, course withdrawals, failure in a course, or unacceptable performance in a course or other factors. Any credit hours that need to be completed resulting from the withdrawal from or failure in a course will not be covered by the assistantship.

*Summer Coursework:* The graduate assistant is not under contract during the summer months and is not entitled to the tuition waiver. Should an exception be necessary, the following conditions apply:

- Summer courses for which tuition is waived must be required for the master's program and taken in the summer between the first year and the second year of an assistantship.

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- The assistant's contract for the second year must be signed.
- Courses may be taken to lighten an assistant's course schedule but not to shorten the term of service as an assistant. The term of service as an assistant is normally two years.
- The department chair must recommend to the appropriate dean, in writing, specific courses for which tuition is to be waived, providing the reasons why the tuition waiver should be granted.

All appointments are renewable upon satisfactory performance. Address inquiries to the appropriate associate dean, John Carroll University, University Heights, Ohio 44118 or visit the website for more up-to-date information at [www.jcu.edu/graduate](http://www.jcu.edu/graduate). A complete explanation of the policies and procedures that govern graduate/athletic assistantships can be found on the Graduate Studies website.

# GRADUATE STUDIES

## Student Services

### Campus Ministry

The Department of Campus Ministry inspires students, faculty, staff, and administrators of John Carroll to integrate personal faith into the academic and social environment of the University. We value the University's commitment to academic pursuits, and welcome the opportunities we have to bring a Catholic and Ignatian faith perspective to bear on issues and trends that may surface in various disciplines. We have identified the following statements as our purpose:

- We embrace the Jesuit, Catholic intellectual tradition as an indispensable partner in the search for truth and wisdom.
- We promote “a faith that does justice” through education, advocacy, service, and reflection.
- We foster the development of whole persons who are servant leaders in their local, global, and faith communities.
- We provide an open, caring, hospitable, and collaborative atmosphere that supports the mission of the University.
- We establish a sense of community through vibrant worship, retreats, and small faith communities, with Eucharist as the primary spiritual experience for Catholics.
- We advocate for a community comprised of a diversity of faith and spiritual perspectives that seeks both wisdom and a fuller spiritual life.

Faith and justice are at the heart of the programs, liturgies, prayer experiences, retreats, and service opportunities that Campus Ministry promotes. Students are encouraged to explore, deepen, and celebrate their faith, inclusive of all Religious or denominations. They are also called to action for the purpose of learning about and working for justice. Campus Ministry organizes service and faith-based immersion experiences in which students join members of the faculty and administration in both domestic and international locations. Together, members of the John Carroll community serve others, experience their cultures, and build lasting friendships. Recent trips include Nicaragua, Guatemala, El Salvador, Honduras, Jamaica, Ecuador, Dominican Republic, Haiti, West Virginia, Immokalee (Florida), New Orleans, and Louisville.

Our retreat programs offer students the opportunity to reflect and to integrate their faith with their daily lives. Many of the retreat programs are rooted in Ignatian spirituality, including the First-Year Retreat, Manresa Retreat, Leadership Retreat, Wilderness Retreat, and Eight-Day Silent Retreat, which is based on the *Spiritual Exercises* of St. Ignatius.

While retreats offer a focused time for prayer and reflection off-campus, our Christian Life Communities (small faith-sharing groups) offer students an ongoing way to integrate faith and their college experience. Groups are led by trained peers and consist of eight to ten students who meet weekly in the residence halls.

Campus Ministry also serves the community in celebrating faith through liturgies and prayer services, including the Mass of the Holy Spirit, Parents Weekend Mass, Christmas Carroll Eve, and the Baccalaureate Mass. In addition to interfaith and other seasonal prayer services, seven Eucharistic liturgies are offered each week. Hundreds of students provide liturgical leadership by serving as lectors, Eucharistic ministers, Mass coordinators, sacristans, cantors, choir members, musicians, and acolytes.

Currently, graduate student members of the Campus Ministry staff live in the residence halls, where they serve as Resident Ministers.

## **Center for Career Services**

The Center for Career Services offers a broad range of services to all undergraduate and graduate students as they address basic career development questions: Who am I, and what am I passionate about? Where is that needed in the world? How do I get there? Discerning personal answers to these questions is essential to creating and implementing a successful career plan. Students may schedule individual appointments to assess their values, interests, personality, and abilities as related to majors and careers; strategize a job/internship/graduate program search; and get feedback on related documents.

In addition to individual appointments, services include Career Education courses, including academic internships; online resources, including Career Connection; and programming, such as the annual Career Fair and other networking and informational events.

### **Academic Internship Courses**

The Academic Internship Program offers students the opportunity to integrate classroom learning with “real world” experience through internships related to their academic and career goals. Professional work experience helps student to clarify their career goals, gain resume-building experience, increase their sophistication about the world of work and their network of contacts, and develop core competencies required for their preferred career field.

Internships may be paid or unpaid and are eligible for credit or non-credit transcript notation. Work assignments relate to students’ career interests and majors and allow them to advance in terms of level of responsibility and required competencies as they mature and progress through the curriculum. In order to receive credit, students must register for these classes with the Experiential Coordinator at the Career Center; see the website for details and appropriate paperwork.

### **Career Connection**

Career Connection is John Carroll University’s complete online career resource for job postings, event listings, and on-campus interview registration. Highlights include:

- ALL JOBS (from babysitting and part-time to internships and full-time opportunities) are entered by the employers themselves, looking specifically for our students and alumni.
- Students of all majors may participate in the on-campus recruiting program; see our website for specific requirements. Interviews take place in the Career Center during fall and spring semesters and are available for both full-time entry-level positions and internships.
- All events sponsored by the Career Center, as well as local and other national career development and networking events, are posted in Career Connection.

### **Carroll Contacts**

This networking group of alumni, parents, recruiters, faculty, staff, and friends of the University is accessible as the “John Carroll University Carroll Contacts” group on [www.linkedin.com](http://www.linkedin.com). Students are encouraged to create a professional profile using the resources of the Center for Career Services and network with this great group of professional connections.

### **Career Center Website**

For more detailed information on services provided and links to other online resources, please visit the Career Center’s website at [www.jcu.edu/careercenter](http://www.jcu.edu/careercenter). The annual First Destination Survey Report providing information on where the most recent graduating class found graduate programs and employment, including commitments to a year of service, is also available through the website.

## **Services for Students with Disabilities**

John Carroll University is committed to ensuring equal access and reasonable accommodations for students with disabilities. The office of Services for Students with Disabilities (SSD) provides assistance to students with documented disabilities and serves as the primary resource for all student issues related to disabilities. SSD collaborates with students and University personnel to provide reasonable accommodations, auxiliary aids, and support services.

Students must provide documentation of their disability to SSD and have an intake meeting with the coordinator before they can receive services. It is recommended that enrolled students register with the SSD

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office as early as possible since accommodations are not retroactive. Please contact the coordinator at (216) 397-4967 with any questions or requests for more information.

### **Center for Student Diversity and Inclusion**

Guided by John Carroll University's mission, vision, and core values, the Center for Student Diversity and Inclusion focuses on supporting historically underrepresented students to become successful and fully engaged in their educational experiences at John Carroll University. The Center nurtures a sense of belonging for students from diverse backgrounds and encourages them to participate actively in their curricular and co-curricular learning, including campus and community organizations, leadership opportunities, and intercultural experiences. In collaboration with other University departments, the Center coordinates programs and services that foster an inclusive campus environment, promotes a welcoming and just University community, and encourages and values the contributions and perspectives of all students.

The goals of the Center are as follows:

- To develop, implement and evaluate programs and services that support historically underrepresented students in their personal development and transition throughout their John Carroll experience.
- To provide leadership opportunities for underrepresented students that focus on engagement in campus and community organizations.
- To provide campus-wide programs that further all students' development of cultural competence and respect for diversity and social justice.
- To identify, examine, and recommend organizational changes that remove barriers to inclusion and promote student success.

For more detailed information, please visit the website at <http://sites.jcu.edu/inclusion>, or contact the office by phone at 216-397-1505, or via email, [csdi@jcu.edu](mailto:csdi@jcu.edu).

### **Grasselli Library and Breen Learning Center**

Originally dedicated in 1961, Grasselli Library doubled its capacity (to 100,000 square feet) in 1995 with the opening of the Breen Learning Center. The library houses more than 775,000 cataloged books, bound periodicals, and audiovisual items. It also provides access to substantial holdings of electronic journals, electronic books, and streaming media. The library offers private and group study spaces, an electronic classroom, a coffee bar and lounge, a snack room with vending machines, and an open-air reading garden. A 44-seat computer commons and the Center for Digital Media (CDM) are adjacent to the reference area. Reference assistance is available in person, by phone, and electronically. The library has a laptop-lending program for student use on the premises. Kindles and CDM equipment, including flip cams and video recorders, are also available for loan.

The ground floor of the library houses the Learning Commons, a center for enrichment that includes peer tutors for a variety of courses and a Writing Center annex, adjacent to the coffee bar. Wellness events and other academic enrichment opportunities are held in the evenings in the Learning Commons throughout the semester. The graduate lounge can also be found adjacent to the Learning Commons. Additionally, the professional librarians at Grasselli are available for student consultations and work closely with faculty to help students utilize and evaluate information resources efficiently and effectively.

Through the library's participation in OhioLINK, members of the John Carroll community can borrow from the 48,000,000 items in 88 member libraries throughout the state. These loans are self-initiated for a three-week loan period with four renewals, and arrive in two to three days. Resources not available at Grasselli or through OhioLINK can be borrowed through interlibrary loan. The OhioLink Electronic Thesis and Dissertation Center (ETD) is available to John Carroll students who wish to search, browse, or submit ETDs.

The library provides off-campus access for authorized users to most of its electronic materials. More information on the collections and services of Grasselli Library and Breen Learning Center is available from the home page of the library at <http://library.jcu.edu>.

### **John Carroll University Police Department**

The John Carroll University Police Department (JCUPD) functions as a police department under the Ohio

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Revised Code (ORC 171.50) as established by the University's Board of Directors. This designation gives officers the same legal authority as municipal police officers.

As the University's law enforcement agency, JCUPD works to provide for the safety, security and well-being of John Carroll University and its community. It does so by maintaining police officer staffing 24 hours per day, 365 days per year. JCUPD officers patrol the campus, answer calls for service, provide personal escorts upon request, respond to alarms, and conduct investigations of suspicious, criminal or otherwise inappropriate behavior. JCUPD also provides crime prevention/safety awareness programs in conjunction with other campus departments upon request. These programs help prevent crime through risk avoidance and personal responsibility.

The JCUPD office is located in Room 14 on the lower level of the D. J. Lombardo Student Center and is open Monday through Friday during normal business hours. The Dispatch Center, located in the Belvoir parking lot, is staffed at all times and can be contacted by calling X 1234 from any campus phone or from off-campus or cell phone by calling 216-397-1234 or 216-397-4600. Red courtesy phones are located inside buildings throughout campus. JCUPD also has an online presence, which can be accessed at <http://sites.jcu.edu/css/>.

### **Parking**

JCUPD is also responsible for parking/shuttle bus management at John Carroll. Parking on campus or at our two designated off-campus parking lots is by permit only. First- and second-year resident students are permitted to have cars at John Carroll University but must park at an off-site parking location (Green Road Annex). Second-year commuter students, all third- and fourth-year undergraduate students, and graduate students are permitted to park on campus. First-year commuter students must park off campus in a designated parking lot just outside the Main Campus entrance. Transportation to and from the Green Road Annex parking lot is provided by shuttle bus. Upon request, shuttle busses will also transport students to and from the Regional Transit Authority Rapid station and to the shopping district on Cedar Road at Warrensville Center Road.

Types of permits available, purchase instructions, parking areas, the parking ticket appeals process and parking-related rules and regulations are available on the Parking website: <http://sites.jcu.edu/parking/>. The Parking Office is located in room 14 of the Rec Plex building (phone 216-397-2277).

### **Information Technology Services**

The Information Technology Services (ITS) department provides a wide variety of information technologies across the campus, including multimedia classrooms in support of teaching and learning; administrative electronic information systems; high-performance networks (including ubiquitous wireless) for computer, voice, and video communication; a widely distributed array of application/file servers; and support for desktop/laptop computers. The department maintains electronic classrooms and computers labs equipped with desktop computers and a variety of multimedia presentation facilities; it also provides technology service desk and personal assistance to students, faculty, and staff. In addition, the Center for Digital Media (CDM) see page 30, has advanced computer systems and staff support to assist faculty in employing the most up-to-date learning technologies in their curricula and students with the incorporation and use of technology in their course work and projects.

Throughout the campus, there are more than 90 classrooms and labs equipped for advanced electronic multimedia presentation. More than 60 of these include an instructor lectern with an integrated touch-screen control station, multimedia computer, DVD, and document camera, and electronic whiteboard with projection and file-capture capabilities. A number of classrooms have computers for every student. These classrooms and labs have full Internet access, including World Wide Web, e-mail, and other software packages selected by professors as supplements to classroom instruction. All sites are connected via local networks to the campus-wide fiber optic Gigabit Ethernet network. Furthermore, the campus network and the Internet are accessible from anywhere on the campus—including all outside spaces—through a comprehensive wireless network. The Banner administrative information system provides students and faculty with many web-accessible records and services.

There is a data port to the campus network for each student in every room of the residence halls, in addition to the wireless network. Students who have their own computer have access to a complete array of campus computing and information facilities from their rooms, including services from Grasselli Library and the commercial Internet.

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### Office of the Registrar

The Office of the Registrar is responsible for facilitating the registration process and for the maintenance and preservation of all University academic records. Additionally, the Office of the Registrar protects the rights of students under the Family Educational Rights and Privacy Act.

**Registration:** Students register for courses using Banner Web. A Banner ID and PIN are required. If necessary, the Office of the Registrar will assist students in resetting their PINs. In general, registration for the spring semester occurs the preceding month of November, registration for the summer term occurs the preceding month of March, and registration for the fall semester occurs the preceding month of April.

Students enrolled in a graduate degree program must register through the appropriate Graduate Studies Office in their first semester of matriculation. Subsequent registrations are done by the student through Banner. Students not enrolled in a graduate degree program must register through the appropriate Graduate Studies Office. Changes in registration (e.g., adding/dropping a course, withdrawing from a course) are processed by the appropriate dean.

**Transcripts:** Students may order official transcripts, at least two weeks in advance of need, by one of the following methods: 1) in person (at the Office of the Registrar located in the Administration Building, B Wing, Room 102) with cash or a check; 2) by mailing a downloaded and signed request form (available at <http://www.jcu.edu/registrar/transcripts>) to the Office of the Registrar with cash or check; or 3) online via <http://www.jcu.edu/registrar/transcripts.htm> with a credit card. To protect students and alumni, no telephone requests for transcripts will be honored. Transcripts are issued only at the request of the student. A fee of \$5 is required for each transcript. Transcripts are released only when all outstanding balances have been paid.

**Access to grades:** Each student has access to his/her own academic record. Grades are available via BannerWeb using a Banner ID and PIN. If necessary, the Office of the Registrar will assist students in resetting their PINs.

### The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, chair of the academic department, or other appropriate official a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that person will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to amend such a record should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, the University will notify the student of the decision and of his or her right to a hearing regarding the request for amendment.

Student requests for formal hearings must be made in writing to the academic vice president who, within a reasonable time of receiving such request, will inform students of the date, place and time of the hearing. The academic vice president, the vice president of student affairs, the associate dean for Graduate Programs, and the academic dean of the student's college or school will constitute the hearing panels for challenges to the content of education records. Upon denial and subsequent appeal, if the University still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support-staff position (including law enforcement unit personnel and

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health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The University may also disclose student information without consent during audits/evaluations, in connection with financial aid, during certain studies, to accrediting organizations, to comply with a judicial order and during health and safety emergencies.

4. The right to withhold directory information. The University has designated the following as directory information: student name, address (including e-mail address), telephone number, date and place of birth, photograph, major field of study, class year and enrollment status, dates of attendance, degrees and awards received, the most recent previous educational institution attended, participation in officially recognized activities and sports, and weights and heights of members of athletic teams. Students may refuse to allow the University to designate the above information about them as directory information by notifying the registrar in writing within two weeks after the first day of class for the fall semester. Students must submit an annual written notification of refusal to allow the designation of directory information.

5. The right to annual notification. The University must notify students annually of their rights under FERPA. The actual means of notification is left to the discretion of the University.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by John Carroll University to comply with the requirements of FERPA. Students may file complaints with The Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-8520.

### **Student Health Center**

The Student Health Center is an outpatient facility for students. Located on the lower level of Murphy Hall, it provides health care during posted hours seven days a week while the University is in session. The Health Center is staffed by local physicians, registered nurses, and health-care professionals. John Carroll also has a student-led EMS (emergency medical service) squad that is on duty whenever the center is closed.

### **University Counseling Center**

The University Counseling Center provides confidential counseling support for undergraduate and graduate students. Students can talk privately with a trained professional about any personal or academic concerns, such as relationship conflicts, anxiety, depression, family problems, or difficulty adjusting to the demands of college. Services include short-term individual counseling, self-help resources, referrals to community services, and educational programs. The center staff also provides consultation services for students, faculty, or staff who have concerns about another student and are seeking guidance. Office hours are Monday through Friday, from 9:00 a.m. to 5:00 p.m. Students may schedule an appointment by calling (216) 307-4283.

### **Veteran Services**

Veterans have answered the call of national service and risked their life for our country. Our Celebration of Service program offers a unique package of benefits to our student veterans. To explore this program further, visit <http://sites.jcu.edu/veterans/>, or contact LTC(R) Eric Patterson, Director of Veteran Affairs, at [epatterson@jcu.edu](mailto:epatterson@jcu.edu).

### **Graduate Student Research**

The University recognizes the importance of student research to the educational experience and offers research opportunities for and recognition of student research. Students may apply for research funds up to \$250, pending availability. Academic departments may provide research awards and opportunities for research during the academic year and for summer research. Support for registration fees for conferences at which students present their research is available through the Office of Graduate Studies. Students can present their research at the *Celebration of Scholarship!* Published papers and conference presentations are listed on the student research website.

## The Wertheim Graduate Student Lounge

The Dr. Sally H. Wertheim Graduate Student Lounge is conveniently located on the first floor (lower level) of Grasselli Library near Java City and vending machines. The lounge offers a quiet place to study or relax, network-connected computers, and a laser printer. Announcements of interest to graduate students are posted in the lounge.

## The Graduate Studies Website

The Graduate Studies website at <http://sites.jcu.edu/graduatestudies/> offers current information, such as announcements and updates to the academic calendar; forms, such as the admission application, some scholarships, and the graduation application; documents, such as thesis and essay regulations and an electronic version of the *Bulletin*; a periodic newsletter; and links of interest to graduate students, including JCU academic departments, and external scholarships.

## Honor Societies

The University offers recognition of leadership, professionalism, and academic excellence to graduate students through memberships in academic honorary societies. The following honor societies are open to graduate students. Contact faculty advisors for more information.

**Alpha Sigma Nu:** the honor society for Jesuit institutions of higher education. Purpose: to honor students of Jesuit institutions of higher education who distinguish themselves in scholarship, loyalty, and service; to encourage those so honored to understand, appreciate, and promote the ideals of Jesuit education. Advisor: Rev. William M. Bichl, S.J.

**Beta Gamma Sigma:** the honor society serving business programs accredited by the AACSB. Purpose: to encourage and honor academic achievement in the study of business and personal and professional excellence in the practice of business. Advisor: Dr. Lindsay Calkins.

**Chi Sigma Iota:** the international counseling honor society, national award-winning Beta Chi Chapter. Purpose: to promote scholarship, research, professionalism, and excellence in counseling and to recognize high attainment in the pursuit of academic and clinical excellence in the field of counseling and counselor education. Advisor: Dr. Paula J. Britton.

**Pi Mu Epsilon:** the national mathematics honor society, Ohio Lambda Chapter. Purpose: to promote scholarly activity in mathematics among students in academic institutions. Advisor: Dr. Paul L. Shick.

# GRADUATE STUDIES

## Academic Calendar - 2014-2016

### 2014 Fall Semester

Aug. 29 (Fri.)	Final registration
Sept. 2 (Tues.)	Classes begin
Sept. 2-8 (Tues.-Mon.)	Course changes and late registration
Sept. 1 (Mon.)	Labor Day-No classes. University offices closed.
Sept. 16 (Tues.)	Last day to change to audit
Oct. 16 (Thurs.)	Fall break begins after last scheduled class
Oct. 20 (Mon.)	Classes resume
Nov. 17 (Mon.)	Last day for presentation of essay or thesis to the Graduate Studies Office (CAS) for master's degree to be conferred in Winter 2014
Nov. 25 (Tues.)	Friday classes meet Thanksgiving break begins after last scheduled class <u>Deadline for course withdrawal</u>
Nov. 24 (Mon.)	<u>LAST DAY TO FILE FORMAL APPLICATION FOR DEGREES TO BE CONFERRED MAY 2015</u>
Nov. 24 (Mon.)	Last day for submission of comprehensive examination results for master's degrees to be conferred in Winter 2014
Dec. 1 (Mon.)	Classes resume
Dec. 13 (Sat.)	Last day of classes
Dec. 15-19 (Mon. - Fri.)	Final examinations Christmas holidays begin after last examination

## GRADUATE STUDIES

### 2015 - Spring Semester

Jan. 9 (Fri.)	Final registration
Jan. 12 (Mon.)	Classes begin
Jan. 12-16 (Mon.-Fri.)	Course changes and late registration
Jan. 19 (Mon.)	Martin Luther King, Jr., Day. No classes. University offices closed
Jan. 27 (Tues.)	Last day to change to audit
Feb. 28 (Sat.)	Spring break begins after last scheduled class
Mar. 9 (Mon.)	Classes resume
Apr. 1 (Wed.)	Friday classes meet Easter break begins after last scheduled class
Apr. 6 (Mon.)	Last day for presentation of essay or thesis to the Graduate Studies Office (CAS) for master's degrees to be conferred in May 2015
Apr. 7 (Tues.)	Classes resume <u>Monday classes meet</u>
Apr. 13 (Mon.)	Last day for submission of comprehensive examination results for master's degrees to be conferred at May 2015 graduation
Apr. 14 (Tues.)	<u>Deadline for course withdrawal</u>
Apr. 30 (Thurs.)	Last day of classes
May 4-8 (Mon. - Fri.)	Final examinations
May 17 (Sun.)	Commencement

### 2015 - Summer Sessions

The extended calendar for the Summer Sessions will be published about December 1, 2014, in the *Schedule of Summer Classes*.

July 13 (Mon.)	<u>LAST DAY TO FILE FORMAL APPLICATION FOR DEGREES TO BE CONFERRED WINTER 2015</u>
July 27 (Mon.)	Last day for presentation of essay or thesis to the Graduate Studies Office (CAS) for master's degrees to be conferred in Summer 2015
Aug. 3 (Mon.)	Last day for submission of comprehensive examination results for master's degrees to be conferred at Summer 2015 graduation

## GRADUATE STUDIES

### 2015 Fall Semester

Aug. 28 (Fri.)	Final in-person registration
Aug. 31 (Mon.)	Classes begin
Aug. 31-Sept. 4 (Mon.-Fri.)	Course changes and late registration
Sept. 7 (Mon.)	Labor Day. No classes. University offices closed
Sept. 15 (Tues.)	Last day to change to audit
Oct. 15 (Thur.)	Fall break begins after last scheduled class
Nov. 16 (Mon.)	Last day for presentation of essay or thesis to the Graduate Studies Office (CAS) for master's degrees to be conferred in Winter 2016
Nov. 23 (Mon.)	<b>LAST DAY TO FILE FORMAL APPLICATION FOR DEGREES TO BE CONFERRED MAY 2016</b>
Nov. 23 (Mon.)	Last day for submission of comprehensive examination results for master's degrees to be conferred in Winter <u>2016</u>
Nov. 24 (Tue.)	Friday classes meet Thanksgiving break begins after last scheduled class Deadline for course withdrawal
Nov. 30 (Mon.)	Classes resume
Dec. 12 (Sat.)	Last day of classes
Dec. 14-18 (Mon.-Fri.)	Final examinations Christmas holidays begin after last examination

## GRADUATE STUDIES

### 2016 - Spring Semester

Jan. 15 (Fri.)	Final in-person registration
Jan. 18 (Mon.)	Martin Luther King, Jr., Day. No classes. University offices closed
Jan. 19 (Tues.)	Classes begin
Jan. 19-25 (Tues.-Mon.)	Course changes and late registration
Feb. 2 (Tues.)	Last day to change to audit
Feb. 15 (Mon.)	<b>LAST DAY TO FILE FORMAL APPLICATION FOR DEGREES TO BE CONFERRED SUMMER 2016</b>
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Feb. 27 (Sat.)	Spring break begins after last scheduled class
Mar. 7 (Mon.)	Classes resume
Mar. 23 (Wed.)	Friday classes meet Easter break begins after last scheduled class
Mar. 29 (Tues.)	Classes resume Monday classes meet
Apr. 11 (Mon.)	Last day for presentation of essay or thesis to the Graduate Studies Office (CAS) for master's degrees to be conferred in May 2016
Apr. 18 (Mon.)	Last day for submission of comprehensive examination results for master's degrees to be conferred at May 2016 commencement
Apr. 19 (Tues.)	Deadline for course withdrawal
May 5 (Thur.)	Last day of classes
May 9-13 (Mon.-Fri.)	Final examinations
May 22 (Sun.)	Commencement

### 2016- Summer Sessions

The extended calendar for the Summer Sessions will be published about December 1, 2015, in the *Schedule of Summer Classes*.

July 11 (Mon.)	<b>LAST DAY TO FILE FORMAL APPLICATION FOR DEGREES TO BE CONFERRED WINTER 2016</b>
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**ACADEMIC PROGRAMS**  
**Boler School of Business**

**Accountancy**

**Business Administration**

**Master of Science in Laboratory Administration**



## ACCOUNTANCY (AC)

Karen Schuele	Dean; Financial Accounting; Accounting Information Systems
James H. Martin	Associate Dean
Gerald P. Weinstein	Financial Accounting; Income Taxation
Robert Bloom	Financial Accounting; International Accounting
Gloria Liu	Accountancy
Albert L. Nagy	Chair; Financial Accounting; Auditing
Mariah Webinger	Financial Accounting; Cost Accounting; Forensic Accounting

### Executives in Residence

Donald Dailey	Auditing; Financial Accounting
George G. Goodrich	Income Taxation



The mission of the Department of Accountancy is to prepare students for careers in professional accounting and for licensure as Certified Public Accountants. This preparation is to be realized through a broad-based, liberal arts education consistent with the values characteristic of Jesuit higher education and congruent with the missions of the University and the Boler School of Business to develop the student as a total person. To meet its mission, the department offers two professional options: the M.B.A., and the M.S. in Accountancy. Scholarships, made possible by alumni endowment donations, are available to all qualified students.

The Master of Science in Accountancy is offered by The John M. and Mary Jo Boler School of Business, whose mission is to develop and inspire tomorrow's leaders through educational excellence in the Jesuit tradition.

The Boler School of Business carries out this mission by:

- Striving to foster the ongoing development of the highest standards of personal integrity among all members of its community.
- Promoting the achievement of educational excellence through a challenging course of studies.
- Emphasizing the development and implementation of innovative techniques that keep it at the forefront of the dynamic business-education environment.
- Nurturing the intellectual, personal, and moral development of each student and inspiring each to become a person for others.
- Committing to incorporate an international dimension into its teaching, research, and service programs.
- Encouraging all of its constituents to develop a sense of belonging and responsibility within the community, to respect and care for one another, and to take actions that they believe promote the common good.
- Believing that scholarship is an essential part of the process that couples life-long learning with teaching excellence.

For more information regarding the Boler School's Core Values, contact the Dean's Office in the Boler School or the Boler School's web site at <http://www.jcu.edu/boler>.

### Admission Requirements

The graduate accountancy programs are open to individuals who have earned a bachelor's degree from an accredited university and who show high promise of success in graduate business study. Students may enter the degree programs at the beginning of the fall, spring, or summer semesters. There are three scholarships automatically available to M.S. Accountancy students. One is provided once the student completes an upper level Accounting course and the other two are based on Graduate Admissions Test scores and the undergraduate Accounting GPA. Completed applications and all supporting documentation must be received no later than thirty (30) days (domestic students) and sixty (60) days (international students) before the beginning of the intended semester.

Admission decisions are based on an evaluation of

- Official transcripts from all colleges previously attended.

## ACCOUNTANCY (AC)

- Official scores on the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE).
- At least one letter of recommendation.
- An essay entitled “Graduate Business Education: Enabling Me to Achieve My Personal Goals and Become a Leader.”
- A detailed resume indicating employment experience and educational background.

International students must also provide evaluation of foreign credentials by an independent evaluation service, Test of English as a Foreign Language (TOEFL), and a certified statement of financial ability.

### Master of Science in Accountancy (M.S.)

The M.S. in Accountancy is offered to students with a variety of backgrounds who desire a concentrated plan of study to prepare for a career in accountancy. The most significant difference between the M.S. in Accountancy and the M.B.A. is that the M.B.A. requires 3 courses (9 credit hours) in accountancy, normally taken at the graduate level, while the M.S. requires 5 courses (15 credit hours) in graduate-level accountancy.

#### M.S. in Accountancy Sequence of Courses

##### Foundation Requirements\*

AC 201	Principles of Accounting I
AC 202	Principles of Accounting II
AC 303	Intermediate Accounting I
AC 304	Intermediate Accounting II
AC 312	Cost Analysis& Budgetary Control
AC 321	Federal TaxesI
AC 341	Accounting Information Systems
AC 431	Auditing
MN 463	Business Law I
MN 464	Business Law II
EC 521	Fundamentals of Economics
EC 522	Business Statistics
FN 521	Fundamentals of Finance
MK 521	Principles of Marketing
MN 522	Management Information Systems
MN 531	Organizational Behavior

\* subject to waiver for undergraduate equivalent

#### Required Graduate Study (18 credits)

AC 561	Comparative Accounting Systems <i>or</i>
AC 563	Seminar In International Taxation
AC 584	Accounting Theory and Policy
AC 585	Government/Not-for-Profit Accounting
MN 550	Leadership & Management Skills
MN 591	Ethics & Business EnvironmentalIssues
MN 592	Corporate Strategic Management

#### Two electives selected from: (6 credits)

EC 551	Managerial Economics
FN 551	Financial Management
MK 551	Marketing Management
MN 556	Operations Analysis

#### Two electives selected from: (6 credits)

AC 575	Fraud Examination
AC 583	Controllership
AC 592	Advanced Auditing
AC 598	Contemporary Topics in Accounting
AC 561*	Comparative Accounting Systems <i>or</i>
AC 563 *	Seminar in International Taxation

\* can be used to satisfy “Required Graduate Study” or can be taken as an elective, but not both

Students interested in pursuing the M.S. in Accountancy will follow one of three course-sequence paths depending on their undergraduate degree: (1) non-business, (2) non-accounting business, or (3) accounting. The candidate with a non-business undergraduate degree will normally need to complete 26 courses or 78 hours of business and accounting study: 30 hours of undergraduate (foundation) accounting courses, 18 hours of graduate foundation business classes, 18 hours of required graduate study and 12 hours of graduate study electives. Several of the foundation courses may be waived for the student with a business minor or concentration.

## ACCOUNTANCY (AC)

The candidate with a business undergraduate degree not in accounting will normally need to complete 8 courses or 54 hours of business study: 24 hours taken at the undergraduate level and 30 hours taken at the graduate level. Several of the business preparatory courses may be waived for the student who has taken courses such as intermediate accounting, income taxation and/or business law. Additional preparatory coursework may be required if there is insufficient business or accounting coursework in the student's background.

Students who have an undergraduate degree in accounting may complete the program in as few as 10 courses or 30 hours. Like the M.B.A., the M.S. in Accountancy degree can be completed in three semesters covering just over one calendar year. For more information, visit <http://sites.jcu.edu/boler/pages/graduate-programs/masters-of-accountancy/>.

### COURSE DESCRIPTIONS

A complete listing of descriptions for all graduate business courses can be found in the Business section of this *Bulletin*.

**AC 561. COMPARATIVE ACCOUNTING SYSTEMS 3 cr.** Prerequisite: AC 304 or AC 551. Focus on cultural differences that determine particular patterns of accounting standards development in various countries. Additional emphasis on the use of accounting information to achieve effective global management of multinational enterprises.

**AC 563. SEMINAR IN INTERNATIONAL TAXATION 3 cr.** Prerequisite: AC 422 or equivalent or permission of instructor. Explores various aspects of taxation of taxpayers engaged in international transactions, e.g., U.S. taxation of multinational companies as well as foreign companies operating within the U.S. Topics include Subpart F income, the Foreign Tax Credit, foreign currency transactions, transfer pricing, the merits of U.S. foreign tax policy, and the tax policies of other selected countries.

**AC 572. ACCOUNTING AND TAX ISSUES OF NONPROFIT ORGANIZATIONS 3 cr.** Overview of relevant topics for managers of these types of organizations. Topics include budgeting, performance evaluation, time value of money, financial statements and their analysis, and income taxation of Internal Revenue Code Section 501 (c) (3) organizations. Open only to students in the Masters in Nonprofit Administration program.

**AC 575. FRAUD EXAMINATION 3 cr.** Prerequisite: AC 431. Emphasis on corporate fraud and methodology used to discover and prevent its occurrence. Corporate fraud includes both fraudulent financial reporting and asset theft. The methodology used to investigate fraud includes analytical procedures and interviewing techniques. Case studies and projects provide practical applications.

**AC 583. CONTROLLERSHIP 3 cr.** Prerequisite: AC 304 or equivalent. Emphasis on the financial control of an enterprise. Topics include the role of the controller in performance evaluation, strategic planning and capital budgeting, issues related to capacity concepts, transfer pricing for multinational enterprises, and ethics for financial management.

**AC 584. ACCOUNTING THEORY AND POLICY 3 cr.** Prerequisite: AC 304 or equivalent. Accounting theory and policy decisions with respect to contemporary business problems and issues.

**AC 585. GOVERNMENT/NOT FOR PROFIT ACCOUNTING 3 cr.** Prerequisite: AC 304 or equivalent. Techniques of financial reporting by governmental entities and not-for-profit organizations. Recommended for students wishing to pursue CPA licensure.

**AC 592. ADVANCED AUDITING 3 cr.** Prerequisite: AC 431 or equivalent. Provides in-depth understanding of selected auditing topics, including risk assessment, the impact of information technology on audits, evidence evaluation and auditor independence. Designed to improve critical-thinking abilities necessary during audit engagements. Case studies and projects provide practical applications of the auditing standards and require students to use professional judgment.

**AC 598. CONTEMPORARY TOPICS IN ACCOUNTING 1-3 cr.** A special course which offers selected topics on an occasional basis. Topics and prerequisites will be announced when offered. Permission of the director of Graduate Business Programs is required for this course to count towards the degree.

## BUSINESS

Karen Schuele	Dean; Financial Accounting; Accounting Information Systems
James H. Martin	Associate Dean for Programs and Curriculum; Marketing
Lindsay Calkins	Associate Dean for Faculty and Students; Economics
Scott Allen	Management; Leadership
Robert Bloom	Accountancy
William N. Bockanic	Business Law
Julianne Cabusas	Marketing
William Elliott	Finance; Mellen Chair
Tina Facca	Marketing
Richard T. Grenco	Business Information Systems
Bradley Z. Hull	Business Information Systems; Logistics
Simran K. Kahai	Economics
Gloria Liu	Accountancy
Sokchea Lim	Economics
Marc P. Lynn	Business Information Systems
Rosanna Miguel	Management
Scott B. Moore	Finance
Paul R. Murphy	Marketing; Logistics
Albert L. Nagy	Accountancy
Frank J. Navratil	Economics; Finance
Feng Zhan	Finance
Walter O. Simmons	Economics
Charles A. Watts	Management; Quantitative Methods
Mariah Webinger	Accountancy
Gerald P. Weinstein	Accountancy
Andrew M. Welki	Economics; Statistics
Yinglu Wu	Marketing
Thomas J. Zlatoper	Economics

### Executives in Residence

Anthony Aveni	Economics; Finance
Donald Dailey	Accountancy
George G. Goodrich	Accountancy

The Master of Business Administration is offered by the John M. and Mary Jo Boler School of Business, whose mission is to develop and inspire tomorrow's leaders through educational excellence in the Jesuit tradition. The Boler School of Business carries out this mission by:

- Striving to foster the ongoing development of the highest standards of personal integrity among all members of its community.
- Promoting the achievement of educational excellence through a challenging course of studies.
- Emphasizing the development and implementation of innovative techniques that keep it at the forefront of the dynamic business-education environment.
- Nurturing the intellectual, personal, and moral development of each student and inspiring each to become a person for others.
- Committing to incorporate an international dimension into its teaching, research, and service programs.
- Encouraging all of its constituents to develop a sense of belonging and responsibility within the community, to respect and care for one another, and to take actions that they believe promote the common good.
- Treating faculty scholarship as an essential part of the process that couples life-long learning with teaching excellence.

### **Admission Requirements**

The program is open to individuals who have earned a bachelor's degree from an accredited university and who show high promise of success in graduate business study. New students may enter the program at the beginning of the fall, spring, or summer semesters. Completed applications and all supporting documentation must be received at least thirty (30) days (domestic students) and sixty (60) days (international students) before the beginning of the intended semester.

Admission decisions are based on an evaluation of

- Official transcripts from all colleges previously attended.
- Official scores on the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE).
- At least one letter of recommendation.
- An essay entitled "Graduate Business Education: Enabling Me to Achieve My Personal Goals and Become a Leader."
- A detailed resume indicating employment and educational background.

International students must also provide evaluation of foreign credentials by an independent evaluation service, Test of English as a Foreign Language (TOEFL), and a certified statement of financial ability.

### **Master of Business Administration (M.B.A.)**

The Boler School of Business offers graduate coursework leading to the Master of Business Administration (M.B.A.) degree. The mission of this program is to prepare students to become managers and leaders fully utilizing their skills and abilities in making ethical contributions to their organizations and to the well-being of society. This mission is implemented in the Jesuit tradition of educational excellence for the purpose of becoming agents of positive social change. To achieve this mission, students must develop an understanding of the various functional fields along with the creative and problem solving skills required to manage and lead successful enterprises.

The program emphasizes the quantitative and behavioral tools of business analysis and strategic decision making required of today's dynamic manager.

The Part-Time M.B.A. program is designed primarily for those with two or more years of meaningful work experience who wish to obtain an advanced degree, part-time, during the evening, without interruption of work. The 5<sup>th</sup> Year M.B.A. program is available to recent college graduates with little business experience who seek to complete the degree on a full-time basis. It is a rigorous program available to academically strong college graduates.

John Carroll University is a member of JEBNET, the network of Jesuit M.B.A. programs linking 30 AACSB-accredited Jesuit colleges and universities by means of an articulation agreement. This agreement provides students with unparalleled flexibility to transfer graduate credits and complete their M.B.A. at another Jesuit or Catholic university in the event they relocate to another region of the country. More information can be found at the JEBNET website: [www.jesuitmba.org](http://www.jesuitmba.org).

### **Program of Study**

The M.B.A. program has two alternatives: 1) the 5<sup>th</sup> Year M.B.A., which is designed primarily for students with little or no business experience and 2) the Part-Time M.B.A., which is designed for students with 2 or more years of managerial experience.

Both options in the M.B.A. program consist of four blocks of courses. Block 1 courses are the foundation preparation courses. Block I courses may be waived for those students with comparable undergraduate coursework. Standards for waiving Block I courses depend on which M.B.A. option the student has chosen. In

## BUSINESS

all cases the student is responsible for proficiency in all work described in these courses. Block II courses (18-19 credit hours) are the core of the program. Block III consists of three elective courses (9 credit hours); at least three credit hours of electives must be from an approved international business course. (The approved international business courses are described below in the Sequence of Courses.) Block IV consists of the capstone courses in the degree program (6 credit hours for the 5<sup>th</sup> Year M.B.A. and 5 credit hours for the Part-Time M.B.A.).

The two options within the M.B.A. Program differ in Block II and Block IV courses. Blocks I and III are identical for the two options, as are the total number of credit hours required.

The minimum number of credit hours for the degree (beyond Block I classes) is normally 33. Students with an undergraduate degree in business may qualify for a reduction of three hours of this requirement. Consult with the assistant dean of Graduate Business Programs for more information.

### **Part-Time M.B.A.**

This alternative is designed in a cross-functional manner to provide in-depth knowledge of business and decision making skills to facilitate participants' movement into positions of organizational leadership. Our focus in the part-time program is on the integrative nature of business decisions using the quantitative and behavioral tools that are required in today's dynamic business environment. The part-time program is designed around the way in which managers actually make decisions. It strongly emphasizes socially responsible leadership and develops leaders who will make a difference in their organization and community.

The core (Block II) of our part-time program is a series of courses (19 credit hours) built around critical business decisions. The quantitative and behavioral tools from each business function are interwoven into the core classes in a cross-functional manner enabling students to apply the tools to specific decision problems with which all managers are concerned. Classes will be presented with situations in companies from northeast Ohio and will have an opportunity to help solve those problems.

For more information about graduate business programs at John Carroll, please visit [www.jcu.edu/mba](http://www.jcu.edu/mba).

### **Sequence of Courses for the Part-Time M.B.A.**

*Coursework is to be completed in the following four blocks. To be prepared for advanced courses, students must complete all requirements in Block I before the core or electives. Block II courses must be completed before taking Block IV courses.*

#### **BLOCK I**

**Foundation Preparation** (subject to waiver, 21 credits)

AC 521 Fundamentals of Accounting  
EC 521 Fundamentals of Economics  
EC 522 Business Statistics  
FN 521 Fundamentals of Finance  
MK 521 Principles of Marketing  
MN 522 Management Information Systems  
MN 531 Organizational Behavior

#### **BLOCK II**

**Cross-functional Core** (19 credits)

MB 550 Analytical Modeling (1 credit)  
MB 551 Ethical Decision Making (1 credit)  
MB 552 Leadership (2 credits)  
MB 553 Information, Analytical Tools and Innovation (3 credits)  
MB 554 Innovation Planning and Forecasting (3 credits)  
MB 555 Resource Allocation Decisions (3 credits)  
MB 556 Implementation & Key Performance Assessment (3 credits)  
MB 557 Communication and Trust Management (1 credit)  
MB 558 Organizational and Team Leadership (1 credit)  
MB 559 Creativity in Business Problem Solving (1 credit)

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### BLOCK III

#### Electives (9 credits)

Elective courses may be selected from a concentration (see below). At least three credit hours of electives must be selected from one of the following international business courses: AC 561, AC 563, EC 561, FN 561, MK 561, MN 561, MN 562.

### BLOCK IV

#### Capstone (5 credits)

MB 590 Executive Leadership (1 credit)  
MB 591 Ethics and Social Responsibility (3 credits)  
MB 593 CEO Insights (1 credit)

### The 5<sup>th</sup> Year M.B.A.

The 5<sup>th</sup> Year M.B.A. Program is an accelerated M.B.A. course of study that is designed to be completed within one academic year of graduation from an undergraduate program. Because this program is only for those students with little business experience, the courses and teaching methods used in this program are designed to quickly develop an understanding of the managerially relevant decision making tools, concepts, and processes necessary to be successful in business. To enrich the educational experience, students in this program are required to complete an approved internship/work experience during their matriculation through the program. Admitted students will start the program by the second academic term after the completion of their undergraduate degree and will enroll in a full course load (9 credit hours) in their first term as an M.B.A. student.

### Sequence of Courses in the 5<sup>th</sup> Year M.B.A.

*Coursework is to be completed in the following four blocks. To be prepared for advanced courses, students should complete all courses in each block before beginning the next block.*

### BLOCK I

#### Foundation Preparation (subject to waiver, 21 credits)

AC 521 Fundamentals of Accounting  
EC 521 Fundamentals of Economics  
EC 522 Business Statistics  
FN 521 Fundamentals of Finance  
MK 521 Principles of Marketing  
MN 522 Management Information Systems  
MN 531 Organizational Behavior

### BLOCK III

#### Electives (9 credits)

Elective courses may be selected from a concentration (see below). At least three credit hours of electives must be selected from one of the following international business courses: AC 561, AC 563, EC 561, FN 561, MK 561, MN 561, MN 562

### BLOCK II

#### Business Functions (18 credits)

AC 551 Managerial Accounting  
EC 551 Managerial Economics  
FN 551 Financial Management  
MK 551 Marketing Management  
MN 550 Leadership and Managerial Skills  
MN 556 Operations Analysis

### BLOCK IV

#### Integration (6 credits)

MN 591 Ethics and Business Environmental Issues  
MN 592 Corporate Strategic Management

### MN 501 Internship Experience

## BUSINESS

### **Concentrations**

M.B.A. students may select a concentration in one of the following areas: Accountancy, Finance, International Business, Marketing, or Performance Management. These concentrations are completed by a student's choice of Block III elective coursework. Students may also select not to concentrate in one particular area but rather choose to complete any three offered elective courses. (At least three credit hours of electives must be selected from an approved international business course.)

For students desiring a concentration in Accountancy, the following courses are required: AC 561 or AC 563; plus six additional credit hours from AC 575, 583, 584, 585, 592, 595, or 598.

For students desiring a concentration in Finance, the following courses are required: EN 561; plus six additional credit hours from FN 583, 584, 585, 595, 598, AC 583, or EC 561.

For students desiring a concentration in International Business, three elective courses must be selected from the following: AC 561, AC 562, EC 561, FN 561, MK 561, or MN 561.

For students desiring a concentration in Performance Management, the following courses are required: MN 561 or 562; plus six credit hours from MN 555, 579, 580, 581, 582, 587, 588, 589, 598, or EC 561.

For students desiring a concentration in Marketing, the following courses are required: MK 561 or MN 562; plus six additional credit hours from MK 555, 558, 580, 581, 582, 595, 598, or EC 561.

### **Fifth-Year Accountancy Program: Master of Science in Accountancy**

Students who desire to fulfill the 150-hour requirement to sit for the uniform CPA examination by obtaining a master's degree in Accountancy rather than an M.B.A. should refer to the Accountancy section in this *Bulletin*.

### **Grade Requirements in the M.B.A. Program**

Students are allowed no more than two grades of C+ or lower and must achieve a minimum overall cumulative grade point average of 3.0 to graduate.

## **COURSE DESCRIPTIONS**

### **Block I Courses**

**AC 521. FUNDAMENTALS OF ACCOUNTING 3 cr.** Provides an understanding of the purpose and use of accounting information through the study of generally accepted accounting principles and concepts as applied to financial statements. Includes measurement of assets, debt, and equities; determination of income; preparation of statement of cash flows. Offered occasionally as an online course.

**EC 501. ECONOMICS FOR NONPROFITS 3 cr.** Prerequisite: enrollment in the **Master of Nonprofit Administration Program**. Uses economics to study the activities of nonprofit organizations. Examines the ways in which economics affects every organization, even non-profits. Basic principles of microeconomic analysis—e.g., opportunity costs, marginal analysis, elasticity, externalities and public goods—used to analyze policies, programs, and operations; also, theories of why nonprofit organizations exist and how they behave.

**EC 521. FUNDAMENTALS OF ECONOMICS 3 cr.** Study of basic economic principles, with an emphasis on aggregate economic phenomena (macroeconomics). Microeconomic topics include supply and demand analysis, elasticity and their applications. Macroeconomic topics include measurement of macroeconomic activity, national income accounting, aggregate demand and supply, money, and fiscal and monetary policy.

**EC 522. BUSINESS STATISTICS 3 cr.** Introduces the concepts of statistics, including descriptive statistics, probability, statistical inference, hypothesis testing, correlation, and regression.

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**FN 521. FUNDAMENTALS OF FINANCE 3 cr.** Prerequisites: AC 521, EC 521, and EC 522. The concepts of financial planning, analysis, forecasting, and control. Emphasis is on financial decision making from the perspective of the business firm. Topics include time value of money, ratio analysis, mergers, capital budgeting, risk, cost of capital, valuation, dividend policy, financial structure, and related financial topics.

**MK 521. PRINCIPLES OF MARKETING 3 cr.** Study of the various phases of marketing on which sound marketing programs are based. Product planning, distribution policies, promotional policies, and pricing. Marketing planning and control. Related marketing problems of concern to business management.

**MN 522. MANAGEMENT INFORMATION SYSTEMS 3 cr.** Introduction to the concepts of management information systems, decision support systems, and systems development with special emphasis on the role of information systems in organizations. Offered as an online course.

**MN 531. ORGANIZATIONAL BEHAVIOR 3 cr.** Intensive survey of selected theoretical and empirical studies from the behavioral sciences relevant to the structure and processes of organization. Consideration of formal and informal organizations, the individual, group dynamics, communication, leadership, motivation, and organizational design, development, and change.

### Block II Courses

**AC 551. MANAGERIAL ACCOUNTING 3 cr.** Prerequisite: AC 521 or equivalent. Emphasizes the role of accounting information for decision making with an emphasis on planning and control. Topics include modern management techniques, activity-based costing, just-in-time production systems, product costing, cost behavior, operations budgeting, capital budgeting, and responsibility accounting.

**EC 551. MANAGERIAL ECONOMICS 3 cr.** Prerequisite: EC 521 or equivalent, and EC 522 or equivalent. Application of the analytical constructs of economic theory to practical problems faced by a firm and its representatives. Topics include demand analysis, production and cost analysis, market and pricing analysis, capital budgeting, and government policy.

**FN 551. FINANCIAL MANAGEMENT 3 cr.** Prerequisites: FN 521 or equivalent, and AC 551; students are strongly encouraged to take EC 551 prior to FN 551. Study of the techniques of financial decision making within corporations. Lectures, case studies, problem solving, and readings focus on risk analysis, cost-of-capital concepts, money markets, capital markets, and selected topics which promote the understanding of modern financial management.

**MB 550. ANALYTICAL MODELING 1 cr.** Prerequisites: all Block I courses or equivalents and acceptance into the Part-Time M.B.A. Introduction to the process of creating quantitative models to represent business problems and then applying these models to real life settings. Requires some knowledge of Excel spreadsheets.

**MB 551. ETHICAL DECISION MAKING 1 cr.** Prerequisites: all Block I courses or equivalents and acceptance into the Part-Time M.B.A. Introduction to alternative frameworks for ethical decision-making. Students will use course content to navigate assignments and ultimately design their own model of ethical decision-making.

**MB 552. LEADERSHIP 2 cr.** Prerequisites: all Block I courses or equivalents; acceptance into the Part-Time M.B.A.; corequisite: MB 551. Provides a wide variety of skills necessary for success through experiential skill building activities, assessment and coaching. Requires students to demonstrate strong conceptual understanding of leadership, the ability to diagnose and plan interventions, and ultimately their capacity for leading others.

**MB 553. INFORMATION, ANALYTICAL TOOLS AND INNOVATION 3 cr.** Prerequisite: MB 552. How to identify opportunities that create value for the organization and apply alternative business models for executing those opportunities. Also offers a variety of techniques for analyzing situations, generating ideas and communicating them.

## BUSINESS

**MB 554. INNOVATION PLANNING AND FORECASTING 3 cr.** Prerequisite: MB 553. How to refine innovative ideas to fit customer needs using financial and planning tools. Students will learn how to plan the implementation of their innovation and forecast its impact. The ability to communicate qualitative and quantitative information through the process is also stressed.

**MB 555. RESOURCE ALLOCATION DECISIONS 3 cr.** Prerequisite: MB 554. How to identify and develop resources critical to a firm's competitiveness. Also, the effective and efficient allocation of financial, human, distribution, technology, brand, and leadership resources to maximize the firm's value, value to customers and value to society.

**MB 556. IMPLEMENTATION & KEY PERFORMANCE ASSESSMENT 3 cr.** Prerequisite: MB 555. Focuses on the skills necessary to implement plans and manage projects, and to assess the performance of those plans and projects. Stresses project management, budgeting, quantitative performance evaluation, tactical programs, and the leadership and communication skills vital to successful implementation processes.

**MB 557. COMMUNICATION AND TRUST MANAGEMENT 1 cr.** Prerequisite: MB 552. Great leaders are great communicators who can communicate a vision, energize others, and capture the hearts and minds of followers. This course will help students more effectively communicate their thoughts, ideas and passions.

**MB 558. ORGANIZATIONAL AND TEAM LEADERSHIP 1 cr.** Prerequisite: MB 552. An interactive and experiential course that challenges students to begin thinking about leadership at the group/organizational levels. Through presentations, small group discussion and various activities, students have an opportunity for deliberate practice as they continue to develop their skills.

**MB 559. CREATIVITY IN BUSINESS PROBLEM SOLVING 1 cr.** The evolution of creative problem solving in business and the main factors responsible for driving improved solutions through creative behaviors, environments, tools and communication. Focuses on the positive and negative drivers for improved creative output to explore the impact of personality and learning styles on student preferences for different types of creativity. Key steps and tools will be identified and then used to develop creative solutions to real problems.

**MK 551. MARKETING MANAGEMENT 3 cr.** Prerequisite: MK 521 or equivalent. Marketing problems of business. Emphasis on planning and control affecting both marketing and company-wide operations, including such areas as sales forecasting, quota determination, and distribution cost analysis. Marketing problems encountered in such phases as product and brand determination, distribution policies, promotion, and pricing. Special attention to legal and social questions that arise in connection with marketing operations.

**MN 550. LEADERSHIP AND MANAGERIAL SKILLS 3 cr.** Prerequisites: MN 531 or equivalent. Comprehensive assessment of the student's leadership and managerial skills, followed by classroom discussion of leadership and managerial skills, exercises, and an individual skills analysis review session. Develops skills awareness and career management strategy.

**MN 556. OPERATIONS ANALYSIS 3 cr.** Prerequisite: EC 522. Analyzes the key issues in operations management in both the manufacturing and service sectors; applies qualitative and quantitative analysis to such areas as quality, facility location, product mix, supply chain design, scheduling, inventory and quality control. Techniques may include linear programming, network analysis, simulation, and decision trees.

### Block III Courses

**AC 561. COMPARATIVE ACCOUNTING SYSTEMS 3 cr.** Prerequisite: AC 304 or equivalent. Focuses on cultural differences that determine particular patterns of accounting standards development in various countries. Additional emphasis on the use of accounting information to achieve effective global management of multinational enterprises.

**AC 563. SEMINAR IN INTERNATIONAL TAXATION 3 cr.** Prerequisite: AC 422 or equivalent or permission of instructor. Explores various aspects of taxation of taxpayers engaged in international transactions, including, but not limited to, U.S. taxation of multinational companies as well as foreign companies operating within the U.S. Topics include Subpart F income, Foreign Tax Credit, foreign currency

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transactions, transfer pricing, merits of U.S. foreign tax policy, and tax policies of other selected countries.

**AC 572. ACCOUNTING AND TAXES ISSUES FOR NONPROFITS 3 cr.** Prerequisite: enrollment in the Master of Nonprofit Administration Program. Study of selected accounting and tax issues for not-for-profit organizations. Topics include fundamentals of fund accounting, financial statements, organization and donor tax issues, and cash management. **Not available for credit to students with accounting undergraduate degree.**

**AC 575. FRAUD EXAMINATION 3 cr.** Prerequisite: AC 304 or equivalent. Emphasis on corporate fraud and methodology used to discover and prevent its occurrence. Corporate fraud includes both fraudulent financial reporting and asset theft. The methodology used to investigate fraud includes analytical procedures and interviewing techniques. Case studies and projects provide practical application.

**AC 583. CONTROLLERSHIP 3 cr.** Prerequisite: AC 312 or equivalent. Emphasis on the financial control of an enterprise. Topics include the role of the controller in performance evaluation, strategic planning and capital budgeting, issues related to capacity concepts, transfer pricing for multinational enterprises, and ethics for financial management.

**AC 584. ACCOUNTING THEORY AND POLICY 3 cr.** Prerequisite: AC 304. Accounting theory and policy decisions with respect to contemporary business programs and issues.

**AC 585. GOVERNMENT/NOT FOR PROFIT ACCOUNTING 3 cr.** Prerequisite: AC 304. Techniques of financial reporting by governmental entities and not-for-profit organizations. Recommended for students wishing to pursue CPA licensure.

**AC 592. ADVANCED AUDITING 3 cr.** Prerequisite: AC 431. Provides in-depth understanding of selected auditing topics, including risk assessment, the impact of information technology on audits, evidence evaluation and auditor independence. Designed to improve critical-thinking abilities necessary during audit engagements. Case studies and projects provide practical applications of the auditing standards and require students to use professional judgment.

**AC 595. INDEPENDENT STUDY 1-3 cr.** In-depth reading or research project conducted under the supervision of a member of the graduate faculty. Permission from the assistant dean of Graduate Business Programs and a GPA of 3.5 or higher are required for this course to count towards the degree.

**AC 598. CONTEMPORARY TOPICS IN ACCOUNTING 1-3 cr.** A special course which offers selected topics on an occasional basis. Topics and prerequisites will be announced when offered. Permission from the assistant dean of Graduate Business Programs is required for this course to count towards the degree.

**EC 561. GLOBALIZATION ISSUES IN ECONOMICS AND BUSINESS 3 cr.** Prerequisite: EC 521. Issues and opportunities created by a global economy and managing the risks of globalization. Topics include financial and currency crisis; stock market booms and busts; social and labor unrest; cultural, ethical and legal issues in conducting international business. Emphasizes the application of microeconomics and international economics to illustrate how globalization influences firm performance, strategy, and policy.

**EC 595. INDEPENDENT STUDY 1-3 cr.** In-depth reading or research project conducted under the supervision of a member of the graduate faculty. Permission from the assistant dean of Graduate Business Programs and a GPA of 3.5 or higher are required for this course to count towards the degree.

**EC 598. CONTEMPORARY TOPICS IN ECONOMICS 1-3 cr.** A special course which offers selected topics on an occasional basis. Topics and prerequisites will be announced when offered. Permission from the assistant dean of Graduate Business Programs is required for this course to count towards the degree.

**FN 561. INTERNATIONAL BUSINESS FINANCE 3 cr.** Prerequisite: FN 521. Financial problems in the management of multinational businesses.

**FN 583. CAPITAL MARKETS AND INSTITUTIONS 3 cr.** Prerequisite: FN 521. Purposes and functions of capital markets. Unique features of price determination in financial markets, analysis of financial

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intermediation, management of assets and liabilities, industry structure and regulation. Practical issues addressed by case studies and/or simulation exercises.

**FN 584. INVESTMENTS AND PORTFOLIO MANAGEMENT 3 cr.** Prerequisite: FN 521. Broad overview of the investment process, including nature of the securities markets, security selection, and portfolio management. Theory and practice. Analysis and practical applications in case studies and projects.

**FN 585. MANAGING RISK WITH DERIVATIVES 3 cr.** Prerequisite: FN 521. Approaches to identifying and measuring risk. Developing strategies to alter risk profiles, including pricing, speculation and hedging techniques. Analysis of derivatives, particularly futures and options.

**FN 595. INDEPENDENT STUDY 1-3 cr.** In-depth reading or research project conducted under the supervision of a member of the graduate faculty. Permission from the assistant dean of Graduate Business Programs and a GPA of 3.5 or higher are required for this course to count towards the degree.

**FN 598. CONTEMPORARY TOPICS IN FINANCE 1-3 cr.** A special course which offers selected topics on an occasional basis. Topics and prerequisites will be announced when offered. Permission from the assistant dean of Graduate Business Programs is required for this course to count towards the degree.

**MK 555. CONSUMER BEHAVIOR 3 cr.** Prerequisite: MK 551 or MB 553. Study of the consumer behavior process, including information search, perception, memory, attitudes, consumer decision strategies, environmental influences, purchase patterns, and post-purchase product evaluation. Emphasis is on integrating these processes into the marketing decision making of the firm and evaluating theories and models of behavior for their relevance to managers.

**MK 558. NEW PRODUCT MANAGEMENT 3 cr.** Prerequisite: MK 551 or MB 553. Management of the new product development process from idea generation to the introduction and management of the product line. Topics include creative thinking, concept development and testing, business analysis, new product and program strategy, product design and development, product testing, demand estimation, new product response models, and budgeting. Emphasizes the role of the product manager.

**MK 561. GLOBAL MARKETING 3 cr.** Prerequisite: MK 551 or MB 553. Marketing problems in the international context; the effects of different social, cultural, governmental, and legal systems on the distribution of goods and services.

**MK 580. ENVIRONMENTAL SUSTAINABILITY AND RESPONSIBILITY IN BUSINESS 3 cr.** Prerequisites: AC 521, MK 521, and MN 531. Explores the range of current sustainability practices, the effectiveness of those practices, the future of sustainability initiatives in business, and how those practices can lead to increased profitability. Cross-listed with MN 580.

**MK 581. SOCIAL AND ENVIRONMENTAL MARKETING 3 cr.** Prerequisites: AC 521, MK 521, and MN 531. Emphasizes problem solving in business by focusing on environmental and social problems. Students will develop solutions to those problems and learn how to implement their solutions in a way that improves business performance. Cross-listed with MN 581.

**MK 582. GLOBAL SOCIAL ENTREPRENEURSHIP 3 cr.** Prerequisites: AC 521, MK 521, and MN 531. Focuses on entrepreneurial solutions to societal problems in global contexts. Students will learn social entrepreneurship as a strategy for engaging in profitable enterprise activity that results in providing solutions to both macro and micro problems in different cultures. Cross-listed with MN 582.

**MK 595. INDEPENDENT STUDY 1-3 cr.** In-depth reading or research project conducted under the supervision of a member of the graduate faculty. Permission from the assistant dean of Graduate Business Programs and a GPA of 3.5 or higher are required for this course to count towards the degree.

**MK 598. CONTEMPORARY TOPICS IN MARKETING 1-3 cr.** A special course which offers selected topics on an occasional basis. Topics and prerequisites will be announced when offered. Permission from the assistant dean of Graduate Business Programs is required for this course to count towards the degree.

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**MN 561. GLOBAL MANAGEMENT 3 cr.** Prerequisite: MN 550 or MB 552. Analysis of the management process in different countries to examine the potential of management action in different political, economic, and cultural environments and a study of the managerial complexities and risks of multinational corporations.

**MN 562. AREA STUDIES IN GLOBAL BUSINESS ENTERPRISE 3 cr.** Prerequisite: completion of all Block I courses. Study of global business firms and management practices within a region of the world. Includes a review of appropriate literature, overseas travel and study, on-site enterprise visitation, and general business and cultural lectures within countries visited.

**MN 579. CONTEMPORARY ISSUES IN INFORMATION TECHNOLOGY 3 cr.** Prerequisite: MN 522. Basic review of business technology with emphasis on intra/internets, electronic commerce, electronic communications and enterprise resource planning systems (ERP). Students will focus on specific functional topics, e.g., accounting/ financial information, manufacturing, sales, marketing, and customer support.

**MN 580. ENVIRONMENTAL SUSTAINABILITY AND RESPONSIBILITY IN BUSINESS 3 cr.** Prerequisites: AC 521, MK 521, and MN 531. Explores the range of current sustainability practices, the effectiveness of those practices, the future of sustainability initiatives in business, and how those practices can lead to increased profitability. Cross-listed with MK 580.

**MN 581. SOCIAL AND ENVIRONMENTAL MARKETING 3 cr.** Prerequisites: AC 521, MK 521, and MN 531. Emphasizes problem solving in business by focusing on environmental and social problems. Students will develop solutions to those problems and learn how to implement their solutions in a way that improves business performance. Cross-listed with MK 581.

**MN 587. NEGOTIATIONS AND ADR 3 cr.** Prerequisite: MN 550 or MB 552. Focuses on theoretical, strategic, and practical approaches to negotiations and alternate dispute resolutions (ADR) in both interpersonal and inter-organizational negotiations. Significant use of case analyses and experiential learning.

**MN 588. STRATEGIC HUMAN RESOURCE MANAGEMENT 3 cr.** Prerequisite: MN 550 or MB 552. Strategic Human Resource leadership: how organizations achieve success through human resource management. Topics may include manpower planning, training, performance appraisals, and compensation systems. Case methodology will be involved.

**MN 589. CONTEMPORARY ISSUES IN HUMAN RESOURCE MANAGEMENT 3 cr.** Prerequisite: MN 550 or MB 552. Focuses on a select number of human resource management issues confronting managers in today's workplace, including topics related to selection, performance appraisal, labor- management relations, compensation, safety, or training.

**MN 595. INDEPENDENT STUDY 1-3 cr.** In-depth reading or research project conducted under the supervision of a member of the graduate faculty. Permission from the assistant dean of Graduate Business Programs and a GPA of 3.5 or higher are required for this course to count towards the degree.

**MN 598. CONTEMPORARY TOPICS IN MANAGEMENT 1-3 cr.** A special course which offers selected topics on an occasional basis. Topics and prerequisites will be announced when offered. Permission from the assistant dean of Graduate Business Programs is required for this course to count towards the degree.

### Block IV Courses

**MB 590. EXECUTIVE LEADERSHIP 1 cr.** Prerequisites: MB 556, MB 557, MB 558, and at least 2 electives from Block III. Executives face a unique set of responsibilities in organizational life and must have a clear understanding of their approach to navigate leadership challenges. Based on various forms of research, students will design their own model of executive leadership and share their findings with community leaders.

**MB 591. ETHICS AND SOCIAL RESPONSIBILITY 2 cr.** Prerequisites: MB 556, MB 557, MB 558, and at least 2 electives from Block III. Students evaluate business decision problems from the perspective of corporate social responsibility; apply different approaches to understanding corporate social responsibility to the

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evaluation of business decision problems; and learn to communicate the values associated with social responsibility from a leadership position.

**MB 593. CEO INSIGHTS 1 cr.** Prerequisite: permission of assistant dean of Graduate Business Programs. Introduces students to men and women who are leading major organizations in Northeast Ohio and beyond. Conversations will revolve around innovation, strategy, leadership and other current topics. Students will network with leaders from various sectors in an effort to provide a well-rounded perspective on what it takes to successfully lead an organization in an ever-changing landscape.

**MN 591. ETHICS AND BUSINESS ENVIRONMENTAL ISSUES 3 cr.** Prerequisite: completion of at least eight courses from Blocks II and III. Consideration of the social, political, legal, and ethical constraints on business policies and managerial decision making.

**MN 592. CORPORATE STRATEGIC MANAGEMENT 3 cr.** Prerequisite: completion of at least eight courses from Blocks II and III. Study of philosophy, techniques and competitive strategies comprising the strategic planning activity within the business firms. Management's vision, competitive mentality, strategy formulation and implementation.

## MASTER OF SCIENCE IN LABORATORY ADMINISTRATION

The Master of Science in Laboratory Administration (MSLA) is designed in partnership with the Cleveland Clinic to prepare laboratory personnel to manage and grow a lab as a business. As such, it is the next logical step for those pursuing careers in laboratory administration. The program focuses on issues surrounding laboratory management and includes a series of in-depth cases designed to address real-world issues and challenges found in clinical laboratory settings. The MSLA program is a part-time, cohort-based, 30-credit-hour program.

At the completion of the program, students will have functional knowledge of, and the ability to apply their knowledge to, the following laboratory administration principles and practices:

- Accounting and budgeting processes for laboratories.
- HR issues regarding staffing, training, managing and evaluating laboratory employees.
- Organizational behavior in such areas as job satisfaction, stress, work motivation, ethics, decision making and leadership.
- Lab operations issues regarding process flows, instrumentation, scheduling, supply chain and quality.
- Laboratory information systems and database issues.
- Group dynamics and conflict resolution in laboratory settings.
- Strategic implementation of resources to strengthen laboratory revenue in a competitive environment.

In addition, students will develop their leadership capabilities through

- Written and oral communication techniques for laboratory management.
- Critical thinking and analysis in laboratory settings.
- Creative problem solving and innovation in laboratory settings.
- Ethical awareness and reasoning with respect to laboratory management.

### **Admission Requirements**

Students accepted into this program will be laboratory personnel who have completed a B.S. in science (typically biology or chemistry) and have a minimum of two years of laboratory experience. To be admitted, students must submit an application form and a letter of recommendation, and have a minimum 2.5 undergraduate GPA and a minimum score of 500 on the GMAT (or an equivalent score on the GRE or MCAT). There are no course prerequisites for this program beyond the science degree and a minimum of two years of laboratory experience.

### **Program of Study**

This part-time, cohort program is 30 credit hours, to be completed over 24 consecutive months. Courses are sequenced to build upon each other. Students start the program in the summer and complete the program 24 months later.

### **Grade Requirements in the MSLA Program**

Students in the MSLA program must achieve a minimum overall cumulative grade point average of 3.0 to graduate. Receiving more than two grades of C+ or lower may be cause for dismissal.

# MASTER OF SCIENCE IN LABORATORY ADMINISTRATION

## Sequence of Courses Total Credits 30

### Summer 1

LA 551 Organization Behavior I (2 cr.)  
LA 552 Communications for  
Laboratory Managers I (2 cr.)

**4 credits total**

### Fall 1

LA 553 Human Resources Management  
in Laboratory Settings I (2 cr.)  
LA 554 Accounting for Laboratory  
Managers (3 cr.)  
LA 581 Case Study I (1 cr.)

**6 credits total**

### Spring 1

LA 555 Laboratory Operations  
& Project Management I (3 cr.)  
LA 556 Informatics in Laboratories I (2 cr.)

**5 credits total**

### Summer 2

LA 582 Case Study II (1 cr.)

**1 credit total**

### Fall 2

LA 561 Organization Behavior II (2 cr.)  
LA 566 Informatics in Laboratories II (2 cr.)

**4 credits total**

### Spring 2

LA 563 Human Resources Management  
in Laboratory Settings II (2 cr.)  
LA 565 Laboratory Operations  
& Project Management II (3 cr.)  
LA 583 Case Study III (1 cr.)

**6 credits total**

### Summer 3

LA 562 Communications for Laboratory Managers II (1 cr.)  
LA 584 Case Study IV (1 cr.)  
LA 592 Market Dynamics and Strategic Planning (2 cr.)

**4 credits total**

## COURSE DESCRIPTIONS

**LA 551. ORGANIZATIONAL BEHAVIOR I 2 cr.** Overview of leadership, management, and organizational behavior principles and practices in health care. Topics include work/life balance, stress management, leadership styles & philosophy, personal values, team building, group dynamics, and emotional intelligence.

**LA 552. COMMUNICATIONS FOR LABORATORY MANAGERS I 2 cr.** Overview of communication in a lab environment, including diagnosing oral and written communication processes and problems, and scientific writing needed to record and archive lab data. Lab notes with other forms of documentation such as equipment, printouts, photos and special artifacts for verifiability; organization of data in a formal lab report and documentation of scientific sources; fundamentals of effective interpersonal communication in a lab setting.

**LA 553. HUMAN RESOURCES MANAGEMENT IN LABORATORY SETTINGS I 2 cr.** Overview and understanding of critical human resource and labor management topics relevant to health care, e.g., managing equal employment and diversity, including relevant employment laws and legal guidelines, talent management,

## MASTER OF SCIENCE IN LABORATORY ADMINISTRATION

testing and selecting employees, performance management tools, training and development, employee compensation, ethics and fair treatment, managing labor relations, and safety.

**LA 554. ACCOUNTING FOR LABORATORY MANAGERS 3 cr.** Overview of financial and managerial accounting topics with an emphasis on items relevant to clinical lab administration. Coverage of financial (external) accounting topics will be secondary to managerial (internal) accounting topics. The course will take a user's orientation, as opposed to that of a preparer. Topics include financial accounting terminology, basic financial statements, for-profit versus not-for-profit issues, internal controls and cost accounting concepts, billing/coding, Medicare/Medicaid issues and compliance, costing techniques, cost-volume-profit analysis, standard costing and balanced scorecard, and operations and capital budgeting.

**LA 555. LABORATORY OPERATIONS AND PROJECT MANAGEMENT I 3 cr.** Prerequisite: LA 554. Understanding issues of process flow related to the lab testing process. How to determine the flow rate and cost of each type of test and understand the impact of instrument location on cost and throughput time. Topics include process flow charting (capacity and bottleneck analyses, flow rate, throughput time, workload statistics and safety processes as part of workflow in laboratories) and instrumentation issues (flow of tests in the lab, layout planning and design, costing of processes, utilization rates and process).

**LA 556. INFORMATICS IN LABORATORIES I 2 cr.** Prerequisite: LA 554. Introduction to healthcare information technology. Learning to identify the information needs of a laboratory as a stand-alone unit and as part of a larger network. Types of information systems used in healthcare organizations, how they are developed, their functionality and the information flows they control; also, future trends in healthcare information technology and specific applications to laboratory information needs.

**LA 561. ORGANIZATION BEHAVIOR II 2 cr.** Prerequisite: LA 551. Overview of change management principles, conflict management, employee attitudes and organizational development in health care. Topics include leading change, conflict and dispute resolution negotiation tactics, ethical issues in bioethics, motivation, employee involvement and empowerment, job satisfaction, employee engagement, organizational development and effectiveness in healthcare settings, organizational structures, and restructuring.

**LA 562. COMMUNICATIONS FOR LABORATORY MANAGERS II 1 cr.** Prerequisite: LA 552. Developing informative and persuasive verbal and written communications targeted to lab techs, physicians, and higher level administrators. Students will identify and analyze target audience needs, demonstrate appropriate writing skills, impact multiple readerships by focusing on message purpose and writing style, order information logically to aid understanding, and correctly use standard internal document formats.

**LA 563. HUMAN RESOURCES MANAGEMENT IN LABORATORY SETTINGS II 2 cr.** Prerequisite: LA 553. Focuses on the ability to select and implement legally defensible human resource and labor management practices and principles through the use of data-oriented tools and applications. Topics include staffing (recruitment, selection, promotion, transfer, layoff, retirement, dismissal), interviewing, social networking, training and development (onboarding, instructional design, transfer of training, program evaluation, continuing education, learning styles), managing diversity, mentoring, career development, performance management & evaluation, mechanisms for managing safety behaviors in laboratory settings, labor relations and collective bargaining, and compensation and benefits.

**LA 565. LABORATORY OPERATIONS AND PROJECT MANAGEMENT II 3 cr.** Prerequisite: LA 555. Overview of scheduling issues related to day-to-day operations as well as longer-term project management. How to create work schedules, manage materials purchases and deliveries, and manage quality assurance. Topics include short-term and work force scheduling using Gantt charts and optimization techniques, project scheduling using network models, planning & implementation of projects, inventory management, purchasing processes, quality improvement techniques and statistical process control.

**LA 566. INFORMATICS IN LABORATORIES II 2 cr.** Prerequisite: LA 556. Using complex information systems to help make management decisions regarding operational processes and business activities in the lab. Information as a tool for decision making will be emphasized through the introduction of cases highlighting laboratory business problems. Also, how to evaluate IT resources, software and vendors; ethical and legal issues involved in information management in a laboratory.

MASTER OF SCIENCE IN LABORATORY ADMINISTRATION

**LA 581. LABORATORY CASE CHALLENGE I 1 cr.** Prerequisites: LA 551 and LA 553. A case study that presents students with a current or recent in-depth problem, challenge or opportunity in a laboratory focused on organizational behavior and human resource management.

**LA 582. LABORATORY CASE CHALLENGE II 1 cr.** Prerequisites: LA 554, LA 555, and LA 556. A case study that presents students with a current or recent in-depth problem, challenge or opportunity in a laboratory focused on accounting, information management and operations.

**LA 583. LABORATORY CASE CHALLENGE III 1 cr.** Prerequisites: LA 563, LA 565, and LA 566. A case study that presents students with a current or recent in-depth problem, challenge or opportunity in a laboratory focused on broader challenges involving human resource management, operations and information systems.

**LA 584. LABORATORY CASE CHALLENGE IV 1 cr.** Prerequisite or corequisite: LA 592. A case study that presents students with a current or recent in-depth problem, challenge or opportunity in a laboratory focused on strategic planning for a laboratory and will serve as a capstone experience for the program. Case Study IV will result in a presentation to Cleveland Clinic administrators.

**LA 592. MARKET DYNAMICS AND STRATEGIC PLANNING FOR LABORATORIES 2 cr.** Prerequisites: LA 565 and LA 566. Charting a course for sustainable growth of an organization. Topics include understanding the healthcare market; using mission, vision and voice of the customer to identify and develop competitive advantages; combining market and existing resource information to create a five-year plan for a lab; and planning the management of resources and advantages so that the organization follows its strategic path.



**ACADEMIC PROGRAMS**  
**College of Arts & Sciences**

**Biology**  
**Counseling**  
**Education & School Psychology**  
**English**  
**Humanities**  
**Mathematics**  
**Premedical Post-Baccalaureate Program**  
**Theology and Religious Studies**



## BIOLOGY (BL)

Michael P. Martin	Chair; Molecular Biology; Cell Biology; Molecular Genetics Systematics
Carl D. Anthony	Ecology; Behavior; Evolution
Rebecca E. Drenovsky	Botany; Plant Physiology; Plant Ecology
Jeffrey R. Johansen	Phycology; Ecology; Systematics
Erin E. Johnson	Microbiology; Innate Immunity; Molecular Biology; Cell Biology
James L. Lissemore	Molecular Biology; Genetics
Ralph A. Saporito	Chemical Ecology; Tropical Ecology; Amphibian Biology
Christopher A. Sheil	Coordinator, Graduate Programs; Herpetology; Developmental and Evolutionary Morphology; Systematics
Pamela J. Vanderzalm	Developmental Genetics; Molecular Biology; Cell Biology
Cyrilla H. Wideman	Physiology; Endocrinology; Cell Biology; Neuroscience

The graduate program in Biology prepares students for professional careers or doctoral studies in a variety of biological disciplines.

The Department of Biology offers courses of study leading to either a Master of Science or Master of Arts degree. Both degree programs provide students the opportunity to increase their knowledge through formal coursework. Additionally, the Master of Science degree requires candidates to complete a major research project resulting in a master's thesis.

### **Master of Science (M.S.)**

The M.S. is designed for students seeking research experience. Successful candidates must demonstrate the mastery of essential research techniques and the ability to communicate effectively the results of research and scholarship. Minimum requirements for the degree are 30 credit hours, consisting of 24 hours of formal course credit (at least half of the 24 hours must be from courses numbered above 499), a thesis proposal (BL 598, 1 credit hour), and a research thesis (BL 599, 5 credit hours).

### **Master of Arts (M.A.)**

The M.A. consists of 30 hours of formal class credit, at least half of which must be from courses numbered above 499. The M.A. does not require thesis research.

M.S. and M.A. students may petition to take up to 8 credit hours of biology-related courses from other John Carroll departments or from other institutions.

### **Admission Requirements**

- Students seeking to enter the M.S. program in Biology must contact professors in the department to determine if those professors are accepting graduate students. Contact information and the research interests of Biology faculty can be found on the department website: <http://sites.jcu.edu/biology/>
- The equivalent of a Bachelor of Science with a major in Biology as offered at John Carroll University. Completion of related majors (environmental science, cell and molecular biology, etc.) will be considered on a case-by-case basis.
- For both the M.S. and M.A. programs: completed application form, official undergraduate transcripts, and at least two letters of academic evaluation from former professors. See below for additional admissions information.
- For M.S. applicants, a 1-2 page (double-spaced) personal statement describing research interests and future career and academic plans.
- Students may be granted provisional or full admission to the program. The minimum requirements for full acceptance are a 3.0 GPA in biology courses and a 3.0 overall GPA. In some cases, provisional

## BIOLOGY (BL)

acceptance may be granted to students with a GPA as low as 2.5 in their biology courses and an overall GPA as low as 2.5. Students granted provisional acceptance must obtain a 3.0 GPA in their first two JCU biology courses (6 credits minimum).

### **Other Requirements**

All graduate students in the M.S. program are required to attend the Biology Seminar at least 12 times during their tenure. The course may be taken once for credit (BL 581, 1 credit).

For any Biology course that is cross-listed at both the 400 and 500 level, graduate students must take the 500-level course. The 500-level courses typically require an additional oral presentation or paper beyond the requirements for the corresponding 400-level course.

In addition, all graduate students in both degree programs are required to pass a comprehensive examination upon completion of the requirements. Only two opportunities are granted to take this exam. If a student fails the first exam, a second comprehensive exam must be taken no sooner than 30 days after the first exam. Failure to pass this exam on both attempts will result in dismissal from the program, and no graduate degree will be granted. The format of both exams will be determined by the student's committee as follows:

#### **Master of Science**

Oral or written examination consisting of questions that reflect the student's educational experience and thesis and that seek to integrate knowledge across those areas. The examination will be administered by the thesis committee after successful completion of the thesis.

#### **Master of Arts**

Oral and/or written examination is required. The type of examination is decided by the student's examination committee.

In some cases, a student and the committee may feel that an alternative examination would be appropriate. In this case, the associate dean may be petitioned via the chair of the Department of Biology.

## **APPLICATION PROCESS AND GRADUATE EDUCATION FUNDING**

### **Master of Science (M.S.)**

Students accepted to the Master of Science Program in the Department of Biology cover JCU tuition by one of three options: 1) working as a Graduate Teaching Assistant (i.e., G.A.) for the department; 2) working as a Graduate Research Assistant (i.e., R.A.) in one of our research labs; or 3) self-funding. In each scenario, students in the M.S. program are expected to maintain research productivity towards the goal of completing a graduate research thesis under the mentorship of a graduate faculty advisor. This advisor is the primary reader of the thesis and plays an integral role in helping the student to define the limits, timelines, and research objectives of the project; additionally, the graduate advisor helps the prospective student to determine which route of funding is most appropriate for his/her situation. Our faculty select prospective students to work on research in their labs if space and resources are available, but it is the responsibility of applicants to the M.S. program to contact potential graduate advisors during the application process to determine if an advisor is accepting students into a lab. Students are accepted "unconditionally" to the M.S. program only if a definite plan of funding has been presented.

**Option 1:** Students working as Graduate Teaching Assistants will have their tuition waived by JCU, and they will receive a moderate living stipend in exchange for assistance with laboratory courses. This typically involves 20 hours per week of preparation and setup for laboratory courses, grading lab reports and assisting in management of grades. G.A. awards are competitive and are granted only to M.S. students who are (or will be) working actively on their thesis research with a faculty sponsor in our department. To be considered for a G.A. position, a prospective student must:

1. be sponsored by a faculty advisor in our department;

## BIOLOGY (BL)

2. specify their intent to be considered for one of these positions during the application process;
3. provide two letters of recommendation that comment on the applicant's qualifications for this appointment as part of the application process—these may be from the same letter-writers as those used for the application for admission to the graduate program.

Applicants for the M.S. program who desire a G.A. position must consider finding a faculty advisor as central to the application process, as admission to the program and receiving a G.A. position both require having a faculty sponsor for active thesis research.

**Option 2:** Students working as Graduate Research Assistants will have their tuition waived, and they will receive a moderate living stipend in exchange for working closely with a specific faculty member to conduct research that is funded by outside sources (e.g., National Science Foundation). This typically involves 20 hours per week of guided research that aligns closely with the proposed thesis research of the student, and typically involves the same research methods. R.A. awards are competitive and granted only to M.S. students who are (or will be) working actively on their thesis research with a specific faculty sponsor. To be considered for a R.A. position, prospective students must:

1. be sponsored by a faculty advisor who is actively recruiting R.A. students;
2. specify their intent to be considered for these positions during the application process;
3. meet the R.A. application requirements defined by the faculty member advertising the position.

Applicants for the M.S. program who desire an R.A. position must consider finding a faculty advisor as central to the application process, as admission to the M.S. program and receiving an R.A. position both require having a faculty sponsor for active thesis research.

**Option 3:** Self-funding of the M.S. program is ideal for students who may have existing full-time employment with an institution or business that will pay all or some of the tuition of their employees, or for students who have the finances necessary to cover tuition. Self-funded students are accepted only if they have a research advisor.

Finally, if a student applies to the M.S. program and meets the GPA requirements but is unable to find space in a faculty research laboratory for thesis research, that student may consider requesting admission to the M.A. program as a self-funded student.

### **Master of Arts (M.A.)**

Students accepted to the Master of Arts Program in the Department of Biology pay tuition as self-funding students. Students in the M.A. program do not conduct thesis research, but degree requirements will include coursework and passing a comprehensive exam. M.A. students are required to have an academic advisor (typically the graduate coordinator for the Department of Biology) who will help the student to define a course sequence that meets the needs and objectives of the student. This advisor will also help the M.A. student to determine which other faculty will comprise the examination committee. M.A. students generally are not eligible for G.A. positions.

The M.A. Program is appealing to students who are interested in exploring post-baccalaureate education, or who are non-matriculated students desiring to take only a few courses. Many of our M.A. students who live in the region take classes to complete prerequisites for other graduate and professional programs such as medical and dental school, or are seeking renewal of a teaching license/certificate.

### **Timeline for Decisions about Acceptance to M.S. and M.A. Programs**

**M.S. Program:** Typically, students are accepted to begin classes at the beginning of the fall semester. The deadline for submission of application materials for acceptance to the M.S. program and G.A. positions is February 15 (or the following Monday if this date falls on a weekend); decisions will be made within 30 days of this deadline. However, applications that arrive after the deadline may be reviewed until all available positions are filled.

**M.A. Program:** There is no deadline for submission of application materials for this program, and students can begin matriculating in any semester. Decisions about admission will be made within 30 days of application.

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### COURSE DESCRIPTIONS

Many courses offered by the Department of Biology include laboratory and/or field work as an integral part of the course. These are listed separately below, immediately following the corresponding lecture course descriptions.

**Note:** Students in either the Master of Science or the Master of Arts degree program may apply either one BL 578 or one BL 579 to the degree requirements.

**405. SCIENTIFIC ILLUSTRATION 3 cr.** Prerequisite: permission of instructor. Experience in art not required. Developing skills of observation in biological sciences and learning how to produce publication-quality illustrations of measured accuracy, conceptualized drawings, and diagrammatic images for dissemination of research results. Development of a concise, but comprehensive, portfolio showcasing various techniques and graphic styles. An additional fee is required for personal illustration materials.

**406. TROPICAL FIELD BIOLOGY 3 cr.** Prerequisite: instructor permission. Three hours of lecture per week; spring break field trip to Central or South America required. Introduction to biology and ecology of the tropics, emphasizing the New World Tropics. Focuses on introducing students to field research in the tropics, including the design, implementation, and presentation of group research projects. Program fee required.

**415. INTRODUCTION TO SYSTEMATIC BIOLOGY 3 cr.** Prerequisite: permission of instructor. Three hours of lecture per week. Identification, naming, description, classification, and organization of extant and extinct biological diversity. Philosophy and practice of methods of reconstructing evolutionary history.

**430. MEDICAL PARASITOLOGY 4 cr.** Corequisite: BL 430L. Two hours of lecture per week. Parasitic forms of medical importance. Emphasis on their biology, clinical presentation, the ecology of the disease, and epidemiology. Includes morphology, physiology, and diagnosis.

**430L. MEDICAL PARASITOLOGY LABORATORY 0 cr.** Corequisite: BL 430. Four hours of laboratory per week. Laboratory sessions emphasize the diagnostic aspects of parasitic infections and the pathological changes in tissues. Diagnostic aspects of parasites; pathological changes in tissues.

**431. ENTOMOLOGY 4 cr.** Prerequisites: BL 155-160; corequisite: BL 431L. Three hours of lecture per week. Intensive study of insects and other arthropod groups, with emphasis on ecology, evolution, behavior, and classification.

**431L. ENTOMOLOGY LAB 0 cr.** Corequisite: BL 431. Three hours of laboratory per week. The lab/field component will emphasize collection methods, and identification of local insects and other important arthropods, specimen curation, and field notes. Some Saturday and weekend field trips required.

**444. ADVANCED ECOLOGY 4 cr.** Prerequisites: Ecology, Statistics; corequisite: BL 444L. Three hours of lecture/discussion per week. Topics include predator-prey interactions, global change, niche theory, competition, null models, and community assembly rules.

**444L. ADVANCED ECOLOGY LABORATORY 0 cr.** Corequisite: BL 444. Three hours of laboratory per week. Students work in teams on a project of their own choosing. Includes experimental design, data analysis, write-up, and presentation.

**447. ALGAE AS BIOINDICATORS 4 cr.** Prerequisite: permission of instructor; corequisite: BL 447L. Two hours of lecture per week. Theory and practice of using algae as bioindicators of water quality in streams and lakes. Taxonomy of indicator groups will be covered.

**447L. ALGAE AS BIOINDICATORS 0 cr.** Prerequisite: permission of instructor; corequisite: BL 447. Four hours of laboratory per week. Some weekend field trips required. Emphasis is on diatoms, but cyanobacteria, green algae, euglenoids, and other indicator taxa will also be examined. Research projects required.

**470. MOLECULAR METHODS LABORATORY 3 cr.** Prerequisite/corequisite: Molecular Genetics. Eight hours of laboratory per week. Methods used in analysis of proteins and nucleic acids.

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**479. SPECIAL TOPICS IN BIOLOGY 1-4 cr.** Prerequisites: permission of instructor. Offered on an irregular basis; topics chosen by instructor. A lecture/discussion course that may include laboratories or field trips. For directed readings see BL 578; for guided laboratory/field research see BL 579.

**479L. SPECIAL TOPICS IN BIOLOGY LABORATORY 0 cr.** Corequisite: BL 479. Two to four hours of laboratory each week.

**510. MEDICAL MICROBIOLOGY 3 cr.** Prerequisite: Genetics. Three hours of lecture per week. Bacterial and viral pathogens of humans and those aspects of the immune response important in resistance and immunity to infectious diseases.

**520. PLANT PHYSIOLOGY 3 cr.** Three hours of lecture per week. Detailed study of photosynthesis, water relations, mineral nutrition, and stress responses in plants with emphasis on current research techniques.

**523. BIOLOGY OF THE AMPHIBIA 4 cr.** Corequisite: BL 523L. Three hours of lecture per week. Classification, evolution, ecology, and behavior of frogs, salamanders, and caecilians.

**523L. BIOLOGY OF THE AMPHIBIA LABORATORY 0 cr.** Corequisite: BL 523. Three hours of laboratory per week. Some weekend field trips required. Optional weeklong field trip at end of the semester requiring an additional program fee.

**524. AQUATIC RESOURCES 4 cr.** Corequisite: BL 524L. Two hours of lecture per week. Study of aquatic organisms and their environment. Study of algae, insects, and fish as biological indicators of water and habitat quality in stream, lake, and wetland ecosystems. Impacts of water pollution, acidification, and other anthropogenic disturbances on aquatic systems.

**524L. AQUATIC RESOURCES 0 cr.** Corequisite: BL 524. Four hours of laboratory per week. Saturday laboratory with field trips and analysis of aquatic life.

**526. BIOLOGY OF THE REPTILIA 4 cr.** Corequisite: BL 426L. Three hours of lecture per week. Classification, evolution, and ecology of extant and fossil reptiles, excluding birds.

**526L. BIOLOGY OF THE REPTILIA LABORATORY 0 cr.** Corequisite: BL 426. Three hours of laboratory per week. Some weekend field trips required. Optional week-long field trip at end of the semester; requires an additional program fee.

**535. PLANT ECOLOGY 4 cr.** Prerequisite: Ecology recommended; corequisite: BL 535L. Three hours of lecture per week. Study of the distribution and abundance of plants from organismal, population, and community perspectives. Emphasizes both seminal and novel research. Students will conduct an in-depth study of plant ecological patterns and processes.

**535L. PLANT ECOLOGY LABORATORY 0 cr.** Corequisite: BL 535. Four hours of laboratory per week.

**540. BEHAVIOR 3 cr.** Three hours of lecture-discussion per week. An evolutionary approach to animal behavior with emphasis on recent research.

**554. DESERT BIOLOGY 3 cr.** Three hours of lecture per week; optional field trip to western U.S. at end of semester (see BL 554L). Introduction to abiotic and biotic factors influencing desert ecosystems. Group literature review project and research paper required.

**554L. DESERT FIELD BIOLOGY 1 cr.** Prerequisite: permission of instructor; corequisite: BL 554. Weeklong field trip to deserts of western U.S.; requires a program fee. Primary literature review presentation required.

**559. MOLECULAR CELL BIOLOGY 3 cr.** Prerequisite: Genetics. Three hours of lecture per week. Cell signaling, regulation of protein and eukaryotic cell cycle, and cancer. Focus on current primary literature and experimental techniques. Presentation of a seminar required.

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**560. EXPERIMENTAL DESIGN AND ANALYSIS 4 cr.** Four hours of lecture per week. Design and analysis of biological experiments, emphasizing strengths and weaknesses of various approaches. Both univariate and multivariate methods addressed. Emphasis placed on proper selection and application of statistical tests.

**565. MOLECULAR GENETICS 3 cr.** Prerequisites: Genetics, Biochemistry. Three hours of lecture per week. Gene and genome analysis; genome organization; transposable elements; chromosome structure; structure, replication, and expression of genetic information in bacteria and eukaryotes. Emphasis on current primary literature.

**571. IMMUNOLOGY 3 cr.** Prerequisite: Genetics. Three hours of lecture per week. Concepts of humoral and cell-mediated immunity with emphasis on the cellular basis of the immune response. Experimental evidence emphasized.

**575. ENDOCRINOLOGY 3 cr.** Three hours of lecture per week. The endocrine glands, hormones, and their mechanisms of action in mammals.

**578. DIRECTED READINGS IN BIOLOGY 1-3 cr.** Prerequisite: permission of instructor. Directed readings in a specific area of biology.

**579. GUIDED LABORATORY/FIELD RESEARCH 3 cr.** Prerequisite: permission of instructor. Guided research and study of various areas of biology.

**580. SPECIAL TOPICS IN BIOLOGY 1-4 cr.** Offered on an irregular basis; topics chosen by instructor. A lecture/lab course. For directed readings see BL 578; for student research see BL 579.

**581. BIOLOGY SEMINAR 1 cr.** One hour of lecture per week. Current topics presented by invited guests, faculty, and students.

**598. MASTER'S THESIS PROPOSAL 1 cr.** To be taken the first or second semester by all M.S. students. Writing and presenting the thesis proposal to the advisory committee.

**599. MASTER'S THESIS 1-5 cr.** Prerequisite: permission of department chair. Repeatable up to 5 credits, with recommendation that final 3 credits be completed during the final semester of enrollment.

## COUNSELING (CG)

Cecile Brennan* *	Chair; School Counseling; Ethics; Spirituality & Counseling
Paula J. Britton*	Clinical Mental Health Counseling Internship & Practicum Coordinator Supervision; Ethics
Nathan Gehlert*	Couples' Counseling; Research; Pastoral Counseling; Counseling Techniques
Martina Moore*	Substance Abuse & Addictive Disorders; Diversity Issues in Counseling; Spirituality & Counseling; Group Counseling
John L. Rausch	Human Development; Research Methods
Yi Shang	Research; Assessment; Statistics
Nancy P. Taylor*	School Counseling Internship & Practicum Coordinator; Career Counseling; Chemical Dependency; Spirituality & Wellness

\*Department of Counseling Core Faculty

The Department of Counseling consists of two separate degree programs and a certificate program in Spiritual Wellness & Counseling. The two degree programs are School Counseling and Clinical Mental Health Counseling. Both programs are accredited by the Council on Accreditation of Counseling and Related Educational Programs (CACREP). In addition, the School Counseling Program meets Ohio Department of Education and the National Council for Accreditation of Teacher Education (NCATE) standards for school counselor education programs. The Clinical Mental Health Counseling Program meets the current academic requirements of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board for the licenses Professional Counselor (PC) and Professional Clinical Counselor (PCC). Further, the degree meets the academic requirements of the National Board for Certified Counselors for National Counselor Certification (NCC).

Both the School and Clinical Mental Health Counseling Programs are advised by a committee made up of the department chair, representatives from the College of Arts & Sciences, practicing professionals, a program graduate, and a current student. This committee advises the chair of the department, the associate dean, and the dean of the College of Arts and Sciences on program policy.

The mission of the Department of Counseling is to create professional school and clinical mental health counselors who embody the Ignatian essence of "persons for others." As a department we seek to embody this spirit of service to others by providing a learning community that respects the personhood of each student. Our faculty have an open-door policy and are willing to meet with prospective students as well as with students already enrolled in the department. Leaders among our graduate students maintain a vibrant and award-winning Beta Chi Chapter of Chi Sigma Iota International Counseling Honorary Society.

### Admission Criteria for Degree Programs

- An undergraduate major in a recognized area, together with advanced undergraduate coursework (12-18 semester hours) in the social and behavioral sciences, or teaching licensure is required. Applicants who do not have prerequisites for specific graduate courses will be required to make up deficiencies.
- An undergraduate cumulative GPA of at least 2.75 (on a 4.0 scale).
- A satisfactory score on the Miller Analogies Test (MAT) or the Graduate Record Exam (GRE).
- Three letters of recommendation from persons familiar with the applicant's academic work, professional work, vocational commitment, and suitability for the role of counselor are required. Ideally, these letters will come from former professors and/or employers who can comment on the suitability of the applicant for graduate study.
- A letter of intent from the applicant outlining career objectives and goals. The letter should be

## COUNSELING (CG)

400-600 words in length. It will be evaluated for content and grammatical and mechanical correctness.

- Evidence of work or volunteer experience.
- Applicants must participate in an on-campus interview process that may include:
  - A writing sample composed in response to a provided written prompt.
  - An individual interview.
  - A group interview.

The on-campus group interviews are scheduled during each semester. Applicants will be notified of the date when they apply. The GRE or MAT score, letters of recommendation, letter of intention, and summary of experience should be submitted to the Office of Graduate Studies, College of Arts and Sciences.

**No application will be evaluated until all of the materials listed above, along with a Graduate Application form and appropriate official transcripts, are submitted.**

The Department of Counseling accepts applications on a rolling basis. For best consideration, applications should be received by May 1 for fall semester, November 1 for spring semester, and February 1 for summer semester. Applicants applying for graduate assistant positions should submit all materials for admission by the February 1 deadline.

The application material will be evaluated by the admissions committee. Possessing the minimum admission requirements, e.g., a 2.75 GPA, does not guarantee admission.

### Retention Criteria

The unique interpersonal nature of the counseling profession requires that counseling students should be evaluated for their fitness as counselors. This comprehensive evaluation focuses on assessing the student's academic achievement, the student's demonstration of the personal dispositions needed in order to be an effective counselor, and the student's adherence to the ethical standards of the profession defined by either the ACA (American Counseling Association) or the ASCA (American School Counselor Association) code of ethics.

If a student is found to be deficient, a concern conference will be held with the student in order to implement a remediation plan. If, after attempts at remediation, the student is still demonstrating inappropriate behaviors, or not achieving at an appropriate academic level, the student will be asked to leave the program. More detailed information about the department's retention criteria can be found in its Graduate Student Handbook. Students should also review the Policies and Procedures section of this Bulletin.

Assessing students in this way is a requirement of both the major counseling accreditation body, CACREP, and the State of Ohio Counselor, Social Worker, Marriage and Family Therapist Board.

### Clinical Mental Health Counseling Program Description

The Masters of Arts in Clinical Mental Health Counseling consists of 60 semester hours of graduate studies and is designed to meet the academic requirements of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board for the licenses Professional Counselor (PC) and Professional Clinical Counselor (PCC). The program is designed to meet the needs of the part-time student while also accommodating full-time study. Counselors licensed as PCCs function at an independent practice level, which allows them to diagnose and treat mental and emotional disorders without supervision. Additionally, with the supervision designation, they may supervise other counselors. Counselors licensed as PCCs may maintain a private practice. If an applicant already has a master's degree in counseling or school counseling and is seeking licensure as a clinical mental health counselor, it is possible to be admitted to a post-master's licensure program. Contact the program coordinator for more information.

## COUNSELING (CG)

Students must bear in mind that academic requirements are only part of the overall licensure requirements, which also include an application procedure, state examinations, and verified clinical work experience. These licensure requirements are met after the conferral of the M.A. in Clinical Mental Health Counseling.

### Required Courses

#### **Core Sequence**

Orientation to Counseling (3 hrs.)	CG 500
Human Growth and Development (3 hrs.)	CG 505
Research Methods (3 hrs.)	CG 509 or ED 502*
Tests & Measurements (3 hrs.)	ED 530
Career Development and Vocational Appraisal (3 hrs.)	CG 531
Group Procedures (3 hrs.)	CG 535
Counseling Theories (3 hrs.)	CG 561
Counseling Techniques and Practice	CG 562
Diversity Issues in Counseling (3 hrs.)	CG 563

#### **Clinical Sequence**

Psychopathology (3 hrs.)	CG 570
Clinical Evaluation (3 hrs.)	CG 571
Clinical Diagnosis (3 hrs.)	CG 572
Clinical Intervention, Prevention, and Ethics (3 hrs.)	CG 573
Clinical Treatment Methods (3 hrs.)	CG 574

#### **Field Experience Sequence**

Practicum in Clinical Mental Health Counseling (3 hrs.)	CG 592
Internship in Clinical Mental Health Counseling I (3 hrs.)	CG 596A
Internship in Clinical Mental Health Counseling II (3 hrs.)	CG 596B

#### **Electives (9 hr.)**

Nine hours of electives must be approved by the advisor. Students can fulfill the elective requirement by completing nine hours of electives that fit their academic plan, or by completing one of the concentrations offered by the program. Each concentration requires nine hours chosen from a list of possible courses.

Spiritual Wellness & Counseling Concentration                      CG 582, CG 583, CG 584, CG 585, CG 586

Nonprofit Management Concentration                                      NP 501 (required for concentration), NP 520, NP 530, NP 540, NP 550, NP 560, MN 550N

Chemical Dependency & Addictive Disorders Concentration                                      CG514, CG 515, CG 516

Students who complete this concentration and appropriate field experience may be eligible for licensure as an LCDC-III or as an LICDC. These courses are cross-listed as graduate/undergraduate.

The student must apply for Practicum (CG 592) and Internship (CG 596) in Clinical Mental Health Counseling by October 1 for the spring semester and by March 1 for the fall semester. Ordinarily, CG 592 followed by CG 596 are the final courses in the student's program. Site placements are subject to University approval. The University will not approve site placements in situations that violate human rights, demean human dignity, or operate according to principles directly opposed to those for which the University as a Catholic institution must stand.

The Master of Arts degree is conferred upon the satisfactory completion of the above courses, a portfolio, and a comprehensive examination. The comprehensive examination requirement is satisfied through successful completion of the Master's Comprehensive Examination.

# COUNSELING (CG)

## School Counseling Program Description

The School Counseling Program is a 48 semester-hour M.Ed. graduate program designed to prepare candidates for licensure as counselors in an elementary, middle, or high school setting. The program meets Ohio Department of Education, NCATE and the Council on the Accreditation of Counseling and Related Educational Programs (CACREP) standards for school counselor education programs

If an applicant already has a master's degree and is seeking only licensure as a school counselor, it is possible to be admitted to a post-master's licensure program. Contact the department chair for more information.

### Required Courses

#### **Core Sequence**

Orientation to Counseling (3 hrs.)	CG 500
Foundations of School Counseling (3 hrs.)	CG 501
Human Growth and Development (3 hrs.)	CG 505
Research Methods (3 hrs.)	CG 509 or ED 502*
Introduction, Survey & Awareness of Chemical Dependency (3 hrs.)	CG 514
Test & Measurements (3 hrs.)	ED 530
Career Development and Vocational Appraisal (3 hrs.)	CG 531
Group Procedures (3 hrs.)	CG 535
School Counseling Program Design & Consultation (3 hrs.)	CG 538
Counseling Theories (3 hrs.)	CG 561
Counseling Techniques and Practice (3 hrs.)	CG 562
Diversity Issues in Counseling (3 hrs.)	CG 563

#### **Field Experience Sequence**

Practicum in School Counseling (3 hrs.)	CG 591
Internship in School Counseling, I (3 hrs.)	CG 598A
Internship in School Counseling, II (3 hrs.)	CG 598B

**Electives:** Suggested electives could be CG 515 or CG 516. Electives should be selected in consultation with advisor.

Candidates who wish to become licensed as school counselors in Ohio must complete an internship (ED 598A/B) at a school site acceptable to John Carroll University with the approval of the school system involved. The internship consists of 600 contact hours over a minimum of one calendar school year. At least 240 of the intern's 600-hour requirement shall be in direct counseling service to children under the supervision of a certified school counselor at the internship site as well as the supervision of the University's internship coordinator.

Applications for the internship must be submitted no later than October 1 for the spring semester of March 1 for the fall semester. The intern must register for CG 598A and CG 598B, complete a detailed case study and presentation, and demonstrate progressive attainment of skills and experience commensurate with what would be expected of a school counselor.

Candidates are carefully reviewed in their work and evaluated during their entire internship experience. A successful final evaluation is a prerequisite for endorsement of the intern for licensure. The candidate must also successfully pass all applicable sections of the PRAXIS Assessments for licensure as a school counselor. Submission of logged contact hours during Practicum and Internship is required for graduation.

The Master's of Education degree is conferred upon the satisfactory completion of the above courses, a portfolio, and a comprehensive examination. The comprehensive examination requirement is satisfied through successful completion of the Master's Comprehensive Examination.

# COUNSELING (CG)

## Spiritual Wellness & Counseling Certificate Program Description

The certificate program in Spiritual Wellness & Counseling is a five-course, fifteen-semester-hour program offered in partnership with the Department of Theology and Religious Studies. The certificate program in Spiritual Wellness and Counseling can be taken for credit, no credit or continuing education credit. It is specifically designed for pastoral care professionals, mental health professionals and medical professionals. The program brings together these professionals to broaden their understanding of the helping process, and to ensure they have a more nuanced understanding of spirituality, counseling, and the complexity of the whole person.

The certificate program helps students enhance their knowledge and abilities to:

- Respond appropriately to individuals who express mental health and/or spiritual concerns.
- Assist those who desire to integrate their spiritual perspective with their psychotherapeutic or medical treatment.
- Discern when referral to another professional is needed and how to locate an appropriate professional for the referral.

The program also helps pastoral care, mental health and medical professionals develop the skills needed to collaborate to best serve the interests of those they are endeavoring to assist.

### Admission Criteria

- For applicants without a master's degree, a minimum undergraduate GPA of 2.75.
- Official transcripts for highest degree earned.
- Two letters of recommendation (preferably one academic and one professional).
- Interview with the program coordinator.
- Admission interview.

### Required Courses

Spirit & Psyche	CG/TRS582
Tradition & Theory	CG/TRS583
Holiness & Wholeness	CG/TRS584
Enlightened Self-Centering	CG/TRS585
Encountering Each Other	CG/TRS586

## COURSE DESCRIPTIONS

### Counseling (CG)

**500. ORIENTATION TO COUNSELING 3 cr.** Introduction to the professional, legal, and ethical responsibilities of counselors, including professional roles and functions. Includes a coursework overview, professional goals and objectives, professional organizations, history and trends, preparation standards, and credentialing. Lectures, discussion, small-group work, experiential exercises, videos, guest speakers, introduction to library and technology. Normally the first course in the program sequence.

**501. FOUNDATIONS OF SCHOOL COUNSELING 3 cr.** Introduction to the profession of school counseling, including the historical, philosophical, ethical, and legal aspects of counseling within a school setting. Examines current issues and counseling interventions that address the prevention of specific threats to normal development such as violence, abuse, eating disorders, suicide, and attention hyperactivity disorder. Candidates begin to develop a professional portfolio that continues for the duration of their program track.

**505. HUMAN GROWTH AND DEVELOPMENT 3 cr.** Study of human growth and development throughout lifespan. Includes theories of learning, personality development, human behavior, as well as multicultural, ethical, and legal considerations.

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**509. RESEARCH METHODS FOR MENTAL HEALTH PROFESSIONALS 3 cr.** Overview of principles and methods of quantitative and qualitative research and program evaluation for mental health professionals. Emphasizes evidence/research-based decision making used in community agencies and schools; also, evaluating research reports and conducting research studies and program evaluations to improve services. Restricted to students in the Clinical Mental Health Counseling, School Counseling, and School Psychology programs.

**514. ADDICTION KNOWLEDGE 3 cr.** Substances of abuse and their effects on the processes of body and brain; how to screen and assess for substance use disorder, including withdrawal. Includes information on the current medical and pharmacological resources used in the treatment of substance use disorders; also, the biopsychosocial, cultural and spiritual factors related to addiction.

**515. TREATMENT KNOWLEDGE FOR CHEMICAL DEPENDENCY & ADDICTIVE DISORDERS 3 cr.** Prerequisite: CG 514/414. How to complete a comprehensive substance abuse assessment, including screening for co-occurring disorders; the principles of effective treatment, models of treatment, recovery, relapse prevention and continuing care for addiction clients; how to assess for levels of institutional care; how to develop and implement treatment plans.

**516. SERVICE COORDINATION AND DOCUMENTATION FOR CHEMICAL DEPENDENCY AND ADDICTIVE DISORDERS 3 cr.** Prerequisites: CG 515/414, 515/415. How to assess a client's ongoing needs beyond formal treatment, including the client's recovery process. Interdisciplinary approaches to addiction treatment, including the counselor's role in the interdisciplinary team.

**531. CAREER DEVELOPMENT AND VOCATIONAL APPRAISAL 3 cr.** Career development throughout the life span and individual career decision-making theories. Career assessment, appraisal, personality, and aptitude instruments and techniques for evaluating individuals relevant to choosing a career. Sources of career, educational, and labor market information. Career-counseling diagnosis and techniques, ethical practices, and an appreciation for the career concerns of special populations.

**535. GROUP PROCEDURES 3 cr.** Prerequisites: CG 500, CG 561. Types of groups, styles of group leadership, and techniques used by group counselors. Group theories, the dynamics of group processes, and the developmental stages of group counseling. Counselor skills in the management of group process from initial interview to termination as well as consultation and ethical concerns in group procedures and the use of technology. Supervised group sessions and debriefings comprise a major portion of the course.

**538. SCHOOL COUNSELING PROGRAM DESIGN AND CONSULTATION 3 cr.** Prerequisite: CG 501. Counseling and guidance strategies for the school counselor that promote school and personal success and development in children and teenagers. Emphasis on the skills to assess students' needs, design a program of comprehensive services, and coordinate, implement, and evaluate the program's activities. Consulting models and strategies for counselor relations with school personnel, administrators, parents, and community agencies.

**554. COUNSELING CHILDREN & ADOLESCENTS 3 cr.** Prerequisite: CG 562. Designed to help the beginning counselor identify issues relevant to children and adolescents in counseling. Developmental topics; application of common counseling approaches to working with children and adolescents; psychopathology in counseling them; diversity issues, legal and ethical matters diagnosis and treatment planning. Lecture, discussion, role-plays, demonstrations, media resource, tests and evaluations, and guest speakers.

**556. FAMILY & COUPLES COUNSELING 3 cr.** Prerequisites: CG 500, CG 562. Focus on the structure, rules, roles, forms of communication, and other aspects of interpersonal dynamics; also, ways of problem solving and negotiating. Major theoretical approaches in both family and couples counseling; best practices, multicultural issues, and legal and ethical issues. Lectures, student-led discussions, role-plays and demonstrations, media resource, tests and evaluations, and guest speakers when available.

**561. COUNSELING THEORIES 3 cr.** Systematic study of selected historical and contemporary theories of counseling and psychotherapy, including the nature of psychological disturbance, theoretical assumptions and concepts, and techniques for effecting therapeutic change. Emphasizes counselor behavior and its effect on counseling outcomes.

**562. COUNSELING TECHNIQUES AND PRACTICE 3 cr.** Prerequisite: CG 561 or permission.  
Emphasis on the application of the theoretical principles involved in individual, group, and family counseling.

## COUNSELING (CG)

consulting and psychotherapy, skill-building, and interviewing. Seminar format with role-playing, practical experience, basic interviewing, assessment, and counseling skills. Lectures, experiential exercises, discussion, small-group work, demonstrations, role-plays, and videotaping with critiquing and audiovisual aids.

**563. DIVERSITY ISSUES IN COUNSELING 3 cr.** Builds the personal and professional development of counseling practitioners through studying sociological, historical, philosophical, and psychological scholarship about the many cultures, races, ethnic groups, and other minority groups that constitute American society. Considerations of racism, sexism, exceptionality, and other diversity issues are applied to a variety of counseling, educational, and agency settings.

**564. ADVANCED COUNSELING TECHNIQUES 3 cr.** Prerequisite: CG 562. Advanced knowledge of and hands-on applications of counseling techniques in the Motivational Interviewing (MI) framework. Covers MI applications in the treatment of anxiety, depression, PTSD, suicidal behavior, obsessive-compulsive disorder, eating disorders, gambling addictions, schizophrenia, and dual diagnoses. Lectures, experiential exercises, discussion, small group work, demonstrations, role-plays, and videotaping with critiquing.

**570. PSYCHOPATHOLOGY 3 cr.** Prerequisite: CG 500. Designed to assist the counseling student in understanding psychological disorders. Includes a thorough review of the major categories of psychopathology, which will be contextualized by a discussion of the role of historical context and cultural differences in assessing individual behavior. Also, the role of counseling in the treatment of mental and emotional disorders.

**571. CLINICAL EVALUATION 3 cr.** Prerequisites: CG 500, CG 562, and ED 530 or equivalent. Assessment procedures in diagnosis and treatment planning. Focuses on administering and interpreting individual and group standardized (and un-standardized) tests of mental ability and personality measurement; also, factors that relate to specific populations, ethical and legal considerations, and historical perspectives.

**572. CLINICAL DIAGNOSIS 3 cr.** Prerequisites: CG 562 and CG 570. Includes appropriate use of the current edition of the *Diagnostic and Statistical Manual for Mental Disorders* and other nosologies. Focuses on conducting mental-status examinations and on the framework for identifying symptomatology, etiology, and dynamics of mental and emotional disorders, issues of diversity, case conceptualization, assessment, diagnosis, ethical and legal considerations.

**573. CLINICAL INTERVENTION, PREVENTION, AND ETHICS 3 cr.** Prerequisite: CG 562 or permission. Focuses on methods of intervention, including techniques used with diverse populations and situations. Emphasis on counselor ethics and legalities. Includes clinical supervision, program development, and consultation.

**574. CLINICAL TREATMENT METHODS 3 cr.** Prerequisites: CG 500, CG 562. Focuses on diagnostic issues, case conceptualization, issues of diversity, developing and implementing a treatment plan, reporting and assessing progress of treatment, referral procedures, formulating timelines for treatment, and psychotropic medications and mood-altering chemical agents in the treatment of mental and emotional disorders.

**580. SPECIAL TOPICS IN CLINICAL MENTAL HEALTH COUNSELING 1-3 cr.** In-depth study of a topic in workshop form.

**581. INDEPENDENT STUDY 1-3 cr.** Individual project under supervision. Approval of program coordinator and appropriate dean required.

**582. SPIRIT & PSYCHE 3 cr.** Prerequisite: Permission of program coordinator. Draws from works of literature, psychology and religion to investigate the role of spirit and psyche in the development of a healthy individual. Students will compare and contrast spiritual and psychological developmental theories, assess individual development from both a psychological and spiritual perspective, and compose a personal narrative of their own psycho-spiritual development.

**583. TRADITION & THEORY 3 cr.** Prerequisite: Permission of program coordinator. Reviews major religious traditions and major psychological theories. Students will explore the religious traditions, which have influenced their clients, and/or patients, summarize and explain major psychological theories, and analyze potential conflicts between a particular spiritual tradition and a specific psychological theory. Also, discriminating between the roles of spiritual guide and psychological helper.

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**584. HOLINESS & WHOLENESS 3 cr.** Prerequisite: Permission of program coordinator. Investigates religious and spiritual views of human wholeness, identifies impediments to spiritual and psychological growth, and distinguishes between a spiritual and psychological crisis. Students will learn how to discern when an individual needs to be referred for either spiritual or psychological guidance.

**585. ENLIGHTENED SELF-CENTERING 3 cr.** Prerequisite: Permission of program coordinator. Focuses on the responsibility for caregivers to attend to their own needs in order to avoid undermining their effectiveness, falling into ethical lapses, or suffering from compassion fatigue. Students will demonstrate an understanding of their ethical responsibility for self-care by designing a program to protect against caregiver burnout.

**586. ENCOUNTERING EACH OTHER 3 cr.** Prerequisite: Permission of program coordinator. A capstone course in which students return to their professional settings to apply what they have learned by implementing a personally designed project or conducting a case study. Faculty and peers provide mentorship and support throughout this process. Students will analyze and assess the effectiveness of their interventions. Concludes with students designing a personal development plan to continue their professional and personal growth.

**588. DOCTORAL PREPARATION SEMINAR 2 cr.** Prerequisite: instructor permission. Preparation for applying to doctoral programs. Mentoring on a research project, poster presentations of scholarship; mock interviews, networking and informational interviews; differences between counselor education, clinical psychology, counselor psychology, and online vs. traditional degree programs; personal statements; letters of recommendation; extracurricular and professional development activities to strengthen doctoral applications.

**591. SCHOOL COUNSELING PRACTICUM 3 cr.** Prerequisites: CG 500, CG 501, CG 535; prerequisite or corequisite: CG 561 and CG 562. Supervised, applied counseling laboratory experience prior to internship and within an appropriate setting. Requires 100 hours of placement experience, including a minimum of 40 hours of direct, individual counseling and 10 hours of group contact. Individual and group supervision, critique, ethical practices and consultation; audio and video taping. Candidates must maintain logbook of contact hours.

**592. CLINICAL MENTAL HEALTH COUNSELING PRACTICUM 3 cr.** Prerequisites: CG 500, CG 535, CG 561, and CG 562. 100 placement hours (40 in direct client contact). Application of appropriate treatment modalities and understanding of service provision paradigms. Includes video and audio taping, individual and group supervision, case consultation, and legal and ethical issues. Application required a semester before starting the course (see Practicum/Internship Handbook).

**596A,B. CLINICAL MENTAL HEALTH COUNSELING INTERNSHIP 6 cr. (A) 3 in fall; (B) 3 in spring.** Prerequisites: CG 592 and CG 563. Placement under supervision in an appropriate setting. 600 placement hours (240 in direct client contact, minimum 10 hours in group counseling). Regular on-campus meetings. Client advocacy and outreach, referral processes, case conceptualization, and legal and ethical issues. Opportunities for using assessment instruments, technology, and research in a field setting; video/audio taping.

**598A, B. SCHOOL COUNSELING INTERNSHIP 6 cr. (A) 3 in fall; (B) 3 in spring.** Prerequisite: CG 591 and CG 563. Field placement under supervision. 600 service hours include a minimum of 240 hours in direct, counseling contact with individuals and groups. Coursework on ethical, consultative, and counseling issues, techniques, and strategies; audio/videotaped session critiques; and case studies. Application for, and successful completion of, Master's comprehensive exam required; also, maintaining logbook of contact hours.

## Education Courses (ED)

**502. RESEARCH METHODS 3 cr.** Introduces methods in both quantitative and qualitative educational research. Topics include creating research problem statements and questions, creating a literature review to address those questions, and developing a research design to answer the research questions. Students will learn to evaluate existing research and to make informed, research-based decisions in educational settings.

**530. TESTS AND MEASUREMENTS 3 cr.** Prerequisite: CG 509 or ED. Basic measurement concepts and descriptive statistics followed by in-depth study of test score interpretation, reliability, and validity. Also, the application of major tests used by clinical mental health/school counselors and school psychologists, such as

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intelligence tests, standardized achievement tests, personality tests, interest inventories, and neuropsychological assessment; general assessment skills and ethical and legal issues in school and non-school settings.

### **Nonprofit Management Concentration Courses (NP & MN)**

**NP 501. OVERVIEW OF NONPROFIT ADMINISTRATION 3 cr.** Introduction to the program. Includes theoretical and case-based discussions of setting organizational direction, increasing productivity, enhancing organizational survivability, and interacting effectively both within and across organizations.

**NP 520. ADVOCACY AND NONPROFIT ADMINISTRATION 3 cr.** Prerequisite: NP 501. Theories about interest groups and their place in a democratic society, hands-on information about methods of advocacy, and ethical concerns about advocacy. Practical discussion of legal constraints on lobbying and best practices from experienced lobbyists. Focus on ethical issues emphasizes effectiveness within a system driven by influence without becoming corrupted.

**NP 530. PROFESSIONAL COMMUNICATIONS FOR NONPROFIT ADMINISTRATORS 3 cr.** Prerequisite: NP 501. Familiarizes nonprofit administrators with communication theory, emphasizing persuasion and communication in organizational settings. Provides the opportunity to refine talents in writing and presenting speeches, including the effective use of technology in presentations focused on issues pertinent to nonprofit administrators.

**NP 540. GRANT WRITING AND FUND RAISING FOR NONPROFITS 3 cr.** Prerequisite: NP 501. Identifying nonprofit program goals and needs for fund-raising. How to identify and contact appropriate funding sources. General guidelines for preparing grant applications for private and public funding sources.

**NP 550. POLICY ANALYSIS FOR NONPROFITS 3 cr.** Prerequisite: NP 501. Analysis of government action for its impact on nonprofit organizations and society more generally. Policy analysis as an essential tool in understanding the interaction of government actions and the interests of nonprofit organizations. Evaluation addresses legislative actions, how those actions are translated into enforceable rules and their implementation by local service providers; how nonprofit administrators participate in that process.

**NP 560. QUANTITATIVE AND QUALITATIVE ANALYSIS FOR NONPROFIT ADMINISTRATORS 3 cr.** Prerequisite: NP 501. Basic methodological skills and tools applied to data collection and analysis in nonprofit organizations. Research procedures used in identifying target population needs and response. Introduction to tools for assessing program effectiveness.

**MN 550. LEADERSHIP AND MANAGERIAL SKILLS 3 cr.** Prerequisite: NP 501. Comprehensive assessment of the student's leadership and managerial skills followed by classroom discussion of leadership and managerial skills, exercises, and an individual skills analysis review session. Develops skills awareness and career management strategy.

## EDUCATION AND SCHOOL PSYCHOLOGY (ED)

Catherine A. Rosemary	Chair; Literacy
Ryan Allen	School Psychology
Martin Connell, SJ	Teaching and Learning
Gregory A. DiLisi	Science Education
Theron Ford	Multicultural Education;Exceptionalities
Amy R. Hoffman	Literacy
Jeanne E. Jenkins	School Psychology
Thomas E. Kelly	Secondary Education
Annie Moses	Early Childhood
John L. Rausch	Research; Educational Psychology
Kathleen A. Roskos	Literacy
Yi Shang	Research; Assessment; Statistics
Lisa M. Shoaf	Educational Administration
David Shutkin	Educational Technology
Mark G. Storz	Middle Childhood Education;Urban Education

The mission of the Department of Education and School Psychology is to provide educational leadership for a more just society.

To achieve that end, the unit embodies four goals: to provide professional education in a liberal arts context; to uphold traditional values, yet be responsive and sensitive to society's changing needs; to focus on personal as well as professional development of the individual; and to emphasize teaching that is anchored in a strong research base and the Jesuit ideal of an educator. The five characteristics of the Jesuit ideal of an educator are:

- Formation of the total person.
- Personal influence of the educator.
- Educational settings as communities of personal influence.
- Education as a vocation.
- Integration of the disciplines to extend and synthesize knowledge.

These characteristics are operationalized within academic course sequences constructed around four curricular strands for advanced professional preparation: **personal and professional development; scholarship; specialization; and leadership**. These advanced programs are designed to prepare individuals as leaders in human service and educational contexts. The advanced graduate programs are aligned with the unit's mission, outcomes, conceptual framework, academic strands and Specialized Professional Associations (SPAs).

The Department of Education and School Psychology academic unit is accredited by the National Council for the Accreditation of Teacher Education (NCATE) and approved by the Ohio Board of Regents. The department's initial and advanced licensure programs have achieved a rating of National Recognition through the respective Specialized Professional Associations.

## EDUCATION AND SCHOOL PSYCHOLOGY (ED)

The Department of Education and School Psychology offers a variety of graduate programs:

- I. Educational Specialist Degree Program for:
  - A. School Psychology
- II. Master of Education degree programs designed to prepare candidates for:
  - A. Specialization in such areas as assessment and accountability, understanding autism spectrum disorder and effective interventions, early childhood and reading
  - B. Initial Teaching Licensure
  - C. Educational Psychology
- III. Master of Arts programs designed to meet the needs of students primarily interested in research-oriented programs. M.A. programs are offered in many of the areas listed above.
- IV. Endorsement programs in Reading, Teacher Leader, Early Childhood Generalist, and Middle Child Generalist open to candidates who hold a bachelor's degree and a valid Ohio teaching license. NOTE: Students may pursue Early Childhood and Middle Childhood Generalist Endorsements concurrent with an initial licensure teacher education program.
- V. Certificate of Advanced Studies: Assessment, Research and Measurement designed to help professionals at the master's and post-master's level to develop skills in quantitative and qualitative research methods, assessment, measurement, program evaluation and data-driven decision making.
- VI. Post-Baccalaureate Initial Licensure Programs in early childhood, middle childhood, adolescent and young adult, and physical education multi-age (K-12) for applicants with a baccalaureate or higher degree.

Candidates planning to apply for one of the state licenses or endorsements should be aware of possible changes in state licensure requirements. Candidates will be required to meet the state requirements in effect at the time application is made for licensure. Although the program descriptions included in the *Graduate Studies Bulletin* conform to the current standards, additional information may be obtained by consulting department officials. An individual orientation is held with the academic adviser for candidates for the M.Ed. degree following admission to graduate studies. Candidacy evaluation will be arranged for candidates for the M.A. degree. Details of these procedures are available in the Department of Education and School Psychology offices.

At the conclusion of the master's degree coursework, a written comprehensive examination is required for both the M.Ed. and M.A. The examination consists of a general section and a program section. Examination schedules are available in the department office. Successful completion of the comprehensive examination is a requirement for graduation.

Candidates for Initial and Advanced Licensure and some endorsements will be required to pass the Ohio Assessment for Educators (OAE) exam(s) in the specific licensure/endorsement area in order to be recommended for licensure/endorsement.

## EDUCATION AND SCHOOL PSYCHOLOGY (ED)

### Admission Criteria

The following admission criteria for full acceptance into the M.Ed. or M.A. programs apply to all graduate programs: \* \* \*

- An undergraduate degree from an accredited institution with a major in education (equivalent to the training necessary for a teacher credential) or the equivalent in training or experience. Candidates ordinarily are or have been licensed teachers.
- An undergraduate cumulative GPA of at least 2.75.\*\*
- A written statement indicating personal interests, goals, and expectations from the degree program.
- Two letters of reference from persons who are familiar with and able to assess the applicant's ability to succeed in graduate studies.
- Miller Analogies Test (MAT) **or** Graduate Record Examination (GRE) score(s). \*\*
- A personal interview with the Program Faculty for the specific program.
- Verification of valid teaching certificate/license for specific programs.

**\*NOTE:** Applicants for the School-Based M.Ed., Post-Baccalaureate teaching licensure specialization, Educational Psychology, or School Psychology programs do not require a major in education, teaching experiences, and/or a teaching credential.

\*\*The School Psychology program requires a minimum GPA of at least 3.0 and the GRE.

### I. Educational Specialist Degree for School Psychology Program

The School Psychology Program is a specialist-level program approved by the National Association of School Psychologists and meets Ohio Board of Regents and NCATE training standards. It is a full-time program that requires 78 semester hours of continuous full-time study. The School Psychology Program is open to those who have an undergraduate major in psychology or hold a valid Ohio teaching license or professional education degree. The program follows a scientist-practitioner training model and is advised by a committee comprised of the core faculty, part-time faculty, pupil service directors, and practicing school psychologists. Candidates are required to follow a prescribed sequence of coursework beginning with the summer session immediately following formal admission to the program. Individuals admitted to the program during the fall semester may begin coursework in the spring semester. Field experiences are an integral part of this program beginning with the first year. Accordingly, candidates are required to make available two days per week for these experiences during the first two years. The third -year internship requires a full-time, five-day-per-week commitment. In the event that the candidate is unable to complete the Internship during the third year of the program, an internship placement **may not** be available during the fourth year or subsequent years. Individuals unable to complete the internships during the third year in the program must notify the School Psychology Coordinator at least one semester prior to the scheduled internship placement. The School Psychology Program must be completed within three but no more than four years on a full -time basis.

#### Admission Requirements:

- An undergraduate major in psychology or a valid Ohio teaching license or professional education degree (equivalent to the training necessary for Ohio teacher licensure).
- An undergraduate cumulative GPA of at least 3.00.
- Graduate Record Examination (GRE).
- A written statement indicating personal interest, goals, and expectations from a graduate program.
- At least two letters of recommendation from individuals who can attest to the applicant's ability to succeed in an advanced studies graduate program. Applicants are strongly encouraged to seek

## EDUCATION AND SCHOOL PSYCHOLOGY (ED)

recommendation letters from faculty who are familiar with their academic performance and professional characteristics.

- Evidence of ability to work effectively with people.
- Evidence of strong written and oral communication skills.
- Willingness to accept assigned field placements.

### **Course Requirements for the M.Ed.**

1. ED 419 The Exceptional Learner
2. ED 503 Orientation to the Educational Environment (or ED 451 or PS 457; see below)
3. ED 530 Tests and Measurements
4. ED 532 Developmental Psychology
5. ED 534 Learning-Teaching
6. ED 536A Psychoeducational Evaluation I
7. ED 536B Psychoeducational Evaluation II
8. ED 540 The Role and Function of the School Psychologist
9. CG 561 Counseling Theories
10. CG 562 Counseling Techniques and Practice

\*For incoming students with an undergraduate major in psychology, ED 503 (Orientation to the Education Environment) must be taken. Students who hold a valid Ohio teaching license or professional education degree must take PS 457 (Psychopathology) or ED 451 (Theories of Personality) in place of ED 503 (Orientation to the Education Environment).

The master's degree in School Psychology is conferred upon the satisfactory completion of the above courses and a comprehensive examination.

NOTE: A master's degree or doctoral degree in another area cannot be accepted in lieu of the M.Ed. in School Psychology. Graduate coursework to be considered for transfer credit should be petitioned by the student following admission to the program. Consult this *Bulletin* page 11, for information regarding procedures and policies for transferring coursework.

### **Educational Specialist Degree in School Psychology**

The Educational Specialist degree in School Psychology (Ed.S) will be awarded to each School Psychology licensure candidate upon successful completion of all coursework, a passing PRAXIS score, and residency requirements for the specialist level of training in School Psychology in accordance with NASP standard 1.3:

“Specialist-level programs consist of a minimum of three years of full-time study or the equivalent at the graduate level. The program shall include at least 60 graduate semester hours or the equivalent, at least 54 hours of which are exclusive of credit for the supervised internship experience. Institutional documentation of program completion shall be provided.”

### **Course requirements for the Ed.S.**

In addition to the above courses leading to the M.Ed., the following courses must also be completed for School Psychology licensure and the Ed.S.:

1. ED 453 Multicultural Education
2. ED 502 Research Methods
3. ED 533 Introductory Statistics
4. ED 541 Child Psychopathology
5. ED 543 Practicum Experience I: School Psychology
6. ED 578 Literacy Diagnosis and Intervention Models
7. ED 590 Practicum Experience II: School Psychology
8. ED 592 Consultation Skills
9. ED 593 Seminar in School Psychology (A & B)
10. ED 597 Supervised Experience in School Psychology (A, B, & C)

## EDUCATION AND SCHOOL PSYCHOLOGY (ED)

### 11. CG 535 Group Dynamics, Processing, and Counseling

The number and availability of internship placements (ED 597) may be restricted from year to year. Criteria and procedures for determining placements are located in the Program Handbook. Failure to accept an internship placement as planned may result in losing the opportunity for this experience due to the number of placements available. Candidates accepting a state paid internship must agree in writing to provide one year of service as a School Psychologist in the State of Ohio.

## II. Master of Education Programs

### A. Advanced Studies Degree Program

For certified and licensed teachers the programs are designed to encourage individual interest and to develop further the competencies of a master teacher. A sequence of courses may be taken in a teaching field, e.g., English, or in education, wherein a number of specializations are possible. Each program is a minimum of 30 hours.

#### General Course Requirements

1. ED 500 Foundations of Education or ED 453 Multicultural Education
2. ED 502 Research Methods
3. ED 534 Learning-Teaching or ED 532 Development Psychology
4. 12 - 15 credit hours in one sequence (see specific sequences below)
5. Six - nine credit hours of electives (except where stated in a specific sequences)

#### Specialization Sequences - Candidates must consult with their advisor regarding required courses and alternative course options as listed or as approved by the advisor.

- a. Assessment and Accountability: ED 510, 511, 512, 513, 515, 533, and three (3) electives, ED 530, 532, 578; CG 531, 561, 563, and 570.
- b. Understanding Autism Spectrum Disorder and Effective Interventions: ED 535, 537, 538, 539
- c. Child and Adolescent Health and Wellness: CG 501, 570, ED 532 or CG 505; CG and/or ED elective.
- d. Early Childhood: ED 515, 516, 518 and 6 - 12 credits in area of concentration (Child and Adolescent Health and Wellness; Reading); Global Education and The Arts (check with department for most up-to-date information).
- e. Reading Teacher: ED 565, 571, 573, 578 and two (2) electives, ED 565, 571, 573 and 578: course sequence qualifies for Ohio Department of Education Reading Endorsement upon passage of Ohio Assessment for Educators (OAE) exam.
- f. Curriculum Specialist: ED 517, 556, 557, and 586.
- g. Middle Child Education, Adolescent/Young Adult Education: Middle Child, Adolescent/Young Adult teachers may take 12 credits of graduate-level work in the teaching field. The following departments cooperate in this program: Biology, Communications, English, History, Mathematics, and Theology and Religious Studies. Teaching field elective courses are chosen on an individual basis by the student, the advisor, and a cooperating advisor from the academic department involved.
- h. Student-selected Sequence: four courses from a specific area of interest (technology, counseling, history, language arts) planned in consultation with the academic advisor and approved through petition by the department chair and the Office of Graduate Studies.

#### Electives

Some sequences provide opportunity for elective coursework. Candidates may choose any 500-level education course as an elective with approval from the department. If a 400-level course is used in a degree program, a grade of "B" or higher is required.

Certain workshops may apply toward elective credit in the M.Ed. or M.A. Advanced Studies programs that allow elective courses. The criteria on which approval rests are as follows:

- The workshop must occur within the time period allowed by the Office of Graduate Studies.
- The content of the workshop must demonstrate the rigor associated with graduate coursework for master's degree programs.
- The workshop must assign a letter grade rather than credit/no credit. The letter grade must meet

## EDUCATION AND SCHOOL PSYCHOLOGY (ED)

standards for master's degree programs.

- If taken somewhere other than John Carroll University, the workshop must fall within the total number of transfer hours allowed by the John Carroll University Office of Graduate Studies.
- Courses or workshops that have no academic assignments, or showcase the work or instructional materials of a specific publisher or author, are not permitted in graduate programs.

**Note:** Candidates are required to obtain approval for the workshop to count as graduate credit prior to beginning the coursework. Supporting documentation should accompany the request, e.g., a syllabus that details course content and assessments.

### **B. Master of Education Programs with Initial Teaching Licensure**

The Department of Education and School Psychology offers two options for a Master of Education with an initial teaching licensure.

#### **Option 1: School-Based M.Ed. Program**

The School-Based M.Ed. Program is a full-time, accelerated 11-month program designed for adults who hold a liberal arts degree (B.A. or B.S.) or equivalent and wish to obtain teaching licensure while completing an M.Ed. degree.

The program is a cooperative venture between the Department of Education and School Psychology of John Carroll University and neighboring schools. Coursework is offered at the University and at the participating schools. The program requires a summer and one full academic year that encompasses an internship at the participating school.\* Candidates must receive grades of B or higher in all 400-level coursework, and grades of C or higher in 500-level coursework. Graduate Studies policy permits a maximum of two grades of C within a master's degree program. Candidates must maintain a minimum GPA of 2.7 in all education coursework and coursework required for specific teaching fields; however, a minimum GPA of 3.0 is required in coursework for the M.Ed.

The master's degree initial licensure course of study is a 39 or 45 credit-hour program at the graduate level, which includes a six-semester-hour teaching internship to meet licensure requirements. Other general education requirements may be necessary for the licensure depending on the candidate's previously completed coursework. These requirements will be determined during individual transcript evaluations. Successful completion of the appropriate Ohio Assessment for Educators (OEA) exam is required for licensure. All teacher licensure candidates must submit to fingerprinting and background checks by government investigative agencies.

\*Candidates who require additional content area courses for licensure typically must complete this coursework prior to actually entering the official School-Based 11-month sequence.

#### **School-Based Core Courses (required for each of the four areas of teaching licensure)**

ED 419	The Exceptional Learner
ED 445	Teaching Internship
ED 452	Reading and Writing Across the Curriculum
ED 500	Foundations of Education
ED 502	Educational Research
ED 505	Child and Adolescent Study
ED 534	Learning-Teaching
ED 594	Professional Development Seminar

#### **Coursework for Licensure (by licensure area)**

##### **Early Childhood (Pre-K - 3rd grade)**

ED 425	Integrated Learning in Early Childhood Education
ED 426A	Learning Across the Early Childhood Years
ED 426B	Learning Across the Early Childhood Years
ED 454	The Study of Language Development and Phonics
ED 456	Reading Assessment and Intervention

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ED 457 Methods of Reading Education

### **Middle Childhood (4th - 9th grade) (two areas of concentration are required:**

#### **Select from Language Arts, Social Studies, Science, and Math)**

ED 432 Middle Childhood Education Philosophy and Instruction

ED 433-6 Middle Childhood Curriculum and Special Methods: Language Arts, Social Studies, Science, Math (select two)

ED 454 The Study of Language Development and Phonics

ED 456 Reading Assessment and Intervention

ED 457 Methods of Reading Education

### **Adolescent/Young Adult (7th - 12th grade) (8 licensure options: Integrated Language Arts, Integrated Social Studies, Integrated Mathematics, Life Science, Chemistry/Life Science, Physical Science: Physics, Chemistry, Chemistry/Physics)**

ED 464A Secondary Methods

ED 464B Secondary Methods

Two Graduate Elective Courses in Teaching Content Area or Education at the 400 or 500 level (400 level = grade of B or higher required)

### **Multi-Age (Pre-K - 12th grade)**

#### **Physical Education**

ED 464A Secondary Methods

ED 464B Secondary Methods

Two Graduate Elective Courses in Teaching Content Area or Education at the 400 or 500 level (400 level = grade of B or higher required)

## **Option 2. Professional Teacher M.Ed. with Initial Licensure**

The Professional Teacher M.Ed. with Initial Licensure is offered for students who hold a bachelor's degree and are seeking an initial teaching license within an M.Ed program. This program can be either full-time or part-time.

Students who enter this program can select the Early Childhood, Middle Childhood, Adolescent/Young Adult, or Multi-Age licensure in Physical Education. Each licensure program includes (1) a series of graduate courses that lead to a master's degree and apply toward partial fulfillment of the specific teaching license; and (2) license-specific undergraduate courses. The number of credits required for both the M.Ed and license varies due to the course requirements for different licenses.

Other general education requirements may be necessary for licensure depending on the candidates' previous coursework.

In addition to Education coursework, candidates for the Middle Childhood, Adolescent/Young Adult or the Multi-Age license may need additional teaching content area coursework to satisfy content area requirements for the specific license. These requirements will be determined during individual transcript evaluation.

**Candidates for the Middle Childhood, Adolescent/Young Adult, and Multi-Age licenses must pass the Ohio Assessment for Educators (OAE) teaching content area exams prior to entering the Student Teaching semester.** Successful completion of the appropriate Ohio Assessment for Educators (OAE) exam assessment(s) is required for licensure. All licensure candidates must submit to fingerprinting and background checks by government investigative agencies.

### **Core Courses (required for each of the four types of teaching licenses)**

ED 419 The Exceptional Learner

ED 452 Reading and Writing Across the Curriculum

ED 453 Multicultural Education or

ED 500 Foundations of Education

ED 502 Research Methods

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ED 503	Orientation to the Educational Environment
ED 505	Child and Adolescent Development
ED 534	Learning and Teaching
ED 586	Introduction to the Professional Uses of Instructional Technology and Design

### Early Childhood (Pre-K - 3rd grade)

Additional Courses Required for the Master of Education

ED 454	Study in Language and Phonics
ED 456	Reading Assessment and Intervention
ED 457	Methods in Reading Education

### Early Childhood Licensure Requirements

ED 224	Introduction to Early Childhood Education
ED 225	Observational Assessment of the Young Child
ED 325	Learning Across the Early Childhood Years
ED 331	Integrated Early Childhood Methods I: Mathematics and Science
ED 332	Integrated Early Childhood Methods II: Social Studies
ED 333	Integrated Early Childhood Methods III: Physical Education and the Arts
ED 334	Integrated Methods Clinic
ED 405A	Seminar III: Integrating Family, School and Community Ecologies
ED 445	Teaching Internship

Total Hours: 60 hours

### Middle Childhood (4<sup>th</sup> - 9<sup>th</sup> grade) (in addition, two areas of concentration are required: in consultation with academic adviser select from Language Arts, Social Studies, Science, and Math)

Additional coursework for Master of Education

ED 454	Study in Language and Phonics
ED 456	Reading Assessment and Intervention
ED 457	Methods in Reading Education

Middle Childhood Licensure Coursework

ED 330	Introduction to Middle Childhood Philosophy and Instruction
ED 405B	Middle Childhood Education Seminar
ED 424	Special Topics: Middle Childhood Curriculum and Content Methods
ED 445	Teaching Internship

Total hours: 48 (+ content area coursework, if needed)

### Adolescent/Young Adult (7<sup>th</sup> - 12<sup>th</sup> grade) (8 licensure options: Integrated Language Arts, Integrated Social Studies, Integrated Mathematics, Life Science, Chemistry/Life Science, Physical Science: Physics, Chemistry, Chemistry/Physics)

Additional coursework for Master of Education

Elective - Teaching content area or Education
Elective - Teaching content area or Education

Adolescent/Young Adult Licensure Coursework

ED 337	Adolescent Education Special Methods
ED 427	Adolescent Education Special Topics
ED 405C	Adolescent Education Seminar
ED 445	Teaching Internship

Total Hours: 45 (+ content area coursework if needed)

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### Multi-Age (Pre-K - 12<sup>th</sup> Grade) (Physical Education)

Additional coursework for Master of Education

Elective - Teaching content area or Elective

Elective - Teaching content area or Elective

### Multi-Age Licensure Coursework

ED 337            Adolescent Education Special Methods

ED 405D        Adolescent Education Seminar

ED 427           Adolescent Education Special Topics

ED 445           Teaching Internship

Total Hours: 45 (+ content area coursework if needed)

### C. Educational Psychology Program

The Educational Psychology Program is open to those who have a sufficient number of credits in undergraduate professional education to be admitted to an M.Ed. program in the department or who have an undergraduate major in related social sciences. Applicants who do not meet these requirements should consult with the Program Coordinator regarding prerequisites for admission to this program. The M.Ed. in Educational Psychology focuses on learning theories, human development, research methods, assessment, and measurements, which could be utilized in a variety of settings and fields. The program includes a core set of courses, as well as electives to allow for specialization. The Educational Psychology program can help prepare graduates for the environment of assessment and outcomes-based practice that is prevalent today in many fields. The program is a good fit for teachers or those from social science backgrounds who want to pursue a master's degree to further their career. The program can also help prepare graduates to apply for doctoral programs in Educational Psychology or related fields. The Educational Psychology Program is 30 semester hours.

#### Course of Study

##### Required Courses (21 hours)

ED 453        Multicultural Education or ED 500 Foundations of Education

ED 502        Research Methods **or**

CG 509        Research Methods for Counseling & Mental Health Professionals

ED 532        Developmental Psychology **or** CG 505 Human Growths and Development

ED 534        Learning-Teaching

ED 530        Tests and Measurement

ED 533        Introductory Statistics

ED 419        The Exceptional Learner

##### Electives: Choose 9 hours from the following courses:

ED 524        Classroom Organization and Behavior Management

ED 578        Literacy Assessment

CG 500        Orientation to Clinical Mental Health Counseling

CG 561        Counseling Theory

CG 570        Psychopathology

CG 563        Diversity Issues in Counseling

CG 531        Life-Style and CareerDevelopment

The Master of Education degree is conferred at the satisfactory completion of the above courses and comprehensive examination. The Educational Psychology M.Ed. candidate is also eligible for the Certificate of Advanced Studies: Assessment, Research and Measurement (see page 87 for details).

### III. Master of Arts Programs

#### Course Programs

Programs leading to the Master of Arts degree include a research component not required in the M.Ed. programs. The research component is completed under Plan A by registration in ED 599 and the submission of

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a satisfactory thesis, and under Plan B by the submission of a satisfactory research essay. The thesis or essay must be closely related to the candidate's chosen program. Candidates approved for Plan A must register for ED 599 in the semester in which the thesis is to be completed. Ordinarily, the thesis, which carries six hours of credit, is substituted for two elective courses. Candidates approved for Plan B **may not** substitute the essay for coursework. Course requirements for the M.A. degree parallel those for the M.Ed. degree.

**Candidacy evaluation and review** takes place after the student has completed the required core courses. Procedures for the evaluation and review are available in the department office.

### A. Advanced Studies Program

This program is designed to encourage individual interest and to develop competencies contributing to becoming a master teacher. Specializations may be taken in a teaching field, e.g., English, or in education, wherein a number of options are possible. In a sequence with no electives, the M.A. with thesis option may require additional credit hours.

This program requires a total of 30 hours, except where indicated in specific sequences.

#### Degree Requirements

1. Plan A: Course requirements for the M.Ed., including six credits for thesis.
2. Plan B: Course requirements for the M.Ed., with a research essay.
3. Completion of ED 502 by candidates in the first 15 hours of their program.
4. Required courses (see page 81).

### B. Educational Psychology Program

The M.A. program in educational psychology is open to those who have a sufficient number of credits in undergraduate teacher education to be admitted to an M.A. program in the department or who have an undergraduate major in psychology. Applicants who do not meet these requirements should consult with the Program Coordinator regarding prerequisites for admission to this program. The Educational Psychology Program is a 30-semester-hour sequence of graduate studies.

#### Degree Requirements

1. Plan A: Course requirements for the M.Ed., including six credits for thesis.
2. Plan B: Course requirements for the M.Ed., with a research essay.
3. Completion of ED 502 by candidates in the first 15 hours of their program.
4. Required courses (see page 85).

## IV. Endorsements

The Ohio Board of Regents provides endorsements in certain professional areas. The candidate pursuing an endorsement must initially possess a valid Ohio Department of Education (ODE) teaching license in order to be eligible for an endorsement. The Department of Education and School Psychology has approved curriculum in the following endorsement content area:

### Early Childhood Generalist

The Early Childhood Generalist Endorsement is available to teachers who hold a valid ODE Early Childhood license. Eligibility for this endorsement requires that the licensed teacher complete 9 hours of coursework and pass the required Ohio Assessment for Educators (OAE) exam. A PreK-3 teacher with this endorsement is eligible to teach all subjects in grades 4-5.

**Requirement:** Early Childhood Generalist: ED 424A, ED 424B, ED 432. In addition, students must successfully complete the appropriate Ohio Assessment for Educators (OAE) exam.

### **Middle-Childhood Generalist**

The Middle-Childhood Generalist Endorsement is available to teachers who hold a valid ODE Middle-Childhood license in two teaching content areas. Eligibility for this endorsement requires that the licensed teacher complete content area coursework (6 semester hours) in one or both of the other two teaching content areas, and pass the required Ohio Assessment for Educators (OAE) exam. A Middle-Childhood teacher with this Generalist Endorsement is eligible to teach all subjects in a self-contained classroom 4<sup>th</sup> - 6<sup>th</sup> Grade. Approved coursework may be taken at the undergraduate level for post-bac candidates in all four content areas or at the graduate level only in Language Arts.

**Requirement:** Middle Childhood Generalist (6 credits in discipline) (see Middle Childhood Program Coordinator for specific coursework). In addition, students must successfully complete the appropriate Ohio Assessment for Educators (OAE) exam.

### **Reading Endorsement (Pre-K-12<sup>th</sup> Grade)**

This course sequence provides the classroom teacher an in-depth preparation in literacy, reading assessment, and diagnosis of reading problems. Successful completion of this curriculum and the Ohio Assessment for Educators (OAE) exam is required to be recommended for the Reading Endorsement.

**Requirement:** Reading: ED 565, 571, 573, 578 and a course in Phonics or equivalent at the undergraduate or graduate level. Additional courses may be required to meet the 12-credit hour Reading Core in initial licensure program. In addition, students must successfully complete the appropriate Ohio Assessment for Educators (OAE) exam.

### **Teacher Leader**

The Teacher Leader Endorsement is available to teachers who have successfully completed four years of teaching experience, hold a master's degree, and have met the program standards. The aim of the year-long program is to prepare education professionals for positions of instructional leadership with a specific focus on school improvement at local educational levels. Eligibility for this endorsement requires that the licensed teacher successfully complete the required curriculum of 10 semester hours of graduate-level coursework. The Teacher Leader Endorsement may be added to a professional teacher license.

**Requirement:** Teacher Leader: ED 548A, 548B, 548C, 548D, ED 549.

### **Admission Criteria**

To seek admission to an endorsement program, students may apply as a post-baccalaureate, degree-seeking, or post-master's student. Criteria vary according to program.

### **V. Certificate of Advanced Studies: Assessment, Research and Measurement (18 semester hours)**

The purpose of this certificate program is to facilitate the development of competencies related to understanding and using data from assessment, research, and measurement on a daily basis to improve data-based decision-making and assessment practices in the professional's content areas.

Professionals at the master's or post-master's level will develop skills in quantitative and qualitative research methods, assessment, measurement, program evaluation, and data-based decision-making. Beyond the two required courses, professionals are provided the flexibility to select coursework that supports their development within their specific fields. The certificate would benefit both the professional and their potential employer as the professional would develop further knowledge and skills in assessment, research and measurement that are needed in schools and community agencies.

### **Required Coursework (9 semester hours):**

- ED 502 Research Methods 3 cr.
- ED 530 Tests and Measurements 3 cr.

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- ED 533 Introductory Statistics 3 cr.

### **Electives (9 semester hours approved by the academic advisor):**

- ED 506 Program Evaluation 3 cr.
- ED 529 Qualitative Research Methods 3 cr.
- ED 536 Psycho-education Evaluation (A) 3 cr.; (B) 3 cr.; (C) 3 cr.
- ED 578 Literacy Assessment and Intervention Models 3 cr.
- ED 580C SP TP: Promoting Rigorous Assessment and Accountability 3 cr.
- CG 531 Life Style and Career Development & Appraisal
- CG 571 Evaluation of Mental and Emotional Disorders
- CG 572 Diagnosis of Mental and Emotional Disorders
- Other courses from student's professional content area with approval of the CAS coordinator

### **Admission Criteria**

To seek admission to the certificate Program, a candidate must:

- Submit an application to a certificate program.
- Meet the same criteria as required of degree-seeking students.
- Applicants may be interviewed as part of the application process.
- The Department reviews the application and makes a recommendation regarding admission to Graduate Studies.
- Students may apply at either the Post-Baccalaureate or Post-Master's level.
- Admission to a certificate program does not imply admission to a graduate degree program.
- Accepted students must complete the certificate program within three years.

### **VI. Post-Baccalaureate Initial Teaching Licensure without M.Ed.**

The Post-Baccalaureate is a non-degree graduate licensure program for adults with a bachelor's degree seeking a teaching license. These programs are designed for individuals with a baccalaureate or higher degree who seek: 1) Early Childhood (EC), 2) Middle Childhood (MC), 3) Adolescent and Young Adult (AYA), or 4) Multi-Age (MA) licensure in Physical Education. The program is designed to meet individual needs. Candidates may attend part-time or full-time. Comparable courses generally are offered during the day and in the evenings.

Candidates may choose to enter the licensure-only program initially and elect to apply to the Master of Education and Licensure track within the first 12 semester hours of coursework. Candidates who choose to apply to the Master of Education track must complete all admission requirements for the Master of Education.

A license for teaching MC (grades 4-9) requires coursework in two of the following teaching content areas:

- Language Arts
- Social Studies
- Mathematics
- Science

A license for teaching AYA (grades 7-12) is available for the following teaching content areas:

- Integrated Language Arts
- Integrated Social Studies
- Mathematics
- Life Science
- Life Science/Chemistry
- Physical Science
  - Physics
  - Chemistry
  - Chemistry/Physics

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A license for teaching Multi-Age (K-12) is available in the following teaching content area:

- Physical Education

### Admission Criteria:

Criteria for acceptance into the Post-Baccalaureate licensure program are as follows:

- An undergraduate degree from an accredited institution
- Overall GPA of 2.7; Content Area GPA of 2.7
- Two letters of recommendation
- Interview with Initial Licensure Administrative Coordinator
- Candidates with GPAs below a 2.7 may receive Conditional Acceptance with specific conditions identified on the evaluation form.
- Candidates deferred from admission may be provided an opportunity to re-apply when specific conditions have been achieved, as identified on the evaluation form.

Note: The Miller's Analogy Test (MAT) or the GRE will be required if the candidate decides to pursue graduate coursework for the license.

### Additional Criteria:

- Coursework required for licensure will vary according to the undergraduate record.
  - All candidates must meet the General Education requirements for licensure (30 hours met through the baccalaureate degree, including coursework in Humanities, Social Sciences, Mathematics, and Science.
  - Candidates for the Middle Childhood, Adolescent/Young Adult or Multi-Age license must satisfy all teaching content area coursework required for licensure in addition to the education coursework.
- Candidates must maintain grades of C or higher in all teaching content area courses and all Education courses.
- Candidates must maintain a 2.7 GPA in teaching content area courses, and a 2.7 GPA in all Education coursework.
- Candidates must complete all coursework prior to entering the Student Teaching semester.
- Candidates for Middle Childhood, Adolescent and Young Adult, and Multi-Age licenses must pass the Ohio Assessment for Educators (OAE) exam in the teaching content area prior to entering the student teaching semester.
- All applicants for initial licensure are required to student-teach and to participate in pre-professional field experiences.
- Successful completion of the appropriate Ohio Assessment for Educators (OAE) exam is required for licensure.

## COURSE DESCRIPTIONS

**419. THE EXCEPTIONAL LEARNER 3 cr.** Learning problems of the exceptional child, including intellectual, physical, emotional, and social exceptionalities. Emphasis on the professional educator's responsibilities in light of inclusion legislation.

**424. MIDDLE CHILDHOOD CURRICULUM AND CONTENT METHODS 4 cr.** Specific content area methods for planning, implementing and integrating curriculum, assessing student achievement, and teaching to individual differences. Taken concurrently with pre-student teaching.

**424A. MIDDLE CHILDHOOD CURRICULUM AND CONTENT METHODS IN MATHEMATICS AND SCIENCE 3 cr.** Mathematics and science content in early middle-childhood grades. Methods for planning and implementing curriculum with an emphasis on integration and assessment. Substantial online component.

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**424B. MIDDLE CHILDHOOD CURRICULUM AND CONTENT METHODS IN SOCIAL STUDIES AND LANGUAGE ARTS 3 cr.** Social studies and language arts content in early middle-childhood grades. Methods for planning and implementing curriculum with an emphasis on integration and assessment. Substantial online component.

**425. INTEGRATED LEARNING IN EARLY CHILDHOOD EDUCATION 3 cr.** In-depth examination of early childhood practices and curricula. Presents content, instructional methods and materials for integrated approaches to learning in grades Pre-K through 3rd. Emphasizes active engagement, positive interactions in concepts development, problem-solving, and skill development. Fieldwork site-based placement included. **For School-Based M.Ed. Program candidates only.**

**426A & B. LEARNING ACROSS THE EARLY CHILDHOOD YEARS IN THE CONTENT AREAS 6 cr.** (A) 3 cr. fall; (B) 3 cr. spring. Exploration of methods, curriculum and material that promote meaningful learning experiences for children at different developmental levels across early childhood. Consideration of children's cognitive, social, emotional, language, and physical development, individual needs and interests, cultural backgrounds, and exceptionalities. **For School Based M.Ed. Program candidates only.**

**432. MIDDLE CHILDHOOD EDUCATION PHILOSOPHY AND INSTRUCTION 3 cr.** Historical development, goals, philosophy, and mission of middle-grades education. The planning and managing, developmentally and culturally responsive instruction and the use of organizational elements such as interdisciplinary team, flexible scheduling and grouping. Includes middle-grades field experience. **For Post-Bac M.Ed. and School-Based M.Ed. Program candidates only.**

**433. MIDDLE CHILDHOOD EDUCATION CURRICULUM AND SPECIAL METHODS: LANGUAGE ARTS 3 cr.** Curriculum issues, methods, instructional resources and assessment strategies for middle-grades language arts. Students take two special-methods courses concurrently during pre-service teaching semester. Courses are team-taught to foster interdisciplinary learning. **For School-Based M.Ed. Program candidates only.**

**434. MIDDLE CHILDHOOD EDUCATION CURRICULUM AND SPECIAL METHODS: SOCIAL STUDIES 3 cr.** Methods, instructional resources and assessment strategies for middle-grades social studies. Students take two special-methods courses concurrently during pre-student teaching semester. Courses are team-taught to foster interdisciplinary learning. **For School-Based M.Ed. Program candidates only.**

**435. MIDDLE CHILDHOOD EDUCATION CURRICULUM AND SPECIAL METHODS: SCIENCE 3 cr.** Methods, instructional resources and assessment strategies for middle-grades science. Students take two special-methods courses concurrently during pre-student teaching semester. Courses are team-taught to foster interdisciplinary learning. **For School-Based M.Ed. Program candidates only.**

**436. MIDDLE CHILDHOOD EDUCATION CURRICULUM AND SPECIAL METHODS: MATH 3 cr.** Methods, instructional resources and assessment, strategies for middle-grades math. Students take two special-methods courses concurrently during pre-student teaching semester. Courses are team-taught to foster interdisciplinary learning. **For School-Based M.Ed. Program candidates only.**

**445. TEACHING INTERNSHIP 6 cr.** A full-day semester-long supervised teaching experience involving classroom responsibilities in using a full range of planning, teaching, management, and evaluation techniques. **For Post-Bac M.Ed. and School-Based M.Ed. candidates and Woodrow Wilson Fellows only.**

**451. THEORIES OF PERSONALITY 3 cr.** Major personality theories with critical consideration of research support, clinical and counseling applications, and guides to self-management.

**452. READING AND WRITING ACROSS THE CURRICULUM 3 cr.** Literacy development examined through psychological, socio-cultural and historical perspectives. Examines reading as an interactive, problem-solving process. Strategies that foster critical thinking, active engagement and social interaction in the teaching of reading and writing across the curriculum.

**452A. READING AND WRITING ACROSS THE CURRICULUM 3 cr.** Literacy development examined through psychological, socio-cultural and historical perspectives. Examines reading as an interactive, problem-

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solving process. Focuses on strategies that foster critical thinking, active engagement and social interaction in the teaching of reading and writing across the curriculum. **For Woodrow Wilson Fellows only.**

**453. MULTICULTURAL EDUCATION 3 cr.** Builds the personal and professional development of education and counseling practitioners through studying sociological, historical, and philosophical scholarship on the cultures, races, and ethnic groups that constitute the diverse student body of American schools. Considerations of racism, sexism, exceptionalism and other diversity issues are applied to various educational, counseling and agency settings. Will have one section for community counseling and school counseling.

**454. STUDY IN LANGUAGE AND PHONICS 3 cr.** Examines the links between oral and written language with focus on the grapho-phonemic, syntactic, morphemic, and semantic systems as they relate to literacy instruction. Explores literacy development, phonological awareness, and orthography.

**456. READING ASSESSMENT AND INTERVENTION 3 cr.** Gaining familiarity with formal and informal tools for assessing literacy development with emphasis on planning, implementing and evaluating intervention strategies. Includes field experience.

**457. METHODS IN READING EDUCATION 3 cr.** Advanced examination of various reading methods and techniques for instructional planning and classroom organization. Includes practicum experience.

**458. LITERATURE FOR CHILDREN AND ADOLESCENTS 3 cr.** Critical analysis of various genres of literature for children and adolescents with attention to multicultural literature and the relevance of literature across all disciplines. Required for students in the Middle Childhood language arts content area.

**459. ADOLESCENT LITERATURE 3 cr.** Critical analysis of the genres of adolescent literature with emphasis on major authors. Themes related to intellectual, social, cultural, and political issues, and the role of adolescent literature in the traditional language arts curriculum. Required for students in the AYA Integrated Language Arts License.

**464A. SECONDARY METHODS 3 cr.** Methods of teaching in secondary schools. Classroom management strategies, curriculum construction, instructional strategies. Provides the intern with a repertoire of methods from which to choose, depending on classroom situation and student needs. **For School-Based M.Ed. Program candidates only.**

**464B. SECONDARY METHODS 3 cr.** Methods for planning and implementing curricula in the content areas and assessing student achievement consistent with the standards set forth by the learned societies and the State of Ohio Content Standards. Teacher and peer-centered methods to promote problem solving and concept development using a range of pedagogic tools. How to nurture a risk-taking classroom community responsive to students of diverse backgrounds, abilities and learning styles. Practical application of methods and issues to candidates' intern placement in a secondary classroom. **For School-Based M.Ed. Program candidates only.**

**480. SPECIAL TOPICS 1-3 cr.** Prerequisite: department approval. In-depth study of a topic in workshop form or as an individual project under supervision. Workshop credit at the 400-level is not generally applicable toward a graduate degree.

**482. SPECIAL TOPICS 1-3 cr.** Center for Mathematics and Science Education, Teaching and Technology (CMSETT) courses. Workshop credit at the 400-level is not generally applicable toward a graduate degree.

**484. SPECIAL TOPICS: CLEVELAND CLINIC EXPRESSIONS 1-3 cr.** Earns graduate workshop credit applicable for certificate/licensure renewal but not typically accepted for graduate degree requirements. Teachers use project-based, peer-to-peer learning to engage students in the creative exploration of science, health, and wellness through art and language arts. Teachers have the opportunity to reflect on these experiences in terms of their pedagogical practices and their student's learning.

**500. FOUNDATIONS OF EDUCATION 3 cr.** Personal and professional development of education practitioners through a critical, reflective inquiry into the philosophical, historical, and sociological scholarship that focuses on educational institutions in their socio-cultural settings.

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**501. ECOLOGY OF URBAN SCHOOLS 3 cr.** Examines perceptions, problems, and possibilities in urban schools with a focus on urban communities and the urban environment. Explores effective practices for improving urban schools, including issues in school and district organizations, curriculum and instruction, partnerships, and parent, family, and community involvement.

**502. RESEARCH METHODS 3 cr.** Introduces methods in both quantitative and qualitative educational research. Topics include creating research problem statements and questions, creating a literature review to address those questions, and developing a research design to answer the research questions. Students will learn to evaluate existing research and to make informed, research-based decisions in educational settings.

**502L. RESEARCH METHODS LABORATORY 1 cr.** Co-requisite with ED 502 for students in the Woodrow Wilson Ohio Teaching Fellowship program. Students gather individually and in small affinity groups with faculty to discuss assignments and projects in ED 502. **For Woodrow Wilson Fellows only.**

**503. ORIENTATION TO THE EDUCATIONAL ENVIRONMENT 3 cr.** Primarily a field experience for Post-Bac M.Ed. with licensure candidates, school-psychology and school-counseling candidates who are not licensed teachers. Placement will be in school settings across grade levels.

**504. URBAN CLASSROOMS AS LEARNING ENVIRONMENTS 3 cr.** Examines the teacher as change agent and reflective practitioner. Explores the meaning of learning community in a democratic classroom and school. Addresses critical theories underlying the human-environment relationship.

**505. CHILD AND ADOLESCENT STUDY 3 cr.** In-depth study of theories pertaining to cognitive, social, emotional, and physical development of the person from infancy to adulthood with special emphasis on the educational implications of development.

**506. PROGRAM EVALUATION 3 cr.** Prerequisite: ED 502 or permission of instructor. Provides students with an understanding of the principles of program evaluation and acquisition of techniques necessary to evaluate human service and educational programs. Introduces students to the application of research methodology to assess the effectiveness of human service and/or educational programs.

**508. INSTRUCTION AND ASSESSMENT IN THE URBAN CONTEXT 3 cr.** Introductory overview of the principles, concepts, and best practices of effective instruction and assessment in secondary urban classrooms. Course content examined through the lens of culturally responsive practice. Field-based experiences required.

**510. PRINCIPLES OF EDUCATIONAL ASSESSMENT AND ACCOUNTABILITY 2 cr.** Introduction to educational and accountability assessment. Contemporary issues in classroom, standardized, and accountability assessment. Introduction to assessing educational and behavioral interventions. Utilizing assessment and accountability information for data-based decision-making as an educational professional.

**511 CLASSROOM ASSESSMENT 3 cr.** Creating quality formative and summative classroom assessments. Aligning instruction and assessment with standards. Examining the validity and reliability of assessments. Creating and using effective assessment tools. Analyzing and interpreting assessment data to examine instructional impact on student outcomes.

**512. EVALUATING THE EFFECTIVENESS OF ACADEMIC & BEHAVIORAL INTERVENTIONS 3 cr.** Prerequisite: ED 502/CG 509. Prepares students to identify, collect, and analyze assessment data to determine the effectiveness of academic and behavioral interventions. Methods for the ongoing evaluation of individual student, small group, and whole class interventions; evaluating instructional effectiveness, student performance, behavior, and accountability requirements.

**513. STANDARDIZED ASSESSMENT AND EDUCATIONAL ACCOUNTABILITY 3 cr.** Prerequisite: ED 502/CG 509. Explores educational accountability policies underlying large-scale standardized assessment, and the evaluation of schools and teachers. History of educational accountability, and current federal and state policies. Measurement and interpretation of student achievement and student growth models.

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**514. EDUCATIONAL ASSESSMENT & ACCOUNTABILITY APPLICATIONS 3 cr.** Prerequisite: ED 502/CG 509, ED 512, & ED 513. Advanced content on educational assessment, accountability, and research methods. Using data to identify classroom, school, or district/agency strengths and areas for improvement. Implementation of a research project including data analysis, interpretation, and presentation of results.

**515. ADVANCED EARLY CHILDHOOD CURRICULUM AND INSTRUCTION 3 cr.** Advanced study of integrated approaches to curriculum and instruction for children between 3 and 8 years across developmental domains. Focus on history, theories and research regarding developmentally appropriate practices that provide children with in-depth learning and incorporate play. Includes an examination of and comparison between current models and approaches used in early childhood education.

**516. ADVANCED ASSESSMENT IN EARLY CHILDHOOD EDUCATION 3 cr.** In-depth examination of the role of formative and summative assessments in planning for and teaching young children, including in the affective, cognitive, language, physical and social domains. Centers on using multiple assessments and a collaborative approach when making decisions about practice.

**517. SCHOOL LEADER AS A FACILITATOR OF ORGANIZATIONAL CHANGE 3 cr.** Provides an understanding of the facilitator's role, and provides a basic set of skills that will enable leaders to facilitate both large and small groups. Fundamental skills such as Story Boarding, vision and mission statement development, long-range planning (strategic) and site-based decision making are covered.

**518. CAPSTONE IN EARLY CHILDHOOD EDUCATION 3 cr.** Examination of principles and methods of research in early childhood education, including interpreting and applying research into practice. Development and implementation of an action research project focused on practice using concepts covered during the course and as a culminating experience in the program. Should be completed during the final semester of the program.

**524. CLASSROOM ORGANIZATION AND BEHAVIOR MANAGEMENT 3 cr.** Introduces principles of classroom organization to maximize effective student learning time, including a range of approaches to dealing with students who have behavior difficulties. Special emphasis on students with learning or behavior disorders.

**529. QUALITATIVE RESEARCH METHODS 3 cr.** Prerequisite: ED 502 or permission of instructor. Overview of the principles, strategies, and analysis of qualitative research, with emphasis on research-based decision-making in schools and social service agencies. The purposes of the course include the creation of research questions, and the development of qualitative designs, data collection, and analysis procedures.

**530. TESTS AND MEASUREMENTS 3 cr.** Prerequisite: ED 502 or CG 509. Introduction of basic measurement concepts and review of basic descriptive statistics followed by an in-depth study of test score interpretation, reliability, and validity. Application of major tests employed by clinical mental health and school counselors, and school psychologists, such as intelligence tests, standardized achievement tests, personality tests, interest inventories, and neuropsychological assessment. General assessment skills and ethical and legal issues in school and non-school settings.

**532. DEVELOPMENTAL PSYCHOLOGY 3 cr.** Survey of current theory and research regarding typical and atypical human development from infancy to young adulthood. Emphases include the biological, psychological, cognitive, cultural, social, and emotional influences on development.

**533. INTRODUCTORY STATISTICS 3 cr.** Prerequisite: ED 502 or CG 509. Focuses on the skills of handling data, including data entry, data cleaning, visualizing data, and data analysis and interpretation. Introduction to basic concepts such as descriptive statistics, hypothesis testing, statistical power, and effect size. Use of statistical software to perform analyses such as t-test, analysis of variance, chi-square test, and multiple regression; also, interpretation of the analysis results.

**534. LEARNING-TEACHING 3 cr.** Contemporary teaching, learning, cognitive, and motivational theories as they apply to education and other professional settings. Also investigates these issues as they apply to a variety of different types of learners.

**535. AUTISM AND CHILDREN'S LEARNING 3 cr.** Understanding the characteristics and incidence of autism alongside the implications for children's learning, behavior and ability to process information.

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Participants will explore the latest research on potential causes, best practices for assessment and intervention, areas of impairment, as well as current issues related to autism services. Designed for participants in the (UADSD-EI) program and may be taken by other graduate students interested in learning about ASD.

**536. A & B. PSYCHO-EDUCATIONAL EVALUATION I & II 6 cr. (A) 3 cr. in the fall; (B) 3 cr. in the spring.** Prerequisite: ED 530. Theoretical and practical treatment of cognitive and academic assessment. Intensive study of individual psychological tests and other assessment methods with a focus on their use with diverse populations including exceptionalities. School Psychology students only.

**537. INTERVENTION THROUGH CAPACITY BUILDING 3 cr.** Prerequisite: ED 535. Week-long, hands-on training for preparation of learning environment, evidence-based classroom techniques to teach students with autism in preschool through high school, and formative assessment of interventions. Lecture and practicum using techniques of Applied Behavioral Analysis to teach students with ASD and typical peers.

**538. EVALUATING THE EFFECTIVENESS OF ASD INTERVENTIONS 3 cr.** Prerequisite: ED 502, 535, 537. Design and development of an intervention plan to address academic and behavioral needs of children with ASD in collaboration with school professionals. Includes supervised internship within existing worksites or field placements wherein participants implement the plan, evaluate the effectiveness of interventions, and report results to multiple audiences.

**539. EVIDENCED-BASED APPROACHES TO ASD INSTRUCTION 3 cr.** Prerequisite: ED 535, 537. Provides teachers and other school personnel with an understanding of evidence-based instructional models and strategies to promote academic achievement of students with ASD. Highlights *Social Stories*, *Picture Exchange Communications (PECS)*, *TEACCH*, *Voice Output Communication Aids (VOCAs)*, *Technology Applications*, and *Situation, Options, Consequences, Choices, Strategies, Simulation (SOCCSS)*. Clinical experiences.

**540. THE ROLE AND FUNCTION OF THE SCHOOL PSYCHOLOGIST 3 cr.** Prerequisite: acceptance into the School Psychology Program. Analysis of the role and function of the school psychologist, including legal, ethical and professional issues. Introduction to an intervention-focused, problem-solving model.

**541. CHILD PSYCHOPATHOLOGY 3 cr.** Prerequisites: ED 536A and ED 536B. Reviews the major psychological disorders of childhood and adolescence. Focus on assessment and intervention within the educational environment.

**543. PRACTICUM EXPERIENCE I: SCHOOL PSYCHOLOGY 3 cr.** Prerequisites: all required coursework for the M.Ed. in School Psychology. Instruction and practice in the design of behavioral interventions and observational methods of assessing children's behaviors that interfere with learning and the development of socialization skills. Includes a two-day-per-week field experience in the schools under the supervision of a licensed school psychologist. **School psychology students only.**

**548A. TEACHER LEARNING 2 cr.** Examination of teaching as a development process and research on effective teaching. Focus on schools as contexts for change, and evidenced-based practices that support individual professional development and the design of collaborative learning settings. Includes many opportunities for collaboration, practical applications, and reflection.

**548B. LEADING AND LEADERSHIP 2 cr.** Examination of evidenced-based principles of effective leadership and 21<sup>st</sup>-century skills, theoretical underpinnings of leadership. Application of principles of effective leadership to local contexts. Opportunities to explore beliefs and ideas about leadership, learn about different theories of leadership through independent readings and critique, and address real-life problems of practice individually and through collaborative inquiry.

**548C. ASSESSMENT FOR LEARNING 2 cr.** Exploration of school and student performance data to improve schools. Focus on various types of school-wide and classroom assessments to develop candidate's knowledge and skill to collaborate with others in creating a culture of data-driven decision making. Includes collaborative activity in the formulation of integrated school assessment plans.

**548D. EVIDENCED-BASED PROFESSIONAL DEVELOPMENT 2 cr.** Examination of research on effective professional development. Focus on professional learning settings in which educators collaborate to

## EDUCATION AND SCHOOL PSYCHOLOGY (ED)

continually strengthen teaching and learning. Includes collaborative activity in the formulation of evidence-based principles and theories of action as a framework for designing and evaluating school-based professional development to address local needs.

**549. INTERNSHIP 2 cr.** Culminating activity that supports and integrates the accomplishment of the Teacher Leader Endorsement Standards. Consists of a school-based practicum over a semester in which candidates lead group and individualized professional development [coaching] for continuous improvement of curriculum, instruction, and assessment. Focus on data-based decision making to inform professional development provided in both group and individualized settings.

**556. CURRICULUM 3 cr.** Theoretical and practical design and development of the school program with emphasis on current practices.

**557. APPLIED CURRICULUM PRINCIPLES 3 cr.** Prerequisite: ED 556. Application of curriculum theory and principles, highlighting the principal as facilitator of curriculum development in the school. Trends in curriculum delivery using contemporary technology. Taken at post-master's level.

**564A. DIVERSITY AND COMMUNITY IN CONTEXT 2 cr.** Explores the theoretical and applied approaches to understanding diversity in the context of the communities in which diverse individuals live. **For Woodrow Wilson Fellows only.**

**564B. HISTORICAL AND URBAN ISSUES IN EDUCATION 3 cr.** Explores the historical issues in schooling with a primary focus on urban education in Cleveland. Also introduces students to the key philosophical underpinnings of public education in the United States, especially in relation to urban schools. **For Woodrow Wilson Fellows only.**

**564L. COMMUNITY-SCHOOLS INTERFACE 0 cr.** Focuses on the relationship between schools and their communities particularly in the urban context of Cleveland Metropolitan Schools. Social, political, economic and cultural relationships will be examined, highlighting collaborations that have been successful in enhancing the school and community experiences. This experiential component links to content in both ED 546A and ED 564B. **For Woodrow Wilson Fellows only.**

**565. LITERACY PERSPECTIVES 3 cr.** Literacy development from historical, educational, and individual learning perspectives. Changes in the definition of literacy in response to social and economic needs. Theoretical frameworks of literacy acquisition and development, and literacy as a social invention.

**570. WRITING THEORY AND PROCESS 3 cr.** Current ideas and methods in the teaching of writing P-12. Attention to the teacher's own writing and to understanding writing as a developmental and recursive process. Study of effective writing workshops and conference techniques, strategies for improving writing in all genres, reading-writing connections, and writing across the curriculum.

**571. INTEGRATED LANGUAGE ARTS 3 cr.** Trends and innovations in language-arts theory and instruction. Special consideration of the role of children's and adolescents' literature in the curriculum.

**573. LITERACY INTERNSHIP 3 cr.** Prerequisite: ED 578. Enables candidates to apply diagnostic techniques and intervention strategies in the clinic setting under the supervision of faculty. Provides a richer understanding of the teaching-learning process. Candidates engage in tutorials designed to enhance teaching skills and the ability to articulate professional judgments to various audiences.

**574. APPLIED RESEARCH IN LITERACY EDUCATION 3 cr.** Prerequisite: ED 502. Advanced study of research methods applied to literacy. Includes critical review of current qualitative and quantitative studies with emphasis on problem formulation, methodology, findings, and interpretation of results. Culminates in a research plan outlining a literacy study important to the student and the field of literacy. For candidates who have completed the Reading Teacher Sequence and are seeking Reading Coordinator/ Consultant specialization.

**578. LITERACY ASSESSMENT AND INTERVENTION MODELS 3 cr.** Advanced study of processes and procedures of reading diagnosis and the application of findings to instruction. Candidates develop skills in

## EDUCATION AND SCHOOL PSYCHOLOGY (ED)

observing, analyzing, and interpreting reading behaviors and design instructional intervention plans. Examination of current intervention models: classroom, school-wide, and community-based.

**580. SPECIAL TOPICS 1-3 cr.** Prerequisite: department approval. In-depth study of a topic in workshop form or as an individual project under supervision.

**582. SPECIAL TOPICS 1-3 cr.** Center for Mathematics and Science Education, Teaching and Technology (CMSETT) courses.

**586. INTRODUCTION TO THE PROFESSIONAL USES OF INSTRUCTIONAL TECHNOLOGY AND DESIGN 3 cr.** Basic uses of educational technology at the personal and professional level using productivity tools, telecommunications, problem solving and software selection and evaluation. Ongoing program development emphasized, along with developing awareness of computing/technology standards. *Required for some M.Ed. programs and initial licensure.*

**590. PRACTICUM EXPERIENCE II: SCHOOL PSYCHOLOGY 3 cr.** Prerequisites: all coursework for the M.Ed. in School Psychology; ED 543. Advanced supervised experience in the diagnosis of children with disabilities including recommendations for classroom management and instructional interventions. Includes a two-day-per-week field experience in the schools under the supervision of a licensed school psychologist. **School psychology students only.**

**592. CONSULTATION SKILLS 3 cr.** Theory and practice in school-based consultation for School Psychology students. Addresses the skills of effective communication and problem solving, in the context of major models for school-based consultation. Requires a weekly field experience in the schools under the supervision of a licensed school psychologist and a culminating project. **School Psychology students only.**

**593A & B. SEMINAR IN SCHOOL PSYCHOLOGY 6 cr.** (A) 3 cr. fall; (B) 3 cr. spring. Corequisite: ED 597A/B. Topics germane to the internship experience. Critical examination of issues related to the practice of school psychology, including case study, contemporary service delivery, implementation of current state standards, and the role and function of the school psychologist.

**594. PROFESSIONAL DEVELOPMENT SEMINAR 3 cr.** Corequisite: ED 445. Emphasis on individual advisement; practice in observation, analysis, interpretation, prescriptions of classroom teaching; reflection and dialogue; in-depth examination of teacher effectiveness literature; discussion of practice; and problem solving. Requires the development of a professional portfolio. **For School-Based M.Ed. Program students and Woodrow Wilson Teaching Fellowship Program only.**

**595. SEMINAR IN TEACHING 3 cr.** Prerequisite: substantial completion of the specialization sequence. Process and content of change in the direction of improved teacher competencies.

**597A, B, C. SUPERVISED EXPERIENCE IN SCHOOL PSYCHOLOGY 15 cr.** (A) 6 in fall; (B) 6 in spring, (C) 3 in summer 1. Prerequisite: acceptance into the school psychology program and successful completion of all coursework in the school psychology licensure program; corequisite: ED 593A/B (fall and spring). Candidate must successfully complete three consecutive semesters of a 1400-hour internship in a public school district approved by the Office of Exceptional Children Ohio Department of Education and the University. The candidate is under the direct supervision of a licensed school psychologist with a minimum of three years experience. The candidate is provided with experiences to develop competencies in the areas aligned with program and professional association (NASP) goals.

**599. MASTER'S THESIS 6 cr. upon approval.**

## ENGLISH (EN)

John S. McBratney	Chair; 19-Century British Literature
George B. Bilgere	Creative Writing (Poetry); Modern Poetry
Emily Butler	Medieval Literature; History of the Book
Jeanne M. Colleran	Provost and Academic Vice President; Drama; 20 <sup>th</sup> -Century British Literature
John Day	Renaissance Literature
Jean Feerick	Renaissance Literature; Shakespeare
Peter Kvidera	19 <sup>th</sup> - & 20 <sup>th</sup> -Century American Literature
David M. La Guardia	American Literature
Brian K. Macaskill	Literary Theory; 20 <sup>th</sup> -Century Anglophone Literatures
Philip J. Metres III	20 <sup>th</sup> -Century American Literature; Creative Writing (Poetry)
Maryclaire Moroney	Associate Dean; Renaissance Literature
Alissa Nutting	Creative Writing (Fiction)
Thomas Pace	Rhetorical Theory; Composition Studies; Renaissance Literature
Debra J. Rosenthal	Director, Graduate Studies; 19 <sup>th</sup> -Century American Literature
Maria Soriano	Composition and Writing Center Studies
Jayne Stayer, S.J.	20 <sup>th</sup> -Century British Literature; T.S. Eliot; Romanticism

Our graduate students arrive with the passion and ambition to learn about English-language literature, and leave with the ability to put their knowledge to use in rewarding careers.

### Master of Arts Program

The Master of Arts program in English invites applicants from any accredited college or university who wish to pursue graduate studies in British, American, and Anglophone literatures. The M.A. in English is designed to provide a broad background in English literatures and to introduce students to methods of critical analysis and scholarship. John Carroll's Master of Arts students benefit from a comprehensive selection of course offerings, providing in-depth study of literature. The program allows ample opportunity to improve students' research and writing skills so that our graduates can make exemplary contributions to their chosen fields, whether that means doctoral programs, university or secondary-school teaching, or a host of other careers in which critical thinking and skillful communication are prized.

### Admission Requirements

Admission to the Master's program in English depends on a favorable evaluation of the applicant's undergraduate record, GRE scores (general only) for those applying for a Graduate Assistantship (applicants not applying for a Graduate Assistantship do not need to send GRE scores), two recommendations from undergraduate professors, the applicant's statement of purpose, and a sample of scholarly writing. Applicants should normally have a GPA in their major of at least 3.0. Undergraduate studies usually must have included six upper-division courses (18 hours) in English and American literature. Although applications for admission are accepted until one month before the start of the semester in which an applicant wishes to enroll, early application is recommended. Inquiries regarding Graduate Assistantships should be made directly to the department. Applications for assistantships, along with all supporting documents and test scores, must be submitted to the Office of Graduate Studies by March 1.

The department offers two plans of study, both 33 credit hours, leading to the M.A.:

1. Plan A, which requires at least eight courses, together with EN 599A and EN 599B, plus a comprehensive exam; or
2. Plan B, which requires at least ten courses, together with EN 598A and EN 598B, plus a comprehensive exam.

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Students on Plan B have the option of including one of two writing tracks in their degree program: Creative Writing or Composition and Rhetorical Studies.

### Program Requirements

#### 1. Course of Study

Students are required to take at least three courses that examine pre-Romantic materials, and at least three courses that examine materials from the Romantics onwards. Students who have selected one of the writing tracks will substitute writing workshops or related classes for four courses in literary periods. Students in Plan A may take only one course at the 400 level; students in Plan B may take up to three courses at the 400 level.

#### 2. Comprehensive Exam

Students choose one area for the comprehensive exam from seven historical time periods. Those completing the Creative Writing Track or Composition and Rhetoric Track will take the exam corresponding to that track. See the [M.A. Reading List](#) for the exam list in each area.

#### 3. Essay or Thesis

Those completing Plan A write a thesis of 60 to 100 pages. In the semester in which the student files his/her thesis, the student, upon approval, must take EN 599B. In the semester before that in which the student files his/her thesis, the student, upon approval, must take EN 599A. Those completing Plan B write an essay of 25 to 35 pages. In the semester in which the student files his/her essay, the student, upon approval, must take EN 598B. In the semester before that in which the student files his/her essay, the student, upon approval, must take EN 598A. Those completing a creative project under Plan B may write a longer final project—up to 100 pages—especially if that project is in prose.

More details can be obtained in the Master of Arts in English Handbook available in the Department of English.

### Graduate Assistant Scholarships

#### *Overview:*

Financial aid is available in the form of Graduate Assistantships, including Teaching Assistantships and Research Assistantships.

Graduate Assistants are full-time students, but they provide crucial professional services in the Department of English, and their position carries a high level of responsibility and independence. In their first year, they typically assist a faculty member in a composition course during the first semester of study and then teach one composition course during the second semester. First-year GAs also tutor in the Writing Center. Second-year GAs typically teach one or two composition courses during fall term and one course during the final, or spring, term.

#### *Application*

A Department of English faculty committee selects Graduate Assistants from among a pool of applicants. The process is competitive.

Students interested in applying for the position should request application materials from the Office of Graduate Studies (<http://sites.jcu.edu/graduatestudies>).

The selection committee pays special attention to these materials submitted by applicants:

1. Academic writing sample
2. Personal statement of the candidate's aims for graduate study

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3. Evidence that shows preparation for or promise of effective classroom teaching
4. At least two letters of recommendation by former professors.

### **5-Year B.A./M.A. Program**

The five-year B.A./M.A. in English allows undergraduate English majors at John Carroll University to complete both a bachelor's and a master's degree in English in five years. The program is designed so that English majors meet all of the requirements for graduation in both degree programs. Students can apply for admission to the M.A. program in the spring of their junior year, begin taking graduate courses in their senior year, complete their undergraduate major in their senior year, and complete the M.A. in their fifth year. Both the Literature and Writing tracks can be pursued in the five-year program.

Since one course cannot "double count" for two degrees, the courses taken for the M.A. may not draw upon courses taken for the B.A. In other words, M.A. courses taken while a senior must be in excess of the credits necessary for the B.A. However, with careful planning, an ambitious student can still complete the M.A. in one additional year.

Tuition for graduate courses in the senior year is included in the flat tuition rate for 12-18 credit hours. Up to six credits of graduate work can be part of an undergraduate student's full-time financial aid package, which means that six credits of M.A. work can receive financial aid, depending on the student's status. Tuition in the fifth year is the graduate per-credit tuition rate. There is a 25% discount in the fifth year for JCU fifth-year students. Federal aid in the form of Federal Stafford Loans also is available.

### **Admission Requirements**

Interested students need to apply for conditional admission in the spring of their junior year, pending their final junior-year grades. The terms for acceptance are as follows: an overall undergraduate grade-point average of 3.0 or higher; a GPA of 3.3 in their English courses thus far; and a complete M.A. application, which includes two favorable letters of recommendation, a writing sample, and a personal statement. Students are not required to take the GRE. Students whose grades do not meet the minimum criterion may opt to submit a GRE score that may be used to help the student gain admission. To maintain their acceptance in the program, the students must graduate with a 3.0 GPA overall.

### **Sample Academic Plan**

- Spring of junior year: apply for admission to the M.A. program.
- Senior year: complete undergraduate major. Enroll in one 500-level English class in the fall of senior year, and one 500-level English class in the spring of senior year.
- Summer after senior year; enroll in two M.A. courses.
- Fifth year: take six M.A. courses (three per semester), and take one area exam during the regularly offered M.A. exam period in January.
- May of fifth year: participate in Commencement exercises (optional).
- Summer after fifth year: finish M.A. essay; receive August diploma.

## **COURSE DESCRIPTIONS**

**401. ADVANCED POETRY WRITING WORKSHOP 3 cr.** Intense, advanced work in crafting poems.

**402. ADVANCED FICTION WRITING WORKSHOP 3 cr.** Intense, advanced work in crafting short stories.

**403. SPECIAL TOPICS WRITING WORKSHOP 3 cr.** Topic of special writing projects announced in advance.

**404. ADVANCED CREATIVE NON-FICTION WORKSHOP 3 cr.** Intense, advanced work in creative non-fiction prose.

**411. STUDIES IN MEDIEVAL LITERATURE 3 cr.** Selected issues, authors, and genres of literature of the Middle Ages; specific topic announced in advance and may be one of the following: the *Pearl-Poet*, exile narratives, or translating the Middle Ages.

**412. MEDIEVAL DRAMA 3 cr.** Detailed examination of medieval drama, which reached its pinnacle in the cycles of mystery plays of the fourteenth and fifteenth centuries and allows readers to question the relationship between religion, satire, and a love of the grotesque.

**416. CHAUCER 3 cr.** Detailed examination of the “first English poet.” Emphasis on *The Canterbury Tales* and *Troilus and Criseyde* to explore medieval ideas about authorship, social unrest, reform and heresy, gender, and “otherness.”

**421. STUDIES IN RENAISSANCE LITERATURE 3 cr.** Selected issues, authors, and genres of the Renaissance period; specific topic announced in advance.

**422. STUDIES IN SHAKESPEARE 3 cr.** Selected studies of Shakespearean drama and/or poetry; specific topic announced in advance.

**425. MILTON 3 cr.** Detailed examination of the major poetry and selected prose.

**430. STUDIES IN EIGHTEENTH-CENTURY LITERATURE 3 cr.** Specialized study of issues, authors, and genres of literature of eighteenth-century Britain; specific topic announced in advance.

**431. DRAMA OF THE RESTORATION AND EIGHTEENTH CENTURY 3 cr.** English drama from Davenant to Sheridan, with emphasis on the stage as a reflection of the period.

**432. THE ENGLISH NOVEL: DEFOE THROUGH AUSTEN 3 cr.** History, changing patterns, and techniques of English novel writing in the eighteenth and early nineteenth centuries.

**441. STUDIES IN ROMANTIC LITERATURE 3 cr.** Specialized study of Romantic literature; specific topic announced in advance.

**445. BRITISH WOMEN WRITERS SINCE 1800 3 cr.** Examination of formal experiments and thematic concerns of major artists, with particular attention to the nineteenth and early twentieth centuries.

**453. KEATS 3 cr.** Examination of the poetry of John Keats.

**454. STUDIES IN VICTORIAN LITERATURE 3 cr.** Specialized study of Victorian literature; specific topic announced in advance. Recent topics have included aestheticism and empire, Victorian cosmopolitanism, and Victorian poetry.

**458. DICKENS 3 cr.** The major novels, with a study of their backgrounds, art, and language.

**459. THE ENGLISH NOVEL: DICKENS THROUGH HARDY 3 cr.** Examination of nineteenth-century British fiction, particularly the novel. Recent topics have included Victorian detective fiction and the Victorian novel's negotiation of the foreign.

**460. STUDIES IN MODERN BRITISH LITERATURE 3 cr.** Specialized study of twentieth-century literature; specific topic announced in advance.

**461. STUDIES IN CONTEMPORARY BRITISH LITERATURE 3 cr.** Specialized study of contemporary British literature; specific topic announced in advance.

**470. STUDIES IN NINETEENTH-CENTURY AMERICAN LITERATURE 3 cr.** Specialized study of nineteenth-century American literature; specific topic announced in advance.

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- 471. STUDIES IN TWENTIETH-CENTURY AMERICAN LITERATURE 3 cr.** Specialized study of twentieth-century American literature; specific topic announced in advance.
- 472. STUDIES IN AFRICAN AMERICAN LITERATURE 3 cr.** Specific topic announced in advance.
- 473. FAULKNER 3 cr.** Examination of his major writings as well as their background and cultural context.
- 474. AMERICAN POETRY 3 cr.** Major American poets from Whitman to the present.
- 480. STUDIES IN POSTCOLONIAL LITERATURES 3 cr.** Study of literary texts from formerly colonized nations in Africa, Asia, or elsewhere; specific topic announced in advance.
- 481. STUDIES IN IRISH LITERATURE 3 cr.** Specific topic announced in advance.
- 482. STUDIES IN CONTEMPORARY POETRY 3 cr.** Specific topic announced in advance.
- 483. STUDIES IN CONTEMPORARY THEATRE 3 cr.** Specific topic announced in advance.
- 484. STUDIES IN CONTEMPORARY FICTION 3 cr.** Specific topic announced in advance.
- 485. CONTEMPORARY ENGLISH GRAMMAR 3 cr.** Study of contemporary theories of English grammar. Focuses on ways of learning and thinking about grammar with respect to contemporary English usage.
- 486. STUDIES IN MODERN DRAMA 3 cr.** Specific topic announced in advance.
- 488. HISTORY OF THE ENGLISH LANGUAGE 3 cr.** Study of the sounds, forms, and syntax of Early, Middle, Early Modern, and Modern English—from its first, fraught centuries to its shape-shifting roles in the global community today. Also, an introduction to the fundamentals of more general linguistic study.
- 489. STUDIES IN RHETORIC AND COMPOSITION 3 cr.** Study of rhetoric, composition theory, and pedagogy, including a practicum.
- 490. HISTORY OF LITERARY THEORY AND CRITICISM 3 cr.** Elements of literary theory, and a survey of the major theorists from Plato to the present.
- 491. FEMINIST LITERARY CRITICISM 3 cr.** Study of various theories of feminist literary criticism. Topics include the social construction of gender and identity, the possibilities for women's creative expression, and the influence of gender-related issues on the study of literary texts.
- 495. CRITICAL PRACTICE 3 cr.** Survey of options available to literary critics of the twentieth century, and practice in the application of criticism to literary texts.
- 496. FRAMED NARRATIVES: NOVEL AND CINEMA 3 cr.** Structural and thematic functions of pictorial and narrative frameworks in film and novel.
- 497. HOPKINS SEMINAR 3 cr.** Advanced, special seminar in literature or creative writing taught by the visiting Hopkins Professor; specific topic announced in advance.
- 498. INDEPENDENT STUDY 1-3 cr.** Prerequisites: permission of project advisor and department chair. Special projects in literature, creative writing, or rhetoric and composition. Projects must be approved before registration. See chair for forms and guidelines.
- 499. SPECIAL STUDIES 1-3 cr.** Selected topics announced in advance.
- 501. ADVANCED POETRY WRITING WORKSHOP 3 cr.** Intense, advanced work in crafting poems.
- 502. ADVANCED FICTION WRITING WORKSHOP 3 cr.** Intense, advanced work in crafting short stories.

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- 503. SPECIAL TOPICS WRITING WORKSHOP 3 cr.** Topic of special writing projects announced in advance.
- 504. ADVANCED CREATIVE NON-FICTION WORKSHOP 3 cr.** Intense, advanced work in creative non-fiction prose.
- 510. READINGS IN OLD ENGLISH 3 cr.** Selected prose and poetry, with requisite linguistic study.
- 511. STUDIES IN MEDIEVAL LITERATURE 3 cr.** Prose and poetry of the later Middle Ages. Study of selected works, emphasizing literary and linguistic development.
- 520. STUDIES IN SIXTEENTH-CENTURY LITERATURE 3 cr.** Critical examination of selected authors of the early Renaissance.
- 522. STUDIES IN SHAKESPEARE 3 cr.** Study of the plays, poetry, and criticism; specific topic announced in advance.
- 524. EARLIER SEVENTEENTH-CENTURY LITERATURE 3 cr.** Critical examination of selected poets and prose writers of the period 1603-1660.
- 533. ENGLISH LITERATURE, 1660-1798 3 cr.** Representative selections from neo-classicism and other eighteenth-century movements, including drama and fiction.
- 540. STUDIES IN THE ROMANTIC PERIOD 3 cr.** Literature of the Romantic period.
- 550. STUDIES IN THE VICTORIAN PERIOD 3 cr.** Selected readings in poetry, prose, and drama.
- 560. STUDIES IN MODERN BRITISH LITERATURE 3 cr.** Major British writers from 1890 to 1950.
- 561. STUDIES IN CONTEMPORARY BRITISH LITERATURE 3 cr.** British literature since 1950.
- 565. STUDIES IN MODERN POETRY 3 cr.** Critical reading of selected British and American poetry since 1900.
- 570. STUDIES IN NINETEENTH-CENTURY AMERICAN LITERATURE 3 cr.** Selected studies in the works of American authors of the nineteenth century.
- 572. STUDIES IN AMERICAN REALISM 3 cr.** Selected studies in the period 1860-1900.
- 573. STUDIES IN MODERN AMERICAN LITERATURE 3 cr.** Selected readings in poetry, drama, and fiction since 1900.
- 580. SPECIAL TOPICS 1-3 cr.** In-depth study of a special topic in either classroom or workshop form.
- 589. STUDIES IN RHETORIC AND COMPOSITION 3 cr.** Study of rhetoric, composition theory, and composition pedagogy, including a practicum.
- 590. HISTORY OF LITERARY THEORY AND CRITICISM 3 cr.** Elements of literary theory, and a survey of the major theorists from Plato to the early twentieth century.
- 595. CRITICAL PRACTICE 3 cr.** Survey of options available to literary critics of the twentieth century, and practice in the application of criticism to literary texts.
- 596. FRAMED NARRATIVES: NOVEL AND CINEMA 3 cr.** Structural and thematic functions of pictorial and narrative frameworks in film and novel.
- 598A. MASTER'S ESSAY PROPOSAL 1 cr. upon approval.**

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**589B. MASTER'S ESSAY 2 cr. upon approval.**

**599A. MASTER'S THESIS PROSPECTUS 3 cr. upon approval.**

**599B. MASTER'S THESIS 6 cr. upon approval.**

## HUMANITIES (HM)

Brenda A. Wirkus, Ph.D.

Coordinator, Master of Arts in Humanities

The Master of Arts in Humanities is an interdisciplinary program designed for qualified holders of the bachelor's degree who seek to deepen their understanding of the humanities and who regard the liberal arts as subjects of lifelong study. The program is open to both traditional and nontraditional students. For persons who have postponed graduate study for family or professional reasons, the program offers opportunities to pursue cultural studies that may have been bypassed in the processes of career building. The goals of this program include formation and transformation, at both personal and professional levels. Courses are offered at flexible times with many courses scheduled in the evenings.

The humanities are defined as those fields that have from earliest times recorded—in script or sound, on canvas or stone—the achievements, ideals, and even failures of humanity. The humanities examine the intellectual foundations and values of political cultures through literature, the languages, the history of ideas, and the theoretical and historical aspects of the fine and visual arts. These studies emphasize the relationships of past and present, a sensitivity to aesthetic expression, an appreciation for the complexities of problems, and the abilities to make critical discernments and to express them with logic and clarity. Students may take courses from the fields of Art History, Classics, English, History, Modern Languages and Cultures, Philosophy, and Religious Studies. Courses from other departments may be taken with approval.

### Admission Requirements

Applicants must hold a bachelor of arts or science degree from an accredited institution and present an undergraduate record that shows evidence of ability to do graduate work in the humanities. A minimum undergraduate overall grade-point average of 3.0 will normally be required. Applicants must write a 500-word statement of purpose that indicates goals and interests in the program. The essay may refer to one of the suggested study plans or focus on a proposed idea for a self-designed study plan. An interview with the program coordinator is required. The University recognizes that each applicant, including those who have been away from formal schooling for many years or who may have less than the required grade-point average, possesses unique qualifications which will be given full consideration. In some cases, prospective students may be required to complete prescribed undergraduate courses. Students are not formally admitted until all undergraduate transcripts and other required materials have been submitted to the office of Graduate Studies in the College of Arts and Sciences.

### Program Requirements

The Humanities Program offers two plans of study leading to the M.A.:

1. Plan A, which requires at least nine courses together with a comprehensive exam and a thesis; or
2. Plan B, which requires at least ten courses together with a comprehensive exam and an essay.

All students are initially admitted under Plan B. Those students who are interested in pursuing Plan A, the thesis option, should seek approval from the coordinator and the associate dean by way of a petition. Both plans include 33 semester hours of study, at least 18 of which must be at the 500 level, and a comprehensive review (i.e., a comprehensive exam). The specific courses to be taken are determined by the student's study plan and by any prerequisites required for individual courses. After taking their three foundational Humanities courses (HM 501, 502, 503), students take additional 500-level courses from the departments of English, History, and Theology and Religious Studies. Courses at the 400 level are taken from Art History, Classical and Modern Languages and Cultures, English, History, Philosophy, Theology and Religious Studies, and other departments. Students may take six hours outside of, but related to, the specific study plan. Courses taken from other departments—Communications, Education, Political Science, and Sociology—must be clearly humanistic in content and approach and can be taken only with the permission of the program coordinator. Students taking 400-level courses in departments without graduate programs must seek approval for graduate credit through academic petition. In some cases, additional work is required for the graduate credit.

## HUMANITIES (HM)

In certain cases, courses on special topics will be offered under an HM (Humanities) number. These include independent studies, courses taught by visiting scholars, and certain courses whose content relate to more than a single discipline (but may be cross-listed with another department). In each case, the HM courses will have specific titles, such as “Music of the Middle Ages” or “The Royal Courts of Europe and the Arts,” which may indicate the interdisciplinary designation field. The specific topical title will replace the “Special Topics” title listed for HM 597 below.

Plan A: 33 semester hours, including:

- HM 501 Foundational Issues in the Humanities: Classical and Medieval (3 cr.)
- HM 502 Current Issues in the Humanities: Modern and Contemporary (3 cr.)
- HM 503 Introduction to Graduate Research & Writing through Critical Examination of Special Topics (3 cr.)
- HM 599 Master’s Thesis (6 cr.)

18 hours of approved electives from at least three of the following disciplines: Art History, Classics, English, History, Modern Languages and Cultures, Philosophy, and Theology and Religious Studies.

Plan B: 33 semester hours, including:

- HM 501 Foundational Issues in the Humanities: Classical and Medieval (3cr.)
- HM 502 Current Issues in the Humanities: Modern and Contemporary (3 cr.)
- HM 503 Introduction to Graduate Research & Writing through Critical Examination of Special Topics (3 cr.)
- HM 598 The Integration of the Humanities (final research essay) (3 cr.)

21 hours of approved electives from at least three of the following disciplines: Art History, Classics, English, History, Modern Languages and Cultures, Philosophy, and Theology and Religious Studies.

### Study Plans and Individualized Study

Each student will select and design, in cooperation with the program’s coordinator and faculty advisors, an individualized plan of study. Within their study plans, students are encouraged to identify and pursue integrative themes that promote personal development and professional enhancement. Study plans should foster appreciation of our cultural heritage as well as of diverse cultural traditions. They should also promote the intellectual breadth appropriate to participants and leaders of our cultural communities. Finally, they should offer new perspectives on persistent human problems.

Sample study plans include but are not limited to:

- |   |                                  |
|---|----------------------------------|
| Classical Studies                       | Latin American Studies           |
| Medieval/Renaissance Studies            | Urban Studies                    |
| Modern European Studies                 | Ethics and Society               |
| Cultural Studies                        | Literature and Society           |
| Ethics, Leadership, and the Professions | Theory and Practice of Democracy |
| Medicine and the Humanities             | Visual Culture                   |
| American Studies                        | Visions of the Self              |
| Catholic Studies                        | Representations of the Body      |
| Women’s and Gender Studies              | Environment and Society          |
| Irish Studies                           |                                  |

## HUMANITIES (HM)

### COURSE DESCRIPTIONS

**501. FOUNDATIONAL ISSUES IN THE HUMANITIES: CLASSICAL AND MEDIEVAL 3 cr.** Critical examination of selected thinkers to the year 1500 C.E. on issues of selfhood, community, political society, values, and virtues.

**502. CURRENT ISSUES IN THE HUMANITIES: MODERN AND CONTEMPORARY 3 cr.** Study of selected thinkers from 1500 C.E. to the present, examining critical issues about Church and state, colonialism and agency, nation and identity, religion and politics.

**503. INTRODUCTION TO GRADUATE RESEARCH AND WRITING 3 cr.** Critical exploration of special topics as the basis from which to develop graduate-level research and writing skills.

**580. INDEPENDENT STUDY 1-3 cr.** Directed research on a humanities topic selected by the student in consultation with a faculty member who will supervise the project. Prior approval required and independent study contract must be completed.

**597. SPECIAL TOPICS 1-3 cr.** Examination of specific problems in the humanities. Permission required.

**598. THE INTEGRATION OF THE HUMANITIES 3 cr.** Demonstration of interrelationships of coursework and individualized themes. A major research essay is required.

**599. MASTER'S THESIS 6 cr.** Prerequisite: permission of program coordinator.

## MATHEMATICS (MT)

Paul L. Shick	Chair; Algebraic Topology
Patrick B. Chen	Topological Groups; Lie Groups
Barbara K. D'Ambrosia	Ring Theory
Brendan Foreman	Differential Geometry; MathEducation
Marc Kirschenbaum	Topology; Swarm Intelligence
Robert J. Kolesar	Algebraic Topology
Douglas A. Norris	Differential Geometry
Daniel W. Palmer	Computer Science; Swarm Intelligence
Paige Rinker	Applied Abstract Algebra
Linda M. Seiter	Software Engineering
Thomas H. Short	Statistics

The Department of Mathematics offers two distinct graduate programs in mathematics. The Master of Science program blends theoretical material necessary for further graduate work in mathematics basic applications for the student who wishes to enter industry or government work in mathematics. The Master of Arts degree for high school teachers reflects the standards of the National Council of Teachers of Mathematics (NCTM) and the curricular recommendations of the Mathematical Association of America (MAA). The courses combine mathematical topics related to the curriculum with enrichment material which is directly applicable to the classroom.

### Admission Requirements

Applicants to the Master of Science in Mathematics program should have completed at least seven undergraduate courses in pure or applied mathematics beyond nine hours of calculus. Some courses in applied mathematics may be from physics or engineering.

Applicants to the Master of Arts in Mathematics for High School Teachers must have fulfilled the requirements of their state for certification or licensure to teach mathematics in high school or elementary/middle school respectively, with an undergraduate mathematics grade-point average of at least 2.5. Other teachers of high school or middle school mathematics may be admitted to the programs on a provisional status until they can demonstrate the ability to succeed in the program.

All prospective students should arrange for a conference with a member of the Mathematics Department before registration.

### Master of Science

In this program the student acquires the mathematical background for further study toward the doctorate in mathematics or for applying mathematics in business and research.

All Master of Science students must complete ten courses, including at least six numbered 531-579. All M.S. students must take MT 531, MT 541, a course in topology, and a course in complex analysis. Other courses must be at least 400-level and have departmental approval. The concepts from abstract algebra, linear algebra and advanced calculus are presupposed in all Master of Science courses.

The courses required for the degree are offered in a two-year cycle, so that a full-time student may fulfill the requirements for a degree in two years. A part-time student may complete the requirements in three years. Part-time students may take at most two courses a semester. A schedule of applicable courses for this degree is available on request from the administrative assistant in the Department of Mathematics.

## MATHEMATICS (MT)

The department also offers a Five-Year B.S./M.S. in Mathematics program, in which qualified students may earn both degrees in five years if they begin their undergraduate careers with sufficient AP credit (eight AP Math credits plus six other AP credits) and meet all other requirements of both undergraduate and graduate degrees.

A limited number of Graduate Assistantships are available for full-time students in the M.S. program.

### Requirements for the Degree

1. Ten courses (30 semester hours) in mathematics, including MT 531, MT 541, a course in topology, and a course in complex analysis. At least six of the 10 courses must be numbered 531-579.
2. A research paper.
3. A comprehensive examination.

### Master of Arts

Students in the Master of Arts Program in Mathematics for High School Teachers must complete ten courses, including at least six courses numbered 500-519. These 500-level courses are specially designed to utilize the background and meet the needs of high school teachers. Other courses must be at least 400-level and have departmental approval. Courses are offered in a three-year summer cycle, and also in evenings during the fall and spring semesters. A student may complete the required courses by taking courses during two consecutive summers and the intervening school year, or in three consecutive summers.

### Requirements for the Degree

1. Ten courses (30 semester hours) in mathematics, including at least six courses numbered 500-519.
2. An expository essay.
3. A comprehensive examination.

## COURSE DESCRIPTIONS

**421. PROBABILITY AND STATISTICS II 3 cr.** Prerequisites: MT 229, 233. Mathematical treatment of estimation and hypothesis testing, including one- and two-factor analysis of variance, simple regression and correlation, and nonparametric analyses.

**422. APPLIED STATISTICS 3 cr.** Prerequisite: MT 223 or 228 or 229. Categorical data analysis, multiple regression, analysis of variance of various designs, introduction to design of experiments. Use of statistical software.

**425. OPERATIONS RESEARCH 3 cr.** Prerequisite: MT 271. Linear programming, sensitivity analysis and duality, queuing theory, and topics from networks, decision making, game theory, Markov chains, dynamic programming, and simulation.

**432. ADVANCED CALCULUS OF SEVERAL VARIABLES 3 cr.** Prerequisites: MT 233, 271. Development of and motivation for vector-valued functions, calculus of functions of several variables, implicit functions and Jacobians, multiple integrals, line integrals.

**436. INTRODUCTION TO COMPLEX ANALYSIS 3 cr.** Prerequisite: MT 271 or permission of department chair. Complex number plane, analytic functions, integration of complex functions, sequences and series. Residue theorem, evaluation of real integrals.

**450. EUCLIDEAN AND NON-EUCLIDEAN GEOMETRY 3 cr.** Prerequisite: MT 271 or permission of department chair. Alternative ways of investigating the Euclidean plane, including transformational geometry; examination of the parallel postulate and how it can be changed to create new geometries; hyperbolic geometry.

**452. ELEMENTARY TOPOLOGY 3 cr.** Prerequisite: MT 271. Topological spaces, homeomorphisms, connected spaces, compact spaces, regular and normal spaces, metric spaces, and topology of surfaces.

## MATHEMATICS (MT)

**456. FRACTAL GEOMETRY 3 cr.** Prerequisite: MT 271. Topics from metric spaces, transformations, iterated function systems, dynamical systems, fractal dimension, Julia sets, and Mandelbrot sets.

**468. THEORY OF NUMBERS 3 cr.** Prerequisite: MT 271. Divisibility theorems, number-theoretic functions, primitive roots, quadratic congruences and reciprocity, partitions.

**469. HISTORY OF MATHEMATICS 3 cr.** Prerequisite: MT 271. Study of mathematics from its origins to its present state. Topics include the development and impact of geometry, algebra, number theory, irrational numbers, analytic geometry, calculus, non-Euclidean geometry, and infinite sets.

**479. COMBINATORICS AND GRAPH THEORY 3 cr.** Prerequisite: MT 271. Pigeonhole principle, inclusion and exclusion, recurrence relations and generating functions, combinatorial designs, the theory of graphs, graphical optimization problems.

**480. SPECIAL TOPICS 1-3 cr. TBA.** Reading, reports on, and investigation of selected material and topics.

**501. MATHEMATICAL STRUCTURES 3 cr.** Topics selected from set theory, cardinality, axiomatic and constructive approaches to the number systems, algebraic structures.

**502. DISCRETE MATHEMATICS 3 cr.** Matrices, graph theory, iterative processes, game theory, and applications.

**503. MODERN GEOMETRY 3 cr.** Euclidean and non-Euclidean geometries. Axiomatic, transformational, and metric approaches to geometry.

**504. CURVES, SURFACES AND SPACE 3 cr.** Examination of the topology and geometry of two, three, and four-dimensional spaces. Visualization and classification of mathematical spaces. Shape and curvature of the universe.

**505. TOPICS IN CALCULUS 3 cr.** Alternative approaches to selected topics in the traditional calculus course. Designed for the teacher of calculus who wishes to deepen and broaden his/her understanding of this area.

**507. STATISTICAL LITERACY 3 cr.** Graphical approach to data analysis, probability, art and techniques of simulation, surveys and information from samples, confidence intervals and tests of hypotheses. Emphasizes material applicable to the high school curriculum.

**509. GREAT MOMENTS IN MATHEMATICS 3 cr.** Survey of some of the more important historical developments in the history of mathematics, emphasizing those with connections to the secondary curriculum.

**510. MATHEMATICAL POTPOURRI 3 cr.** Topics in and about mathematics, including famous problems, enrichment and appreciation material, and the use of these topics in the high school curriculum.

**512. TECHNOLOGY IN THE TEACHING OF MATHEMATICS 3 cr.** Seminar/lab course in the use of graphing calculators and computer software in teaching high school mathematics. Students will collaborate in developing classroom and laboratory activities for use in the secondary curriculum.

**513. COMPUTER SCIENCE FOR HIGH-SCHOOL TEACHERS 3 cr.** Exploration of the content areas outlined in the new Advanced Placement Computer Science Principles course: computing as a creative activity that facilitates the creation of knowledge; societal and global impact of computing and the internet; computer principles of abstraction, programming, database and website content management; graphical programming languages and software tools.

**514. PROBLEMS IN MATHEMATICS 3 cr.** Old and new problems from various areas of mathematics, chosen to be applicable to co-curricular high school activities such as mathematics clubs and contests.

**515. CHAOS AND FRACTALS IN THE CLASSROOM 3 cr.** Overview of chaotic dynamical systems and associated fractals; computerized explorations of chaos and fractals, and their use in the high school curriculum.

## MATHEMATICS (MT)

**517. MATHEMATICAL MODELING IN THE HIGH SCHOOL CLASSROOM 3 cr.** Exploration of mathematical modeling for use within high school classroom contexts. Topics include theory of measurement, dynamical systems, probability, network analysis. Applications include population growth, biomechanics, financial models, social networks and ecology. Emphasis on the use of modeling as a necessary and sufficient requirement for excellent mathematical pedagogy.

**519. SPECIAL TOPICS IN MATHEMATICS cr. TBA** Supervised study of special topics.

**530. CAPSTONE COURSE 3 cr.** Analysis and completion of essay projects. Discussion of comprehensive examination topics as an overview of program concepts.

**531. REAL ANALYSIS I 3 cr.** Topics on Lebesgue integration theory, including measure, integration, integrable functions. Relation between Lebesgue integral and Riemann integral. Functions of bounded variation, absolute continuity, generalized Fundamental Theorem of Calculus.

**532. REAL ANALYSIS II 3 cr.** Prerequisite: MT 531. Topics to be selected from: Borel sets, Baire functions, ordinal numbers, Lebesgue measure, absolute continuity, Lebesgue-Stieljes integral, signed measures, Radon-Nikodym theorem, product measures and Fubini's theorem.

**536. COMPLEX ANALYSIS 3 cr.** Prerequisite: MT 331. Topology of the complex plane, analytic functions, integration theory, Riemann Mapping Theorem, analytic continuation, Riemann surfaces, harmonic functions.

**538. FUNCTIONAL ANALYSIS 3 cr.** Prerequisite: MT 452. Topics to be selected from: normed spaces, linear functionals, Hahn-Banach theorem, dual space, inner-product space, Riesz-Fischer theorem, linear operators.

**541. ALGEBRA I 3 cr.** Groups, homomorphism, group actions, Sylow theorems, rings and ideals, polynomials, and p.i.d.s.

**542. ALGEBRA II 3 cr.** Prerequisite: MT 541. Topics to be selected from: projective and injective modules, structure of semigroups, rings, radicals and Galois Theory.

**552. GENERAL TOPOLOGY 3 cr.** Prerequisite: MT 452. Topics to be selected from: topological spaces and mappings, topological and homotopic invariants, product and quotient spaces, topological constructions, separation axioms, metrization, generalized convergence, fundamental group.

**553. ALGEBRAIC AND GEOMETRIC TOPOLOGY 3 cr.** Prerequisite: MT 552. Elements of algebraic topology, including homology and cohomology theory. Topology of smooth manifolds.

**557. DIFFERENTIAL GEOMETRY 3 cr.** Prerequisite: MT 331. Local and global properties of curves and surfaces; Gauss map, curvature, Theorema Egregium, covariant derivative, geodesics, Gauss-Bonnet Theorem, generalizations to manifolds.

**580. SPECIAL TOPICS 1-3 cr. TBA.** Readings, reports on, and investigations of selected material and topics.

**599. INDEPENDENT STUDY 1-3 cr.** Independent study under the supervision of a faculty member. Requires approval of the faculty member and permission of the department chair.

# PREMEDICAL POST-BACCALAUREATE PROGRAM

Kathy C. Lee, Ph.D.

Assistant Dean, Pre-Health Professions Program

John Carroll University Pre-Medical Post-Baccalaureate Program is designed for individuals who want to fulfill the requirements for admission to medical school, dental school, and other healthcare professional schools and prepare for standardized exams such as the Medical College Admission Test (MCAT) and the Dental Admission Test (DAT). Such individuals typically possess a bachelor's degree in a discipline other than biology or chemistry and have now decided to pursue a professional career in healthcare (e.g., medicine, dentistry).

The program is also appropriate for students who majored in chemistry or biology but struggled with the coursework as a traditional undergraduate or have not been enrolled in courses in these disciplines in over five years.

## Application and Admission

Applications are processed on a rolling basis. All application materials for individuals who wish to be admitted to the program in the fall must be received by April 1 of the same calendar year. Under certain circumstances students may begin in the summer session of the same calendar year.

### Application Criteria:

- An undergraduate degree from an accredited institution.
- A minimum 3.0 overall undergraduate grade point average.
- A statement of purpose.
- Two letters of recommendation.
- A completed on-line application for Graduate Studies which can be found at [www.jcu.edu/graduate](http://www.jcu.edu/graduate).
- Transcripts from all undergraduate institutions, and any graduate institutions they have attended, regardless of the number of courses completed.

## Course of Study

The Pre-Medical Post-Baccalaureate Program requires a minimum of 34 semester credit hours. Each student's academic plan is specific to that student's needs and should be developed in consultation with an academic advisor. For a well-qualified student, it is possible to complete the program in a little over one year. A sample plan for completing the program in 13 months follows: (CH-Chemistry; BL-Biology, PH-Physics). Many students, especially those with little or no science background, take two years to complete the program. Additional information regarding coursework can be obtained by contacting the program administrator.

### Summer Session I

CH 141      4 cr.  
CH 143      1 cr.  
**5 credits total**

### Summer Session II

CH 142      4 cr.  
CH 144      1 cr.  
**5 credits total**

### Fall

CH 221      3cr.  
CH 223      1cr.  
BL 155      3cr.  
BL 157      1cr.  
PH 125      3cr.  
PH 125L     1cr.  
**12 credits total**

### Spring

CH 222      3cr.  
CH 224      1cr.  
BL 156      3cr.  
BL 158      1cr.  
PH 126      3cr.  
PH 126L     1cr.  
**12 credits total**

### Summer Session III

CH 431      4 cr.  
**4 credits total**

## PREMEDICAL POST-BACCALAUREATE PROGRAM

### Program Notes

- A college level calculus course is required if not already completed as an undergraduate.
- Depending on a student's prior coursework, alternative plans for a course of study may be developed in consultation with a program advisor.
- Electives may be taken in Biology, Chemistry, Mathematics, Psychology, Sociology, Philosophy, Theology and Religious Studies, and Political Science as a way to enhance your educational background, preparation for admission examinations, and desirability as a candidate for admission to medical or other healthcare professional school.
- Many professional programs have specific requirements such as statistics, psychology, human anatomy. Students should take classes that will prepare them to apply to a variety of schools.
- If pursuing dentistry, pharmacy, or nursing, check the prerequisites of the schools to which you plan to apply, as some schools have very specific requirements.

### Certificate of Excellence Option

Students may earn a *Certificate of Excellence in Pre-Medical Studies* if they meet the following criteria:

- Complete a minimum of 26 credit hours at John Carroll University;
- Maintain a minimum grade-point average of 3.5 with no grade less than a B in courses taken at JCU.

Earning the *Certificate in Pre-Medical Studies* will confirm that the student completed a significant number of credits at John Carroll University and performed at an exemplary level. Students who complete this program with or without the certificate will be eligible to apply to a health professional program such as medical school or dental school.

### Course descriptions for core science and mathematics courses

**BL 155, 156. PRINCIPLES OF BIOLOGY I-II, 3 crs. each.** Designed for the science major. BL 155 is a prerequisite to BL 156. Three hours of lecture per week. BL 155: basic chemical principles; cell structure, organization, metabolism of plants and animals. BL 156: plant and animal anatomy and physiology.

**BL 157, 158. PRINCIPLES OF BIOLOGY LABORATORY I-II, 1 cr. each.** Corequisites: BL 155 and 156. Three hours of laboratory per week. BL 157: laboratory study of the scientific method as applied to biology; cell division; development; functions of cell membranes and enzymes; reactions and products of photosynthesis. BL 158: laboratory study of plant and animal physiology.

**CH 141, 142. GENERAL CHEMISTRY I-II, 4 crs. each.** Stoichiometry, thermochemistry, states of matter, atomic structure, chemical bonding, oxidation-reduction, acid-base, solutions. Homogeneous and heterogeneous equilibria, electrochemistry, kinetics, chemistry of metals and non-metals, and other relevant topics.

**CH 143, 144. GENERAL CHEMISTRY LABORATORY, I-II 1 cr. each.** Corequisites: CH 141-142. Three hours of laboratory per week. Laboratory experiments illustrating principles developed in corequisite lecture courses.

**CH 221, 222. ORGANIC CHEMISTRY I-II 3 crs. each.** Prerequisites: CH 141-144 (or CH 151-153). Theoretical and descriptive treatment of the structure and reactions of the more representative classes of aliphatic and aromatic organic compounds. Aliphatic, alicyclic, and aromatic hydrocarbons, stereochemistry, carbocation theory, electrophilic substitution reactions, functional derivatives of aliphatic and aromatic hydrocarbons, carbanion theory, nucleophilic displacement, elimination reactions, and spectroscopic analysis.

**CH 223, 224. ORGANIC CHEMISTRY LABORATORY I-II 1 cr. each.** Corequisites: CH 221-222. Four hours of laboratory per week. Laboratory experiments to illustrate the behavior of important classes and reaction types.

## PREMEDICAL POST-BACCALAUREATE PROGRAM

**CH 431. GENERAL BIOCHEMISTRY: 4 cr.** One-semester survey; proteins, enzymes, nucleic acids, lipids, membranes, and carbohydrates. Approximately half of the course is devoted to metabolism and metabolic regulation.

**PH 125. GENERAL PHYSICS I 3 crs.** Corequisite: PH 125L. Suitable for biology, premedical, and pre dental majors. Topics drawn from the areas of mechanics, vibration and sound, wave motion, solids and fluids, and thermodynamics. High school physics or a conceptual physics course such as PH 107 is strongly recommended as a prerequisite. Students who have not had high school physics should consult with the department chair prior to registering. Offered every fall.

**PH 125L. GENERAL PHYSICS LABORATORY I 1 cr.** Prerequisite or corequisite: PH 125. Experiments designed to complement PH 125. Two hours of laboratory per week. Offered every fall.

**PH 126. GENERAL PHYSICS II 3 cr.** Prerequisite: PH 125; corequisite: 126L. Suitable for biology, premedical, and pre dental majors. Topics drawn from the areas of optics, electricity, magnetism, and modern physics. Offered every spring.

**PH 126L. GENERAL PHYSICS LABORATORY II 1 cr. each.** Prerequisite or corequisite: PH 126. Experiments designed to complement PH 126. Two hours of laboratory per week. Offered every spring.

**MT 135. CALCULUS AND ANALYTIC GEOMETRY I 4 cr.** Prerequisite: placement by the Department of Mathematics and Computer Science. Functions, limits, continuity, differentiation, differentiation rules, optimization, antiderivatives, definite integrals. Fundamental Theorem of Calculus, improper integrals, and applications of integrals, including probability.

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

Sheila E. McGinn  
Fr. Donald Cozzens  
Edward P. Hahnenberg  
Joseph F. Kelly  
Valentino Lassiter  
Paul J. Lauritzen  
Paul K. Nietupski  
Joan M. Nuth  
Zeki Saritoprak

The Department of Theology and Religious Studies offers graduate courses in scripture, historical theology, systematic theology, religious ethics, world religions, and spirituality, leading to the Master of Arts degree. The department also hosts three certificate programs: a post-master's Certificate of Advanced Studies in Theology & Religious Studies; a certificate in Ignatian spiritual direction, offered through the Ignatian Spirituality Institute; and a certificate in Spiritual Wellness, offered in collaboration with the Counseling Department. The Master of Arts program meets the educational requirements of those interested in continued academic study; the master and the certificate programs also address the needs of those interested in religious education, ministry, and other professional careers related to theology and religion. For more information, visit our website: <http://go.jcu.edu/trs>.

### **Master of Arts Program**

Students seeking to enroll in the Master of Arts program should have completed at least six undergraduate courses in theology or religious studies. Since few undergraduates major in these fields, the department offers introductory courses in biblical studies (TRS 400) and systematic theology (TRS 430) to acquaint students with the basic themes and methods in these areas, and a seminar on research methods (TRS 490) to introduce students to the standard research procedures and tools in the field. TRS 400 and 430 are prerequisites for other courses in those areas; they may be waived for students who have taken similar courses at other institutions.

#### **M.A. Admission Requirements**

Applicants to the master's program are required to submit the following:

- Official academic transcript of bachelor's degree from an accredited four-year institution.
- Two letters of recommendation from persons acquainted with the applicant's academic qualifications. If appropriate, one letter can be from someone familiar with the applicant's professional work.
- A 500-word statement indicating the applicant's purpose in seeking admission to the master's program.
- Graduate Record Examination (GRE) General Test or Miller Analogies Test (MAT) scores also may be submitted in support of the application.

#### **M.A. Requirements**

- 30 graduate semester hours of study.
- TRS 400, Introduction to Biblical Interpretation (offered each fall); TRS 430, Introduction to Systematic Theology (offered each spring); TRS 490, Research Methods in Theology and Religious Studies; one course in Religious Ethics; and one course in World Religions.
- At least 15 semester hours of 500-level coursework.
- A comprehensive examination.
- For students in Plan A (see page 12)
  1. Successful completion of a foreign language examination demonstrating a reading knowledge of a classical or modern language consistent with the student's plan of study.
  2. Completion of a master's thesis (TRS 599), for six semester hours of course credit.
- For students in Plan B (see page 12): the completion of a research essay; TRS 593.

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

**Note:** Students accepted under the degree requirements listed in previous Graduate School and Graduate Studies bulletins normally should fulfill those requirements, but they may petition for permission to follow the requirements introduced in this *Bulletin* instead.

### Course of Studies

Ordinarily graduate courses are three semester hours; no more than nine semester hours toward the degree may be taken in one-credit or two-credit courses. No more than six semester hours or the equivalent of two comparable John Carroll University courses may be transferred from another institution. A student's program typically may include no more than two independent studies and no more than three online courses. Initial acceptance of students is made under Plan B, the non-thesis option. A change from Plan B to Plan A, the thesis option (see page 12), is accomplished by academic petition, and is contingent upon the successful completion of at least one 500-level course, and the foreign language exam.

Since the Master of Arts degree in Theology and Religious Studies is designed to provide students with the necessary background for diverse careers and ministries or for further graduate or professional study, the student and advisor will work out a program of study best suited to the student's particular needs and goals. This program may include a concentration in a particular area.

### Financial Assistance

Scholarships, equivalent to a 1/3 reduction in tuition, are available for all students enrolled in the Theology and Religious Studies M.A. program. A limited number of graduate assistantships are available, which provide a tuition waiver for 15-18 credit hours per year and a stipend for working 20 hours weekly in the department. The University's Office of Financial Aid provides assistance with student loans.

### Five-Year Integrated B.A./M.A. Program

The five-year integrated B.A./M.A. program in Theology and Religious Studies is designed for undergraduate theology and religious studies majors who wish to earn the master's degree with an additional year of study beyond the baccalaureate degree. Undergraduate students majoring in Theology and Religious Studies may apply for admission to the M.A. program in their junior year. Once accepted, they may begin taking graduate courses in their senior year, in order to complete the M.A. in their fifth year. Normally students will complete 6 graduate credits between the fall and spring of senior year, 6 credits in the summer between their fourth and fifth years, and 18 credits between the fall and spring of the fifth year. More information about this program is available in the *Undergraduate Bulletin* and on the department's website: <http://go.jcu.edu/trs>.

### Certificate Programs

#### Certificate of Advanced Studies (CAS)

The department offers a Certificate of Advanced Studies (CAS) in addition to the Master of Arts degree. The Certificate program is designed for students who already have acquired a master's degree in a recognized academic discipline. While in itself this certificate does not guarantee Religion Teacher or Pastoral Ministry Certification in the Diocese of Cleveland, the proper selection of courses within the program may lead to such certification.

#### CAS Admission Requirements

Applicants to the CAS Program are required to submit the following:

- Evidence of achievement of a master's degree in a recognized academic discipline.
- Evidence of completion of 18 semester hours of undergraduate or graduate work in religious studies, theology, or their equivalent.
- Official transcripts of all university-level studies.
- Two letters of recommendation from persons acquainted with the applicant's academic qualifications. If appropriate, one letter can be from someone familiar with the applicant's professional work.
- A 500-word statement indicating the applicant's purpose in seeking admission to the certificate program.

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

### CAS Program Requirements

To attain the Certificate of Advanced Studies a student must complete 18 graduate credits in Theology and Religious Studies beyond the master's degree. Specific courses and requirements will be determined according to the individual student's needs and interests in consultation with the student's academic advisor, and with the approval of the chair of the department. Ordinarily the program will include at least one course in each of the following areas: Scripture, Historical Theology, Systematic Theology, Religious Ethics, and World Religions. Students who already have graduate-level experience in a specific subject need not fulfill further requirements in that area. For the Certificate, no transfer credits are allowed.

### Ignatian Spirituality Institute

The department is also home to the Ignatian Spirituality Institute (ISI), which offers a certificate program for the training of spiritual directors in the tradition of the *Spiritual Exercises* of Ignatius Loyola. It is ideally suited to those interested in the ministry of spiritual direction and/or retreat work. More generally, the ISI offers adult Christians of any denomination theological and spiritual tools for deepening Christian life and ministry, whether in the home, parish, congregation, or workplace. Since the ISI is an affiliate program of the Department of Theology and Religious Studies, all of its courses are conducted at John Carroll University. The ISI is endowed by a grant from the F. J. O'Neill Charitable Corporation and by gifts from other generous donors.

### Admission Requirements

Applicants to the ISI Program are required to submit the following:

- An education history and official transcripts of all university-level studies.
- An employment history.
- Three letters of recommendation from persons acquainted with the applicant's academic qualifications, professional work, and/or ministerial experience.
- A 1000-word spiritual autobiography, including a statement of the applicant's purpose in seeking admission to the ISI program.
- A personal interview with the ISI Admissions Committee.

**Note:** Generally it is expected the ISI candidates will have completed a college degree, spent several years at steady work, and had a variety of life experiences. The admissions committee may make exceptions to these criteria if circumstances warrant.

### ISI Program Requirements

The ISI certificate program runs concurrently with the fall-spring academic calendar and is designed around three areas of study: theology/scripture, spirituality, and psychology/communications skills. Year I is academically focused, and classes meet twice a month in the evenings along with occasional weekend workshops. Year II is focused on the supervised practicum in spiritual direction. Four courses are required for the certificate program: TRS 472, 473, 474A, and 474B (equivalent to ISI 401, 402, 403, 404, respectively). Upon academic petition, students who have completed the Ignatian Spirituality Institute certificate program may be granted up to 6 credits toward the Master of Arts degree program in Theology and Religious Studies. An information night for those interested in the program is held during the first week of February.

The inaugural director of the Ignatian Spirituality Institute is Dr. Joan Nuth. For further information about the ISI program and admission, contact the ISI director at 216-397-1638, [jnuth@jcu.edu](mailto:jnuth@jcu.edu), or visit the ISI website at <http://sites.jcu.edu/ISI>.

### Spiritual Wellness and Counseling

The certificate program in Spiritual Wellness & Counseling is a five-course, fifteen-semester-hour program offered in partnership with the Counseling Department. The certificate program in Spiritual Wellness and Counseling can be taken for credit, non-credit, or continuing education credit. It is specifically designed for pastoral

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

care professionals, mental health professionals and medical professionals. The program brings together these professionals to broaden their understanding of the helping process, and to ensure they have a more nuanced understanding of spirituality, counseling, and the complexity of the whole person.

The certificate program helps students enhance their knowledge and abilities to:

- Respond appropriately to individuals who express mental health and/or spiritual concerns.
- Assist those who desire to integrate their spiritual perspective with their psychotherapeutic or medical treatment.
- Discern when referral to another professional is needed and how to locate an appropriate professional for the referral.

The program also helps pastoral care, mental health and medical professionals develop the skills needed to collaborate to best serve the interests of those they are endeavoring to assist.

### Admission Criteria for the Spiritual Wellness & Counseling Certificate Program

- For applicants without a master's degree, a minimum undergraduate GPA of 2.75.
- Official transcripts for highest degree earned.
- Two letters of recommendation (preferably one academic and one professional).
- Interview with the program coordinator.
- Admission interview.

### Required Courses

Spirit & Psyche	CG/TRS582
Tradition & Theory	CG/TRS583
Holiness & Wholeness	CG/TRS584
Enlightened Self-Centering	CG/TRS585
Encountering Each Other	CG/TRS586

Six credits from the Spiritual Wellness and Counseling Certificate Program may be applied to the M.A. in Theology and Religious Studies.

## Special Programs

### Bediuzzaman Said Nursi Chair in Islamic Studies

The Bediuzzaman Said Nursi Chair in Islamic Studies was established in 2003, as an integral part of the Department of Theology and Religious Studies, in order to enhance the intellectual life of John Carroll University through the teaching of courses on Islam and Islamic culture. Such intellectual enrichment is part of John Carroll's mission as a Jesuit, Catholic university. Named in honor of Bediuzzaman Said Nursi (1879-1960), a prominent Islamic scholar from Turkey, the Nursi Chair arose from the gracious gift of two Turkish businessmen and other members of the Muslim and Turkish communities of Cleveland.

The primary goals of the Nursi Chair are (1) to foster a better understanding of Islam and Islamic theological traditions among the students of John Carroll University and, secondarily, among the other members of the John Carroll community, residents of the greater Cleveland area, and various national and international audiences; and (2) to promote dialogue on issues pertaining to Islam among the various members of the John Carroll University community, with other residents of the greater Cleveland area, and with wider national and international audiences.

The inaugural holder of the Nursi Chair is Dr. Zeki Saritoprak. For further information on the Nursi Chair, contact the office at 216-397-6279, [nursi@jcu.edu](mailto:nursi@jcu.edu), or visit the website: <http://go.jcu.edu/Nursi>.

### **The Breen Chair in Catholic Systematic Theology**

The Jack and Mary Jane Breen Chair in Catholic Systematic Theology was established in 2011, as an integral part of the Department of Theology and Religious Studies, through a generous endowment gift from Jack and Mary Jane Breen, alumni of John Carroll University. The Breen Chair enhances the Jesuit and Catholic mission of John Carroll University by supporting the continued teaching and publication of Catholic systematic theology. The goal of the Breen Chair is to foster a better understanding of the Catholic theological tradition primarily among John Carroll students, and secondarily, among the other members of the John Carroll community, residents of the greater Cleveland area, and various national and international audiences.

The inaugural holder of the Breen Chair is Dr. Edward P. Hahnenberg. For further information about the Breen Chair, contact the director, at 216-397-1674, [ehahnenberg@jcu.edu](mailto:ehahnenberg@jcu.edu), or visit the website: <http://go.jcu.edu/Breen>.

### **The Cardinal Suenens Center**

The Cardinal Suenens Center honors the life and work of Leon-Josef Cardinal Suenens (1904-1996), Archbishop of Malines-Brussels and Primate of Belgium. The Center has the following goals: to study the achievements and heritage of Vatican Council II; to be attentive especially to the reception of the as yet unachieved goals of the council; and, through symposia, publications, and funded scholarly research, to increase understanding and pursuit of those goals; to further the ecumenical advances of the council through respectful dialogue; to bridge conversation between Church leadership and the theological community; and to intersect the pastoral goals of Vatican Council II with those of the culture in response to the Church's present call for "the evangelization of the culture." Given the council's recommendation that we be attentive to the "the signs of the times," the Center is actively involved in pursuing interfaith dialogue.

The Cardinal Suenens Center sponsors various types of special events, both at home on the JCU campus and abroad. Biannually the Center grants the Living Water Award to recognize influential leaders in contemporary Catholic life. Past honorees include Mother Teresa, M.C., Cardinal Joseph Bernardin, Godfried Danneels, Franz Koenig, Roberto Tucci, S.J., Helen Prejean, C.S.J., Giuseppe Alberigo, and Timothy Radcliffe, O.P. In addition, each year the Center invites a prominent Catholic thinker to deliver the Margaret F. Grace Lecture on "Where do I find hope?" The distinguished list of Grace Lecturers includes Godfried Cardinal Danneels, Ronald Rolheiser, O.M.I., Elizabeth Johnson, C.S.J., Helen Prejean, C.S.J., Richard Rohr, O.F.M., Archbishop Michael Fitzgerald, M.Afr., William Cardinal Leveda, J. Bryan Hehir, Michael J. Himes, Howard Gray, S.J., and Timothy Radcliffe, O.P. The Margaret F. Grace Lecture is made possible, in part, by a generous grant from Barbara and John Schubert.

The inaugural director of the Cardinal Suenens Center is Dr. Doris Donnelly. For more information about the Center, contact the director at 216-397-1651, [ddonnelly@jcu.edu](mailto:ddonnelly@jcu.edu), or visit the website: <http://sites.jcu.edu/Suenens>.

### **The Walter and Mary Tuohy Chair of Interreligious Studies**

The Walter and Mary Tuohy Chair on Interreligious Studies was founded in 1966 in honor of the late Walter Tuohy, a dedicated Catholic layman, active member of the National Conference of Christians and Jews, and zealous promoter of religious understanding, and his wife Mary. Established as an integral part of the Department of Theology and Religious Studies, the goal of the Tuohy Chair is to enhance the mission of John Carroll University by fostering interreligious dialogue among members of the University community, with other residents of the greater Cleveland area, and with wider national and international audiences.

Past Tuohy lecturers have included such major figures in theological scholarship as John Cobb, David Tracy, Theodore Stephanopoulos, Thomas Hopko, Demetrios Constantelos, Anglican Bishop R. C. P. Hanson, Michael A. Fahey, S.J., Martin McNamara, M.S.C., William H. C. Frend, Roderick A. F. Mackenzie, S.J., W. Norman Pittenger, Sophie Laws, Robert Eno, S.S., Fredrick W. Norris, Rabbi Arthur J. Lelyveld, Brian Daly, S.J., Charles S. McCoy, Joseph T. Lienhard, S.J., Alastair Campbell, Maria Harris, Francis Clooney, S.J., John Haughey, S.J., James Keenan, S.J., Diana L. Hayes, Robin Jensen, John Kelsay, William J. Harmless, S.J., Sidney H. Griffith, S.J., Joseph A. Bracken, S.J., Paul Heck, Anne Clifford, C.S.J., Kelley E. Spoerl, George M. Smiga, William S. Campbell, Thomas Michel, S.J., David Barr, Scott C. Alexander, and Maria R. Heim.

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For more information about the Tuohy Chair and its programs, contact the office at 216-397-4700, [tuohy@jcu.edu](mailto:tuohy@jcu.edu), or visit the website: <http://go.jcu.edu/Tuohy>.

### COURSE DESCRIPTIONS

**Please Note:** TRS has replaced RL as the designation for the Department of Theology and Religious Studies. Thus, all of the course numbers below—in their complete form—would be preceded by that designation. Where a course number has changed, the previous number appears in parentheses following the course title.

**400. ENGAGING THE SCRIPTURES: INTRODUCTION TO BIBLICAL INTERPRETATION 3 cr.** Problems of and approaches to understanding the Jewish and Christian scriptures. Special focus on the methods essential to exegesis, biblical interpretation, and contemporary uses of the scriptures.

**402. LIVES ON THE MARGINS: PROPHECY IN ISRAEL AND THE ANCIENT NEAR EAST (RL 404) 3 cr.** Study of prophecy and prophets in ancient Israel and its ancient Near Eastern context. Specific focus on such biblical prophets as Amos, Hosea, Isaiah, and Jeremiah.

**405. “REJECTED BOOKS” OF THE BIBLE 3 cr.** Introduction to the non-canonical writings of formative Judaism and early Christianity. Intensive study of selections from the intertestamental, apocryphal, and pseudepigraphical literature of the Old and New Testaments, the Mishnaic and later Talmudic literature, and the writings of early Christian authors.

**406. NEW TESTAMENT ETHICS FOR CONTEMPORARY CULTURE 3 cr.** Seminar centering on the ethical perspectives and prescriptions conveyed by the New Testament. The teaching and praxis of Jesus, including his concern for the poor and solidarity with the marginalized, provide the center of gravity for analysis of a cross-section of the paraenetic teaching and ethical traditions in the New Testament. Students develop sophisticated tools for understanding the New Testament’s contribution to contemporary ethical debates.

**408. PAUL OF TARSUS: RABBI OR REVOLUTIONARY? 3 cr.** Introduction to the cultural and historical background of the life and career of the Apostle Paul; examination of his major writings, writings in the Pauline traditions, their impact in their original historical-cultural settings, and uses of these texts in other settings today.

**420. THE RISE OF CHRISTIANITY 3 cr.** Emergence and growth of Christianity into the Greek and Roman world from the first to the sixth centuries. Key topics include: establishment of Trinitarian theology and Christology; relations of church and state; roles of women; origins of monasticism; interaction with pagan culture; establishment of ecclesiastical structures; early Christian art; major figures (Constantine, Athanasius, Augustine); and the Church’s growing self-understanding.

**421. CRADLE OF CHRISTIANITY: EARLY CHRISTIANITY IN SYRIA & ASIA MINOR 3 cr.** Exploration of the rise of Christianity in the Roman provinces of Syria and Asia Minor (modern Turkey) through study of literature and significant sites. Traces the route of Christian development from northern Palestine through Cappadocia and Anatolia, to the coastal city of Ephesus, the “metropolis of Asia.” Often done “on location” in conjunction with a study tour of Syria, Turkey, and/or Greece.

**422. AUGUSTINE: LIFE, THEOLOGY, INFLUENCE 3 cr.** Introduction to the life, theology, and influence of Augustine of Hippo (CE 354-431), a magisterial figure in the history of Christian thought who remains significant for contemporary Christianity. Topics include Augustine’s views of church and state, marriage and sexuality, original sin, and freedom of the will.

**430. INTRODUCTION TO SYSTEMATIC THEOLOGY 3 cr.** Consideration of key concepts necessary for understanding how theology works: faith, revelation, scripture, symbol, tradition, community, and method. Exploration of how these concepts work in the writings of a few significant theologians contextualized within their historical and cultural worlds.

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

**431. READINGS IN FEMINIST THEOLOGY (RL 437) 3 cr.** Exploration of the ways in which the feminist movement has affected the articulation of Christian doctrine through a reading and analysis of the works of contemporary feminist theologians. Includes a survey of feminist theory from the late 18<sup>th</sup> century to the present.

**445. FAITHS OF ABRAHAM: JUDAISM, CHRISTIANITY, AND ISLAM (RL 450) 3 cr.** Cross-cultural approach to the study of Judaism, Christianity, and Islam, all of which claim Abraham, the Biblical patriarch, as their “father in faith.” Uses American and selected international religious communities as case studies.

**451. PILGRIMAGE (RL 452) 3 cr.** Study of the phenomenon of pilgrimage as a unifying theme in world religions and as a key component of religious life. Treats pilgrimage as a perspective on the unity of spirit, mind, and body as an expression of the inseparability of individuals and larger religious communities. Uses pilgrimage to investigate symbols, rituals, myths, laws, doctrines, faiths, and visions manifested in world religions. Sometimes offered with a travel component.

**461. JUSTICE AND THE ECONOMY (RL 466) 3 cr.** Team-taught interdisciplinary seminar on the relationship between economic and ethical choices and their implications. Basic economic and theological-ethical frameworks for decision-making. Case studies.

**471. THEOLOGY OF RELIGIOUS EXPERIENCE (RL 474) 3 cr.** Study of the authentic and inauthentic manifestations of religious experience and the biblically-based criteria that might be applied to validate Christian religious experience. Draws on the theoretical readings of Jonathan Edwards, William James, Rufus Jones, and Evelyn Underhill and the recorded experiences of Dionysius the Areopagite, Meister Eckhart, John of the Cross, Elizabeth of the Trinity, and Simone Weil.

**472. THEOLOGY OF THE *SPIRITUAL EXERCISES* I (ISI 401) 3 cr.** Prerequisite: acceptance into the Ignatian Spirituality Institute. First of a two-part sequence exploring the theological foundations of Ignatius of Loyola’s *Spiritual Exercises*. Focuses on theological themes underlying the First Principle and Foundation and the First Week of the *Exercises*: creation, the nature and images of God, theological anthropology (human nature, grace, and sin), and a theology of prayer. Emphasis on practical application to directing the *Exercises*.

**473. THEOLOGY OF THE *SPIRITUAL EXERCISES* II (ISI 402) 3 cr.** Prerequisite: TRS 472 or ISI 401. Second of a two-part sequence exploring the theological foundations of Ignatius of Loyola’s *Spiritual Exercises*. Focuses on theological themes underlying the Second, Third, and Fourth Weeks of the *Spiritual Exercises*: the reality of Jesus, human and divine; the historical Jesus and the Risen Christ of faith; the passion, death, and resurrection of Christ; an introduction to exegetical skills necessary for spiritual direction.

**474-475. PRACTICUM IN SPIRITUAL DIRECTION Prerequisite:** TRS 473 or ISI 402. A praxis approach to the ministry of spiritual direction, this supervised internship is combined with readings and seminar discussions exploring the broader areas of knowledge that have an impact on that practice: discernment of spirits, ethical issues, adult psychological and faith development, and sexual and gender differences.

**474. PRACTICUM IN SPIRITUAL DIRECTION I (ISI 403) 2 cr.** Prerequisite: TRS 473 or ISI 402. The first semester of the supervised spiritual-direction internship that constitutes the culmination of the student’s work leading to the Ignatian Spirituality Institute certificate.

**475. PRACTICUM IN SPIRITUAL DIRECTION II (ISI 404) 2 cr.** Prerequisite: TRS 474 or ISI 403. The last semester of the supervised spiritual-direction internship that constitutes the culmination of the student’s work leading to the Ignatian Spirituality Institute certificate.

**481. CONTEMPORARY MINISTRY: A PRAXIS APPROACH 4 cr.** Prerequisites: permission of department chair and instructor. Seminar linking theological theory with religious and pastoral practice. Participants investigate the connection between contemporary Catholic theology and its concrete implications for pastoral ministry by engaging in research and a ministerial placement appropriate to their skills and interests requiring an average of 6-10 hours each.

**490. RESEARCH METHODS IN THEOLOGY & RELIGIOUS STUDIES 0 cr.** Basic orientation to the M.A. program; introduction to the tools, methods, and approaches necessary for graduate research.

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

**491. INTERNSHIP 1-4 cr.** Prerequisites: permission of department chair and instructor; completion of Internship Contract Form. A practical internship experience in the field(s) of ministry, religious studies, and/or theology. Supervised work at a religiously affiliated institution or agency engaged in direct service and/or advocacy in the Cleveland community, based on individual skills and interests. Approval for the course should be obtained no later than three weeks prior to the semester in which the student wishes to enroll.

**499. SPECIAL TOPICS 1-3 cr.** Selected topics in one of the areas of theology and religious studies. Specific content and number of credits to be announced when offered.

**501. OLD TESTAMENT EXEGESIS 3 cr.** Detailed exegetical analysis of a major Hebrew Bible text that will be specified when the course is offered.

**505. NEW TESTAMENT EXEGESIS 3 cr.** Detailed exegetical analysis of a major New Testament book that will be specified when the course is offered.

**506. JESUS IN FILM AND HISTORY 3 cr.** History of research on the historical Jesus from David Friedrich Strauss through Wilhelm Wrede and Albert Schweitzer to the present. Analysis of the primary data using the standard criteria of authenticity. Comparisons with contemporary appropriations of the figure of Jesus in visual media, especially film. Examination of the value of historical Jesus research for contemporary Christology.

**507. SYNOPTIC GOSPELS 3 cr.** In-depth analysis of current research on theories of synoptic relations; the relationship of the Synoptic Gospels to such non-canonical gospels as the *Gospel of Peter* and *Gospel of Thomas*; and the literary and theological characteristics of each of the Synoptic Gospels.

**508. HEALING IN EARLY CHRISTIANITY & THE GRECO-ROMAN WORLD 3 cr.** Exploration of understandings of health and healing in the gospels and other early Christian traditions, and of Jesus' role as healer, in comparison to contemporaneous Greco-Roman religious traditions (e.g., Galen, the author of the most influential medical textbook in the western world, and the Asclepius cult, the world's first system of holistic medicine).

**509. SPECIAL TOPICS IN BIBLICAL STUDIES 1-3 cr.** Selected questions from the text and background of the Old or New Testament. Specific content and number of credits to be announced when offered.

**515. THE HOLOCAUST AND THE CHURCHES 3 cr.** Examination of the roots of anti-Semitism, the rise of fascism in Europe as it relates to Nazi ideology, and the "failure" in implementing the Final Solution. Includes the structure and purpose of the ghettos and death camps, as well as resistance efforts; also, the significance of contemporary representations of the Holocaust for a post-Shoah generation. Special emphasis on the path travelled by the Roman Catholic Church from apology and intolerance to respect, repentance, and interreligious dialogue.

**519. SPECIAL TOPICS IN JEWISH STUDIES 1-3 cr.** Selected topics relating to the history, culture, faith, and practice of the Jewish people. Specific content and number of credits to be announced when offered.

**522. WOMEN IN CHRISTIAN TRADITION (RL 525) 3 cr.** Lives and writings of prominent women within the Christian tradition from the viewpoint of contemporary feminist theology. Emphasis on women's contribution to theology in light of their historical context.

**525. GOD AND RADICAL EVIL IN THE MODERN WORLD (RL 522) 3 cr.** Development of the idea of God's relation to evil from the Renaissance until today; emphasis on the changing notion of evil in response to cultural changes such as the Enlightenment and Darwinism; the demonic and the Gothic in the nineteenth century; modern literary, scientific, and philosophical approaches; theological responses.

**529. SPECIAL TOPICS IN CHRISTIAN HISTORY 1-3 cr.** Selected topics on the history of the Christian community in its various manifestations. Specific content and number of credits to be announced when offered.

**531. SIN, GRACE AND WHOLENESS (RL 532) 3 cr.** Introduction to theological anthropology, the study of the human being in relation to God and in conflict with evil, in order to secure a doctrinal foundation for the understanding of Christian spirituality. Readings include the Jewish Scriptures, Paul, Augustine, Julian of Norwich, Thomas Aquinas, Martin Luther, the Council of Trent, Karl Rahner, and feminist and liberation theology.

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

**532. CHRISTOLOGY (RL 534) 3 cr.** Study of the principal developments in theological reflection on the meaning and significance of Jesus Christ in the New Testament and in later church tradition; consideration of how contemporary Christology is both affected by and responds to some crucial concerns of today's culture.

**533. CHRIST'S BODY: THEOLOGY OF THE CHURCH (RL 535) 3 cr.** Study of the origin, nature, and mission of the Church in light of its evolution from the preaching and mission of Jesus and his disciples, through its developing history, to its current self-understanding since Vatican II.

**534. SACRAMENTS (RL 538) 3 cr.** Introduction to the concept and nature of "sacrament" and to the historical liturgical and theological development of the seven sacraments. Emphasis upon sacraments of initiation (baptism, confirmation/chrisation, Eucharist) with consideration of sacraments of healing (penance, healing of the sick) and of Church service/government (matrimony, holy orders). Also examines the "sacramental imagination" as a way to understand theological assumptions that play a large part in Catholic spiritual tradition.

**535. WHAT HAPPENED AT VATICAN II (RL 533) 3 cr.** Study of the Second Vatican Council (1962-1965) as a historical, sociological, and theological event. Explores what happened at Vatican II, in particular, its causes and effects in the life of the Roman Catholic Church.

**539. SPECIAL TOPICS IN SYSTEMATIC THEOLOGY 1-3 cr.** Selected problems or authors in systematic theology. Specific content and number of credits to be announced when offered.

**541. ISLAM IN AMERICA 3 cr.** Introduction to the history of Islam and its arrival in the New World. The experience of American Muslims, including African-Americans, immigrants, and new American converts. Considers all levels of the Muslim public sphere in the U.S. and current U.S. relations with Muslim countries.

**542. ISLAM AND THE ENVIRONMENT 3 cr.** Overview of environmental issues and Islamic approaches to these challenges based on the major sources of Islam: the Qur'an and the Hadith. Islamic principles regarding the natural world and humanity's place within it, and Islamic legal strictures to protect the environment. Special emphasis on contemporary Islamic activism to protect the natural world.

**544. ISLAMIC SPIRITUALITY (RL 554) 3 cr.** An elaboration of the mystical/Sufi tradition of Islam and the emergence of Islamic spirituality. Detailed study of the Qur'anic verses and paradigms from the sayings of the Prophet that constitute the main sources for the spiritual dimensions of Islam, as well as an examination of the writings of historical and contemporary Muslim mystical figures.

**549. SPECIAL TOPICS IN ISLAMIC STUDIES 1-3 cr.** Selected topics relating to the Qur'an and/or the history, faith, and practice of the Muslim community. Specific content and number of credits to be announced when offered.

**550. TUOHY CHAIR (RL 585) 1-3 cr.** A course offered by the visiting Tuohy scholar. Specific content and number of credits to be announced when offered.

**551. BUDDHISM 3 cr.** Begins with the Indian contexts and messages of the life story of the historical Buddha, and traces the evolutions of Buddhist thought in India. Explores Theravada, Mahayana, and tantric Buddhist theories and practices in selected Asian contexts in Tibet, China, Japan, and Southeast Asia.

**559. SPECIAL TOPICS IN ASIAN RELIGIONS 1-3 cr.** Selected topics relating to the religions of Asia and/or manifestations of western religions in an Asian context. Specific content and number of credits to be announced when offered.

**561. LIBERATION ETHICS (RL 567) 3 cr.** Focus on the ethics that arose out of the moral indignation of Latin Americans, Africans, and Asians in response to injustices. This ethics begins with the concrete reality of the poor and oppressed and moves towards the transformation of persons and structures as its goal. Includes reflection on a people's experience in light of social-scientific analysis and scripture.

**562. RELIGION, ETHICS, AND PUBLIC POLICY 3 cr.** Focuses on debates about the role religion should play in the formulation of public policy in the United States. Considers works of Rawls, Hauerwas, Stout, and others.

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

**568. CHRISTIAN SOCIAL JUSTICE 3 cr.** Examination of Catholic and Protestant social teachings that contribute to a social ethics. Special focus on political, economic, and cultural problems, including war and peace, poverty, and prejudice.

**569. SPECIAL TOPICS IN RELIGIOUS ETHICS 1-3 cr.** Selected issues or authors in the history of Christian ethics. Specific content and number of credits to be announced when offered.

**570. CLASSICS IN SPIRITUALITY (RL 573) 3 cr.** Selected readings from the works of religious leaders with attention to historical and cultural background, theological and psychological insights, and practical application. Authors include: Pseudo-Dionysius, Catherine of Siena, Ignatius Loyola, Teresa of Avila, Evelyn Underhill, Pierre Teilhard de Chardin, and Henri Nouwen. Specific authors to be announced when offered.

**571. IGNATIAN SPIRITUALITY: ORIGINS AND DEVELOPMENT 3 cr.** Study of the life and writings of Ignatius Loyola and the spirituality that emerged from his religious experience, the dissemination of Ignatian spirituality across the globe through the creation of the Jesuit order, the mission and ministry of the first Jesuits, the development of Ignatian spirituality through the centuries, and a focus on its contemporary relevance.

**573. DOROTHY DAY AND THOMAS MERTON 3 cr.** Study of two of the most significant American Catholic writers of the 20<sup>th</sup> century, whose work has been acknowledged and praised for both its spiritual depth and prophetic witness. Focus on Day and Merton as guides for the spiritual seekers of the 21<sup>st</sup> century.

**579. SPECIAL TOPICS IN SPIRITUALITY 1-3 cr.** Selected topics relating to the work of great spiritual leaders and/or to spiritual practices such as prayer, worship, and meditation. Specific content and number of credits to be announced when offered.

**580. PASTORAL COUNSELING 3 cr.** Theory and practice of pastoral counseling. Specific approaches to intervention that match the needs, populations, and contexts in which the pastoral counselor functions.

**582. SPIRIT & PSYCHE (CG 582) 3 cr.** Prerequisite: permission of program coordinator. Draws from works of literature, psychology and religion to investigate the role of spirit and psyche in the development of a healthy individual. Students compare spiritual and psychological developmental theories, assess individual development from a psychological and spiritual perspective, and compose a personal narrative of psycho-spiritual development.

**583. TRADITION & THEORY (CG 583) 3 cr.** Prerequisite: permission of program coordinator. Reviews major religious traditions and major psychological theories. Students explore the religious traditions, which have influenced their clients, and/or patients, summarize and explain major psychological theories, and analyze potential conflicts between a particular spiritual tradition and a specific psychological theory. Attention will be given to discriminating between the roles of spiritual guide and psychological helper.

**584. HOLINESS & WHOLENESS (CG 584) 3 cr.** Prerequisite: permission of program coordinator. Investigates religious and spiritual views of human wholeness, identifies impediments to spiritual and psychological growth, and distinguishes between a spiritual and psychological crisis. Students learn how to discern when an individual needs to be referred for either spiritual or psychological guidance.

**585. ENLIGHTENED SELF-CENTERING (CG 585) 3 cr.** Prerequisite: permission of program coordinator. Focuses on the responsibility for caregivers to attend to their own needs in order to avoid undermining their effectiveness, falling into ethical lapses, or suffering from compassion fatigue. Students will demonstrate an understanding of their ethical responsibility for self-care by designing a program to guard against caregiver burnout.

**586. ENCOUNTERING EACH OTHER (CG 586) 3 cr.** Prerequisite: permission of program coordinator. A capstone course in which students return to their professional settings to apply what they have learned by implementing a personally designed project or conducting a case study. Faculty and peers provide mentorship and support throughout this process. Students analyze and assess the effectiveness of their interventions. Concludes with students designing a personal development plan to continue their professional and personal growth.

**589. SPECIAL TOPICS IN PRACTICAL THEOLOGY 1-3 cr.** Selected topics in pastoral theology and ministry. Specific content and number of credits to be announced when offered.

## THEOLOGY AND RELIGIOUS STUDIES (TRS)

**592. INDEPENDENT RESEARCH 1-3 cr.** Prerequisites: permission of department chair and instructor; completion of Independent Study Contract Form. Directed research on a topic selected by the student, in consultation with a faculty member who will supervise the project, and culminating in one or more papers. Approval for the course should be obtained no later than three weeks prior to the semester in which the student wishes to enroll.

**593. MASTER'S ESSAY 0-3 cr.** Culmination of the work leading to the Master of Arts degree. A research essay or creative project designed to show skills at analysis, organization, and expression. Research is less extensive than that for the thesis (RL 599). The essay or project must be approved by one faculty reader. 593A. MASTER'S ESSAY 3 cr. Prerequisites: permission of department chair and instructor. Students should register for this course in the semester in which they intend to begin work on the M.A. essay. Approval for the course must be secured no less than three weeks prior to the semester in which the student wishes to enroll, and requires completion of the M.A. Essay Contract form, <http://sites.jcu.edu/trs/pages/programs-of-study/m-a-in-theology-and-religious-studies/>. 593B. CONTINUING MASTER'S ESSAY RESEARCH 0 cr. Prerequisite: TRS 593A. Continuation of work on the M.A. essay. Required if the M.A. essay is not completed in the first semester during which the student takes TRS 593. Students must continue to enroll in TRS 593B each semester until the M.A. essay is completed, approved, and accepted toward the Master of Arts degree.

**598. SPECIAL TOPICS IN RELIGIOUS STUDIES 1-3 cr.** Selected questions and issues in the field of theology and religious studies. Specific content to be announced when offered.

**599. MASTER'S THESIS 6 cr.** Prerequisite: approval of thesis topic. As a demonstration of a student's research ability, the M.A. thesis is expected to show originality, clarity of thought, and power of mature expression. It may bring new facts to light, organize facts available in standard sources, or evaluate critically a technique, method, or trend. The completed thesis must be approved by the thesis advisor and an additional faculty reader. 599A. MASTER'S THESIS I 3 cr. Prerequisites: acceptance into Track A of the TRS Master of Arts program and permission of department chair and instructor. The first semester of work on the M.A. thesis, which constitutes the culmination of the student's work leading to the Master of Arts degree. Approval for the course must be secured no less than three weeks prior to the semester in which the student wishes to enroll, and requires completion of the M.A. Thesis Contract form <http://sites.jcu.edu/trs/pages/programs-of-study/m-a-in-theology-and-religious-studies/>. 599B. CONTINUING MASTER'S THESIS RESEARCH 0 cr. Prerequisite: TRS 599A. Continuation of work on the M.A. thesis. Required if the student anticipates that the thesis will not be completed in the first semester following TRS 599A. Students must continue to enroll in TRS 599B each semester until the M.A. thesis is completed, approved, and accepted toward the Master of Arts degree. 599C. MASTER'S THESIS II 3 cr. Prerequisites: TRS 599A and permission of the department chair and thesis advisor.





**JOINT ACADEMIC PROGRAMS**  
**Boler School of Business**  
**College of Arts & Sciences**

**Communications Management**

**Nonprofit Administration**

The joint academic programs are interdisciplinary programs sponsored by both the Boler School of Business and the College of Arts & Sciences. Administration of the programs (application, admission, and graduation) is housed in the College of Arts & Sciences.



# COMMUNICATIONS MANAGEMENT

Alan R. Stephenson                      Co-Coordinator, Graduate Program; Media Management  
Mary Michelle Coleman                Co-Coordinator, Graduate Program; Health Communication

## **Communication Faculty**

Mary E. Beadle                              Chair; Ethics; Global Communications  
Douglas R. Bruce                          Research Methods; Communications Theory  
Karen Gygli                                  Theater Production  
Keith Nagy                                    Theater Management  
Sara Stashower                              Public Relations  
Jennifer Allen Catellier                  Public Relations

## **School of Business Faculty**

Scott Allen                                    Leadership and Managerial Skills  
Tina Facca                                      Marketing

The Communications Department offers an interdisciplinary program leading to a Master of Arts degree in Communications Management. Combining advanced coursework in communications with selected, related coursework in the Boler School of Business, this program develops a student's knowledge of, and competence in, the management process. The curriculum of study is designed to foster awareness of ethical theories and of the processes involved in making ethical decisions within the work environment.

The Communications Management master's degree assists students to attain the knowledge and analytical skills appropriate either to roles of leadership in the professions or to further graduate study. The program offers specialization in four major areas of communications: Health Communication, Integrated Marketing Communication, Visual Media, or Theater and Performing Arts.

## **Admission Requirements**

### **Master's in Communications Management**

Admission to the Communications Management Program depends on several factors:

- Favorable evaluation of the applicant's undergraduate record.
- Scores attained on the general Graduate Record Examination (GRE).
- Two letters of recommendation from undergraduate professors or professionals in the field.
- A GPA in the undergraduate major of at least 3.0.
- A written statement on plans and goals related to the program.

Applications will be reviewed by the department's graduate committee using the guidelines in the *Bulletin*. While the ideal candidate should have an undergraduate degree in communications, students from other disciplines are encouraged to apply.

Candidates must have completed 15 hours of approved communications courses prior to full admission to the program. Work experience will be considered. The program can be completed on a part-time or full-time basis.

## COMMUNICATIONS MANAGEMENT

### Course of Study

According to their career goals, students may choose between two approaches to the degree, Plans A or B. Plan A, which emphasizes research and includes a thesis requirement, is most appropriate for those considering further coursework at the doctoral level. Plan B, which combines coursework with either a research essay or a creative project, may be more appropriate to students whose M.A. will be their final degree. The selection of Plan B does not exclude students from subsequent doctoral study. Both plans require a comprehensive examination.

**PLAN A: 33 Hours.** *27 hours plus a 6-hour thesis and a comprehensive exam.*

#### Communications Courses - Required\*\*\*

CO 510 Research Methods\*\*  
CO 520 Ethics and Media\*\*  
CO 530 Seminar in Communication Law and Policy  
CO 550 Development of Communication Theory  
CO 599 Thesis

#### M.B.A. Courses - Required\*

MK 521 Marketing  
MN 550 Management Skills (Must be taken before  
MN 588)\*\*\*\*  
MN 588 Strategic Human Resource Management

Plus one of the following four CO sequences:

#### Integrated Marketing Communication Sequence

CO 515 Media Strategy  
CO 585 Seminar in Public Relations and Media  
Management

#### Visual Media Sequence

CO 525 Advanced Media Production  
CO 580 Seminar in Electronic Media Management

#### Theater Sequence

CO 535 Seminar in Advanced Pre-Production and  
Performing Arts Direction  
CO 575 Live Theater and Performing Arts Venue  
Management

#### Health Communication Sequence

CO 540 The Ethics and Law of Health  
Communication\* \* \*  
CO 555 Studies in Health Communication  
CO 560 Health Campaigns  
CO 565 Communication in Health Settings

**PLAN B: 33 Hours.** *30 hours plus 3 hours of a research essay or creative project and a comprehensive exam.*

#### Communications Courses - Required\*\*\*

CO 510 Research Methods\*\*  
CO 520 Ethics and Media\*\*  
CO 530 Seminar in Communication Law and Policy  
CO 550 Development of Communication Theory  
CO 598 Approved Essay or Project in Communication  
Management

#### M.B.A. Courses - Required\*

MK 521 Marketing  
MN 550 Management Skills (Must be taken before  
MN 588)\*\*\*\*  
MN 588 Strategic Human Resource Management

One additional approved CO or M.B.A. course

Plus one of the following four CO sequences:

#### Integrated Marketing Communication Sequence

CO 515 Media Strategy  
CO 585 Seminar in Public Relations and Media  
Management

#### Visual Media Sequence

CO 525 Advanced Media Production  
CO 580 Seminar in Electronic Media Management

#### Theater Sequence

CO 535 Seminar in Advanced Pre-Production and  
Performing Arts Direction  
CO 575 Live Theater and Performing Arts Venue  
Management

#### Health Communication Sequence

CO 540 The Ethics and Law of Health  
Communication\* \* \*  
CO 555 Studies in Health Communication  
CO 560 Health Campaigns  
CO 565 Communication in Health Settings

\* Courses may have prerequisites.

## COMMUNICATIONS MANAGEMENT

\*\* CO 510 and CO 520 should be taken in the first year of the program.

\*\*\* In the Health Communication Track, CO 540 is in place of CO 520 and CO 530.

\*\*\*\* MN 531 or equivalent is a prerequisite for MN 550. It can be used as the “one additional approved MBA course” in Plan B. Please consult with the coordinator.

At the time of acceptance, each student is assigned to a department advisor. The choice of courses, selection of subject for research paper or thesis, and the reading preparation for the comprehensive examination are made under the advisor’s direction. A course rotation schedule is available in the Tim Russert Department of Communication and Theatre Arts or the Office of Graduate Studies in the College of Arts and Sciences.

### COURSE DESCRIPTIONS

**CO 510. RESEARCH METHODS IN COMMUNICATION 3 cr.** Prerequisite: one semester of statistics. Introduction to major principles, strategies, and techniques in media research, including the principles of scientific inquiry, both quantitative and qualitative (i.e., descriptive statistics and ethnographic research). Includes hypothesis construction, research design, data collection, sampling techniques and interpretation of results. Students plan and undertake a research project.

**CO 515. MEDIA STRATEGY AND PLANNING 3 cr.** Prerequisite: CO 315, CO 225, or equivalent. Critical assessment of the scholarly research for a campaign to influence or change public opinion or behavior. Analysis of research methods (visual, written or oral), technology (multimedia, Internet, etc.), and the measurement and evaluation of results. Investigation of management issues and application of theory to crisis situations.

**CO 520. ETHICS AND MEDIA 3 cr.** Comprehensive study of social ethics from consequentialism and duty-based theories to individualistic and collectivistic theories, and the use of these theories as they apply to daily decisions in media management.

**CO 525. ADVANCED MEDIA PRODUCTION 3 cr.** Prerequisite: CO 319 or equivalent. Critical analysis of aesthetic decisions and skills in the planning and production of television programs from initial research, through writing, to final completion. Focuses on the theoretical and scientific knowledge necessary for the development of professional-level programs.

**CO 530. SEMINAR IN COMMUNICATION LAW AND POLICY 3 cr.** Analysis of case studies, media law and government policy as they relate to the communication industry. Ethical implications will be discussed.

**CO 535. SEMINAR IN ADVANCED PRE-PRODUCTION AND PERFORMING ARTS DIRECTION 3 cr.** A more advanced examination of the process of assembling and producing a theater or performance arts experience. Students will research and develop knowledge of the basic phases, including pre-production, script analysis and selection, obtaining appropriate rights, casting and rehearsal, performance control and post production and wrap-up. Also, analysis and discussion of theories on the process and role of the director.

**CO 540. THE ETHICS OF LAW AND HEALTH COMMUNICATION 3 cr.** Overview of the legal and ethical issues faced by health care consumers, practitioners and administrators. Introduces students to the legal aspects of health care at the federal, state, and local levels. Topics include criminal and civil claims against health care providers, corporate and individual liability, and legal and ethical decision-making.

**CO 550. DEVELOPMENT OF COMMUNICATION THEORY 3 cr.** Traces the history of theories and models developed to describe, explain and predict what people do when they communicate; follows the development of communication from the classical era to the present.

**CO 555. STUDIES IN HEALTH COMMUNICATION 3 cr.** Focuses on the skills needed to conduct and analyze applied research in health settings. Students review relevant health behavior theories and scholarly research in public health and learn methods for studying health behaviors; they also conduct original research and analyze health data. Research related to risk and science communication will be discussed.

## COMMUNICATIONS MANAGEMENT

**CO 560. HEALTH CAMPAIGNS 3 cr.** Focuses on the skills and tools needed to develop effective health campaigns, in particular, the ways in which information seeking and information use influence health behaviors. Also, the public understanding of science and health information, as well as theory-based health campaigns and the appropriate steps for researching, planning, and evaluating these campaigns.

**CO 565. COMMUNICATION IN HEALTH SETTINGS 3 cr.** Investigation of the interpersonal communication processes that influence and/or are influenced by health and health contexts, including physician-patient communication, family and friend communication, and everyday interpersonal communication and the influence of each on health care, health outcomes and the management of health.

**CO 575. LIVE THEATER AND PERFORMING ARTS VENUE MANAGEMENT 3 cr.** Practical principles and procedures of the backstage management process, from pre-production to post-production. Includes advanced topics such as budgeting, marketing, venue management, analysis and understanding of the role of leadership.

**CO 580. SEMINAR IN ELECTRONIC MEDIA ADMINISTRATION 3 cr.** Intensive study of the management process and current theories as applied to mass media organization. Investigates budgeting, financial reporting, personnel selection/training, strategic planning, communication, governmental, and community relations.

**CO 585. SEMINAR IN PUBLIC RELATIONS MANAGEMENT 3 cr.** Prerequisite: CO 515, or permission of the instructor. Examines the interaction and relationships of professional public relations activity in the media, the social structure and economy through selected readings in theories of social communication and psychology. Emphasizes the management of the public relations function.

**CO 597. INDEPENDENT STUDY IN COMMUNICATIONS MANAGEMENT 1-3 cr.** Individualized work in the study of communications management. Topic subject to the approval of the advisor and the director of the department's graduate program.

**CO 598. RESEARCH ESSAY OR PROJECT IN COMMUNICATIONS MANAGEMENT 3 cr. upon approval.** Demonstration of the ability to plan, develop, and carry out a research essay or project of significance in the field of communications management. The form is subject to the approval of the advisor and the director of the department's graduate program.

**CO 599. MASTER'S THESIS 6 cr. upon approval.** Demonstration of capacity for advanced research and independent thought through preparation and defense of a substantial written document. Thesis proposal and final document must be approved by the thesis committee.

**MK 521. PRINCIPLES OF MARKETING 3 cr.** Study of various phases of marketing upon which sound marketing programs are based. Product planning, distribution policies, promotional policies, and pricing. Marketing planning and control. Related marketing problems of concern to business management.

**MN 550. LEADERSHIP AND MANAGERIAL SKILLS 3 cr.** Prerequisite: MN 531 or equivalent. Comprehensive assessment of the student's management and leadership skills, followed by individual feedback and classroom discussion and exercises. Develops skill awareness and career management.

**MN 588. STRATEGIC HUMAN RESOURCE MANAGEMENT 3 cr.** Prerequisite: MN 550. Strategic Human Resource leadership: how organizations achieve success through human resource management. Topics may include manpower planning, training, performance appraisals, and compensation systems. Case methodology will be involved.

## NONPROFIT ADMINISTRATION

Elizabeth Stiles	Director, Nonprofit Administration Program; Associate Professor of Political Science
Brent G. Brossmann	Associate Professor of Communication
Duane Dukes	Professor of Sociology
Tina Facca	Associate Professor of Marketing
Phyllis Braudy Harris	Professor and Chair of Sociology
Simran K. Kahai	Associate Professor of Economics
Paul R. Murphy	Professor of Marketing
Walter Simmons	Professor of Economics
Gerald P. Weinstein	Professor of Accountancy
Sally H. Wertheim	Dean Emeritus; Professor of Education

### PROGRAMS OFFERED

The Nonprofit Administration Program shapes experienced service providers of today into the administrators of the nonprofit organizations of tomorrow. The program prepares people to serve their organizations and their communities by teaching approaches to leadership, team-building skills, ethical values and practices, nonprofit financial and resource management models, and strategic planning procedures, among other practical administrative tools used in nonprofit organizations.

The program develops the ability to address issues related to the pluralistic environment in which we live. Nonprofits play increasingly important roles in today's society, often filling the gaps in human and social services. The administrators of these organizations must have the necessary leadership skills that this program provides.

The nonprofit administration program is a complete learning experience. It involves exposure to the field, practical instruction, case-based learning, and learning experiences that are necessary to link theoretical instruction to applied settings. Since the intended outcome is to train leaders for community organizations, the curricular components of the program include mentorship, team-building, crisis management, and strategic planning.

John Carroll offers a Master of Arts in Nonprofit Administration, a Certificate in Nonprofit Management and a 5<sup>th</sup>-Year Master of Arts Program in Nonprofit Administration.

**The Master of Arts (M.A.) in Nonprofit Administration** is an interdisciplinary professional degree program housed in the social sciences. Coursework in the program is offered by faculty from both the Boler School of Business and the College of Arts and Sciences. The program is intended for those who have or expect to have careers managing or administering nonprofit organizations in areas in which direct assistance is provided to people in need.

**The Certificate of Nonprofit Management (CNM)** is designed for professionals with an M.B.A. or the equivalent who desire specialized training relevant to nonprofit administration. The certificate program is designed to be flexible so as to be adapted to the specific needs and interests of the student. A customized program plan of 15-18 credits will be devised by the student and NPA program director.

**The 5<sup>th</sup>-Year B.S.B.A./M.A. Program in Nonprofit Administration** will allow students pursuing an undergraduate degree to complete either a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) in any major and an M.A. in Nonprofit Administration within a five-year time frame. The program is designed so that students meet all of the requirements for graduation in both programs. Students can complete an undergraduate major, apply for admission to the M.A. program in their junior year, begin taking graduate courses in their senior year, and complete the M.A. in their 5<sup>th</sup> year.

The Baldwin-Wallace University and John Carroll University Partnership in Nonprofit Leadership B .A./M.A. allows students a seamless transition from a B.A. in Organizational Leadership to an M.A. in Nonprofit Administration. The minimum number of credit hours for the degree is normally 36. Through this collaborative arrangement between JCU and B-W, students who either have graduated from or are in the final semesters of the B-W Organizational Leadership bachelor's program may qualify for a reduction of as many as six hours of this requirement. Students should consult with the director of the Nonprofit Administration Program.

## NONPROFIT ADMINISTRATION

### Admission Requirements for Master of Arts and Certificate Program

- Completed application
- Official transcripts from all institutions attended
- Two letters of recommendation, one of which is preferably from a professional in a nonprofit organization
- Written statement that addresses the applicant's interest in the program and career goals and experience (including internships and service activity) in the nonprofit sector.
- Professional resume
- A minimum 3.0 undergraduate GPA with a 3.2 in the major (for full acceptance)

### Admission Requirements for 5<sup>th</sup>-Year Program

Prospective JCU students should apply for the program in their junior year. *In addition to the first five admission requirements above, 5<sup>th</sup>-Year Program applicants will be evaluated based on a combination of pertinent training and experience, academic records and standardized test scores, including:*

- Demonstration of significant interest in service and/or nonprofit organizations
- A minimum 3.4 cumulative GPA (for full acceptance)
- GRE (optional; may help students whose GPA does not meet the minimum requirements)
- Completion of or registration in the following courses:
  - Organizational Behavior (MN 325) or Industrial and Organizational Psychology (PS 359)
  - A Research Methods course (e.g., SC 460 and 460L; PO 300; EC 208; PS 301 and PS 301L)
  - Statistics (MT 122 or MT 228)

## PROGRAM REQUIREMENTS

### Master of Arts

Candidates for the M.A. are required to successfully complete the 36-hour program as described below and in the terms defined by the Graduate Studies Office of John Carroll University. All courses listed here are three -credit courses.

Required Courses - All courses listed and their prerequisites must be taken. (24 hours)

AC 572 Accounting for Nonprofit Organizations  
EC 501 Economics for Nonprofit Managers  
MN 550 Leadership & Managerial Skills\*  
MN 591 Ethics and Business Environmental Issues: Section on Nonprofits  
NP 501 Overview of Nonprofit Administration  
NP 520 Advocacy for Nonprofit Organizations  
NP 530 Professional Communications for Nonprofit Administrators  
NP 595 Integrative Capstone Project

Elective Courses - Students select four courses from the following nine. (12 Hours)

MK 521 Principles of Marketing\*  
MN 588 Strategic Human Resource Management, or  
MN 589 Contemporary Issues in Human Resource Management  
NP 510 Internship in Nonprofit Administration  
NP 540 Fundraising for Nonprofit Administrators  
NP 541 Advanced Fundraising for Nonprofit Administrators  
NP 550 Policy Analysis for Nonprofits  
NP 555 Cultural Diversity Training  
NP 560 Quantitative and Qualitative Analysis for Nonprofit Administrators  
NP 570 Strategic Planning for Nonprofit Administrators\*\*

## NONPROFIT ADMINISTRATION

\* Two courses, MN 550 (Leadership and Managerial Skills) (required) and MK 521 (Principles of Marketing) (elective), have as a prerequisite a course in organizational behavior, organizational psychology, or social psychology. MN 550 is a required course; therefore, students must fulfill the organizational behavior prerequisite before completing the program. Credits for the Organizational Behavior prerequisite cannot be counted toward the 36 hours necessary to complete the degree.

\*\* A research methodology course is a requirement of the program. For students who did not complete a research methods course prior to enrolling, NP 560 (Quantitative and Qualitative Analysis) meets the research methodology requirements and will count as a program elective. If a research methods class was completed prior to entering the program, students may choose to take NP 560 as an elective.

### **Certificate Program**

Candidates for the Certificate (CNM) are required to take NP 501 (Overview of Nonprofit Administration) and NP 595 (Integrative Capstone Project) and choose 3 or 4 electives from the following nonprofit courses: AC 572, EC 501, MN 550, MN 591, NP 501, NP 520, NP 530, MK 521, MN 588, NP 510, NP 540, NP 550, NP 555, NP 570. To be eligible to enter the certificate program, students must have earned an M.B.A. or equivalent and have at least three years of management or nonprofit work experience.

### **Opt Out Policy**

At the director's discretion, students may opt out of one required course and substitute an elective in its place. For example, an economics major may not believe that completing a course in Economics for Nonprofit Managers would be beneficial. Students may opt out of a required course if they have: 1) majored in the course material, and 2) graduated with a GPA of at least 3.2 in the major. Before petitioning to opt out, students should consider whether completing a course in their major that specifically focuses on nonprofit aspects would be beneficial. To opt out of a required course, a student needs to petition the director demonstrating that the requirements for opting out have been met (include college transcript).

## **COURSE DESCRIPTIONS**

**AC 572. ACCOUNTING AND TAX ISSUES FOR NONPROFIT ORGANIZATIONS 3 cr.** Addresses selected accounting and tax issues for nonprofits. Topics include fundamentals of fund accounting, financial statements, cash management, performance management, organization and donor tax issues, and other topics related to the financial and tax management of a nonprofit organization. (Required Course)

**EC 501. ECONOMICS FOR NONPROFITS 3 cr.** Application of the field of economics to study the activities of nonprofit organizations. Examines the ways in which economics affects every organization, even those that do not set out to earn a profit, and provides an understanding of basic principles of microeconomic analysis, such as opportunity costs, marginal analysis, elasticity, externalities and public goods, with which to analyze policies, programs, and operations. Theories of why nonprofit organizations exist and how they behave will be studied.

**MK 521. PRINCIPLES OF MARKETING 3 cr.** Study of the various phases of marketing on which sound marketing programs are based. Product planning, distribution policies, promotional policies, and pricing. Marketing planning and control. Related marketing problems of concern to business management.

**MN 550. LEADERSHIP AND MANAGERIAL SKILLS 3 cr.** Prerequisite: one undergraduate course in organizational behavior, organizational psychology, or social psychology. A comprehensive assessment of the student's leadership and managerial skills followed by classroom discussion of leadership and managerial skills, exercises, and an individual skills analysis review session. Develops skills awareness and career management strategy. (Required Course)

**MN 588. STRATEGIC HUMAN RESOURCE MANAGEMENT 3 cr.** Prerequisite: one undergraduate course in organizational behavior, organizational psychology, or social psychology. Focuses on how organizations achieve success through human resource management. Topics may include manpower planning, training, performance appraisals, and compensations systems. A case methodology will be involved.

## NONPROFIT ADMINISTRATION

**MN 589. CONTEMPORARY ISSUES IN HUMAN RESOURCE MANAGEMENT 3 cr.** Focuses on a select number of human resource issues confronting managers in today's workplace. Issues may include topics related to selection, performance appraisal, labor-management relations, compensation, safety, or training.

**MN 591. ETHICS AND BUSINESS ENVIRONMENTAL ISSUES 3 cr.** (Special section on Nonprofit organizations.) A consideration of the social, political, legal, and ethical constraints on business policies and managerial decision-making. (Required Course)

**NP 501. OVERVIEW OF NONPROFIT ADMINISTRATION 3 cr.** Introduction to the program. Includes theoretical and case-based discussions of setting organizational direction, increasing productivity, enhancing organizational survivability, and interacting effectively both within and across organizations. (Required Course)

**NP 510. INTERNSHIP IN NONPROFIT ADMINISTRATION 3 cr.** Field placement in a mentored administrative-related position in an appropriate nonprofit organization. Goals include learning about nonprofit management issues and the importance of leadership in administrative action. This placement is intended for students with limited career experience in nonprofit organizations, and is by prior permission only.

**NP 520. ADVOCACY AND NONPROFIT ADMINISTRATION 3 cr.** Theories about interest groups and their place in a democratic society, hands-on information about methods of advocacy, and ethical concerns regarding advocacy. The practical discussion for nonprofit administrators includes legal constraints on lobbying and best practices from experienced lobbyists. The focus on ethical issues emphasizes effectiveness within a system driven by influence without becoming corrupted. (Required Course)

**NP 530. PROFESSIONAL COMMUNICATIONS FOR NONPROFIT ADMINISTRATORS 3 cr.** Familiarizes nonprofit administrators with communication theory, emphasizing persuasion and communication in organizational settings. Provides the opportunity to refine talents in writing and presenting speeches, including the effective use of technology in presentations on issues pertinent to nonprofit administrators. (Required Course)

**NP 540. FUNDRAISING FOR NONPROFIT ADMINISTRATORS 3 cr.** Prepares students to help nonprofit organizations secure the contributed resources necessary to advance organizational mission and objectives. Students gain an understanding of key concepts and strategies related to fund development. Topics include motivations for giving, funding models, case statement preparation, relationship building, and various approaches to raising funds, e.g., grant proposal development, mail solicitations, and special events.

**NP 541. ADVANCED FUNDRAISING FOR NONPROFIT ADMINISTRATORS 3 cr.** Prerequisite: NP 540 or equivalent. Expands on fundraising basics from NP 540. Focuses on skills needed to become the leaders and managers of nonprofit development initiatives. Legal and ethical aspects of fundraising; larger theoretical issues and trends; expanded facets of fundraising, e.g., special events, annual funds, capital campaigns, planned giving, funding diversification, board development, developing donor databases, and evaluating fundraising software.

**NP 550. POLICY ANALYSIS FOR NONPROFITS 3 cr.** Analysis of government action for its impact on nonprofit organizations and society more generally. Policy analysis is an essential tool in understanding the interaction of government actions and the interests of nonprofit organizations. Evaluation addresses legislative actions, how those actions are translated into enforceable rules, and how they are implemented by local service providers. NP 550 shows how nonprofit administrators participate in that process.

**NP 555. CULTURAL DIVERSITY TRAINING 3 cr.** Overview of the complexities of diversity in nonprofit management designed to enhance students' cultural sensitivity and competence. Students become more responsive to diverse groups of people in order to create common ground for furthering mutual goals among colleagues and clients. Guest experts, classroom discussions, case-based simulations, and in-depth readings will help further understanding of age, disability, gender, race, sexual orientation, and socioeconomic backgrounds.

**NP 560. QUANTITATIVE AND QUALITATIVE ANALYSIS FOR NONPROFIT ADMINISTRATORS 3 cr.** Basic methodological skills and tools applied to data collection and analysis in nonprofit organizations. Research procedures used in identifying target population needs and response. Introduction to tools for assessing program effectiveness.

## NONPROFIT ADMINISTRATION

**NP 570. STRATEGIC PLANNING FOR NONPROFIT ADMINISTRATORS 3 cr.** Prerequisite: 12 completed credit hours in the program. Study of strategic planning as a dynamic, multifaceted, and ongoing organizational practice. Evaluation, assessment and inquiry of theories, processes and approaches that assist in planning and design. Research methodology used in strategic planning applied in relation to the goals of nonprofit organizations. Students apply and practice course content and contribute to the strategic planning process of an organization.

**NP 580. INDEPENDENT STUDY 1-3cr.** Individual project under supervision. Approval of program coordinator and associate dean of graduate studies required.

**NP 595. INTEGRATIVE CAPSTONE PROJECT 3 cr.** One-semester case study in a field setting. Students identify, analyze and address an issue, problem or objective in a client nonprofit organization, then utilize a team approach to present findings and recommendations to the client and a review board of faculty. (Required Course)





## **Professional Development Program**

**The Center for Mathematics and Science Education,  
Teaching and Technology (CMSETT)**



## **The Center for Mathematics and Science Education, Teaching and Technology (CMSETT)**

Linda M. Gojak  
John O. Milam

Director  
Associate Director

The Center for Mathematics and Science Education, Teaching and Technology (CMSETT) was established at John Carroll University in 1999 with the mission to advance the quality of K-12 mathematics and science education in Northeast Ohio. This is accomplished through building upon successful initiatives of the University to improve mathematics and science instruction in school districts in the region and through collaboration with faculty and representatives of K-12 institutions, other higher education institutions, and other organizations in the region.

CMSETT is a focal point for groups and individuals in the area who are committed to the continual improvement of mathematics and science education. CMSETT facilitates collaboration and partnerships among educational communities, professional organizations, school districts, institutions of higher education, and others who have an interest in improving mathematics and science education.

CMSETT provides professional development programs and workshops for mathematics and science educators based on the national vision for reform in science, mathematics, and technology education. Current initiatives focus on helping teachers understand and implement the Common Core State Standards in Mathematics, the Ohio Revised Standards, and the Next Generation Standards in Science. The purpose of these programs is to improve content knowledge in the areas of science and mathematics and appropriate teaching strategies based on current research on human learning and effective practices.

CMSETT is establishing and strengthening networks among teachers, schools, and the University as an educational community. An additional goal of the Center is to expand access to the scientific and educational personnel and programs at John Carroll University. The center will also design and offer programs and workshops to address specific needs identified by educators, administrators, and policy makers.

A variety of professional development opportunities are offered to area mathematics and science teachers of grades K-12 each summer and throughout the academic year. In addition, specific programs are designed with individual districts to meet their needs for ongoing program improvement.

For more information, please visit the website at [www.jcu.edu/CMSETT](http://www.jcu.edu/CMSETT), or e-mail us at [cmsett@jcu.edu](mailto:cmsett@jcu.edu).





## **University Information**





Robert L. Niehoff, S.J., Ph.D.  
President, John Carroll University

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Graciela Lacueva, Ph.D., *Associate Dean of Science, Mathematics, and Allied Health,  
College of Arts and Sciences*  
Pamela Mason, Ph.D., *Associate Dean of Social Sciences, Education, and Global Studies,  
College of Arts and Sciences*  
James H. Martin, Ph.D., *Associate Dean, Boler School of Business*  
Maryclaire Moroney, Ph.D., *Associate Dean, Student Services and Advising*  
Mark Storz, Ph.D., *Associate Dean for Graduate Studies, College of Arts and Sciences*  
Laura J. Atkins, M.B.A., *Assistant Dean, Boler School of Business*  
Joan Coyne, M.B.A., *Assistant Dean for Graduate Programs, Boler School of Business*

## FACULTY

(Date is that of appointment to University faculty)

RYAN A. ALLEN (2008)

Associate Professor of Education  
Ph.D., Ball State University

SCOTT J. ALLEN (2006)

Associate Professor of Management  
Ph.D., Antioch University

JENNIFER ALLEN CATELLIER (2012)

Assistant Professor of Communication  
Ph.D., University of Buffalo

DAVID ANDERSON (1987)

Associate Professor of Spanish  
Ph.D., Vanderbilt University

CARL D. ANTHONY (1996)

Associate Professor of Biology  
Ph.D., University of Southwestern Louisiana

MEDORA BARNES (2009)

Assistant Professor of Sociology  
Ph.D., University of Connecticut

MARY E. BEADLE (1994)

Professor and Chair of Communication  
Ph.D., Kent State University

DENISE D. BEN-PORATH (2000)

Professor of Psychology  
Ph.D., Kent State University

MATTHEW P. BERG (1994)

Professor of History  
Ph.D., University of Chicago

WILLIAM M. BICHL, S.J. (1963)

Assistant Professor of Philosophy  
Ph.L., Saint Louis University

GEORGE B. BILGERE (1991)

Associate Professor of English  
Ph.D., University of Denver

DEAN BIRCH (1991)

Assistant Professor of Political Science  
Ph.D., University of California-Santa Barbara

ROBERT BLOOM (1986)

Professor of Accountancy  
Ph.D., New York University

WILLIAM N. BOCKANIC (1978)

Professor of Business Law  
J.D., Cleveland State University

MICHAEL BOWEN ((2013)

Visiting Assistant Professor of History  
Ph.D., University of Florida

CECILE BRENNAN (2009)

Associate Professor and Chair, Department  
of Counseling  
Ph.D., Cleveland State University

PAULA J. BRITTON (1993)

Professor of Counseling  
Ph.D., The University of Akron

BRENT G. BROSSMANN (1993)

Associate Professor of Communication  
Ph.D., University of Kansas

DOUGLAS R. BRUCE (1985)

Associate Professor of Communication  
Ph.D., University of Iowa

CARRIE BUCHANAN (2009)

Assistant Professor of Communication  
Ph.D., Carleton University

CASIMIR R. BUKALA, S.J. (1970)

Professor of Philosophy  
Ph.D., Boston College

EMILY BUTLER (2010)

Assistant Professor of English  
Ph.D., University of Toronto

JULIANNE CABUSAS (2012)

Instructor in Marketing  
M.B.A., University of Delaware

LINDSAY CALKINS (1986)

Associate Professor of Economics; Associate Dean  
for Faculty and Students, Boler School of Business  
Ph.D., University of Michigan

SANTA CASCIANI (1999)

Associate Professor of Italian; Director, Bishop  
Anthony M. Pilla Program in Italian American  
Studies  
Ph.D., University of Wisconsin-Madison

YUH-CHERNG CHAI (2002)

Associate Professor of Chemistry  
Ph.D., Iowa State University

PAUL R. CHALLEN (1990)

Professor of Chemistry  
Ph.D., University of Michigan

## FACULTY

PATRICK B. CHEN (1984)  
Associate Professor of Mathematics  
Ph.D., Case Western Reserve University

LAWRENCE R. CIMA (1971)  
Associate Professor of Economics  
Ph.D., West Virginia University

RICHARD D. CLARK (1995)  
Associate Professor of Sociology  
Ph.D., State University of New York at Albany

MARY MICHELLE COLEMAN-WALSH (2013)  
Visiting Assistant Professor of Communication  
J.D., Case Western Reserve University

JEANNE M. COLLERAN (1987)  
Professor of English; Provost and  
Academic Vice President  
Ph.D., The Ohio State University

GWENDOLYN COMPTON-ENGLÉ (2002)  
Associate Professor of Classics  
Ph.D., Cornell University

MARTIN CONNELL, S.J. (2013)  
Assistant Professor of Education  
Ph.D., University of California-Santa Barbara

RUTH CONNELL (1996)  
Senior Librarian  
M.L.S., McGill University

REV. DONALD COZZENS (2004)  
Writer in Residence  
Ph.D., Kent State University

LESLIE S. CURTIS (1995)  
Associate Professor of Art History  
Ph.D., The Ohio State University

BARBARA K. D'AMBROSIA (1994)  
Professor of Mathematics  
Ph.D., University of Oregon

ALLISON DACHNER (2013)  
Assistant Professor of Management  
Ph.D., The Ohio State University

ANTHONY ROY DAY (2002)  
Professor of Physics  
Ph.D., University of Pennsylvania

JOHN T. DAY (2008)  
Professor of English  
Ph.D., Harvard University

GREGORY DiLISI (1998)  
Associate Professor of Education  
Ph.D., Case Western Reserve University

REBECCA E. DRENOVSKY (2005)  
Associate Professor of Biology  
Ph.D., University of California-Davis

DUANE DUKES (1977)  
Professor of Sociology  
Ph.D., Kent State University

JEFFREY S. DYCK (2003)  
Associate Professor and Interim Chair,  
Department of Physics  
Ph.D., Case Western Reserve University

KRISTEN ANN EHRHARDT (2011)  
Assistant Professor of Classics  
Ph.D., University of Wisconsin-Madison

WILLIAM ELLIOTT (2014)  
Professor of Finance; Mellon Chairholder  
Ph.D., University of Arizona

MICHAEL ENG (2009)  
Associate Professor of Philosophy  
Ph.D., State University of New York-Binghamton

KENNETH N. ESLINGER (1980)  
Associate Professor of Sociology  
Ph.D., The Ohio State University

THOMAS R. EVANS (1970)  
Professor of Psychology  
Ph.D., University of Texas

TINA FACCA (2008)  
Associate Professor of Marketing  
Ph.D., Georg August University in Gottingen

JEAN FEERICK (2013)  
Assistant Professor of English  
Ph.D., University of Pennsylvania

LUIGI FERRI (2008)  
Assistant Professor of Italian  
Ph.D., University of Wisconsin-Madison

MARGARET O. FINUCANE (1998)  
Associate Professor of Communication  
Ph.D., Kent State University

SIMON FITZPATRICK (2009)  
Assistant Professor of Philosophy  
Ph.D., University of Sheffield

## FACULTY

- THERON FORD (2004)  
Associate Professor of Education  
Ph.D., Miami University
- BRENDAN FOREMAN (2001)  
Associate Professor of Mathematics  
Ph.D., Michigan State University
- JAUME O. FRANQUESA (2013)  
Visiting Assistant Professor  
Ph.D., Purdue University
- LEI GAO (2012)  
Visiting Assistant Professor of Chemistry  
Ph.D., Case Western Reserve University
- KATHERINE GATTO (1975)  
Professor of Spanish; Director of Women's  
and Gender Studies  
Ph.D., Case Western Reserve University
- NATHAN GEHLERT (2012)  
Assistant Professor of Counseling  
Ph.D., Loyola University Maryland
- RICHARD T. GRENCI (2001)  
Associate Professor and Chair, Department of  
Management, Marketing and Logistics  
Ph.D., University of Texas at Austin
- GERALD B. GUEST (2001)  
Associate Professor of Art History  
Ph.D., New York University
- KAREN GYGLI (1990)  
Associate Professor of Theatre Arts  
Ph.D., Bowling Green State University
- DWIGHT HAHN (1990)  
Assistant Professor of Political Science  
Ph.D., University of California-Riverside
- EDWARD P. HAHNENBERG (2011)  
Professor of Systematic Theology; Jack and Mary  
Jane Breen Chair of Catholic Systematic Theology  
Ph.D., University of Notre Dame
- EUN-JEONG HAN (2012)  
Visiting Assistant Professor of Communication  
Ph.D., Washington State University
- PHYLLIS BRAUDY HARRIS (1989)  
Professor and Chair, Department of Sociology  
Ph.D., Case Western Reserve University
- AMY R. HOFFMAN (1976)  
Professor of Education  
Ed.D., Ball State University
- BRADLEY Z. HULL (2000)  
Associate Professor of Management  
Ph.D., Case Western Reserve University
- ABDULRAZAQ A. IMAM (2002)  
Associate Professor of Psychology  
Ph.D., West Virginia University
- JEANNE E. JENKINS (1992)  
Associate Professor of Education  
Ph.D., Cornell University
- JEFFREY R. JOHANSEN (1988)  
Professor of Biology  
Ph.D., Brigham Young University
- ERIN JOHNSON (2009)  
Assistant Professor of Biology  
Ph.D., Medical College of Ohio
- ANGELA JONES (2010)  
Assistant Professor of Psychology  
Ph.D., Kent State University
- SIMRAN K. KAHAI (2001)  
Associate Professor of Economics  
Ph.D., Auburn University
- JULIA KAROLLE-BERG (2002)  
Associate Professor of German; Director,  
Honors Program  
Ph.D., University of Wisconsin-Madison
- SHARON M. KAYE (1998)  
Professor of Philosophy  
Ph.D., University of Toronto
- JOSEPH F. KELLY (1972)  
Professor of Theology and Religious Studies  
Ph.D., Fordham University
- THOMAS E. KELLY (1981)  
Associate Professor of Education  
Ph.D., University of Wisconsin-Madison
- DANIEL P. KILBRIDE (1997)  
Professor and Chair Department of History  
Ph.D., University of Florida
- MARC KIRSCHENBAUM (1982)  
Professor of Mathematics  
Ph.D., The Ohio State University
- LINDA KOCH (1993)  
Associate Professor of Art History  
Ph.D., Rutgers University

## FACULTY

ROBERT J. KOLESAR (1962)  
Professor of Mathematics  
Ph.D., Northwestern University

JAMES KRUKONES (1988)  
Professor of History; Associate Academic  
Vice President  
Ph.D., University of Wisconsin-Madison

ANNE KUGLER (1998)  
Professor of History; Associate Academic Vice  
President for Faculty Development and Summer  
Programs  
Ph.D., University of Michigan-Ann Arbor

PETER KVIDERA (2002)  
Associate Professor of English  
Ph.D., University of Washington

MAN LUNG (DESMOND) KWAN (2001)  
Associate Professor of Chemistry  
Ph.D., University of Florida

GRACIELA LACUEVA (1986)  
Professor of Physics; Interim Dean, College of Arts  
and Sciences; Associate Dean for Science, Math  
and Health  
Ph.D., New York University

DAVID M. LA GUARDIA (1968)  
Professor of English  
Ph.D., Kent State University

WILLIAM LANGENFUS (1990)  
Associate Professor of Philosophy  
Ph.D., University of Wisconsin-Madison

VALENTINO LASSITER (1995)  
Pastor in Residence  
D.Min., Eden Theological Seminary

PAUL J. LAURITZEN (1985)  
Professor of Theology and Religious Studies  
Ph.D., Brown University

KATHY LEE (2011)  
Director, Pre-Health Professional Program  
Ph.D., University of Cincinnati

VICTOR LEE (2012)  
Visiting Assistant Professor of Computer Science  
Ph.D., Kent State University

CYNTHIA LENOX (1993)  
Associate Librarian  
M.L.S., Rutgers University

SOKCHEA LIM (2013)  
Assistant Professor of Economics  
Ph.D., Southern Illinois University

JAMES L. LISSEMORE (1994)  
Professor of Biology  
Ph.D., University of Wisconsin-Madison

BO LUI (2009)  
Assistant Professor of Art History  
Ph.D., University of Michigan

X. GLORIA LIU (2012)  
Assistant Professor of Accountancy  
Ph.D., Northwestern University

SUSAN ORPETT LONG (1987)  
Professor of Anthropology  
Ph.D., University of Illinois

ENRIQUE LUENGO (1995)  
Associate Professor of Spanish  
Ph.D., University of California-Los Angeles

MARC P. LYNN (1987)  
Associate Professor of Management; Chair,  
Department of Management, Marketing,  
and Logistics  
Ph.D., Cleveland State University

BRIAN K. MACASKILL (1988)  
Associate Professor of English  
Ph.D., University of Washington

JAMES H. MARTIN (1986)  
Professor of Marketing; Associate Dean, Boler  
School of Business; Director, Graduate Business  
Programs  
Ph.D., Purdue University

KATHLEEN M. MANNING (1970)  
Associate Professor of Exercise Science  
Ph.D., University of Toledo

MARIA N. MARSILLI (2002)  
Associate Professor of History  
Ph.D., Emory University

BETH MARTIN (1986)  
Professor of Psychology  
Ph.D., Purdue University

JAMES H. MARTIN (1986)  
Professor of Marketing; Associate Dean, Boler  
School of Business  
Ph.D., Purdue University

## FACULTY

MICHAEL P. MARTIN (2002)  
Associate Professor and Chair, Department of  
Biology  
Ph.D., University of Wisconsin-Madison

DAVID MASCOTTI (1998)  
Professor of Chemistry  
Ph.D., Texas A&M University

PAMELA A. MASON (1993)  
Associate Professor of Political Science; Associate  
Dean, Social Science, Education and Global  
Education  
Ph.D., University of North Carolina at Chapel Hill

TRACY MASTERSON (2008)  
Assistant Professor of Psychology  
Ph.D., Kent State University

NEVIN MAYER (1987)  
Associate Librarian  
M.S.L.S., Case Western Reserve University

JENNIFER MALIA McANDREW (2008)  
Associate Professor of History  
Ph.D., University of Maryland, College Park

JOHN S. McBRATNEY (1988)  
Professor and Chair, Department of English  
Ph.D., University of California-Berkeley

LTC JOSEPH McCLUSKEY (2000)  
Assistant Professor of Military Science  
M.B.A., Cleveland State University

SHEILA E. McGINN (1992)  
Professor and Chair, Department of Theology and  
Religious Studies  
Ph.D., Northwestern University

PHILIP J. METRES, III (2001)  
Professor of English  
Ph.D., Indiana University

ROSANNA MIGUEL (2012)  
Assistant Professor of Management  
Ph.D., University of Akron

MICHELLE MILLET (2013)  
Director, Grasselli Library and  
Breen Learning Center  
M.A., Florida Atlantic University

MARTINA MOORE (2014)  
Visiting Instructor in Counseling  
M.A., John Carroll University

PATRICK J. MOONEY  
Assistant Professor of Philosophy  
Ph.D., University of Wisconsin-Madison

SCOTT B. MOORE (1986)  
Assistant Professor of Finance  
Ph.D., University of Kentucky

MARYCLAIRE MORONEY (1991)  
Associate Professor of English; Associate Dean,  
College of Arts and Sciences  
Ph.D., Harvard University

ANNIE MOSES (2009)  
Assistant Professor of Education  
Ph.D., Michigan State University

HELEN MURPHY (1969)  
Professor of Psychology  
Ph.D., Illinois Institute of Technology

PAUL R. MURPHY, Jr. (1987)  
Professor of Marketing and Logistics  
Ph.D., University of Maryland

ALBERT L. NAGY (1999)  
Professor and Chair, Department  
of Accountancy  
Ph.D., University of Tennessee

KEITH NAGY (1996)  
Director, Technical Theater Design  
and Production  
MFA, Ohio University

KEIKO NAKANO (1991)  
Assistant Professor of Japanese; Director,  
East Asian Studies  
M.A., John Carroll University

FRANK J. NAVRATIL (1973)  
Professor of Economics and Finance  
Ph.D., University of Notre Dame

MICHAEL A. NICHOLS (1994)  
Associate Professor of Chemistry  
Ph.D., Duke University

PAUL K. NIETUPSKI (1993)  
Professor of Theology and Religious Studies  
Ph.D., Columbia University

TAMBA NLANDU (2000)  
Associate Professor of Philosophy  
Ph.D., Tulane University

## FACULTY

DOUGLAS A. NORRIS (1983)  
Associate Professor of Mathematics  
Ph.D., University of Notre Dame

JOAN M. NUTH (1987)  
Associate Professor of Theology and Religious  
Studies; Director, Ignatian Spirituality Institute  
Ph.D., Boston College

ALISSA M. NUTTING (2011)  
Assistant Professor of English  
Ph.D., University of Nevada

MARIANA J. ORTEGA (1995)  
Professor of Philosophy  
Ph.D., University of California-San Diego

THOMAS PACE (2002)  
Associate Professor of English  
Ph.D., Miami University

DANIEL W. PALMER (1995)  
Professor of Computer Science  
Ph.D., University of North Carolina at Chapel Hill

MINDY J. PEDEN (2003)  
Associate Professor of Political Science  
Ph.D., Cornell University

MARTHA PERESZLENYI-PINTER (1991)  
Associate Professor of French and Chair,  
Department of Classical and Modern Languages  
and Cultures  
Ph.D., The Ohio State University

JOHN L. RAUSCH (2001)  
Associate Professor of Education  
Ph.D., Kent State University

PAIGE E. RINKER (2011)  
Assistant Professor of Mathematics  
Ph.D., Dartmouth College

CATHERINE A. ROSEMARY (1997)  
Professor and Chair, Department of Education  
Ph.D., University of Virginia

DEBRA J. ROSENTHAL (1999)  
Associate Professor of English  
Ph.D., Kent State University

KATHLEEN A. ROSKOS (1987)  
Professor of Education  
Ph.D., Kent State University

GERALD J. SABO, S.J. (1981)  
Associate Professor of Slavic Languages  
Ph.D., Yale University

HELENE N. SANKO (1963)  
Professor of French  
Ph.D., Case Western Reserve University

RALPH SAPORITO (2010)  
Assistant Professor of Biology  
Ph.D., Florida International University

ZEKI SARITOPRAK (2002)  
Professor of Theology and Religious Studies; Said  
Nursi Chair in Islamic Studies  
Ph.D., University of Marmara (Turkey)

JACQUELINE J. SCHMIDT (1973)  
Professor of Communication; Interim  
Director, Entrepreneurship  
Ph.D., University of Iowa

KAREN SCHUELE (1985)  
Professor of Accountancy; Dean, Boler School  
of Business  
Ph.D., Kent State University

LINDA M. SEITER (2003)  
Associate Professor of Computer Science  
Ph.D., Northeastern University

MICHAEL P. SETTER (1999)  
Assistant Professor and Chair,  
Department of Chemistry  
Ph.D., Arizona State University

YI SHANG (2009)  
Assistant Professor of Education  
Ph.D., Boston College

CHRISTOPHER A. SHEIL (2003)  
Professor of Biology  
Ph.D., University of Kansas

PAUL L. SHICK (1985)  
Professor and Chair, Department of Mathematics  
Ph.D., Northwestern University

LISA M. SHOAF (2002)  
Assistant Professor of Education  
Ph.D., Kent State University

THOMAS H. SHORT (2008)  
Professor of Mathematics  
Ph.D., Carnegie Mellon University

DAVID SHUTKIN (2000)  
Associate Professor of Education  
Ph.D., University of Wisconsin-Madison

## FACULTY

WALTER O. SIMMONS (1995)  
Professor of Economics; Chair, Department  
of Economics and Finance  
Ph.D., Wayne State University

JONATHAN E. SMITH (1985)  
Professor of Management;  
Ph.D., University of Georgia

ANDREAS SOBISCH (1990)  
Associate Professor of Political Science;  
Director, Center for Global Education  
Ph.D., Emory University

EARL W. SPURGIN (1995)  
Professor of Philosophy  
Ph.D., University

MARIA SORIANO (2013)  
Director, Writing Center  
M.A., John Carroll University

SARA STASHOWER (2008)  
CAS Director of Internship and  
Experiential Learning  
Ed.M., Harvard University

JAYME STAYER, S.J. (2008)  
Assistant Professor of English  
Ph.D., The University of Toledo

ALAN STEPHENSON (1985)  
Professor of Communication  
Ph.D., The Ohio State University

ELIZABETH STILES (2001)  
Associate Professor of Political Science; Director,  
Nonprofit Administration  
Ph.D., Emory University

MARK G. STORZ (1998)  
Associate Dean and Associate  
Professor of Education  
Ph.D., Cleveland State University

COLIN D. SWEARINGEN (2012)  
Assistant Professor of Political Science  
Ph.D., University of Oklahoma

ELIZABETH v. SWENSON (1976)  
Professor of Psychology  
Ph.D., Case Western Reserve

DIANNA TAYLOR (2001)  
Associate Professor and Chair, Department of  
Philosophy; Don Shula Chair

NANCY P. TAYLOR (2000)  
Assistant Professor of Counseling  
Ph.D., Kent State University

MEGAN L. THORNTON (2010)  
Assistant Professor of Spanish  
Ph.D., University of Kansas

PEIFANG TIAN (2009)  
Assistant Professor of Spanish  
Ph.D., Princeton University

MARK D. TRELEVEN (1989)  
Associate Professor of Management  
Ph.D., University of North Carolina

PAMELA J. VANDERZALM (2013)  
Assistant Professor of Biology  
Ph.D., University of California-Berkeley

GLORIA VAQUERA (2004)  
Associate Professor of Sociology  
Ph.D., University of New Mexico

MARK WANER (1999)  
Associate Professor of Chemistry;  
Director, The Woodrow Wilson Ohio Teaching  
Fellowship Program  
Ph.D., Michigan State University

CHARLES A. WATTS (1996)  
Standard Products-Reid Chair;  
Professor of Management  
D.B.A., Indiana University

MARIAH WEBINGER (2009)  
Assistant Professor of Accountancy  
Ph.D., University of Nebraska at Omaha

GERALD P. WEINSTEIN (1988)  
Professor of Accountancy  
Ph.D., Kent State University;  
CPA (Ohio)

ANDREW M. WELKI (1982)  
Associate Professor of Economics  
Ph.D., Pennsylvania State University

CYRILLA H. WIDEMAN (1972)  
Professor of Biology  
Ph.D., Illinois Institute of Technology

WENDY A. WIEDENHOFT-MURPHY (2003)  
Associate Professor of Sociology  
Ph.D., University of Maryland-College Park

## FACULTY

BRENDA A. WIRKUS (1983)  
Professor of Philosophy; Director,  
Humanities Program  
Ph.D., University of Ottawa

YINGLU (ELLE) WU (2014)  
Assistant Professor of Marketing  
Ph.D., Louisiana State University

JOHN H. YOST (1995)  
Associate Professor of Psychology  
Ph.D., Washington University

SHERI D. YOUNG (1995)  
Assistant Professor and Chair,  
Department of Psychology

JIE ZHANG (1998)  
Associate Librarian  
M.S., University of North Texas

FENG ZHAN (2014)  
Assistant Professor of Finance  
Ph.D., York University

JEN ZIEMKE (2008)  
Associate Professor of Political Science  
Ph.D., University of Wisconsin-Madison

THOMAS J. ZLATOPER (1984)  
Professor of Economics  
Ph.D., Northwestern University

## GRADUATE ASSISTANTS

Name	Degree	Department
Agyeman, Elizabeth	B.A.	Mathematics & Computer Science
Baggett, Christina	B.S.	Biology
Bartholow, David	B.S.	Biology
Berkheimer, Renee	B.A.	English
Bolton, Sarah	B.S.	Biology
Byrne, Deirdre	B.A.	English
Cameron, Alexander	B.S.	Biology
Chaney, Pamela	B.S.	Theology and Religious Studies
Coffey, Mary	B.A.	Theology and Religious Studies
Cooley, Jonathan	B.S.	Athletics
Cregan, Gabrielle	B.A.	Education & School Psychology
Debick, Daniel	B.S.B.A.	Athletics
Dodds, Mary	B.S.	Student Activities
Dorn, Michael	B.S.	Athletics
Eddy, Cameron	B.S.	Biology
Egan, Darcy	B.A.	English
Erdir, Merve	B.A.	Management, Marketing & Logistics
Fearer, Hillary	B.A.	Early College Mentoring Program
Fedeli, Joanna	B.A.	Counselor Education Program
Ferlotti, Rebecca	B.A.	Communications Management
Foley, Kasey	B.S.	Health Education & Promotion
Foulsham, Ali	B.S.	Athletics
Gade, Meaghan	B.S.	Biology
Gerken, Chelsea	B.A.	Student Activities
Giegerich, Victoria	B.S.	Counselor Education
Gill, Sean	B.A.	Athletics
Goergen, Genny	B.A.	Athletics
Graf, Andrew	B.S.	Services for Students with Disabilities
Grogan, Patrick	B.S.	Boler School of Business
Guillaume, Joseph	B.A.	Student Affairs
Halle, Rachel	B.A.	Communications Management
Hannon, Christina	B.A.	Arrupe Scholars
Hayes, Douglas	B.A.	Center for Career Services
Heaton, Laura	B.A.	NonProfit Administration
Hoch, Samantha	B.S.	Boler School of Business
Hovey, Kyle	B.S.	Biology
Ibrahim, Lila	B.A.	English
Jakubowski, Lauren	B.S.	Institutional Effectiveness
Jansen, Katie	B.A.	Student Affairs/Orientation & Leadership
Johnson LaBarbera, Sarah	B.A.	English
Kapoor, Chetan	B.S.	Center for Digital Media
Karunatt Narayanan, Anjali	M.S.	Biology
Kirby, Sean	B.A.	English
Kriz, Ellen	B.A.	English
Krizanovic, Anabela	B.S.	Management, Marketing & Logistics

## GRADUATE ASSISTANTS

Leb, Julia	B.A.	Center for Service & Social Action
Madias, Constantine	B.A.	Economics & Finance
Maier, Natalie	B.S.B.A.	Boler School of Business
Malek, Marianna	B.S.	Mathematics & Computer Science
McConnell, Katherine	B.A.	English
Michels, Matthew	B.A.	Theology & Religious Studies
Mihalic, Carly	B.S.	University Counseling Center
Murchison, Chanel	B.A.	Athletics
Naayers, Maggie	B.A.	Athletics
Oschip, Thomas	B.A.	Communications Management
Ours, Katie	B.A.	English
Over, Robert	B.A.	Athletics
Parker, Joy	B.S.	Theology & Religious Studies
Peterson, Kimberly	B.S.	Biology
Phillips, Virginia	B.A.	Theology & Religious Studies
Ponti, Andras	B.S.	Biology
Powell, Melissa	B.A.	English
Primm, Ashley	B.A.	Education & School Psychology
Robinson, Morgan	B.A.	Athletics
Rose, Lauren	B.A.	Learning Commons
Roule, Spencer	B.S.B.A.	Athletics
Saffell, Joseph	B.S.	Accountancy
Sagarin, Kathleen	B.S.	Biology
Saritoprak, Seyma	B.A.	Education & School Psychology
Schuman, Eric	B.A.	Athletics
Schwam, Sharon	B.S./B.A	Education & School Psychology
Seaman, Jessica	B.A.	Humanities
Smith, Kevin	B.S.	Athletics
Stephens, Joshua	B.A.	Education & School Psychology
Stevens, Emmalee	B.A.	Mathematics & Computer Science
Vandal, Vanzetti	B.A.	History
Wells, Elizabeth	B.A.	English
Yeong, Ken Jon	B.A.	Mathematics & Computer Science
Ziemba, Julie	B.S.	Biology
Zuzolo, Nicole	B.S.	Education & School Psychology

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<b>COLORADO</b>	Regis University, Denver
<b>CONNECTICUT</b>	Fairfield University, Fairfield
<b>DISTRICT OF COLUMBIA</b>	Georgetown University
<b>ILLINOIS</b>	Loyola University Chicago
<b>LOUISIANA</b>	Loyola University New Orleans
<b>MARYLAND</b>	Loyola College in Maryland, Baltimore
<b>MASSACHUSETTS</b>	Boston College, Boston College of the Holy Cross, Worcester
<b>MICHIGAN</b>	University of Detroit Mercy, Detroit
<b>MISSOURI</b>	Rockhurst University, Kansas City Saint Louis University, St. Louis
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<b>OHIO</b>	John Carroll University, Cleveland Xavier University, Cincinnati
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<b>WASHINGTON</b>	Gonzaga University, Spokane Seattle University, Seattle
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<b>WISCONSIN</b>	Marquette University, Milwaukee

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