



*Graduate
Catalog
97-98*

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Jacksonville, Florida 32224-2645

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The University of North Florida celebrates its 25th anniversary in 1997, capping a quarter century of strong growth and academic excellence. The University was chartered by the State in 1965 and began recruitment of faculty and staff in 1970. The doors opened to a 2,000-member junior and senior student body in 1972. In 1984 UNF admitted its first freshman class, followed by sophomores in 1985. By the fall of 1996, the student body had grown to more than 11,000 students, enrolled in 44 undergraduate and 23 graduate degree programs. Seventy-five percent of the students come from a four-county area of Northeast Florida. Students also come from 49 other states and from 100 foreign countries.

The University's excellent academic reputation has been recognized nationally. UNF has been identified as one of the most selective comprehensive universities in America and also is considered one of the nation's top 10 urban-commuter schools. In 25 years, UNF's faculty has grown from 117 in 1972 to more than 400 full-time faculty members today teaching in five colleges.

The physical plant also has expanded dramatically since 1972 when the campus consisted of a core of a half dozen buildings. Today the campus encompasses 23 major buildings with nearly 1.7 million square-feet of space.

The 25th anniversary celebrates UNF's role as a comprehensive, urban university. Under the leadership of its third president, Dr. Adam W. Herbert, UNF emphasizes quality undergraduate and graduate education while playing a vital role in the cultural, economic and civic fabric of the Jacksonville community.

The Office of Enrollment Services (includes Admissions, Articulation and Community College Relations, Center for Freshman and Sophomore Advising, Financial Aid and Scholarships, and the Registrar's Office) is normally open Monday through Thursday, 8:00 a.m. to 6:00 p.m., and Friday, 8:00 a.m. to 5:00 p.m. University operating hours may vary during holidays and spring break. Please contact the appropriate office or department for operating hours during these times.


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Note: Individuals who require reasonable accommodation in order to participate must notify the appropriate department, University of North Florida, 4567 St. Johns Bluff Road South, Jacksonville, FL 32224-2645, at this address and at the phone number indicated at least five working days in advance.



UNIVERSITY OF
NORTH
FLORIDA
JACKSONVILLE

The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone: (404) 679-4501) to award the Baccalaureate and Masters Degrees and is a Candidate for Accreditation with the above Commission to award the Doctor of Education Degree.

Professional Accreditations / Approvals:

American Assembly of Collegiate Schools of Business (Graduate)
National Council for Accreditation of Teachers Education (Graduate)
American Dietetic Association / CADE

This catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect for the 1997-98 academic year. It should not be construed as an irrevocable contract between the student and the university. The University of North Florida reserves the right to change any policies, academic programs, procedures, or fees described in this catalog and to apply these changes to any or all of its students as required by university, Board of Regents, or Florida legislative mandate.

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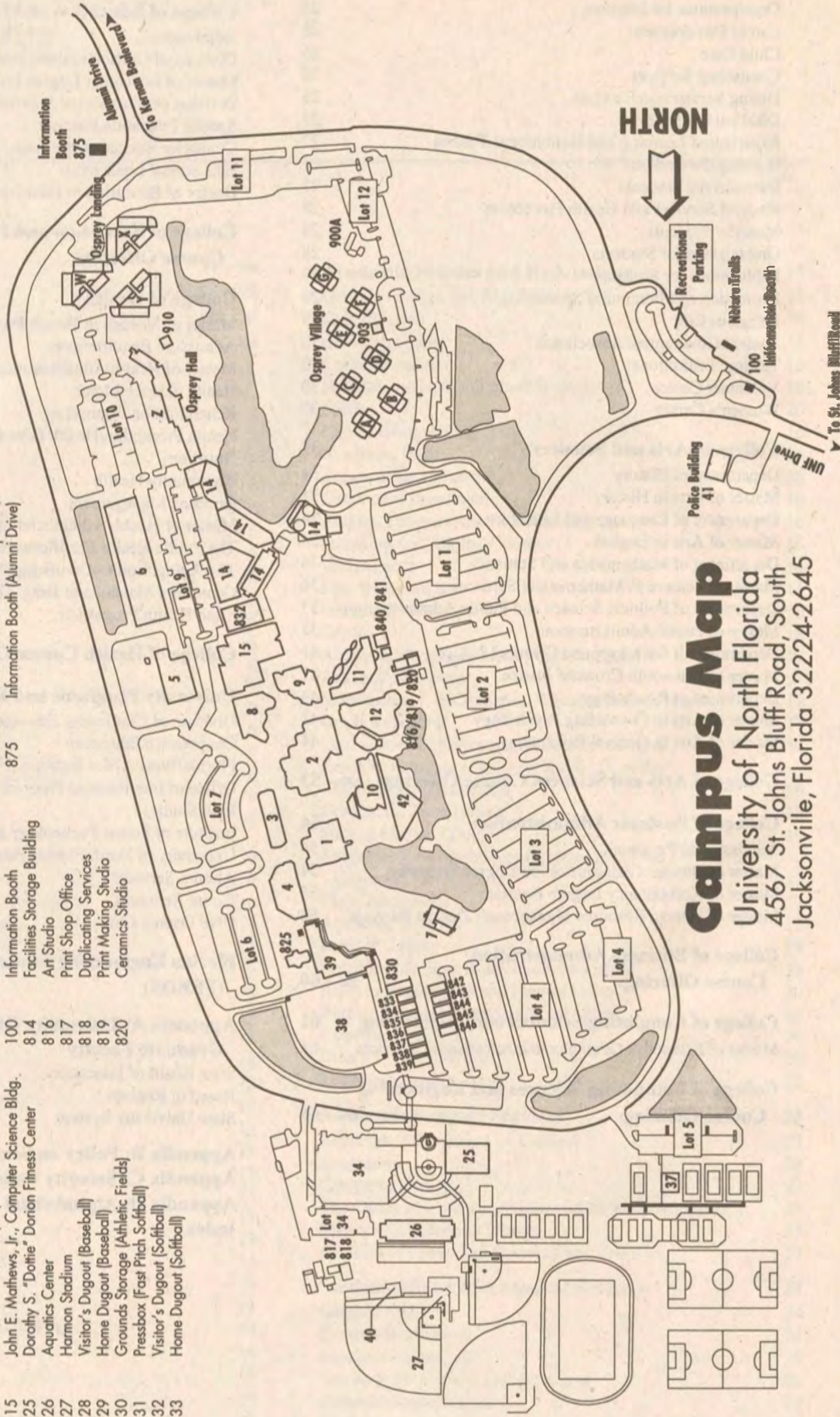
Bldg. No.	Bldg. Name
1	J.J. Daniel Hall
2	Founders Hall
3	Communications and Visual Arts
4	Natural Sciences Classrooms
5	Physical Facilities
6	Building Services/Purchasing
7	Boathouse (food service facility)
8	Arts & Sciences
9	Frederick H. Schultz Hall
10	Honor's Hall
11	Social Sciences
12	Thomas G. Carpenter Library
14	Andrew A. Robinson, Jr., Student Life Center
15	John E. Mathews, Jr., Computer Science Bldg.
25	Dorothy S. "Dottie" Dorion Fitness Center
26	Aquatics Center
27	Harmon Stadium
28	Visitor's Dugout (Baseball)
29	Home Dugout (Baseball)
30	Grounds Storage (Athletic Fields)
31	Pressbox (Fast Pitch Softball)
32	Visitor's Dugout (Softball)
33	Home Dugout (Softball)

Bldg. No.	Bldg. Name
34	UNF Arena
35	Electrical Substation
36	Central Plant (Arena)
37	Tennis Clubhouse
38	Parking Garage
39	College of Health
40	Osprey Nest (Baseball)
41	Police Building
42	College of Business Administration
96	Nature Trail Pavilion
97	Fire Booster Pump Facility
98	Bus Stop Facility
99	Lift Station
100	Information Booth
814	Facilities Storage Building
816	Art Studio
817	Print Shop Office
818	Duplicating Services
819	Print Making Studio
820	Ceramics Studio

Bldg. No.	Bldg. Name
824	Facilities Storage Building
825	Child Development Research Center
826	Hazard Material Storage
827	Facilities Chemical Building
828	Communications Building (BellSouth)
829	Communications Building (UNF)
830	North Complex/Sponsored Research
832	Institute of Police Technology and Management
833-837	Northern Classroom Complex
838-839	North Complex/Academic Offices
840-841	Continuing Education Classroom/Office
842-846	Northern Classroom Complex
875	Information Booth (Alumni Drive)

Residential Buildings	
Z	Osprey Hall
W	Osprey Landing
X	Osprey Landing
Y	Osprey Landing
910	Housing Postal Facility

Osprey Village	
101A	Residence A
102B	Residence B
103C	Residence C
104D	Residence D
105E	Residence E
106F	Residence F
107G	Residence G
900A	Residence Laundry
901	Recreation Field Pavilion
902	Fire Booster Pump
903	Housing Mailboxes

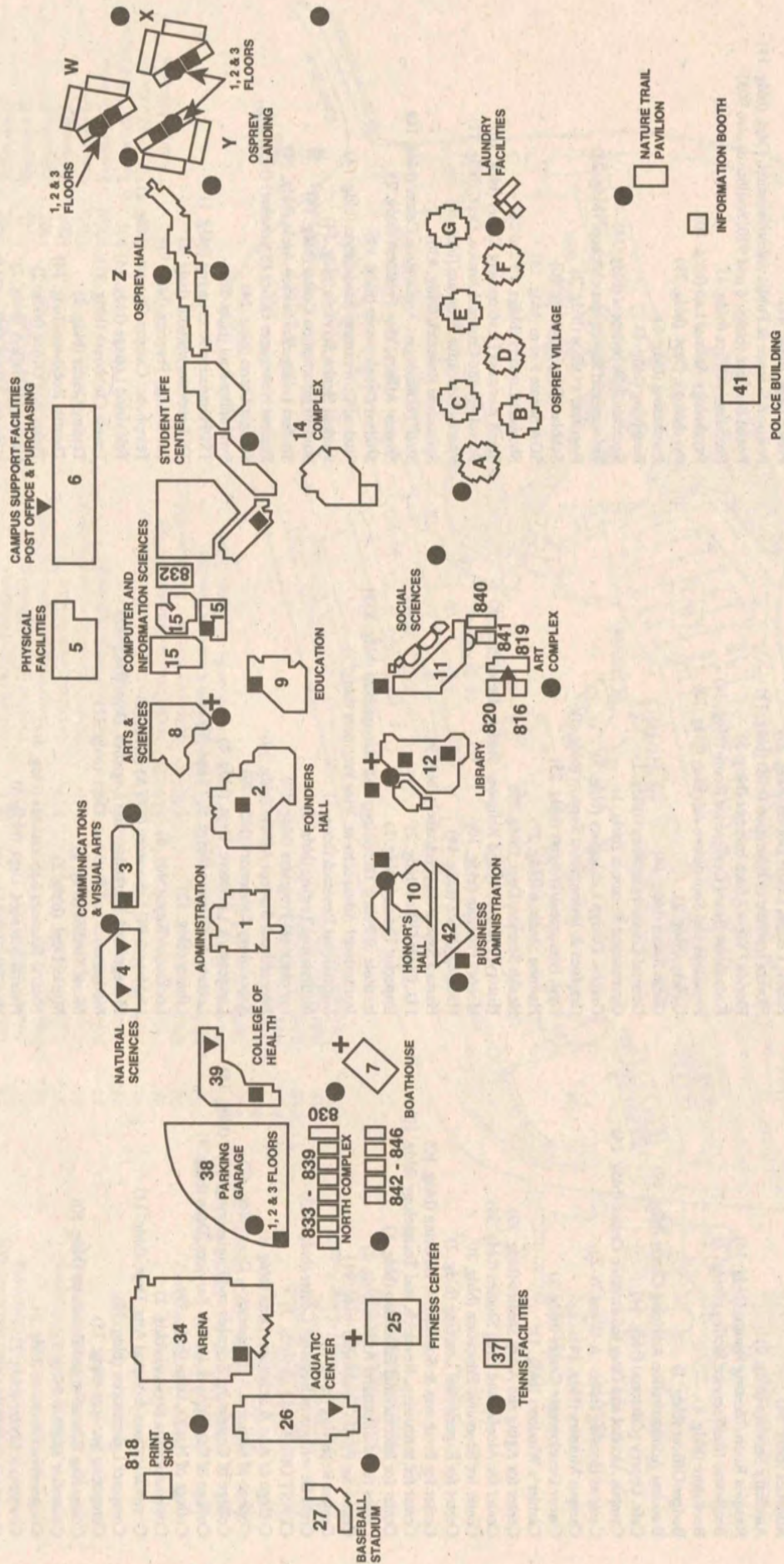


Campus Map
 University of North Florida
 4567 St. Johns Bluff Road, South
 Jacksonville, Florida 32224-2645

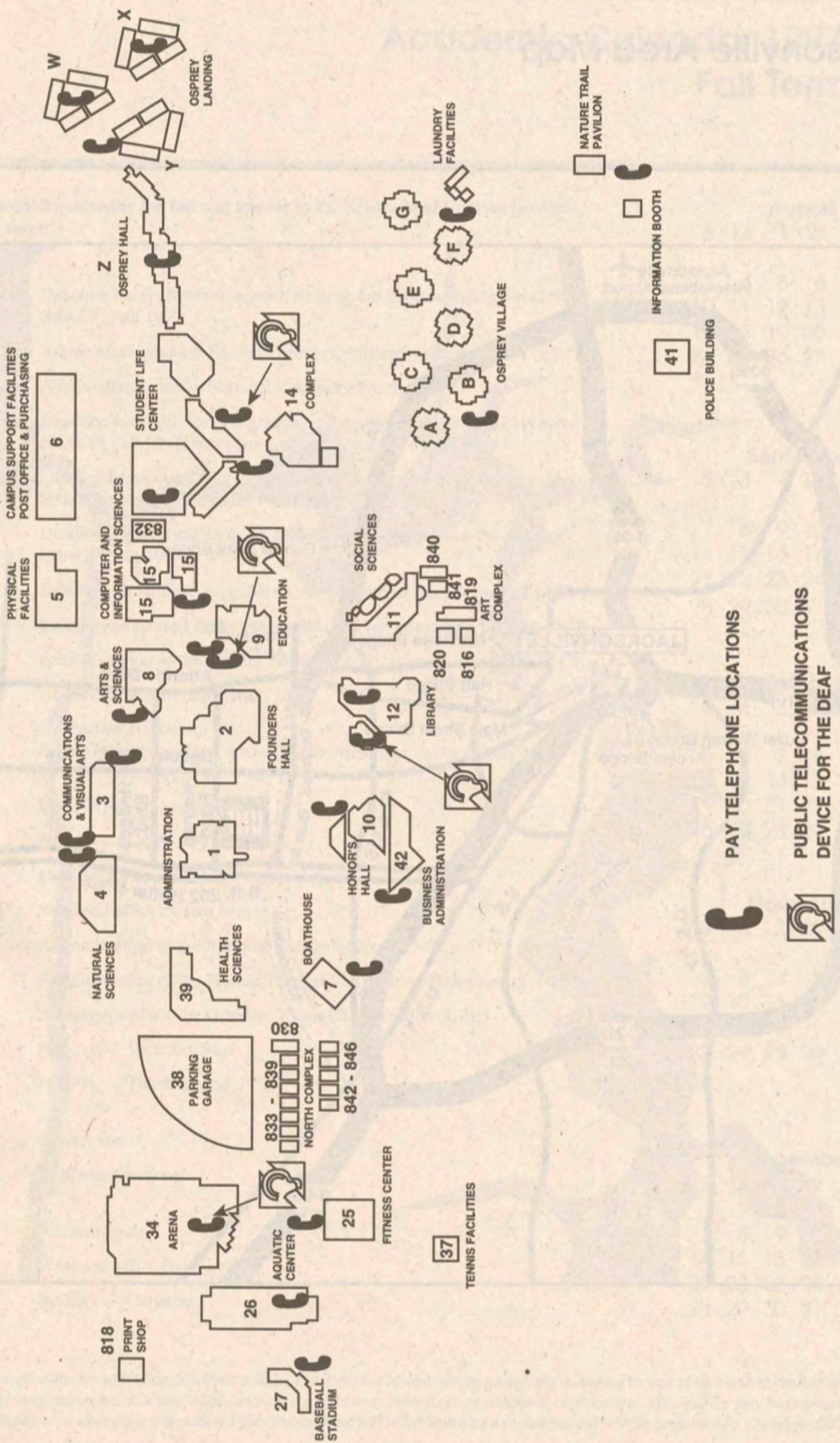
Academic Affairs, Vice President (bldg. 1)
 Academic Offices (bldgs. 830, 838, 839)
 Academic Resource Center (bldg. 2)
 Accounting & Finance, Dept. (bldg. 42)
 Administration & Finance, Vice President (bldg. 1)
 Admissions (bldg. 2)
 Affirmative Action Office (bldg. 1)
 Alumni Services (bldg. 3)
 Aquatic Center (bldg. 26)
 Arena (bldg. 34)
 Art Studio (ceramics) (bldg. 820)
 Art Studio (printing, drawing) (bldg. 819)
 Art Studio (printmaking) (bldg. 816)
 Articulation and Community College Relations (bldg. 10)
 Arts and Sciences Advising Office (bldg. 8)
 Athletics (bldg. 34)
 Auxiliary Services (bldg. 2)
 Banquet Room/Meeting Rooms (bldg. 14)
 Boathouse (food service facility) (bldg. 7)
 Bookstore (bldg. 8)
 Budget Officer (bldg. 1)
 Business Administration Advising Center (bldg. 42)
 Cafe, Osprey (cafeteria) (bldg. 14)
 Campus Alcohol and Drug Information Center (bldg. 14)
 Campus Housing (bldgs. A-G and W-Z)
 Campus Ministry (bldg. 14)
 Career Development Center (bldg. 2)
 Cashier's Windows (bldg. 1)
 Center for Aging and Adult Studies (bldg. 39)
 Center for Alcohol and Drug Studies (bldg. 39)
 Center for Economic Education (bldg. 10)
 Center for Experiential Learning (bldg. 2)
 Center for Freshman & Sophomore Advising (bldg. 10)
 Center for Instruction, Research, and Technology (bldg. 10)
 Center for International Education (bldg. 1)
 Center for Multicultural Affairs (bldg. 2)
 Center for Public Leadership (bldg. 11)
 Central Receiving (bldg. 6)
 Child Development Research Center (bldg. 825)
 CLAST Office and Lab (bldg. 2)
 College of Arts & Sciences, Dean (bldg. 8)
 College of Business Administration, Dean (bldg. 42)
 College of Computing Sciences and Engineering, Dean (bldg. 15)
 College of Education & Human Services, Dean (bldg. 9)
 College of Health, Dean (bldg. 39)
 Communication Services (bldg. 2)
 Communications & Visual Arts, Dept. (bldg. 11)
 Computer Laboratories (bldg. 15)
 Computing Services (bldg. 15)
 Continuing Education and Extension (bldg. 10)
 Controller's Office (bldg. 1)
 Cooperative Education (bldg. 2)
 Counseling Center (bldg. 2)
 Courtyard Cafe (bldg. 9)
 Curriculum & Instruction, Div. of (bldg. 9)
 Disabled Services (bldg. 2)
 Division of Student Services (bldg. 9)
 Duplicating/ Quick-Copy (bldg. 818)

Economics and Geography, Dept. (bldg. 42)
 Education Advising Center (bldg. 9)
 Educational Services and Research, Div. of (bldg. 9)
 Educational Technology Center (bldg. 9)
 Electrical Engineering Advising (bldg. 11)
 Enrollment Services Office (bldg. 2)
 Entrepreneurial Center (bldg. 10)
 Environmental Health & Safety (bldg. 1)
 Equal Opportunity Programs Office (bldg. 1)
 Experiential Learning and Institutional Testing (bldg. 2)
 FEEDS (Florida Engineering Education Delivery System) (bldg. 11)
 Facilities Planning (bldg. 1)
 Faculty Association Office (bldg. 11)
 Faculty Lounge (bldg. 11)
 Financial Aid Office (bldg. 2)
 Fitness Center, Dottie Dorion (bldg. 25)
 Florida Institute of Education (FIE) (bldg. 11)
 Florida/West Africa Institute (bldg. 2)
 Foundation Board Conference Room (bldg. 34)
 Freshman and Sophomore Advising (bldg. 10)
 Gallery (bldg. 2)
 Game Room (bldg. 14)
 General Counsel (attorney) (bldg. 1)
 Government Relations (bldg. 1)
 Graphic Design Laboratory (bldg. 3)
 Graphics & Instructional Support (bldg. 3)
 Gym Equipment/Weights (bldg. 25)
 Harmon Stadium (bldg. 27)
 Health Science, Dept. (bldg. 39)
 History, Philosophy and Religious Studies, Dept. (bldg. 8)
 Honors Program (bldg. 10)
 Housing Office (bldg. 14)
 Human Resources (Personnel) (bldg. 9)
 I.D. Cards Office (bldg. 2)
 Inspector General (bldg. 1)
 Institute of Police Technology and Management (bldg. 832)
 Institutional Advancement, Vice President (bldg. 1)
 Institutional Research (bldg. 1)
 Institutional Testing (bldg. 2)
 International Programs (bldg. 10)
 International Student Affairs (bldg. 10)
 Kinesiology Laboratory (bldg. 39)
 Language & Literature, Dept. (bldg. 8)
 Lecture Auditorium (bldgs. 9, 15 and 39)
 Library (bldg. 12)
 Locksmith/Keys (bldg. 6)
 MacIntosh PC Laboratory (C/VA) (bldg. 11)
 Management, Marketing, and Logistics, Dept. (bldg. 42)
 Mathematics and Statistics, Dept. (bldg. 11)
 Music Studios (bldg. 2)
 Music, Dept. (bldg. 2)
 Natural Sciences Laboratories (bldg. 4)
 Natural Sciences, Dept. (bldg. 3)
 Naval ROTC (bldg. 10)
 Northern Classroom Complex (bldgs. 833-837 and 842-846)
 Nursing Laboratories (bldg. 39)
 Nursing, Dept. (bldg. 39)
 Office of Retention Services (bldg. 2)

Ombudsman for Students (bldg. 14)
 Osprey Cafe (bldg. 14)
 Osprey Hall (bldg. Z)
 Osprey Landing (bldgs. W, X, Y)
 Osprey Nest (bldg. 40)
 Osprey Productions (bldg. 14)
 Osprey Radio (bldg. 2)
 Osprey Village (bldgs. A - G)
 Parking Services (bldg. 41)
 Photographic Laboratory (bldg. 3)
 Physical Facilities (bldg. 5)
 Physical Facilities Maintenance Shops (bldg. 6)
 Physics Laboratories (bldg. 11)
 Pizza Hut / Convenience Store (bldg. 14)
 Planning and Evaluation (bldg. 1)
 Police Dept. (bldg. 41)
 Political Science & Public Administration, Dept. (bldg. 11)
 Postal Services (bldgs. 6 and 910; mailboxes also 903)
 President's Office (bldg. 1)
 Psychology Animal Lab (bldg. 10)
 Psychology, Dept. (bldg. 39)
 Purchasing (bldg. 6)
 Receiving (bldg. 6)
 Recreation Department (bldg. 34)
 Recreational Equipment checkout (bldg. 25)
 Registrar's Office (bldg. 2)
 Scholars Program (bldg. 10)
 SGA Senate Room (bldg. 14)
 Showers/Lockers (bldgs. 25 and 26)
 Small Business Development Center (bldg. 10)
 Sociology and Criminal Justice, Dept. (bldg. 11)
 Special Education Program (bldg. 9)
 Sponsored Research (bldg. 830)
 State Technologies Application Center (bldg. 10)
 Student Affairs, Vice President (bldg. 2)
 Student Development (bldg. 14)
 Student Government Association (bldg. 14)
 Student Health Services (bldg. 14)
 Student Information Center (bldg. 14)
 Student Lounge/Recreation Areas (bldg. 14)
 Student Newspaper Office (Spinnaker) (bldg. 14)
 Student Union (bldg. 14)
 Swimming Pool (bldg. 26)
 TSI/Foundation Accounting (bldg. 1)
 TV Laboratory/Studio (bldg. 2)
 Technology Program (bldg. 9)
 Telephone: Campus Operator (bldg. 2)
 Television Lounge (bldg. 14)
 Tennis Clubhouse (bldg. 37)
 Testing Center (bldg. 2)
 Theatre, Robinson (bldg. 14)
 Ticket Box Office (bldg. 2)
 University Gallery (bldg. 2)
 Veterans Affairs Office (bldg. 10)
 Victim Advocate (bldg. 14)
 Video Rental (bldg. 14)
 Volunteer Center (bldg. 14)
 Women's Center (bldg. 14)



- CODE BLUE EMERGENCY TELEPHONE SYSTEM UNIT LOCATIONS
- ▼ EMERGENCY TELEPHONE LOCATIONS
- ELEVATOR TELEPHONE LOCATIONS (EMERGENCY TELEPHONES WITH DIRECT POLICE ACCESS)
- + SAFE RIDE TELEPHONE LOCATIONS



Jacksonville Area Map



Academic Calendar 1997-1998

Fall Term 1997

The official University calendar for fall will appear in the Schedule of Courses booklet published each term.

1997

Feb. 3 Mon.	Deadline for application to graduate program for Counseling Psychology (MACP) Fall 1997
April 19 Sat.	Administration of the Florida Teacher Certification Examination (FTCE)
April 21 Mon.	Administration of the National Counselor Exam (NCE)
May 1 Thurs.	Deadline for application to graduate program for Counseling Psychology (MACP) Fall 1997; acceptance on space available basis only
May 1 Thurs.	Last day to submit complete application for admission to degree program by international students for Fall 1997*
June 2 Mon.	Deadline for application to graduate program for General Psychology (MAGP) Fall 1997
June 9 Mon.	Deadline for students on academic suspension to reapply for Fall 1997
July 7 Mon.	Last day to submit complete application for admission for Fall 1997*
Aug. 2 Sat.	Administration of the Florida Teacher Certification Examination (FTCE)
Aug. 22 Fri.	Housing Check-in (tentative)
Aug. 22 - 24 Fri. - Sun.	Orientation (tentative) Note: Graduate students are invited to orientation in the fall only. They are not charged \$25 fee.
Aug. 25 Mon.	Fall 1997 classes begin
Sept. 1 Mon.	Holiday — Labor Day
Sept. 19 Fri.	Last day to apply for December degree
Sept. 20 Sat.	Weekend MBA classes begin
Oct. 10 Fri.	Administration of the National Counselor Exam (NCE)
Oct. 25 Sat.	Administration of the Florida Teacher Certification Examination (FTCE)
Nov. 1 Sat.	Administration of the Graduate Record Examination (GRE)
Nov. 11 Tues.	Holiday — Veterans Day
Nov. 27 - 29 Thurs. - Sat.	Holiday — Thanksgiving
Dec. 4 Thurs.	Classes end
Dec. 5 - 11 Fri. - Thurs.	Final examinations
Dec. 11 Thurs.	Fall term ends
Dec. 13 Sat.	Weekend MBA classes end
Dec. 25 Thurs.	Holiday — Christmas

August 1997

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 1997

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 1997

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 1997

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 1997

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*The fall semester application for admission deadlines refer to completion of all application procedures including receipt of all required credentials and the completion of department requirements, if any. *Applications for admission to limited access programs received after the deadline may be returned unprocessed.* Applications for admission to other programs received after the deadline will be reviewed by a committee and will be processed on a space available basis.

Academic Calendar 1997-1998

Spring Term 1998

The official University calendar for spring will appear in the Schedule of Courses booklet published each term.

1997

Sept. 19 Fri.	Last day to apply for Spring 1998 student teaching
Oct. 1 Wed.	Last day to submit complete application for admission to degree program by international students for Spring 1998*
Oct. 10 Fri.	Administration of the National Counselor Examination (NCE)
Oct. 24 Fri.	Deadline for students on academic suspension to reapply for Spring 1998
Oct. 25 Sat.	Administration of the Florida Teacher Certification Examination (FTCE)
Nov. 1 Sat.	Administration of the Graduate Record Examination (GRE)
Nov. 3 Mon.	Last day to submit complete application for admission for Spring 1998*

1998

Jan. 1 Thurs.	Holiday — New Years
Jan. 3 Sat.	Housing Check-in (tentative)
Jan. 7 Wed.	Spring 1998 classes begin
Jan. 10 Sat.	Weekend MBA classes begin (first spring session)
Jan. 19 Mon.	Holiday — Martin Luther King, Jr.
Jan. 24 Sat.	Administration of the Florida Teacher Certification Examination (FTCE)
Feb. 4 Wed.	Last day to apply for May degree
March 9 - 14 Mon. - Sat.	Spring break (No classes)
April 4 Sat.	Weekend MBA classes end (first spring session)
April 4 Sat.	Administration of the Graduate Record Examination (GRE)
April 17 Fri.	Administration of the National Counselor Examination (NCE)
April 18 Sat.	Weekend MBA classes begin (second spring session)
April 23 Thurs.	Classes end
April 24 - 30 Fri. - Thurs.	Final examinations
April 25 Sat.	Administration of the Florida Teacher Certification Examination (FTCE)
April 30 Thurs.	Spring term ends
July 11 Sat.	Weekend MBA classes end (second spring session)

January 1998

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 1998

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 1998

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 1998

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 1998

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*The spring semester application for admission deadlines refer to completion of all application procedures including receipt of all required credentials and the completion of department requirements, if any. Applications for admission to limited access programs received after the deadline may be returned unprocessed. Applications for admission to other programs received after the deadline will be reviewed by a committee and will be processed on a space available basis.

Academic Calendar 1997-1998

Summer Term 1998

The official University calendar for summer will appear in the Schedule of Courses booklet published each term. Students should review the Summer Term Schedule of Courses booklet to determine the beginning and ending dates for specific classes.

Please Note:

The UNF Summer Term consists of five calendar units during which course work may be offered:

- Summer A - May 7 to June 17 Cross-term - May 7 to July 31
- Summer B - June 22 to July 31 Weekend MBA - July 25 to September 5
- Ten-week Term - May 7 to July 17

1998

- Jan. 19 Mon. Last day to submit application for community internship for the Department of Health Science for Summer term 1998
- Jan. 24 Sat. Administration of the Florida Teacher Certification Examination (FTCE)
- Feb. 2 Mon. Last day to submit complete application for admission to degree program by international students for Summer 1998*
Last day to apply for Fall 1998 student teaching
Deadline for application to graduate program in Counseling Psychology (MACP) for Fall 1998
- Feb. 23 Mon. Last day for students on academic suspension to reapply for Summer 1998
- March 11 Wed. **Last day to submit complete application for admission for Summer 1998***
- April 1 Wed. Deadline for application to Rehabilitation Counseling Program for Fall term 1998
- April 4 Sat. Administration of the Graduate Record Examination (GRE)
- April 17 Fri. Administration of the National Counselor Examination (NCE)
- April 25 Sat. Administration of the Florida Teacher Certification Examination (FTCE)
- May 1 Fri. Deadline for application to graduate program in Counseling Psychology (MACP) for Fall 1998; acceptance on a space available basis
- May 5 Tues. Housing Check-in Summer A (tentative)
- May 7 Thurs. Summer A, Cross-term, and Ten-week Term classes begin
- May 25 Mon. Holiday — Memorial Day
- May 27 Wed. **Last day to apply for August degree**
- June 1 Mon. Deadline for application to graduate program in General Psychology (MAGP) for Fall 1998
- June 17 Wed. Summer A classes end
- June 20 Sat. Housing Check-in Summer B (tentative)
- June 22 Mon. Summer B classes begin
- July 3 & 4 Fri. & Sat. Holiday — Independence Day
- July 17 Fri. Ten-week term ends
- July 25 Sat. Weekend MBA classes begin
- July 31 Fri. Summer B and Cross-term classes end
- Aug. 1 Sat. Administration of the Florida Teacher Certification Examination (FTCE)
- Sept. 5 Sat. Weekend MBA classes end

MAY 1998

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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JUNE 1998

S	M	T	W	T	F	S
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JULY 1998

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AUGUST 1998

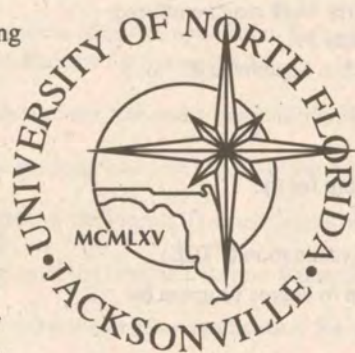
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

*The summer semester application for admission deadlines refer to completion of all application procedures including receipt of all required credentials and the completion of department requirements, if any. *Applications for admission to limited access programs received after the deadline may be returned unprocessed.* Applications for admission to other programs received after the deadline will be reviewed by a committee and will be processed on a space available basis.

Seal, Logo and Mascot

The Seal The official seal for the University of North Florida incorporates a circle and a compass rose — a direction-finding device for mariners.

These symbolize the University's role in providing direction for students. The placement of the symbol in the upper northeast quadrant of the circle describes the University's location in the northeast region of Florida. The Roman numerals MCMLXV refer to the year that the university was chartered, 1965. Use of the official University seal is reserved for official documents, such as diplomas and other official certificates.



The Osprey Mascot The osprey was adopted officially as the University of North Florida mascot in November 1979 by an election conducted by the Student Government Association. The osprey received 47 percent of the votes and won over the armadillo, sea gull, manatee and shark.



An osprey can be seen often, gliding majestically over the campus. The osprey — a member of the hawk family with a wingspan of up to six feet — is capable of diving 80 miles per hour in pursuit of fish which constitute its main diet.

UNIVERSITY OF NORTH FLORIDA

The UNF Logo

The University's graphic symbol is a capital "N" in which the geographical

outline of the state of Florida is inscribed. It is always used with the words "University of North Florida." The symbol appears on official University stationery, business cards, envelopes, labels and external publications. Blue and gray are official UNF colors.

The Athletics Logo The stylized osprey in a bold circle creates a uniform visual identity for UNF athletics.



UNF's mascot has the characteristics that UNF students hope to have when they graduate. Ospreys have been described as seemingly inexhaustible, tenacious, opportunistic, cosmopolitan, loyal to their species, adaptable, resilient and fond of living near other ospreys. Described as "trendy birds" in *National Geographic* magazine for their success in adapting to suburban neighborhoods, ospreys also are into recycling. Children's toys, styrofoam containers, cork buoys and doormats are many of the items they use to construct their gigantic nests. Ospreys, like UNF alumni, reside on all continents, except Antarctica.

To commemorate UNF's commitment to the environment and its adoption of the osprey as its mascot, the University of North Florida Foundation Inc., commissioned a watercolor painting of the osprey by noted ornithologist and wildlife artist Frederick William Wetzel of Jacksonville. The painting hangs permanently in the second floor lounge of the Thomas G. Carpenter Library.

The University of North Florida (UNF) is one of ten institutions within the State University System of Florida. It is a comprehensive, urban university which offers degree programs at the baccalaureate, master's and doctoral levels. Initially established as an upper division and master's-degree granting institution, UNF began offering classes in 1972 to a 2,000-member student body. In 1984, freshmen and sophomores were admitted.

Academic programs at UNF are built on a strong foundation in the traditional arts and sciences. UNF offers 44 undergraduate degrees in 74 majors and 22 master's programs in 48 fields through its Colleges of Arts and Sciences, Business Administration, Computing Sciences and Engineering, Education and Human Services, and Health. UNF began its first doctoral program, the Ed.D., in the College of Education and Human Services, in fall 1990.



The University is an accredited member of the Southern Association of Colleges and Schools. Baccalaureate and graduate programs in the College of Business Administration are accredited by the American Assembly of Collegiate Schools of Business. Teacher education programs in the College of Education and Human Services are accredited by the National Council for the Accreditation of Teacher Education. The undergraduate computer science program in the College of Computing Sciences and Engineering is accredited by the Computer Science Accreditation Commission of the Computing Sciences Accreditation Board. In the College of Health the nursing program is accredited by the National League of Nursing. The physical therapy program is accredited by the Commission on Accreditation in Physical Therapy Education. The Florida Department of Education has approved the teacher education programs at UNF as applicable toward teacher certification.

Since its founding, UNF has demonstrated a continuing commitment to its mission of excellence in teaching, research and public service. The University's faculty is committed to providing high-quality instruction. Members of the faculty simultaneously engage in and produce a level of creative scholarship which demonstrates a determination to remain at the cutting edge of intellectual inquiry and practice in their respective disciplines. Through its centers and institutes, numerous continuing education programs, and staff volunteer activities, UNF is a major contributor to the life of the community, the First Coast region and Florida.

The University has been strengthened significantly by its public-private partnerships.

Through the strong support of the University of North Florida Foundation Inc., and the generosity of corporate leaders and dedicated citizens of Florida's First Coast region, UNF has four fully funded eminent scholar chairs valued at more than \$4 million: the Andrew A. Robinson, Jr., Chair in Educational Policy and Economic Development; the Ira M. Koger Chair in American Music; the Prime F. Osborn Chair in Transportation; and the National Paper Trade Association Endowed Research Chair in Wholesaling.

UNF enrolls more than 1,400 students at the graduate level. It has 444 faculty and more than 1,400 full-time and part-time staff. The total UNF budget exceeds \$64.8 million annually.

Statement of Mission The mission of the University of North Florida is to provide an intellectually stimulating and caring environment which:

- Enables students to achieve their highest potential through

learning that emphasizes liberal arts, professional and interdisciplinary education in the context of individual and societal responsibility;

- Maximizes the personal and professional growth of teacher/scholars by supporting teaching, scholarship and creative endeavors that include the discovery, integration and application of knowledge;
- Establishes significant partnerships with external communities by responding to the evolving challenges of an interconnected and more informed global society; and
- Provides high quality support services that offer a campus environment focused on the needs of the University's clients.

Statement of Vision The University of North Florida is dedicated to being a distinguished and caring comprehensive university that emphasizes excellent teaching and scholarship which enable students to achieve their highest potential and which contribute significantly to the intellectual, cultural, and economic growth and development of the community it serves.

Statement of Values In fulfillment of its mission, the University of North Florida values excellent and innovative programs and practices which reflect a commitment to integrity, openness, professionalism and teamwork within a caring, supportive and culturally diverse environment.

Statement of Purpose The University of North Florida (UNF) is one of ten publicly assisted institutions of the State University System of Florida. Located in Jacksonville, this comprehensive urban university primarily serves Florida residents especially those of the State's northeastern region. It also serves an increasing number of students from across and beyond the nation. The academic programs at the University are coordinated through five colleges: Arts and Sciences, Business Administration, Computing Sciences and Engineering, Education and Human Services, and Health. In addition, instruction also takes place through continuing education and distance learning activities. These academic enterprises are supported by strong units providing library resources, student services, physical facilities, health and safety, and institutional advancement.

Academic Mission: The primary function of the University is to equip students with a strong general education foundation. It also prepares students who are well-grounded in their academic specialty, capable of meeting the demands of their professional and societal responsibilities, and able to adapt to the changing global environment. Students are introduced to the central theoretical concerns of their discipline as well as to practical skills suitable to the workforce. The acquisition of these skills and aforementioned bodies of knowledge serves as an indicator for measuring the quality of the graduates who earn degrees at UNF.

Undergraduate and graduate programs offer students opportunities for general education and specialization within the University's five colleges and reflect UNF's commitment to the highest intellectual and scholarly standards. Instructional quality is maintained by striving for relatively small classes and low student/faculty ratios. Students at UNF receive personal attention and can count on a spirit of caring service within the University community.

2 General Information

Educational programs, both those which are longstanding and those that have been newly developed, attempt to respond to and support regional needs and priorities. Faculty research, a necessary component to teaching readiness, also addresses the critical concerns of the community and the region.

New distance learning planning initiatives, predicated upon available technologies, commit the University to participate with local, regional and state organizations in serving as a clearing-house for information concerning available instructional delivery options for students, employees and residents of the community.

Credit and non-credit learning opportunities are provided by the Division of Continuing Education and Extension. This unit provides leadership and administrative support in the design, development, promotion and delivery of high-quality courses, workshops and seminars — meeting the needs of lifelong learners.

The University seeks to attract a diverse student body of high academic caliber. It also attracts and retains highly qualified full-time faculty, as well as experienced and competent adjunct faculty. All faculty are committed to the values and the philosophy of the academy. Educational activities reinforce the University's strong and unequivocal commitment to diversity among its faculty, students and staff.

Support Services: The University's caring environment fosters excellence in instructional, administrative, and student support services. The focused attention which these services provide helps to insure that students maintain uninterrupted university attendance, make suitable course selections, successfully complete degree requirements, and achieve timely graduation or successful accomplishment of other academically related career goals.

The University's programs and services encourage the retention and success of all students. Special organizational structures attend to the needs of students from diverse backgrounds. These students are served through activities that contribute to their academic, social, cultural and personal development. The campus community is made cognizant and appreciative of their differences by activities that promote the understanding of cultural and international diversity.

In addition to funding from the State, the University receives additional private sector support for its students, faculty, programs and facilities through the UNF Foundation which is composed of business and civic leaders.

Physical Environment: Students and faculty are more productive in a safe, clean, healthy, and aesthetically pleasing campus environment, and the University values its designation as a "well campus" site. The UNF campus is unique in that it is also a designated wildlife sanctuary. The University places a high priority on care of and respect for the ecosystem as well as timely and responsible operation and maintenance of physical facilities.

Evaluation: Continuous academic program improvement is accomplished through the coordinated use of state-initiated program reviews and voluntary professional accreditation evaluations. The University's commitment to improving quality also extends to its administrative services and support areas. Recognizing that a strong infrastructure is essential to

academic program quality, the University maintains longitudinal databases suitable for required state resource planning, accountability reporting and external reviews. These data and special analyses and studies related primarily to students and to the use of instructional resources provide for ongoing academic institutional planning and management.

Relations to the External Community: The University community is a significant participant in the economic, social and cultural development of the northeast Florida region. It prepares students for the workforce through cooperative education programs, internships and other partnerships with urban schools, industries and civic agencies. Such partnerships are dedicated to promoting the development of teaching, research and service opportunities. They also provide students with opportunities for training in their planned careers. The University seeks to enrich the lives of residents through extracurricular educational programs and services offered on its campus, as well as through a variety of outreach programs designed to enhance the current and future well-being of area residents.

University Imperatives for the 1990's The president of the University has identified six imperatives that constitute the foundation for the development of the University of North Florida over the next decade. They are:

- Maintain a strong commitment to quality undergraduate education in the highest traditions of the liberal arts.
- Remain responsive to regional needs and priorities. New programs will be linked to regional economic development, and the conduct of research must inform teaching and address critical community and regional needs.
- Remain a state leader in the enhancement of K-12 education. Priority will be given to teacher preparation and continuing education, recruitment of minority teachers, student retention, leadership development and educational innovation in the areas of curriculum and education system problem solving.
- Maintain a strong and unequivocal commitment to the achievement of diversity among the University's faculty, students and staff.
- Utilize resources in creative ways which are reflective of UNF's institutional commitment to excellence and innovation in all University endeavors.
- Nurture within the campus community those ethical standards which reflect the highest aspirations of society. The intellectual experience at UNF should produce very bright and able students who are well-prepared to pursue their life's work and who appreciate the challenges and obligations of life in a civilized society.

Colleges Within the College of Arts and Sciences are the Departments of Communications and Visual Arts; History, Philosophy and Religious Studies; Language and Literature; Mathematics and Statistics; Music; Natural Sciences; Political Science and Public Administration; Sociology and Criminal Justice; and Psychology.

The College of Business Administration includes the Departments of Accounting and Finance; Economics and Geography; Management, Marketing and Logistics.

The College of Computing Sciences and Engineering has programs in Computer Science; Information Science; Information Systems; and Electrical Engineering.

The College of Education and Human Services includes the Division of Curriculum and Instruction and the Division of Educational Services and Research.

The College of Health includes the Departments of Nursing and Health Science.

Degrees Graduate degrees include the master of arts in English, master of arts in mathematical sciences, master of science in criminal justice, master of public administration, master of arts in counseling psychology, and master of arts in general psychology offered through the College of Arts and Sciences. The master of business administration, master of human resource management, and master of accountancy are offered through the College of Business Administration. The doctor of education in educational leadership and master's degree programs are offered through the College of Education and Human Services. The master of science in health science and the master of health administration are offered through the College of Health. The master of science in computer and information sciences is offered through the College of Computing Sciences and Engineering. Requirements for these degrees are enumerated in appropriate sections of this catalog.

Faculty UNF has a distinguished group of full-time faculty members. Faculty hold degrees from more than 100 American and foreign universities. Three faculty members have been the recipients of Fulbright Awards, one has been a participant in the International Research Exchange Program, one has been elected to the International Jazz Educators Hall of Fame, and another has been elected to the National Academy of Public Administration. The faculty are augmented, as appropriate, by outstanding adjunct faculty members.

In addition to possessing outstanding academic and professional credentials, the faculty at UNF are characterized by a dedication to excellence in teaching. Through participation in their colleges and the UNF Faculty Association, members of the faculty exercise responsibility for the University's academic programs.

Graduate Faculty Graduate faculty are those faculty approved by the Graduate Council to teach graduate courses and/or to offer direct assistance to graduate students in completion of their graduate programs.

Eligibility All full-time tenured or tenure-earning faculty who possess the terminal degree in their field are eligible to become members of the graduate faculty. Meritorious experience and/or scholarly or creative activity may substitute for the terminal degree.

Adjunct and visiting faculty who possess the terminal degree or appropriate professional expertise are also eligible.

Criteria The initial appointment of faculty to graduate status, whether for current faculty new to graduate programs or faculty new to UNF, may be recommended to the Graduate Council at any semester. This recommendation, and the

Graduate Council's decision, shall be based on the eligibility and selection criteria defined following.

Each candidate for appointment to the graduate faculty shall present evidence of commitment to an academic discipline, as well as commitment to the academic community, the Institution, and its students.

In addition to this university-wide standard, each graduate program director shall provide the Graduate Council a description of its specific criteria for graduate faculty status. These criteria must be approved by the appropriate Dean, the Graduate Council, and the Vice President for Academic Affairs. Once approved, those criteria shall be the basis on which each College makes its recommendation to the Graduate Council for selection and retention of graduate faculty.

Academic departments with graduate programs shall recommend qualified faculty who are, or will be, actively involved with teaching graduate courses or offering direct assistance to graduate students for appointment to the graduate faculty. Such nominees need not be members of the nominating department. The Dean of the College in which the graduate programs are housed shall review each such nomination and add a recommendation. The nomination then shall be forwarded to the Graduate Council for approval.

Review Each graduate faculty's initial appointment shall be for one year. At the end of the first year, upon recommendation of the appropriate Dean, the faculty's appointment shall be reviewed by the Graduate Council.

After the initial one-year review, graduate faculty appointments shall be reviewed in three-year cycles. These reviews shall be conducted in conjunction with regular annual faculty evaluations. The Dean of each College shall forward to the Graduate Council recommendations for retaining or removing faculty to or from graduate status.

Doctoral Faculty Only graduate faculty may serve as Doctoral Studies Faculty. They may work on doctoral committees or doctoral dissertation committees, and advise doctoral students. Eligibility requirements for doctoral faculty status are determined within the college that offers a doctoral program.

Campus The UNF campus is located on slightly more than 1,000 acres of timberland approximately seven miles inland from the Atlantic Ocean and 12 miles southeast of downtown Jacksonville. Wooded ridges interspersed with small lakes and streams provide a spacious site and an attractive rustic setting.

Easy access is provided to UNF's entrance on St. Johns Bluff Road from Beach Boulevard (U.S. Highway 90) or State Roads 115, A1A, and Interstate 95 via J. Turner Butler Boulevard. Interstate 295 beltway provides access for students commuting from surrounding communities.

UNF's campus is compact; most buildings are connected by a two-story, covered pedestrian walkway. Parking areas surround the campus providing minimal walking distances and easy accessibility to buildings.

A unique feature of the UNF campus is its system of nature trails, one of which is designed for people with disabilities. The trails are open to everyone as a community resource.

Virtually every type of terrain found in northeast Florida can be found along the UNF trails, along with a surprising variety of animal and plant life. The University, as a wildlife sanctuary, has adopted strict protection policies to ensure the maintenance of an ecologically balanced environment in which flora and fauna can thrive.

The Community UNF is located in a city of over one million people. Jacksonville is a major center for manufacturing, insurance, transportation and finance, and is one of the busiest port, trucking and rail centers of the Southeast. Jacksonville offers a variety of cultural, entertainment, sports and recreational opportunities for its residents, visitors and college students. Museums, art galleries, symphony, opera, theater and ballet are available. A wide variety of professional, college and high school athletic events attract sports fans. Moreover, Jacksonville's nearby beaches and the St. Johns River provide opportunities for water sports enthusiasts. Many public and private golf courses and tennis courts are available in and around the city, and numerous state parks provide a wide range of outdoor recreational facilities.

Jacksonville is set in an area rich in Florida history. America's oldest continuous city, St. Augustine, with its handsomely restored old quarter and imposing Castillo de San Marcos, is less than an hour away. Fort Caroline, built by the French in 1564 and America's oldest European settlement, is on the south bank of the St. Johns River, just minutes from UNF. Fort Clinch, where English soldiers guarded the southern approaches to the Georgia colony, stands only a few miles north in Fernandina Beach.

Within easy driving distance of the city are several of Florida's major attractions. Famed Silver Springs, near Ocala, is 100 miles south. Disney World in Orlando, with its Magic Kingdom, EPCOT Center and MGM/Disney Movie Studio theme parks, is a three-hour drive from Jacksonville via the interstate highway system.

An Invitation The University of North Florida invites you to visit its campus. You are encouraged to evaluate its graduate programs; to meet its faculty, students, and staff; and to participate in the vision and development of an outstanding University dedicated to the highest standards and goals. Individuals who need an accommodation because of a disability should notify the Office of Disabled Program Services at (904) 620-2769 48 hours in advance.

Equal Opportunity/Equal Access/Affirmative Action

The University of North Florida complies with both the philosophy and the practice of equal opportunity for all citizens in academic life and employment as specified in the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. The president of UNF has designated a director to ensure compliance with policies regarding affirmative action, equal opportunity, sexual harassment (see Appendix B of the catalog), and nondiscrimination against disabled persons. Inquiries about UNF policies and practices in regard to relevant institutional policies, Title VI, Title IX, or Section 504 should be directed to the director of equal opportunity programs, 620-2507.

4 General Information

General Policies The University of North Florida encourages application from qualified persons and does not discriminate on the basis of sex, age, culture, ethnicity, race, religion or disability. The President has designated a coordinator for affirmative action, equal opportunity and non-discrimination against disabled persons. Inquiries about policies and practices may be directed to the Office of Equal Opportunity Programs, 620-2507.



General Procedures All applicants for admission are required to submit the following:

1. An application for admission must be submitted by the deadline specified in the official University schedule of classes published each term. Applicants may apply for admission up to one year in advance of the term in which enrollment is sought. Graduate or post-baccalaureate applicants must complete the appropriate UNF application. An application may be obtained from UNF's Office of Admissions by calling 620-2624 or by writing.
2. An application fee payment of \$20 by check or money order (not cash) must be attached to the application for admission by applicants who intend to seek a degree. This is not refundable. Applications received without the fee will be returned.
3. **Two official transcripts from each university or college attended and test scores are required for all applicants seeking formal admission to the University.** It is the

applicant's responsibility to have the required documentation forwarded to the UNF Office of Admissions in sufficient time for processing.

4. Applicants should refer to Admission Requirements and Special Admission Requirements in this section to determine if additional materials such as letters of recommendation, personal statements, or other test scores are required.

5. Students who matriculate at a State University System (SUS) institution are required to provide proof of immunization against rubeola (measles) and rubella (German measles) prior to the initial registration. The policy applies to all students except those 40 years of age or older, who attend classes taught at the main campus. Questions concerning this policy should be directed to the Student Health Services Office, 620-2900.

Each application is acknowledged as soon as it arrives in the Office of Admissions. Upon receipt of transcripts and test scores, Admissions refers this information to the appropriate graduate advisor, who makes the admissions decision. The applicant is notified by the Admissions Office of this decision.

Applicants whose applications for admission are denied may petition for reconsideration. Information about reconsideration may be obtained from the Office of Admissions.

Programs Graduate programs leading to 22 master's degrees are currently offered. The master of arts in English, master of science in mathematical sciences, master of science in criminal justice, master of public administration, master of arts in counseling psychology, master of arts in general psychology, and master of arts in history are offered through the College of Arts and Sciences; the master of business administration, master of human resource management, and master of accountancy through the College of Business Administration; the master of education in eight different specialty fields through the College of Education and Human Services; the master of health administration and the master of science in health through the College of Health; and the master of science in computer and information sciences through the College of Computing Sciences and Engineering. The doctor

of education degree in educational leadership is offered through the College of Education and Human Services.

Admission Applicants for admission to graduate-level programs at UNF are required to submit an official transcript from each college or university attended. An official transcript is one sent by the registrar of the issuing institution directly to the Office of Admissions.

As soon as required credentials are submitted and evaluated, the complete record will be forwarded to the administrator of the graduate program in which admission is sought for review and decision. The applicant will be notified of the action taken on the application by the Office of Admissions.

Permission to take graduate level courses prior to official admission to the University of North Florida as a graduate student must be granted by the program administrator or college dean. Authorization to take graduate courses does not guarantee admission or inclusion of this course work into a graduate degree program.

Criminal Offense Charges The University reserves the right to review the case of any student who has been implicated in a criminal offense prior to admission to determine eligibility for admission and participation in extracurricular activities.

Admission Requirements Basic requirements for admission to graduate study in the State University System are set by the Florida Board of Regents. These requirements are as follows:

1. A baccalaureate degree from an approved college or university. An approved college or university is one that has candidacy or membership status with the appropriate regional accrediting agency, such as the Southern Association of Colleges and Schools.
2. At least one of the following:
 - a) A grade point average of 3.0 (B) or higher in all work attempted as an upper-level student, normally the 60 semester hours taken during the last two years of undergraduate study. Depending on the degree program to which admission is sought, an official score report from the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) must be submitted.
 - b) A composite score of 1,000 or more on the verbal and quantitative sections of the GRE, or 500 or more on the GMAT is required of all first-time or transferring graduate students. Applications for the GRE or GMAT are available in the Office of Admissions. The Educational Testing Service, Princeton, N.J., issues official scores. Scores must be sent directly from ETS to the Office of Admissions.
 - c) A graduate degree from an accredited institution.

Applicants who are otherwise qualified, but who hold baccalaureate degrees from non-approved institutions, may contact the Office of Admissions to inquire about gaining admission through a degree-validation process.

Each graduate program has specific admission requirements which also must be met. These specific admission requirements are described in this section and/or in the following graduate sections for each college.

A limited number of exceptions may be granted to applicants who do not meet the basic admission requirements of the State University System. These applicants should request special consideration from the administrator of the graduate-degree program they wish to pursue. All applicants requesting an exception must submit GRE or GMAT scores prior to making the request. Additional factors, such as letters of recommendation, post-baccalaureate course work and professional experience will be considered when granting an exception. Students granted an exception will be placed in a provisional program for the graduate-degree program which they wish to enter. Continuation as a graduate student will depend upon successful completion of the provisional program and any subsequent work.

Admission to graduate study is granted on an individual basis upon review of the entire academic record of the applicant. This includes quality of past performance, GRE or GMAT scores, appropriateness of work taken and suitable professional experience.

Please see the individual departments for special admissions requirements. These are not determined by the Office of Admissions.

Special Admission Requirements College of Arts and Sciences:

Master of Arts in Counseling Psychology For admission consideration, each student's complete application including receipt of all transcripts, GRE scores, autobiographical statement and letters of recommendation should be available to the coordinator of graduate studies before Feb. 1. The psychology department intends to extend offers to prospective candidates by April 1. These candidates will have two weeks to notify the psychology department regarding acceptance of our offers. Applicants who do not meet the Feb. 1 deadline but who have a complete application (i.e., all transcripts, GRE scores, autobiographical statement and letters of recommendation) on file as of April 30, will be considered only if there is space in the program.

For further information on the specific requirements necessary to apply for the M.A.C.P. program, refer to the Psychology section of this catalog.

Master of Arts in English In addition to the basic requirements for graduate admissions, the following are required for admission to the master of arts in English program:

1. One of the following:
 - a) A minimum of 18 semester hours of English credit beyond freshman composition.
 - b) Satisfactory score at or above the 50th percentile on the advanced GRE in literature test.

2. Entering students who do not have the equivalent of an undergraduate English major may be required to take extra undergraduate course work.
3. Applicants who have not taken the GRE, but who are otherwise eligible for admission, may be admitted to the program on a provisional basis and will be required to take the GRE as soon as possible.

Master of Arts in General Psychology For admission consideration, each student's complete application, including receipt of all transcripts, GRE scores, autobiographical statement and letters of recommendation should be available to the coordinator of graduate studies before June 3.

For further information on the specific requirements necessary to apply for the M.A.G.P. program, refer to the Psychology section of this catalog.

Master of Arts in History In addition to the general admission requirements at UNF, applicants are expected to have earned an undergraduate GPA of at least 3.0 overall and a 3.4 GPA in history courses, and have scored a minimum of 1000 (combined verbal and math score) on the GRE examination.

Students are not required to have been history majors, but it is expected that they will have taken the equivalent of at least a minor (15 hours) in undergraduate history courses. Students who have not met this requirement should consider taking additional undergraduate history courses at UNF before applying for the M.A. program.

In addition, applicants must send to the UNF Department of History a typewritten essay of three to five double-spaced pages describing their career goals and areas of historical interest, and three letters of reference. At least one of the letters should come from a former or current history professor. For further information, contact the graduate advisor or department chair.

Master of Arts in Mathematical Sciences Students desiring admission to the MA in mathematical sciences program should present an educational background equivalent to the undergraduate degree program in the Department of Mathematics and Statistics at UNF.

Master of Public Administration Applicants must meet the general graduate admission requirements of the University. In addition, the MPA program requires:

1. Completion of a bachelor's degree at an accredited institution and either a GPA of 3.0 or above and a combined score of 1000 or above on the verbal and quantitative sections of the GRE. In those cases where either the GPA or GRE criteria are not met, the program will accept a combination of the two equalling 2200 points based on the formula $(GPA \times 400) + GRE$. Students not meeting this minimum standard may be admitted provisionally upon the approval of the MPA Steering Committee.
2. Each candidate must have completed, with a grade of C or better, at least one undergraduate course in American govern-

ment or the American political system prior to admission to the program.

3. Each applicant is required to write an essay outlining their career goals and reasons for pursuing the MPA degree. This essay should be submitted with other application materials to the UNF Office of Admissions.

4. Applicants are encouraged to participate in an admissions interview with the MPA coordinator. This interview should be scheduled prior to the semester in which the applicant intends to begin course work.

Master of Science in Criminal Justice In addition to the basic requirements for graduate admission, the following items must be submitted for admission to the master of science in criminal justice program:

1. Evidence of completion of program prerequisites.
2. A letter from applicant describing academic and relevant employment experiences, career goals, areas of interest in criminal justice and reasons for seeking degree.
3. Two letters of recommendation from individuals who can attest to the applicant's ability to do graduate work and pursue a career in criminal justice.
4. Interview with a graduate advisor.

College of Business Administration: Students

desiring to enter the master of business administration, master of accountancy, or master of human resource management programs must satisfy general University admissions criteria and the specific criteria established by the College of Business Administration. These include:

1. a minimum 20 verbal and 22 quantitative score on the Graduate Management Admission Test (GMAT) and
2. a minimum 1000 score based upon the formula $(200 \times \text{upper-level GPA}) + \text{the GMAT total score}$.

College of Computing Sciences and

Engineering: Master of Science in Computer and Information Sciences Students desiring admission to the master of science program in computer and information sciences must present GRE scores of 1000 or higher and a grade point average of 3.0 or higher in course work taken as an upper-division student (normally the 60 semester hours taken during the last two years of undergraduate study).

College of Education and Human Services:

Master of Education In addition to the basic requirements for graduate admissions, the following items must be submitted for admission to any master of education program:

1. A regular Florida teaching certificate or its equivalent. Individuals not holding a regular certificate may be admitted to graduate study in certain programs.
2. Three letters of recommendation citing academic and professional potential.

Note: Evidence of successful teaching or work experience is a criterion for certification.

Students who fail to meet the College of Education and Human Services or special program/division requirements for admission may request a review of their qualifications by a

program/division review committee and the dean of the College. Such requests must be in writing and must include supporting evidence.

Doctor of Education in Educational Leadership

The minimum criteria for admission to the program are the following:

1. A master's degree earned from an accredited institution.
 2. Three years of successful teaching experience or related work in training and development.
 3. Demonstrated leadership or leadership potential.
 4. Demonstrated academic ability and potential to complete the course work and a dissertation successfully.
 5. Recommendations of the doctoral admissions committee.
- Applicants will be asked to submit transcripts of previous college work and scores on the GRE. Foreign applicants must also submit a TOEFL score. Information about the program and application forms may be obtained from the Division of Educational Services and Research, College of Education and Human Services.

College of Health:

Master of Science in Health Students wishing to enter the degree program leading to the Master of Science in Health must satisfy the general University criteria for admission to a graduate program. GRE scores are mandatory and must be received prior to being fully admitted into the graduate program regardless of the student's GPA. In addition, the student must have an undergraduate degree supporting graduate study in health science. Otherwise, qualified students not satisfying the latter condition may be admitted only after arranging with the graduate advisor for a program of study which will remove the deficiencies. Students who do not meet the admissions requirement must submit three letters of recommendation if they want to be considered for the trial program.

Master of Health Administration The Master of Health Administration is designed to meet the educational needs of men and women interested in assuming management positions in the health-care industry. It is a 54-credit degree that includes 36 hours in College of Health core courses, three hours in College of Health electives, and 15 hours in College of Business and Administration courses. There are 15 hours of prerequisites in business software management related courses. In addition to satisfying general University criteria for admission into a graduate program, students wishing to enter this degree program must present an official record of scores on the GMAT taken within two years prior to request for admission. Students must score a minimum of 20 on the verbal portion of the GMAT and a minimum score of 22 on the quantitative portion of the GMAT. To qualify for admission, the student must earn 1000 or more based on the formula: $200 \times$ upper-level GPA plus the GMAT total score.

Students that do not meet the admission criteria must also submit three reference letters to the department advisor if they wish to be considered for admission under the departmental trial program.

Post-Baccalaureate Students An applicant with a bachelor's or master's degree from a regionally accredited institution may be admitted as a post-baccalaureate student. Post-baccalaureate students are admitted to extend teacher certification, to work toward a second bachelor's degree, or take courses to extend their areas of competency. The term post-baccalaureate student is not synonymous with graduate student.

An applicant seeking post-baccalaureate status is required to submit an official transcript from the institution where the bachelor's or master's degree was awarded.

To be eligible for graduate-level courses, a student must maintain a post-baccalaureate GPA of 3.0 or better. Grades earned in undergraduate and graduate-level courses will not be computed in the graduate grade point average if the student is later admitted to a graduate program at UNF.

Students who intend to earn a graduate degree after completing post-baccalaureate coursework must reapply for admission to a graduate program.

International Students Students who have attended colleges outside the United States will be considered for admission on the same basis as those who have attended colleges within the U.S.

Application and Fee Because of the special processing required for international students, applications must be submitted at least three months prior to the anticipated date of entry. The general deadlines are as follows: Fall — May 1; Spring — October 1; Summer — February 3. A \$20 (U.S. currency) non-refundable application fee must accompany the completed application form. The application fee must be in U.S. dollars.

Academic Records Applications must be supported by official academic credentials. Documents must be originals, bearing the seal of the institution and the signature of the registrar, or exact copies which have been legally certified. If the document is not recorded in English, a translation that is a literal and complete rendition of the original document is required. Records that cannot be evaluated by UNF must be submitted to an approved credential evaluation agency. For additional information contact the Office of Admissions.

Certification of Finances The University is required by immigration authorities to insure that sufficient financial resources are available prior to issuing the Certificate of Eligibility (Form I-20). The Certificate of Financial Responsibility form must be completed, signed by the sponsor, and verified by the sponsor's bank or financial institution.

English Proficiency A minimum score of 500 on the Test of English as a Foreign Language (TOEFL) is required, with the exception of students from countries where English is the only official language. The TOEFL must be taken prior to admission. For information on the TOEFL, write to: TOEFL,

Educational Testing Service, Princeton, N. J. 08541, U.S.A. The University's institutional code for the transmittal of test scores is 5490.

Health Information All international applicants are required to submit a statement from a physician attesting to the results of their physical examination. The health certificate is required prior to the issuance of the Form I-20. All international students must also submit proof of immunization against rubeola (measles) and rubella (German measles).

Health Insurance The University of North Florida requires international students to purchase health insurance in order to help pay for major medical expenses. Information about health insurance may be obtained from the Student Health Services Office, 620-2900.

Interinstitutional Transient Students* UNF cooperates in a program which enables graduate students to take advantage of special resources and programs available on another campus but not at their own institution, e.g., special course offerings, research opportunities, unique laboratories, overseas study programs and library collections.

Procedures and conditions of the program include:

1. The student, by mutual agreement of the sponsoring and hosting institutions, will receive a waiver of admission requirements, a waiver of the application fee with the hosting institution and a guarantee of acceptance of earned resident credits by the sponsoring institution.
2. The student must be recommended by the sponsoring dean, who will arrange the student's visit with the appropriate dean at the host institution.
3. The student will register at the host institution and pay tuition and registration fees according to fee schedules established at that institution.

4. Each university retains the right to accept or reject any student who wishes to study under its auspices.

5. Students will normally be limited to one term or for the duration of a special program at the university.

***Note to veterans:** Special conditions must be met by transient and non-matriculating students in order to be eligible for VA benefits. Consult the Office of Veterans Affairs at UNF.

Transient Students* A student in good standing at another approved collegiate institution may be admitted to UNF for one term to complete work to be transferred back to the student's home institution.

An applicant for transient status is required to submit either an official transcript or a letter of good standing from the registrar of the last college-level institution attended. The student must have a 2.0 or better GPA.

***Note to veterans:** Special conditions must be met by transient and non-matriculating students in order to be eligible for VA benefits. Consult the Office of Veterans Affairs at UNF.

Re-Admission Former UNF students in good standing who have not enrolled for three consecutive terms must file a Request for Re-Admission in the Office of Admissions at least six weeks before the term begins. Former students who were not in good standing, i.e. probation or suspension, must file the request 10 weeks before the term begins. Another application fee is not required unless the student intends to seek a degree and has not previously paid an application fee. Students who must re-apply are subject to any new admissions requirements and to the program requirements published in the catalog for the academic year in which they re-initiate enrollment at UNF.

Financial Information

Tuition and Student Fees

Financial Aid and Scholarships

Tuition and Student Fees

Florida Residency for Tuition Purposes

Tuition and fees at each institution of the State University System of Florida are set by the Florida Legislature upon recommendation by the Florida Board of Regents. These fees are assessed on the basis of residency, i.e., enrolling students are classified either as "Florida" or "non-Florida" students.

The following information is summarized from Florida statutes and policies approved by the Florida Board of Regents in establishing residency criteria. (240.1201 Florida Statutes and BOR Rule 60-7.05).

To qualify as a Florida resident for tuition purposes, students must:

Be a U.S. citizen, resident alien, parolee, Cuban national, Vietnamese refugee, or other refugee or asylee so designated by the U.S. Immigration and Naturalization Service,

and

Have established a legal residence in this state and maintained that legal residence for 12 months immediately prior to

the term in which they are seeking Florida resident classification. The student residence in Florida must be as a bona fide domiciliary rather than for the purpose of maintaining a mere temporary residence or abode incidental to enrollment in an institution of higher education, and should be demonstrated as indicated below (for dependent students, as defined by IRS regulations, a parent or guardian must qualify),

and

Submit the following documentation (or in the case of a dependent student, the parent must submit documentation) prior to the last day of registration for the term for which resident status is sought:

1. Documentation establishing legal residence in Florida (this document must be dated at least one year prior to the first day of classes of the term for which resident status is sought). The following documents will be considered in determining legal residence:

- a) Declaration of Domicile.
- b) Proof of purchase of a home in Florida in which a student resides.
- c) Proof that the student has maintained residence in the state for the preceding year.

2. Documentation establishing bona fide domicile in Florida which is not temporary or merely incidental to enrollment in a Florida institution of higher education. The following documents will be considered evidence of domicile even though no one of these criteria, if taken alone, will be considered as conclusive evidence of domicile:

- a) Declaration of Domicile.
 - b) Florida voter registration.
 - c) Florida vehicle registration.
 - d) Florida driver's license.
 - e) Proof of real estate ownership in Florida (i.e., deed, tax receipts).
 - f) A letter on company letterhead from an employer verifying permanent employment in Florida for the 12 consecutive months before classes begin.
 - g) Proof of membership in or affiliation with community or state organizations or significant connections to the state.
 - h) Proof of former domicile in Florida and maintenance of significant connections while absent.
 - i) Proof of reliance upon Florida sources of support.
 - j) Proof of admission to a licensed practicing profession in Florida.
 - k) Any other factors peculiar to the individual which tend to establish the necessary intent to make Florida a permanent home and that the individual is a bona fide Florida resident, including the age and general circumstances of the individual.
- 3.** No contrary evidence establishing residence elsewhere.
- 4.** Documentation of dependent/independent status (notarized copy of most recent IRS tax return).



Federal income tax returns filed by resident(s) of a state other than Florida disqualify such students for in-state tuition, unless

- a. the student's parents are divorced, separated or otherwise living apart and either parent is a legal resident of Florida,
or
- b. the student becomes a legal resident and is married to a person who has been a legal resident for the required 12-month period,
or
- c. the student is a member of the Armed Forces on active duty stationed in Florida, or a spouse or dependent,
or
- d. the student is a member of the Armed Forces on active duty assigned to the Naval Submarine Base, Kings Bay, Georgia or their spouse only,
or
- e. the student is a member of the full-time instructional or administrative staff of a state public school, community college or university in Florida, or a spouse or dependent,
or
- f. the student is a dependent and has lived five years with an adult relative who has established legal residence in Florida,
and

the student files a residence affidavit with the Office of Admissions.

The Office of Admissions reserves the right to require additional documentation in order to accurately determine the resident status of any student.

Note: Rent receipts, leases, employment records, tax returns and school/college records are not evidence of a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status.

Reclassification All requests for change of residency with supporting hard copy documentation should be submitted to the Registrar's Office within the deadline period noted in the University Calendar during registration for any term. Requests will be reviewed and approved if documentation meets SUS Florida residency requirements. If the reclassification request is denied, the student may file an appeal to the Fee Committee for a final decision.

Tuition and Student Fee Schedule Tuition fees have been established by the Board of Regents, approved by the Florida Legislature and subject to change without prior notice. Please contact the Office of Finance and Accounting at 620-2920 for current tuition information.

Application Fee (non-refundable; each applicant): \$20

Tuition Fees (per credit hour):

Graduate 5000, 6000 & 7000 level courses	Resident	Non-Resident
	\$118.36	\$389.10

Material Fee Assessed for certain art and photography courses. \$15

Laboratory Fee Assessed for certain science, health science, and nursing courses. \$15

Late Registration Fee Assessed for failure to register within prescribed periods. \$50

Late Payment Fee Assessed for failure to pay within prescribed periods. \$50

Returned Check Fee Payments made by check which are returned for any reason (i.e. insufficient funds, stop payment, account closed, etc.) will be assessed a service fee based on the following schedule:

\$25.00	If face value of check is \$.01 to \$50.00
\$30.00	If face value of check is \$50.01 to \$300.00
\$40.00	If face value of check exceeds \$300.00

Only one charge (late registration or late payment) will be assessed.

Identification Cards Students are required to purchase and carry a student identification card. In addition, the card serves as the basic platform for a campus multipurpose service card known as the OspreyCard. The OspreyCard is a library card, a long distance calling card and a membership card for students to access various campus services such as the computer lab, fitness center, pool, intramural sports, SGA and athletic events. Prepaid vending is available with the OspreyCard for off-line debit purchases of snacks, soft drinks and campus laundry facilities. The OspreyCard is also used when students elect to join the Osprey Dining Services' declining balance choice. Local merchants surrounding the campus offer discounts to students presenting the OspreyCard. The photo fee is payable at the Cashier's or ID Card Office. For more information and details call the ID Card Office at (904) 620-2878.

Parking Decal Fee Parking decals may be purchased by term or an annual permit may be purchased. The rates are:

	Annual	Per Term
Automobile		
Hanging decal:	\$60	\$25
Affixed decal:	\$50	\$20
Automobile Restricted (1st Level Garage)		
Hanging decal:	\$120	\$50
Affixed decal:	\$100	\$40
Motorcycle		
Affixed decal:	\$25	\$20

Transcript Fees Official transcripts and student copies of transcripts (unofficial) are \$5.00 per transcript. Students will receive two official copies free when they receive their baccalaureate and/or graduate degree.

Optional Student Pin Number for Registration Students desiring an alternative pin number for accessing the touchtone telephone registration system should contact the Registrar's Office. To receive a new pin number a student must come in person and present an appropriate picture identification.

Fee Payment All fees must be paid by mail or in person by the date listed in the University Calendar published in each term's Course Schedule Booklet. Failure to pay will result in registration cancellation, but not necessarily fee liability. A \$50 late payment will be assessed on all fees not paid in full by the date listed in the University Calendar.

A fee transaction, regardless of amount, confirms a student's intention to attend all courses for which he/she is still registered at the close of the drop/add period, and a grade will be assessed unless the student officially withdraws.

A fee payment check returned for any reason (i.e., insufficient funds, stop payment, account closed) does not cancel the student's fee liability.

Reinstatement of Registration Students whose registrations are cancelled because they failed to pay or pend their fees may apply for reinstatement by submitting a reinstatement petition to the Registrar's Office prior to the reinstatement deadline, which is usually the end of the fourth week of classes as noted in the University Calendar that appears in the Course Schedule Booklet each semester. A student must reinstate in all courses for which the student originally registered. If approval for reinstatement is granted, the student must pay all delinquent financial liabilities and will be charged a \$50 reinstatement fee.

Fee Refunds Full refunds will be made for each course dropped before the close of the drop/add period indicated in the University Calendar, which appears in the Course Schedule Booklet each semester. Students must drop courses in person or by the touchtone registration system. A full refund also will be made for University cancellation of courses or denial of a student's admission to a course. Courses dropped within this period will not appear on the student's transcript.

After the close of the drop/add period, students who must withdraw from a course or the University may request a 25 percent refund of their course fee of total fees paid (less building and capital improvement fees). This refund is dependent on the University's approval of a student's written notice of withdrawal from the course or the University. Such written notice must be made in person at the Registrar's Office by the date indicated in the University Calendar as the last day to receive a 25 percent refund. Written notice of withdrawal may be given by mail postmarked by the 25 percent refund deadline. This 25 percent refund applies only to fall, spring, and cross-term summer terms.

Fee Petitions To request a full refund after the drop/add period, a student may file a petition if the student meets one of the following conditions:

1. Student's involuntary call to active military duty.
2. Death of the student or a member of the student's immediate family (parent, spouse, child, sibling).
3. Incapacitating illness of such duration or severity, as confirmed in writing by a physician, that completion of the term is impossible.
4. Involuntary change in work hours.
5. Exceptional circumstances beyond student's control.

Note: Fee refunds generally cannot be granted because of a student's dissatisfaction with a professor.

To file a fee petition, a student, or someone acting for the student with the student's written authorization, must:

- (a) officially withdraw from the course(s) or the University;
- (b) complete a fee petition available in the Registrar's Office and attach written documentation supporting one of the conditions indicated above;
- (c) submit the fee petition with appropriate documentation to the Registrar's Office for processing at least two days prior to the weekly fee committee meeting.

Students have one academic year to file a fee petition. Petitioning for a refund is not a guarantee that a refund will be approved.

Financial Holds Failure to pay outstanding amounts due the University in a timely manner will result in a financial

hold being placed on the student's records and registration processing. A financial hold prohibits processing of requests for transcripts, withdrawal from class or classes, registration and/or reinstatement, enrollment verification or diplomas until the account is cleared by the Controller's Office.

Waiver of Tuition

State Employees State employees may have fees waived for up to six semester hours per term provided the courses receive approval of their supervisor, agency and department head. Persons registering must meet all posted deadlines and all requirements of UNF. Fees may not be waived for MAT 1033, dissertation, thesis, independent study, applied music, supervised research, supervised teaching, or internship. Persons using state employee fee waivers must register in person on the date(s) published in the official Course Schedule Booklet each term. Waiver forms will not be processed after the published date(s). Changes in payment status from fee paying to fee waiver status will not be permitted; and an audit indicating that this has been done may result in the fee waiver status being reverted to fee paying status, which may also result in a \$50 late payment fee being charged to the student. The original fee waiver form must be presented at the cashier's office for validation prior to the fee payment deadline. Waivers do not waive late registration or reinstatement fees.

Florida Residents over 60 Years of Age Waivers are available to Florida citizens over the age of 60. Citizens using these waivers are restricted to registering in certain courses on a space-available basis and must register for audit (seating privilege). Prior to registering, students must provide proof of age and residency and have their registration forms stamped at the Office of Admissions. Registration must be done in person on the date(s) published in the Course Schedule Booklet each term. No waivers will be processed after this date. Fee statements must be presented to the cashier's office for validation prior to the fee payment deadline. Failing to do so will result in a cancelled schedule.

Children of law enforcement officers and fire fighters who are unlawfully and intentionally killed while performing their duties. Florida statutes provide that the state shall pay certain educational expenses for the children of law enforcement officers and firefighters who are unlawfully and intentionally killed while performing their duties. Additionally, any dependent child of a Special Risk member of the Florida Retirement System may receive a full waiver of undergraduate fees at a state university if the Special Risk member was killed in the line of duty. Check for all registration and deadline information at the Registrar's Office, 620-2620.

Student Employment at UNF For the purpose of employment at the University of North Florida and in order to consider a student exempt from the payment of the Federal Insurance Contributions Act (FICA) percentage, the maximum hours that a graduate assistant may work is 20 hours a week and no more than 40 hours a pay period.

For the purpose of employment at the University of North Florida, a graduate student is defined as a degree-seeking student who is enrolled in a minimum of 6 credit hours of

graduate study in any semester where university employment is approved.

Any student not meeting the above criteria or not showing sufficient legal documentation approving exemption from FICA shall be required to have FICA deducted from all wages earned during the period of ineligibility. If a student's status changes from non-exempt to exempt from FICA, none of the FICA previously withheld shall be refunded.

Students interested in employment opportunities other than Federal Work Study are urged to refer to the job listing maintained by the Office of Human Resources and the Career Development Office, or to seek employment independently.

Student Financial Aid

Application Procedures The financial aid program at UNF is committed to serving all students. Its purpose is to provide financial assistance for students who would be unable to further their education without such support. Educational opportunities should not be limited by the financial resources of the students and their families, although the University expects students and/or their families to make a maximum effort to help with University expenses.

Through the Office of Student Financial Aid and Scholarships, UNF provides a comprehensive student financial aid program. All aid is based on individual need, educational costs and availability of funds. Awards may consist of scholarships, loans, grants and/or employment. Funds are limited; therefore, students are encouraged to complete their file by the April 1st priority date for early consideration. Applications after April 1st are considered on a funds-available basis only. Inquiries concerning financial aid should be directed to the Office of Financial Aid and Scholarships. To apply for aid, the following steps must be met:

1. Complete and process the Free Application for Federal Student Aid (FAFSA). This form may be picked up at any local high school guidance office, community college or university financial aid office.
2. If selected for verification, students will be required to provide copies of relevant Federal income tax returns (1040, 1040A, 1040EZ). Independent married students must provide spouse tax information. Other information may also be requested to meet federal verification regulation requirements.

Types of Financial Aid

Federal Perkins Loan Through a partnership between UNF and the federal government, Federal Perkins loans are made available to students who are United States citizens or eligible non-citizens who demonstrate financial need. Graduate and professional students may borrow up to \$5,000 per year. The maximum aggregate limit is \$30,000, including loans borrowed for undergraduate studies. These loans carry an interest rate of 5 percent for new borrowers with repayment beginning nine months after the applicant graduates or ceases to carry at least a half-time academic load.

Federal Work-Study The Federal Work-Study program is a federal program supported with matching funds from UNF. This employment program is designed to assist students by providing employment opportunities and work experience

while attending school. Students are paid an hourly rate on a bi-weekly basis. Students must demonstrate financial need.

Federal Stafford Loan Program A federal loan program supported with dollars from banks and other lending institutions is available to eligible students. There are two types of Federal Stafford Loans. The need-based "subsidized" Federal Stafford Loan and the non need-based "unsubsidized" Federal Stafford Loan.

Graduate students may borrow up to \$8,500 per academic year from the "subsidized" Federal Stafford Loan. The maximum aggregate limit is \$65,500. This aggregate limit includes any funds borrowed as an undergraduate from the "subsidized" Federal Stafford Loan Program.

Students who feel that it is necessary to borrow additional funds through the "unsubsidized" Federal Stafford Loan should contact the Office of Student Financial Aid and Scholarships for additional information.

Graduate Assistantships A limited number of graduate assistantships and fellowships are available to qualified students. Continuation of the awards is based on the student's satisfactory performance in both academic and assigned duties. Graduate students who wish to apply for assistantships should write to the chairperson of the department in which they plan to enroll. Graduate students must be enrolled in 9 credit hours for fall and spring or 6 credit hours for summer to be employed and classified as a graduate assistant.

University Student Loan The university student loan program is designed to assist students with special needs for tuition. All loans carry a small handling fee payable at the time of application. The amount of the loan is equal to direct tuition costs to a maximum of \$500. Loans are repayable within the academic term in which funds are borrowed. Loans not paid when due will result in a financial hold being placed on the student's record, plus a \$50 late payment. Application for tuition loans should be made as soon as possible during registration so that eligibility can be determined.

Non-Florida Tuition Waivers Non-Florida tuition may be waived for certain full-and part-time enrolled non-residents who have skills or abilities which will contribute to the academic environment of the University. UNF, as a young institution, attracts a great majority of its students from Northeast Florida. In an effort to create a diversified student body, the University actively seeks a limited number of students from outside this area. Non-resident students should contact the individual college to apply.

Appeals Procedure An appeal is a request for re-evaluation of your offer of financial assistance based upon changes in the circumstances reported on your application for financial aid. If you think some aspect of your financial situation was overlooked during the award process that would affect an evaluation of your need, you are entitled to an appeal. Appeal forms are available by contacting the Office of Student Financial Aid and Scholarships. Appeals of financial aid offers will be considered subject to federal, state and university regulations, as well as available funds.

Standards for Academic Progress Federal regulations require institutions to establish standards of

academic progress. In order to maintain eligibility for federal and state financial aid programs at UNF, students must adhere to the following standards:

Grade Point Average Grade point average is monitored by the Office of Student Financial Aid and Scholarships. Graduate students must maintain a 3.0 GPA to continue eligibility for financial aid programs.

Time Frame Graduate students receiving financial aid will be given six full-time semesters (or the equivalent) to attain a master's degree.

Hours Completed Students enrolled full-time (9 credit hours or more) must complete at least 7 hours per semester. Half-time graduate students enrolled in 6-8 hours must complete at least 5 hours per semester.

Satisfactory Academic Progress Status

The first time a student fails to meet any element of the criteria for satisfactory progress, the student is placed on warning; the second occurrence places the student on financial aid probation and the third will result in cancellation from financial aid at UNF. The satisfactory academic status will continue for the duration of enrollment at UNF.

Appeals Process Financial aid warning, probation, and cancellation will remain on the student's record unless overturned through the established appeals process. Students may file an appeal based upon any factor they consider relevant to their cancellation status. Appeals are reviewed based on extenuating circumstances. Such appeals will be reviewed by the Office of Student Financial Aid and Scholarships and forwarded to the University Appeals Committee when appropriate. A student's status is never overturned automatically; a satisfactory academic progress appeal must be initiated. Upon request, university-documented medical withdrawals are automatically reinstated.

Withdrawals and Incompletes Students who withdraw from courses after the drop/add period are not considered to be making satisfactory academic progress and may be required to repay a proportionate amount to financial aid programs. Students who officially withdraw from classes due to medical reasons, enter the military, or due to death in the family, in accordance with University policy, will not forfeit financial aid eligibility.

Withdrawals and incompletes are not considered completed courses. It is the responsibility of the student to provide information on changes made after the normal grading periods.

Scholarship Programs Students interested in scholarship information should contact the Office of Student Financial Aid and Scholarships at 620-2604.

Teacher Scholarship Loan Program The State of Florida has established a teacher scholarship loan program for the purpose of attracting capable and promising students to the teaching profession in areas of projected or critical teacher shortage as identified by the State Board of Education. Graduate applicants must be fully-admitted, full-time students in a teacher training program. Scholarship loans may be received for no more than two years and may not exceed \$4,000 per year. Students interested in this program should

contact the Office of Student Services, College of Education and Human Services, 620-2530.

Florida's State University System Grants-In-Aid for Graduate Students Scholarship This scholarship encourages black students to enter disciplines and professional programs in which blacks are under-represented. A variable number of \$4,500 grants are available each academic year.

Veterans Assistance - Certification The Office of Veterans Affairs is available to assist all veterans eligible for any of the educational benefit programs administered by the Veterans Administration. Students who believe that they are eligible for benefits may receive assistance in applying through this office.

The following programs are available:

Chapter 30 - Montgomery G.I. Bill

Chapter 31 - Vocational Rehabilitation

Chapter 32 - Veterans Educational Assistance Program

Chapter 35 - Dependents Educational Assistance Program

Chapter 1606 - Educational Assistance for the Selected Reserve

Students must expect a delay in receipt of benefits during their first term at UNF to allow for processing of forms at the regional level. Initial certification can be made for one semester during which time the student may be waiting for transcripts or test scores (e.g., GRE, SAT). However, students may not be certified for a second term until fully admitted into a graduate program.

Veterans who plan to attend UNF under any of the veterans training laws must contact the Office of Veterans Affairs. The office will assist veterans with completing all forms necessary for transferring and initiating educational benefits.

All degree programs at UNF are approved for VA purposes by the state approving agency for veterans training. The only non-degree programs currently approved for benefit payment are Teacher Certification and Paralegal Studies.

Certification of School Attendance The Office of Veterans Affairs certifies school attendance to the appropriate Veterans Administration Office.

Full-Time	9 or more hours
Three-Quarter	7-8
Half-Time	4-6
Less than Half-Time	1-3

Graduate students who enroll in 3000 or 4000 level courses may have their level of certification lowered as a result of enrollment in such courses.

To expedite processing of certification, students receiving VA education benefits must report to the veterans affairs office at UNF after registering for course work. Students are responsible for notifying the UNF veterans affairs office whenever their course load changes.

In order to be eligible for benefits, veterans must maintain the same academic and conduct standards expected of all UNF students. Students will be placed on unsatisfactory progress status and benefits will be suspended when the cumulative and term grade point average fall below 3.0 during the term following probation status. All veterans should consult the Office of Veterans Affairs for specific information about requirements for benefits. For further information call 620-2882.

Academic Policies and Regulations

William J. Wilson, Associate Vice President for Academic Affairs 620-2700

General Policies and Regulations

Each graduate student must have a planned degree program. A master's degree program must include a minimum of 30 hours (including thesis if required). At least 18 hours must be at the 6000 level.

The Doctor of Education in Educational Leadership, a planned program, consists of a minimum of 79 graduate credits while enrolled in the doctoral program. No more than 24 hours of dissertation credits may be used to satisfy this requirement.

Each graduate program will be administered through the office of the dean of the college offering that program, either by the dean or appointed designee.

Classification A student is considered a graduate student upon acceptance and enrollment in a graduate or provisional graduate program. Students admitted in a provisional or trial graduate program will be classified as conditional graduate students until satisfactory completion of the trial program.

Credit Validation Course work completed at UNF or elsewhere more than five years prior to the completion of a graduate-degree program or admission to candidacy for the doctoral degree may not be applied toward that program unless validated.

Course work which has exceeded the five-year limit may be validated by the program administrator according to the following procedures:

1. Specific application for validation of the course work should be made to the program administrator involved. The petition should include information pertinent to the course work.
2. The program administrator will review the request and either permit or deny validation. The decision may be reached through testing or any other procedures the program administrator determines appropriate.

Credit Transfers With approval of the program administrator and appropriate college program committee, up to 6 semester hours of course work may be transferred from another approved institution and applied toward the first 30 hours of the graduate program according to the following provisions:

1. The course(s) must have been earned with grade(s) of 3.0 (B) or above.
2. Course work is subject to the time limits applicable to a



graduate degree.

3. Course work may not be applied toward the 18 hour minimum of 6000-level work required for all master's degrees.
4. The course(s) must fit the student's planned program.
5. The institution(s) where the courses were completed must be accredited by the Regional Accrediting Agency for master's level work.
6. Correspondence courses and courses included in a completed degree program are not applicable toward graduate degrees.

A maximum of 10 hours completed at UNF in other than a graduate degree status may be transferred to a graduate-degree program. In order for the course work to be included in a degree program, the appropriate program administrator must recommend to the Registrar's Office the inclusion of the work. If 10 hours of non-degree work are transferred to a degree program, no additional hours may be transferred from either

UNF or another accredited institution. **The hours will be treated as transfer credits and not calculated in the graduate grade point average.**

Non-Degree/Non-Admitted Students

Permission to take graduate level courses prior to official admission to the University of North Florida as a graduate student must be granted by the program administrator or the college dean. Authorization to take graduate courses does not guarantee graduate admission or inclusion of this course work in a graduate degree program.

Credits All credits are expressed in semester hours. All courses taken at UNF are considered residence credit.

Course Designations The catalog number for all courses is the number developed by the Statewide Common Course Numbering System. These designations have been developed by faculty task forces to facilitate the transfer process for students with equated courses from public institutions within Florida.

Courses are identified with an alphabetic and numeric coding system. The alphabetic abbreviation identifies the course content, and the numbers have the following meaning:

- 1000 and 2000 series—freshman- or sophomore-level courses.
- 3000 and 4000 series—junior- or senior-level courses.
- 5000 series—beginning graduate-level courses.
- 6000 series—graduate-level courses.
- 7000 series—doctoral-level courses.

Academic Load The maximum course load for a full-time graduate student is 15 hours. Exceptions to this policy require written approval of the administrator of the graduate-degree program being pursued.

A graduate student is considered to be a full-time student when enrolled for nine or more hours in a given term.

Certain assistance programs such as financial aid and veterans administration programs require minimum loads or other requirements for eligibility. For additional information on financial aid and veterans administration programs, refer to the Financial Information section of the catalog.

Transient Enrollment A transient student is a student in good standing at another approved postsecondary institution who is not seeking a degree at the University of North Florida, but who wishes to enroll at UNF for one term and transfer credit back to their home institution.

Concurrent Enrollment Concurrent enrollment refers to a University of North Florida degree-seeking student who wishes to earn credit at another approved postsecondary institution for transfer into a UNF degree program. Concurrent enrollment requires prior written approval by an appropriate UNF advisor.

Adding, Dropping and Withdrawing Students may add and/or drop courses from the first day of registration through the final day of the drop/add period (usually the first week of classes; see the University Calendar in the appropriate Course Schedule Booklet). Courses dropped during this period will not appear on the student's transcript. Students may withdraw from courses or the University after the drop/add period and before the last day to withdraw; however, these courses will appear on the student's transcript.

Dropping and Adding Courses Students should exercise care in registration to avoid the necessity of schedule changes after classes have begun. During a registration period, through the last day of drop/add, classes may be added to or dropped from a student's schedule. Adds and drops may be completed either by telephone registration or in person at the Registrar's Office. Courses officially dropped during the drop/add period will not be entered on a student's permanent record, and a 100% refund will be generated for dropped courses. UNF students are not allowed to add or drop a course after the drop/add period unless there are unusual circumstances clearly beyond the student's control. When such cases exist, the student should petition, supported by the proper documentation, at the Registrar's Office or a late add or drop. A final grade of F is assigned if a student discontinues attendance in a course without officially dropping or withdrawing from a course.

Withdrawals A student may withdraw from a course or the University after the end of the drop/add period through the "Last day to withdraw" (See the University Calendar in the appropriate Course Schedule Booklet). The student must complete an official withdrawal request by this deadline in the Registrar's Office or send a letter postmarked no later than the deadline. A grade of W will be assigned upon completion of the withdrawal request process, but no refund is generated. If a student stops attending without officially withdrawing, a final grade of F is assigned.

Late Withdrawals After the withdrawal deadline a student may petition for late withdrawal if there are *unusual circumstances clearly beyond the student's control*. The dean (or designee) of the student's major college has final approval/disapproval authority. The course instructor does not approve or disapprove the withdrawal, but only assigns a grade of WP or WF. The instructor may recommend an action or write an explanation of the applicable circumstances. This policy does not mean that a student has the right to withdraw from a course after the official withdrawal deadline simply because he/she has a passing grade at the time.

Grading System

Grades

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

D 1.0

F and WF 0.0 (calculated in GPA)

X, I, P, W, WP 0.0 (not calculated in GPA)

X - Audit: Students must indicate *at the time of registration* that they wish to audit the course rather than register for credit. *Any change from credit to audit or vice-versa must be made before the close of drop/add.* Fees for audit classes are the same as enrolling for credit classes and are nonrefundable.

I - Incomplete: At the instructor's discretion, students who have not completed required work in a course by the end of the term may be assigned a grade of I. In order for an I to be assigned, the student must have completed a substantial portion (at least a majority) of the course with a passing grade. Until removed, the I is not computed in the grade point average. The time limit for removing the I is set by the instructor of the course. This time limit, however, may not exceed one-calendar year or graduation, whichever comes first. The time limit applies whether the student is in residence or not.

An I will be changed to a final evaluative grade (one that is used in calculating GPAs) at the time the student completes the required work. **Students may not register for courses in which incomplete grades have been received.** Any I grade not removed by the end of the time limit will be changed to a final grade to be determined by the instructor. This grade will be used to calculate the student's cumulative GPA. If no final grade is issued, the I will change to an F, which will be calculated in the grade point average.

Veterans and other eligible persons should contact the Office of Veterans Affairs concerning the effect of incomplete or failing grades upon certification.

NR - No Record: Assigned when grades for an entire class are not submitted by the processing deadline. The NR will remain on record until changed by the instructor.

P - Passing: Indicates passing grade for the employment experience in the Cooperative Education Program and, at the discretion of the College and departments, for thesis, dissertation, independent study, practicum and/or internship courses. Passing grades are not calculated in the grade point average.

W - Withdrawn: Indicates a student has officially withdrawn from a course before the established deadline.

WP - Indicates a student has successfully petitioned to withdraw from a course after the official deadline and was making satisfactory progress at the time.

WF - Indicates a student has successfully petitioned to withdraw from a course after the official deadline and was not making satisfactory progress at the time.

Academic Average (Grade Point Average) The sum of grade points earned is divided by the number of UNF hours attempted (except those hours with grades of X, I, P, NR, W,

WP, and graduate courses earned while an undergraduate). The resulting quotient is the grade point average (GPA).

Example:

Course	Grade	Grade Points	x	No. of Credits	= Total Pts.
PCO 6056	A-	3.7		4	14.8
PCO 6317C	B	3.0		4	12.0
PCO 6869	B+	3.3		3	9.9
PCO 6935	A	4.0		3	12.0
				14	48.7

48.7 grade points divided by 14 credits attempted equals 3.478 GPA

NOTE: Graduate students may not use grade or term forgiveness.

The graduate average of a student will be computed over all course work taken at UNF as a graduate student, regardless of the level of the course. Grades earned while the student is in any status other than graduate (non-degree, special, post-baccalaureate, undergraduate) will not be calculated in the graduate grade point average.

Permission to take graduate level courses prior to official admission to the University of North Florida as a graduate student must be granted by the program administrator or college dean. Authorization to take graduate courses does not guarantee admission or inclusion of this course work into a graduate degree program.

A maximum of 10 hours of work taken at UNF which is both pre-graduate and post-baccalaureate may be carried into the first 30 hours of a graduate program upon approval of the program administrator or college dean. Such work requires a grade of B or better and **will not be applied toward the graduate grade point average.**

Academic Progress Graduate students are expected to maintain at least a 3.0 average, and no student may be awarded a master's degree unless the graduate average is B or higher. Graduate students who fail to maintain a B average overall and those students receiving grades of C in three or more courses will be placed on a probationary status. Students who have been placed on probationary status and who subsequently earn a grade of C or below may continue only with the approval of the appropriate dean.

Suspension of VA Benefits - Unsatisfactory Progress Graduate students receiving Department of Veterans Affairs education benefits will be placed on unsatisfactory progress and benefits will be suspended when their graduate grade point average falls below 3.0 during the term following probation status.

Grade Reporting At the close of each term, the student will receive a copy of grades earned.

Transcripts will be sent by the Registrar's Office only upon written request from the student. Official transcripts will be provided in a sealed envelope directly to the student or an agency or institution authorized by the student to obtain the transcript. The envelope is marked "Unofficial if opened prior to delivery."

Graduation Requirements for Master's Degree

Graduation from the University with a master's degree is awarded upon satisfactory completion of the following minimum requirements:

- 1. Application.** By the deadline date.
- 2. Faculty recommendation.** Each candidate must be recommended for the degree by the appropriate college faculty.
- 3. Total Hours.** The planned program must contain at least 30 semester hours.
- 4. Graduate Course (6000-level) Hours.** At least 18 hours of course work applied toward a graduate degree must be numbered 6000.
- 5. Residence Hours.** Twenty-four hours must be completed at UNF while a graduate student.
- 6. Time Limit.** Courses completed more than five years prior to the completion of the graduate degree may be applied toward that program only if validated.
- 7. Credit by Examination.** Credits applicable toward a graduate degree may be obtained for a graduate course (6000-level) only by enrolling in and successfully completing that course. Since a graduate degree program is more than simply a prescription of courses, no course work credited by process of examination alone may be applied toward a graduate degree.
- 8. Academic Average.** The overall graduate average must be 3.0 (B) or above.
- 9. Average for 6000-Level Courses.** The course work numbered 6000 applied toward a graduate-degree program must be completed with a 3.0 (B) average.
- 10. Grades for Other Courses.** No course numbered below 5000 with a grade of less than B may be applied toward a graduate-degree program.
- 11. Grades of Less Than C.** No course with a grade of less than C may be applied toward a graduate-degree program.
- 12. Minimum Grade Total.** No more than three courses with grades of C may be applied toward a graduate-degree program.
- 13. Final Requirement.** Satisfactory completion of all culminating requirements, (exclusive of scheduled classes), whether thesis, non-thesis project, or final Master's examination, no later than one week before commencement.
- 14. Thesis Requirement.** A student submitting a thesis as part of the requirements for a Masters degree must satisfy all department and college requirements. At least one copy of the thesis will be delivered to the Dean of Graduate Studies at least one week prior to commencement, accompanied by a signed Certificate of Approval page and a copy of the receipt of payment of binding

fees from the library. If the thesis is acceptable, the Certificate of Approval page will be signed by the Dean and all the material returned to the department within five days. The department then will be responsible for delivering the necessary material to the library. No student will be certified for graduation without a completed Certificate of Approval on file.

15. Payment of all financial obligations to the University.

All requirements stated in this section are minimums and are not meant to limit the degree program for any student

Graduation Requirements for the Ed.D. in Educational Leadership

A student submitting a dissertation as part of the requirements for the Ed.D. in Educational Leadership must satisfy all college requirements. At least one copy of the dissertation, accompanied by a signed Certificate of Approval page, a copy of the receipt of payment of binding fees from the library, and a completed Report on Dissertation and Final Examination, will be delivered to the Dean of Graduate Studies at least ten days prior to commencement. If the dissertation is acceptable, the Certificate of Approval page will be signed by the Dean and all material returned to the college within seven days. The college then will be responsible for delivering the necessary material to the library. No student will be certified for graduation without a completed Certificate of Approval on file.

All requirements stated in this section are minimums and are not meant to limit the degree program for any student.

Graduation Time Limits Students must submit a formal graduation application to the Registrar's Office by the deadline date listed in the University Calendar published in the appropriate Course Schedule Booklet each term.

All work required for a degree must have been completed and certification of completion posted in the UNF student record system prior to the scheduled meeting of the college faculty voting on the candidates for degrees. For all course work completed at institutions other than UNF, official transcripts are the only acceptable certification of completion. In order for applicable transcripts to be posted prior to the UNF certification deadline in a given term, they must be received by the Office of Admissions on or before the last day of UNF final examinations for that term. Students who intend to complete course work at another institution to satisfy UNF degree requirements must obtain written approval and complete the courses prior to the term in which they intend to graduate to ensure sufficient time to process the transcript.

Course work completed at UNF or elsewhere more than five years prior to the completion of a master's degree program or five years prior to candidacy for the doctoral degree may not be applied toward that program unless validated. Course work which has exceeded the five-year limit may be validated by the administrator of the degree program involved. Procedures for validation are explained under Credit Validation in this section.

18 Academic Policies and Regulations

Second Master's Degree A planned program consisting of at least 24 hours is necessary for a second master's degree. Included in this program must be a minimum of 18 hours completed at UNF while a graduate student. All other graduate policies apply to the second master's program. The application for graduation must indicate both degrees.

Academic Responsibilities of Members of the University Community Members of the University community are expected to be familiar with requirements outlined in this catalog and all official dates specified in the official University Calendar, which is published in the Course Schedule Booklet each term.

In addition, both instructor and students are responsible for ensuring that all members of the community maintain high standards of integrity.

Class Attendance The University has no policy regarding the number of classes a student must attend to receive full academic credit for a course. Rather, class attendance and participation is a responsibility shared jointly by the instructor and student. While it is the obligation of the instructor to inform the student of academic requirements in a course, it is their joint responsibility to fulfill these requirements. Certain courses may require the presence of students at class meetings, laboratory meetings, music sessions, etc.

Academic Integrity The University places high priority on and strives to uphold the highest standards of academic integrity while protecting the rights of students and faculty.

Should any instructor find evidence of cheating, plagiarism or other inappropriate assistance in work presented by a student, the instructor should inform the student of the action to be taken. Any student who becomes aware of misconduct related to academic integrity should inform the instructor or other proper authority.

Right of Appeal All members of the University community are entitled to fair and equitable procedures. Any member who believes that actions of other members are not equitable has the right of appeal. A student who feels that a University policy imposes an undue hardship may submit through the Registrar's Office a petition requesting waiver of the specific policy. The student will be informed in writing of the results of the appeal.

Student appeals relating to individual courses shall be limited to a period of one year from the date the award is given of any grade (except "Incomplete") for the course in question. Guidelines for grade appeals are available in the Registrar's Office.

Members of the community who feel that they have not been accorded rights under the Civil Rights Act of 1964 or Title IX of the Higher Education Amendments of 1972 may submit inquiries to the director of equal opportunity programs, Room 2515, J.J. Daniel Hall, 620-2507.

Release of Student Academic Information

Students, upon written request, may review their own academic record. This review is subject to guidelines outlined by University and Board of Regents policy and provisions of the Family Educational Rights and Privacy Act of 1974 as amended. Copies of the University's policy regarding record access are available in the Registrar's Office.

a) Education records or personally identifiable information contained in student records shall be released or open for inspection only to the student or parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954. "Personally Identifiable" means that the data or information includes the name of the student, the student's parent, or other family member, the address of the student, a personal identifier such as the student's social security number or a student number, a list of personal characteristics which would make the student's identity easily traceable or other information which would make the student's identity traceable.

"Education records" means those records which are maintained by the University and employees/agents of the University which contain educational information directly related to a student. "Record" includes any information or data recorded in any medium, including but not limited to handwriting, print, tapes, film, microfilm and microfiche. "Agents" means any individual who, pursuant to express or implied authorization, represents and acts for the University.

The custodian of the records shall require the student, or parents of the student when applicable, requesting access to or release of the records to present proper identification such as a valid driver's license or passport. The request must be in writing and signed by the person seeking access or release. A copy of the request for access or release shall be retained in the student's file. The custodian shall have 30 days in which to comply with the request. When the record includes information on more than one student, the custodian shall release or permit access to only that part of the record which relates to the student who is the subject of the request. Students requesting the release of personally identifiable information contained in the student's records to others must provide the custodian of such records with a signed, written request specifying the information to be released, the purpose(s) for such release, and the person or organization to whom such information shall be released. A copy of all requests for access and release shall be retained by the custodian of the records.

b) "Student" is defined as an individual who is registered for an on or off campus program leading to the award of academic credit from the University. While this definition applies specifically to credit students, the University's policy is to exercise good judgment in protecting all records of individuals participating in University sponsored programs.

c) The University may disclose identifiable information from student educational records without student consent as follows:

1. Officials and faculty of the University or other State of Florida school officials who have a legitimate educational interest in the information.
2. Officials of other schools in which the student seeks to enroll.
3. Federal, state, local, and independent agencies and representatives as authorized by federal and state law who have a legitimate educational interest in the information.
4. Officials presenting a judicial order or lawfully issued subpoena.
5. Appropriate parties in a health or safety emergency.
6. Parents or legal guardian of a dependent student as defined in Section 152 of the Internal Revenue Code of 1974, after presenting proof of student dependency.

Additionally, because of the University's commitment to continue improvement of educational services, the Registrar's Office will furnish copies of transcripts to the student's previously attended institutions for use in ongoing programs of research and improvement at these institutions. Grade information will also be made available for studies conducted to improve academic quality within public higher education in Florida. These policies are appropriate under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended.

d) Right to Waive Access to Letters of Recommendation: Students have the right to waive their access to letters of recommendation and other confidential statements. Such waivers are not required as a condition of admission, the receipt of financial aid or receipt of any other benefits.

Right to Explanation and Interpretation

a) Current and former students are entitled to a response from the University to reasonable requests for explanation and interpretation of their records and to an opportunity for a hearing to challenge the contents of their educational records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained, and to insert into such records a written explanation by the student regarding the content of such records. The University will attempt to settle a dispute with the student regarding the content of the student's educational records through informal meetings with the student.

b) Any challenge to a student's record that cannot be resolved in the office maintaining the record shall be processed through the student grievance procedure. Student grievance procedures may be obtained from the Office of the Vice President for Student Affairs in Founders Hall and the Registrar's Office.

c) If, as a result of a hearing, the University decides that the information is not accurate, is misleading, or is otherwise in

violation of the privacy of other rights of the student, it shall inform the student of the right to place in the educational record of the student a statement commenting upon the information in the educational record and/or setting forth any reasons for disagreeing with the decision of the institution. (Specific authority 228.093, 240.227(1), 240.237 Florida Statute. Law implemented 228.093, 240.237 Florida Statute).

Right to Request Copies and Copy Fees

The University reserves the right to deny a request for copies of educational records made by a student or eligible parent when there is a financial obligation to the University which has not been satisfied and when there is an unresolved disciplinary action pending against the student.

The University will charge the following fees for furnishing copies of student records and reports or any material included therein:

a) Copies of official and unofficial UNF transcripts: There is a \$5 charge per transcript, but the University may charge actual administrative costs incurred for search, retrieval, and mailing. Transcripts from previous educational institutions or standardized test scores must be requested from that institution or testing agency.

b) Copies of all other educational records: \$.15 per page for copying plus any administrative costs incurred for search, retrieval, and mailing.

Requests for copies of educational records should be submitted in writing to the Registrar's Office in Founders Hall. Other student record information regarding health, law enforcement, finance, pre-attendance, employment, housing, disciplinary, personal non-academic counseling and international student records should be made directly to the appropriate offices. Picture identification is required when picking up copies of information related to student records. If someone other than the student is picking up this information, written authorization from the student and picture identification are required.

Custodian of Records Different types of students' records are kept by various offices at the University of North Florida as indicated below. The right to inspect and review records, in accordance with University policy and state and federal regulations, may be exercised by presenting a written request to the appropriate custodian:

Student Health/Medical: Office of Student Health Services

Student Services: Office of Student Affairs

Student Disciplinary: Office of Student Affairs

Educational Records: Registrar's Office

Non-Academic Counseling Records: Office of Student Affairs

Financial Aid Records: Office of Financial Aid

Student Placement Records: Office of Student Placement

Athletes: Athletic Office

Directory Information In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as

amended, commonly known as the Buckley Amendment, the University of North Florida defines public or "directory information" as the following:

"Name, address, telephone number, place of birth, dates of attendance, admitted College, program of study, degree(s) and awards received, full-time or part-time status, classification (e.g. freshman, sophomore, junior, or senior), participation in officially recognized activities and sports, height and weight of members of athletic teams, gender, previous institutions attended, and photographs."

Directory information, as defined by the University of North Florida, may be released at the University's discretion, without the student's written consent unless a request for nondisclosure has been received by the Registrar's Office by the end of the first scheduled week of classes as noted in the University Calendar. Nondisclosure shall remain in effect until the student gives written request to remove said nondisclosure to the Registrar's Office. Forms are available at the Registrar's Office.

Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A nondisclosure request will prevent the University from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e., student directory), nominations for scholarships or national dean's lists, and other such requests for directory information.

Graduate Council The Graduate Council has been established by the Faculty Association of the University as the governing structure which is vested with the responsibility for the formation and enforcement of policies and procedures and abides by all rules and regulations of the Faculty Association. The Council works to ensure the adoption of University-wide standards that are required for high-quality graduate education. The Council performs a significant role in the planning, approval and review of all new graduate programs, and the review of changes to current programs. As the principal

review and recommending body for graduate programs, policies enacted by the Graduate Council and approved by the Graduate Dean are subject to the final review and approval of the Vice President for Academic Affairs and the President.

The Dean of Graduate Studies serves as Chair of the Graduate Council. In cooperation with the colleges, the Council is responsible for setting graduate standards, providing for the continuous monitoring of standards, developing new policies and procedures as they are needed, reviewing existing policies, and providing assurance of University-wide compliance with all graduate standards.

Graduate Council Committee Members

William J. Wilson, Chair

(Academic Affairs)

Simin Vaghefi

(College of Health)

Yiping Wan

(College of Education and Human Services)

Forrest Layne Wallace

(College of Computing Services and Engineering)

William Caldwell

(At Large Member)

Reza Vaghefi

(College of Business Administration)

Nancy Levine

(College of Arts and Sciences)

Sam Kimball

(At Large Member)

Andrew Farkas, ex officio

(Library)

Fran D'Avanzo-Schrader, ex officio

(Registrar)

Chris Rasche, ex officio

(President, Faculty Association)

Academic Support Services

Academic Advisement

General Students must have an official program of study filed with the advisement office of the college of their choice. Students should meet with an advisor concerning their programs as early as possible.

Bookstore The UNF Bookstore, a contractor operation, provides an on-campus source for academic supplies, books and other materials, as well as certain convenience items for students, faculty and staff. Offering a well-rounded line of merchandise including computer software at educational prices, the bookstore also provides check cashing, continuous book buy-back, special ordering of books, vending machine refunds and all graduation paraphernalia. In addition to daytime operation, the bookstore is open certain evenings for the convenience of night students. The bookstore is open from 8:30 a.m. to 8:00 p.m. Monday through Thursday for the first two weeks of the beginning of each term. Hours are subject to change and are posted. For information, call 620-2665.



Computing Services

The Department of Computing Services, located in the John E. Mathews, Jr. Computer and Information Sciences Building, provides computer, networking, and information technology support to the academic and administrative communities of UNF. The department provides students and faculty with technical assistance in the use of computing equipment and systems.

The majority of computing equipment used for instruction and research resides in the Computer Center, which is located on the first and second floors of the Mathews Building. General-purpose microcomputer facilities are located in the Student Computer Lab on the second floor and include IBM-compatible and Macintosh computers. The IBM-compatible microcomputers are connected to two 100-node Novell local area networks. Two microcomputer classrooms are located on the first floor and can be reserved for instructional use. The first classroom contains IBM microcomputers connected to

the Novell network. The second classroom contains Macintosh systems.

The department manages two Dec/Alpha 2100 Unix-based processors and a Dec/Alpha 2100 Microsoft NT-based server. Dial-up access to these systems is available at speeds up to 28.8 bits per second.

The department also manages a Center for Instruction, Research and Technology (CIRT). This center provides ongoing "hands-on" assistance with identification, evaluation, acquisition, planning, use and/or development of technological tools. There is a primary focus on Faculty/Staff delivery of instructional services to students and research services to the community.

The University does a large portion of its administrative data processing at the Northeast Regional Data Center, located at the University of Florida. Access to other computing facilities throughout the state is provided via the State University System network and the Florida Information Resource Network (FIRN). UNF is a member of the Internet global information network.

The software available on these systems is extensive and sufficiently diverse to serve the complex needs of a university environment. For more information, call (904) 620-2820, or send electronic mail to help@unf.edu.

The Office of Veterans Affairs and Military Programs

The Office of Veterans Affairs and Military Programs is available to assist military personnel and dependents, and veterans eligible for any of the educational benefit programs administered by the Veterans Administration. Currently, there are five VA Educational Assistance programs: the Montgomery GI Bill, Vocational Rehabilitation, Veterans Educational Assistance Program (VEAP), Dependents Educational Assistance, and Educational Assistance for the Selected Reserve. For additional information on these programs, refer to the Financial Information section of the catalog.

The office provides the following services:

- Evaluation of military training courses
- VA educational benefits counseling
- Certification of enrollment for educational benefits
- Determination of continued eligibility by academic progress and/or changes in course load
- Documentation and program of studies for degree completion programs
- Liaison with military and veteran students, and the Veterans Administration

For additional information, contact the Office of Veterans Affairs and Military Programs at 620-2882.

Thomas G. Carpenter Library The UNF library, named in honor of the University's first president, is a full-service, technologically supported library and information center with the primary mission of supporting the University's academic programs. This community resource, serving UNF students, faculty and adult researchers in the northeast region of Florida, houses a collection of almost 650,000 resources including books, periodicals, maps, federal and state government documents, films, slides, audio and visual cassettes, records, compact discs, curriculum materials and more than 1,000,000 microform pieces and other related material. Staffed with 19 library faculty and 26 support personnel, the library maintains an innovative outlook as it provides the services common to a large research library, including reference and information services, interlibrary loans, online search services, CD-ROM databases, archives and special collections, and photoduplication facilities. Additional services include listening and viewing facilities for nonprint materials in the Media Resources Department and microfilm reader/printers for use with the microform collections.

The design and construction of the library facility, completed in 1980, were based on users' needs. It has a seating capacity of 800, and is equipped with individual conference and group study rooms, study carrels, an atrium lounge and a drive-up book return.

The library functions within an automated and user-oriented environment. It is linked to various computerized networks and cataloging utilities (OCLC/SOLINET, RLIN) which

provide access to more than 28 million bibliographic records and holdings of affiliated libraries and networks nationwide. Through the Florida Center for Library Automation (FCLA), the library maintains an online catalog, LUIS, using the NOTIS system, which provides rapid and up-to-date access searching 95 percent of the library's collections, and the more than 7 million MARC holdings records of the other eight libraries in the State University System (SUS). The online catalog may be searched both in-library and through remote access. The combined advantage of these networks offers rapid identification and access to materials available in the UNF library or through local, national, and international interlibrary loan channels. The library is able to provide custom searches and subject bibliographies for periodical and other selected literature within most academic disciplines through Dialog and other computer accesses.

Except for holidays and semester breaks, the library is open seven days per week for a total of 88 hours. The operating schedule for the library and its individual units is posted at entrances, and copies are available at the circulation desk. For information call 620-2616.

Division of Sponsored Research and Training

From its inception, the University of North Florida faculty and staff have been active in the search for new knowledge and engaged in collaborative initiatives that respond to regional and national needs and priorities in creative and positive ways. Faculty are encouraged to pursue basic and applied research activities and to involve students in research and training projects supported by public and private granting agencies. Through these activities, the University of North Florida faculty enhance the university's instructional program while concomitantly applying their skills and expertise to address contemporary issues and problems.

The Division of Sponsored Research and Training is the central coordinating unit for grants and contracts at the University of North Florida. This includes planning, organizing, and administering a university-wide program for research and other projects that are funded by external organizations and agencies. All proposals for which outside support is sought must be transmitted through the Division of Sponsored Research and Training. The Division has five areas of responsibility: (1) to serve as the university liaison with external funding agencies; (2) to provide an array of information and support services to the university community including the identification of funding opportunities and acquisition of application materials; (3) to facilitate and coordinate the preparation and submission of proposals on behalf of the university by providing advice and assistance to faculty and staff in developing proposals; (4) to negotiate terms and conditions of acceptance with funding agencies; and (5) to provide financial and programmatic administration for awarded contracts and grants. For additional information, call 620-2455.

Student Affairs and Student Services

Roland E. Buck, Vice President for Student Affairs
(904) 620-2600 (Voice and TDD)

Campus Life Students attending the University of North Florida enjoy a collegiate experience unique in many ways.

UNF students often point to the beautiful, natural look of the 1,000-acre, residential campus as one of the many reasons they selected UNF and as a source of everyday enjoyment while they pursue their studies. The campus core features abundant greenery and a series of small lakes nestled between student



housing and academic and administrative buildings. The campus is conveniently designed and is encircled by 850 acres of undeveloped grounds. Its natural spaciousness provides students with a sense of openness and tranquility as well as ample room for a wide variety of formal and informal recreational opportunities. Nearly ten percent of the 11,000-member student body lives on campus and consider their collegiate neighborhood to be one of the most beautiful anywhere.

Also guaranteeing a unique experience for students who choose UNF is the increasing diversity of its student body. It is non-traditional when compared to most college campuses in terms of its significant ratio of part-time to full-time students, its wide range of ages and the great percentage of students who hold full-time jobs while pursuing UNF degrees. Students are exposed to a broad variety of interna-

tional origins, ethnic backgrounds, personal interests, career choices and life-styles. This diversity has resulted in a generous selection of campus clubs for students to join and recreational options and activities from which to choose.

While welcoming increasing diversity, UNF continues to pride itself on its ability to balance growth and change with continued emphasis on the individuality of students by faculty and staff. Diversity also is present in the curriculum, as is the ability to be responsive with academic programs addressing constantly changing economic and social needs.

Campus Regulations

Members of the University community — faculty, staff and students — are governed by campus regulations which include the Model Bill of Rights and Responsibilities developed by the Carnegie Commission on Higher Education. Other codes for campus behavior are the Student Conduct Code, Alcohol and Drug Policy, and Academic Integrity Code. All are basic statements expressing the spirit of expectations from members of the University

community, both in and outside of UNF's classrooms.

Resident students are governed by additional policies, most of which are outlined in the *Guide to Campus Living*. Copies of these documents are available in the Office of the Vice President for Student Affairs.

Academic Assistance The Academic Resource Center offers assistance in reading, writing, mathematics, business, accounting, science and study skills. Full-time instructors in reading and writing provide both small-group and individual instruction. Part-time peer tutors give assistance in a variety of course offerings. In addition, students may use self-help audio and video tapes in areas of mathematics and study skills in the Center. The Center is located in Founders Hall, Room 2140, at (904) 620-2766.

Program Offerings:

College Writing Program An instructor or peer tutor can discuss topics, content, or organization before writing or assess the strengths and weaknesses of completed work. Explanations and practice exercises are available to reinforce necessary skills.

Annual Writing Contest All currently enrolled UNF students may enter this contest. Bring short fiction, poetry, or essays to the Center any time between October 17 and March 13. (Pick up entry forms and instructions in the office.) First and second place entries in the undergraduate and graduate sections will appear in a Center publication.

Study Skills Seminar Study Skills Seminars are offered each term. They are designed to help students master essential skills, e.g., time management, note taking, textbook reading, memory improvement, and test taking. Students should come to the Center for registration and additional information.

College Reading Program Reading comprehension can be improved by working independently on an especially prescribed program. Students should make an appointment with the reading instructor for a diagnostic reading test. Then, the instructor will develop a prescriptive program to improve comprehension.

Tutorial Assistance Program Qualified peer tutors will work with students on a small-group basis in selected courses. Appointments are necessary for some subjects. To pick up a schedule, visit the Center.

The Arts: Performing and Attending (Fine Arts, Visual Arts, etc.) For students interested in performing in a musical organization, UNF has the concert choir, concert band, string ensemble, jazz ensembles, jazz combos, and percussion and various woodwind and brasswind ensembles, and a pep band. Faculty and student artists and groups present concerts almost weekly. In addition, several concerts featuring internationally known musicians and musical groups occur each year on campus. For more information, contact the Music Department at (904) 620-2960.

UNF also occasionally sponsors theatrical productions, which contribute to the quality of the University's cultural climate.

University Gallery The University Gallery, located on the first floor of Founders Hall (Building Two), presents a variety of exhibits throughout the year, including the Visual Arts Faculty Show, the Graduating Senior Show, the Annual Juried Student Show, as well as exhibitions, lectures, and musical performances by artists of regional and national renown. For more information call 620-2534.

Athletics: Intercollegiate The University of North Florida athletic program is a member of the National Collegiate Athletic Association (NCAA) Division II and is in its first year of competition in the Peach Belt Athletic Conference following four years of participation in the Sunshine State Conference. The men's golf program became Division I in Fall 1997.

UNF offers 14 sports including baseball, basketball, cross country, golf, soccer, tennis and track for men; and basket-

ball, cross country, soccer, softball, tennis, track and volleyball for women.

UNF has won National Championships in women's tennis in 1986 and 1994, and men's golf in 1991 and 1993.

Mascot of the University sports teams is the Osprey, and the teams' nicknames are "The Ospreys" or "Lady Ospreys."

For more information concerning UNF's athletic program phone the Athletic Department (904) 620-2833 or write to UNF Athletics, 4567 St. Johns Bluff Road, South, Jacksonville, Florida 32224-2645.

Campus Activities The staff of the Student Development Office works closely with students, seeking to involve them in UNF campus life. Staff are responsible for: management of the Robinson Student Life Center, the student conduct system, the "Safe Ride" escort program, the student Volunteer Center, African American Student Union, student lockers, advising and coordinating campus clubs, new student orientation, publication of the UNF Student Handbook and the student newspaper, and assisting with the development of the entertainment programs on campus. The office works closely with the SGA and also serves as a resource for people involved in planning and offering campus activities. More information may be obtained by calling (904) 620-2525.

Organizations for Students Students at UNF have formed many organizations for social, cultural and recreational purposes. In addition, there are academic and professional clubs, political groups, religious and other special interest clubs, fraternities and sororities, and groups especially for graduate students. For additional information, contact the Department of Student Development, Robinson Student Life Center, (904) 620-2525.

Career Development The need for career assistance begins early in students' college experiences and continues throughout their academic and professional lives. UNF's Career Development Center provides a wide range of services designed to assist students with each step of the career development process. Professional staff are available to help students identify and secure meaningful academic majors, and career and job opportunities. Whether lower division students floundering for a major or career direction, a graduate student preparing to launch a job search, or one who's simply trying to find employment while in school, students are eligible and encouraged to investigate the Career Development Center's services:

Career Counseling: Professional career counselors can help students assess interests, skills and values while formulating meaningful college major and career choices. Occupational assessments can be administered to determine an appropriate course of action. In addition, individual assistance with resume writing, cover letters and interviewing is available.

Student Registration Program: Students who register with the Career Development office are automatically placed on an in-house database making them eligible to participate in such programs as resume referrals and on-campus interviews.

First Coast JobsLine: This service makes accessing employment opportunities 24 hours per day as easy as using the nearest touchtone phone. Whether seeking a part-time or full-time job while in school or attempting to land a full-time professional position, the JobsLine helps students make the connection with potential employers. The service is available to currently enrolled students.

Career Resource Library: A wealth of resources is available in the Career Resource Library, where students will find a variety of books on career options, directories of regional and national employers, company annual reports, tips and pointers on resume writing and interviewing. No appointment is necessary.

Job Search Workshops: Students wondering how to write a resume or nervous about what to expect during a job interview will want to attend one of the many workshops presented throughout the year by the Career Development staff. Schedules of these workshops are available at the Center.

Special Programs: From workshops on resume writing to career fairs and symposia, Career Development sponsors a wide range of special programs throughout the year to assist students with specific career development needs.

The Career Development Center is located in Founders Hall, Room 2086 and may be reached at (904) 620-2955 (voice or TDD).

Child Care The University of North Florida Child Development Research Center promotes an atmosphere of creativity, freedom of choice and positive interaction with the staff and children of the University and the community. The CDRC is a fully accredited program with the National Academy of Early Childhood Programs.

The Center offers a readiness program directed toward formal education for enrolled preschool children. Swimming, computer instruction and ballet programs also are offered. A program including arts, crafts and movement education is available for school-age children attending the Center. During the summer terms, a summer camp program is offered for school-age children.

Academic lessons for preschool children are conducted on a 1:6 staffing ratio. Furthermore, a certified and qualified teaching staff is present during all operating hours. These hours are: 7:45 a.m. - 6:00 p.m.; Monday - Friday.

The Child Development Research Center is available to children, aged 2 (if fully toilet-trained) through 10, of UNF students, faculty, staff and the general public. For fees or additional information, call (904) 620-2372.

Counseling Services Personal counseling services can enhance the total education experience. Professional counselors are available at the Counseling Center to help students resolve their personal problems and concerns. From time to time, students may experience personal concerns that temporarily prevent them from achieving goals or potential. Counseling offers a safe, supportive environment where one's

concerns can be shared and explored. Counseling is confidential within the guidelines of the law and available free of charge to all currently enrolled UNF students.

Individual Counseling: One might consider individual counseling when dealing with such issues as: anxiety, depression, loneliness, alcohol/drug use, family or relationship difficulties, and sadness due to a loss.

Group Programs: Group programs to help improve understanding of self and others and increase effectiveness in interpersonal relationships are available. Groups generally are limited to 7-12 participants and meet weekly. Group themes vary each semester and may include: communication skills, relationships, co-dependency, grief recovery, and personal growth.

Couples: Counseling for couples is available for persons having difficulties in a relationship with a significant other, such as a spouse or other family member.

Drug and Alcohol Services: A counselor is available to provide individual assessment, referral and counseling for alcohol and drug-related issues. A support group is offered periodically.

Relaxation Tape Library: A tape library and relaxation room with more than 40 audio and video tapes is available for use during regular office hours. Taped programs cover a range of topics including: stress/anxiety relief, relaxation, building self-confidence, coping with depression, improving relationships, and academic skills (e.g., memory, concentration, procrastination).

Referral: Referrals for in-patient and out-patient psychological services, as well as out-patient diagnosis and specialized treatment, are coordinated through this office.

Consultation and Outreach: Counselors are available for presentations on mental health issues. Classroom interpretations of the Myers-Briggs Type Indicator also are available.

Counseling appointments may be made in person at the Counseling Center, Founders Hall, Room 2086, or by telephone at (904) 620-2602 (voice or TDD). Office Hours are 8 a.m.-5 p.m. Monday through Friday. After-hour emergencies should be directed to the University Police, (904) 620-2804.

Dining Services on Campus Osprey dining services are provided by Marriott Education Services.

The Osprey Cafe, located in the Andrew Robinson Student Life Center (Building 14), provides a variety of dining choices, including the traditional "hot line entrees," as well as the popular speciality grill items.

The Corner Store, also located in the Student Center near UNF housing, offers a variety of convenience items from bread to milk to toiletry items and most products featured at an off-campus convenience store. The store also houses UNF's own Pizza Hut, serving Personal Pan Pizzas, chicken wings and subs.

The Courtyard Cafe, located in the center of campus, offers a variety of grab-and-go items such as pastries, bagels, coffee and other beverages, TCBY, Dunkin Donuts, build-your-own deli sandwiches, and a limited Chick-fil-A menu.

The Boathouse, across the street from the UNF Arena, features such stations as "Wild Pizza," "Sub Connection," "Firehouse Grill," as well as a complete Chick-fil-A menu.

A voluntary, declining points meal plan program is available starting around \$400 per semester. For more information call (904) 620-2543.

Disabled Students The Disabled Services Program Office acts as liaison between the disabled student and the academic community. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) of 1990, the Disabled Services Program provides academic assistance, such as interpreters, note-takers, readers, priority registration for selected disabilities, and test-taking assistance/proctoring. Another program feature is use of specialized equipment (tape recorders and tapes; braille typewriter; Visual-Tek; Zoomtext; VertPro Voice Synthesizer; OsCar with Duxbury/PC Braille Translator; Versa Point Braille Embosser; Dragon Dictate; Reading Edge, Type 'N' Speak; amplification devices for the hard of hearing; and computers on adjustable height tables).

Disabled students are encouraged to register with the Office of Disabled Services prior to the beginning of each semester. The Office is housed in Founders Hall, Room 2120, (904) 620-2769 (voice or TDD).

Experiential Learning The Center for Experiential Learning and Institutional Testing provides students with a variety of educational experiences that enhance their academic, personal, social and career development through such programs as experiential learning, cooperative education, internships, career-shadowing, and educational testing (See page 29 for information on testing). For more information, contact the Center, located in Founders Hall, Room 2068, at (904) 620-2915.

Housing On-Campus UNF students who choose to live on campus enjoy its conveniences and greater opportunities for involvement in campus life — opportunities not readily available to students who commute. Clustered on a lakeside, the student residences provide immediate access to the Student Life Center, which includes recreational facilities, a theater, the Corner Store and the Osprey Cafe. Within a short walking distance of student residences are the library, computer center, classroom buildings and athletic and recreation facilities.

One- and two-bedroom furnished apartments with full kitchen and bath facilities are available to students in UNF's Osprey Village. The architectural design allows a high degree of flexibility in housing upperclass undergraduate and graduate students.

Osprey Hall, a three-story lakefront residence hall, opened in Fall 1989. This traditional residence offers the security of a

limited-access building, a high sense of community and freedom from upkeep of kitchen and bath. The residence hall's double-occupancy rooms are carpeted and brightened by expansive windows overlooking lakefront and wooded scenery. Movable hardwood furnishings allow Osprey Hall residents to create room arrangements suited to their tastes. Osprey Hall also is equipped with a full laundry facility. Lounges on each floor are available for use by residents for studying and social activities, television and light microwave cooking.

These two complexes were joined in Fall 1994 by Osprey Landing, a home for 450 upperclass students. This housing option was designed as a blend between apartment and residence hall living, including larger double-occupancy rooms with private bath, and common areas for resident community activities. Phase I of the Landing was completed in 1994; Phase II and III in Fall 1995.

Disabled students are accommodated in UNF's housing through a number of specially designed living units for the physically challenged, the availability of equipment such as visual alarms for the hearing impaired, and by the overall design of UNF's modern housing facilities.

Staffing of on-campus housing is designed to be responsive to student needs. Each wing of Osprey Hall, each apartment building and each floor of Osprey Landing is staffed by a resident assistant. All residential complexes are supervised by area coordinators. In addition to student staff, a full-time housing professional resides on campus to provide supervision, respond to emergencies, and otherwise enhance the total housing program.

Rental rates are comparable to residential opportunities in Jacksonville and other universities in the state. Each room or apartment is fully furnished and equipped with local telephone service (phone not included) and cable television service featuring a special campus information channel. A discounted long-distance calling program is also available through a major carrier. All utilities are included in the rental fee except in Osprey Village, where electricity is billed to residents separately.

Applications for campus housing should be submitted directly to the University Housing Office. Housing applications are **not** handled as part of the University admission process. For more information about on-campus living, contact the UNF Housing Office, Robinson Student Life Center, Room 1525 or call (904) 620-4663 (voice or TDD)/Fax: (904) 620-2635.

International Students International students at UNF represent more than 100 countries from around the world. The UNF community welcomes international students and is sensitive to the needs that arise when studying in a foreign country. Specialized programming which attempts to meet these needs includes: orientations, international student receptions, and immigration workshops.

An international student must meet admission criteria and submit health and financial accountability forms. *Documentation of a medical insurance policy that meets State of Florida

guidelines is required prior to registration for classes. UNF offers a policy for purchase through Student Health Services.

The budget for a graduate academic year for an international student is estimated at \$15,000, exclusive of travel to, or recreational travel within, the United States. This amount includes:

• matriculation fees	\$ 7,700
• housing/meals/utilities	4,900
• medical insurance*	500
• books and supplies	1,000
• personal expenses/ local transportation	<u>900</u>
Estimated Total	\$15,000

The admission procedure for international students is handled by the Office of Admissions in J.J. Daniel Hall, at (904) 620-2624, and the Office of International Student Affairs in Daniel Hall, Room 1309, (904) 620-2768.

Medical Services and Health Promotion

The campus Student Health Services (SHS) Office provides medical services, health promotion, health maintenance and emergency first-aid services for students. Physicians and nurses provide these health care services to UNF students.

Ill or injured students have access to an on-campus physician, available to students 12 hours a week by appointment only, and to off-campus family practice clinics by referral. The Center also maintains current immunization and health history records on students. Proof of immunity to measles (two doses) and rubella (one dose) is a prerequisite to registration, and a health history is required for new students.

Student accident and sickness insurance also is available at the SHS. International students must present proof of *acceptable medical insurance (See International Students section.) to SHS prior to registration for classes.

Throughout the year, the SHS offers fitness testing and lifestyle assessments for the individual motivated to improve his/her level of well-being. A personalized plan for wellness is then developed based on individual needs. Programs offered through the SHS focus on subjects such as stress management, humor, exercise prescription, eating for health, CPR/first aid, smoke-enders, self image, time management; and HIV/AIDS prevention education, testing and counseling.

Professional staff members assist students, faculty and staff in making healthier life-style choices. A key element for the success of Health Services is the sense of ownership by UNF students. The focus for increasing this sense of ownership is the SHS LIFE (Lifestyle Improvement for Everyone) Team. SHS provides the student members with experiential learning and practice in leading groups and teaching. The LIFE Team enables the SHS to increase the number and variety of programs available to the student body.

For more information stop by the Student Health Services Office in the Robinson Student Life Center, Room 1504, or call (904) 620-2900 (Voice or TDD).

Minority Students The Center for Multicultural Affairs (CMA) assists minority students academically and socially as they pursue a degree at UNF. The diversity of cultures among students, faculty and staff provides an opportunity to experience and learn from one another. The CMA staff actively participates in planning services and programs which are sensitive to students' needs and increase their awareness of University resources.

Black Men's Focus Group: Addresses the need to increase and retain minority men. Open to all men.

Circle of Sisterhood: The Circle of Sisterhood is a discussion group created to address issues related to women of the world.

Early Warning System: The Early Warning System helps faculty identify and refer students experiencing academic difficulties early in the semester in order to provide appropriate assistance in the subject areas of concern.

Faculty/Student Mentors Program: This program is designed to foster and promote interaction between mentors and mentees. Several events are planned to encourage faculty and student interaction.

Library Tour: CMA, in conjunction with library staff, sponsors a tour of UNF's Thomas G. Carpenter Library each semester. New students or students unfamiliar with the library are invited to participate in the tour.

Minority Graduate Forum: provides information on graduate school admissions requirements, financial aid, academic requirements and skills needed to take the GRE/LSAT and GMAT exams. The forum meets once each semester.

Special Summer Graduate Program for African Americans: This program provides admitted graduate students with an intensive six-Saturday orientation session in research skills, computer skills, and writing. The mission of the program is to provide skills that are essential for success in graduate school. This program is open to a maximum of 20 African American students who are residents of the State of Florida for tuition purposes and admitted to a UNF graduate program.

Minority Organizations: CMA continues to work in collaboration with campus and community groups to promote an understanding of the many UNF cultural organizations.

Leadership and Diversity Workshops: Leadership and diversity workshops are offered each semester. The workshops are open to all interested students. Their purpose is to encourage participation in student government and diversity activities.

Student Recognition Event: CMA, in collaboration with various student organizations, recognizes minority student leadership on campus.

The CMA Office is located in Room 2100, Founders Hall, (904) 620-2475

Ombudsman for Students Students seeking guidance or assistance with academic and non-academic

problems or complaints should contact the Office of the Student Ombudsman. This staff member can evaluate the student's issue and help him or her seek solutions to a variety of concerns, including exceptions to academic policies, access to coursework, grade disputes, allegations of academic dishonesty and others. The Ombudsman's office is located within the Robinson Student Center, Building 14, Room 2638, or may be reached by phone at 620-3979.

Publications for Students The weekly student newspaper, *The Spinnaker*, features original articles highlighting campus news events, student activities, intercollegiate athletics, and other topics of interest to the campus audience. *The Spinnaker* receives major funding from the University's Student Government Association. For more information, contact *The Spinnaker* Office at (904) 620-2727.

The Office of Student Development annually produces the *UNF Student Handbook*, which contains an overview of institutional policies, campus services, and recreational outlets of importance to all students.

Recreation and Intramural Sports The Recreation and Intramural Sports Department is sponsored by SGA funds. Programs are planned and organized with the assistance of student leaders.

Intramural Sports An intramural sports calendar is posted at the beginning of each term. The intramural sports program offers fun and competitive athletic experiences ranging from men's and women's flag football to tennis and billiards. Check the intramural sports calendar for sign-up deadlines and captains' meetings.

Open Recreation and Sports Facilities UNF's Recreational Sports Complex provides students with a selection of activity areas from which to choose. Recreational resources include:

UNF Arena

- 5,800 seats
- Five basketball courts
- Six volleyball courts
- Four racquetball courts
- Practice floors
- Six Locker rooms
- Classrooms
- Offices: Recreation and Athletics

Dottie Dorion Fitness Center—fully equipped

- Paul Shirley Fitness Assessment Center
- Freeweights, Paramount sports trainer
- Stairmasters
- Nautilus machines
- Treadmill
- Life cycles
- Air Dyne ergometers
- Locker Rooms/Showers

UNF Aquatic Center

- Heated indoor Olympic size (50 meters) pool
- Diving platforms

- Outdoor patio area
- Locker rooms/Showers

Tennis club and courts

Jogging trails

Lakes for fishing or canoeing

Softball field

Outdoor racquetball courts

Equipment checkout room

Basketball courts (outdoor)

Multi-purpose recreation fields

Parcourse-fitness trail

Nature trails

Sand volleyball courts

Students must show their validated UNF student identification card at all recreational facilities to check out equipment and to gain entry.

The UNF Arena Recently completed is one of UNF's newest buildings, a \$9.9 million gymnasium. This versatile facility seats 5,800 spectators. It is home to UNF's NCAA Division II men's and women's varsity basketball teams and the site for graduations, concerts and other University functions. The facility includes four indoor racquetball (one squash) courts, locker rooms, basketball, volleyball and badminton courts, classrooms, teaching laboratories, and offices. Students enjoy open recreational time in the facility participating in a variety of activities. The Departments of Physical Education, Recreation and Intercollegiate Athletics have offices in the facility. Facility hours and usage procedures will be posted each semester.

Nature Trails and Picnic Areas The UNF nature trails are a component of the National Recreational Trail System. Students may fish and canoe in three of the four lakes on campus. Picnics are allowed on most outside areas of the campus. However, there are restrictions on fires and alcoholic beverages. For details, contact the Recreation Office, at 620-2998. Picnic tables are available at Lake Oneida, the Boathouse lake and the student residence picnic pavilion.

Wild game are sighted regularly along UNF's nature trails. UNF requests that visitors respect the natural habitat by leaving the trails and picnic grounds clean and undisturbed.

Recreational Sports Clubs UNF's recreational sports clubs provide students with an opportunity to learn, compete and socialize with students who share similar interests. UNF's recreational sports clubs include the Sailing Club, Swim Club, Surf Club, Lacrosse Club, Shotokan Karate Club and Martial Arts Club. These organizations are open to students, faculty and alumni. For more information, call 620-2998.

The Recreation Office is located in the UNF Arena, Room 1043. For more information, call (904) 620-2988. A Hotline recording of recreational activities is maintained for users who call 620-2899.

Religious Life The Campus Ministry at UNF exists to assist in the holistic development of all individuals within the University community. Essential to this development is the

encouragement of spiritual, psychological, intellectual, personal and interpersonal growth. The Ministry is served by certified religious professionals who are trained to serve the needs of the University community, but particularly students.

In addition to assisting individuals when emotional and spiritual crises arise in the course of their lives, the Ministry sponsors programs for many denominations. Programs are offered through such events as: seminars, prayer breakfasts, faith-sharing groups, luncheons, guest speakers, religion fairs, and other celebrations of the spiritual life.

For additional information about the Campus Ministry program at UNF call (904) 620-2837. Their office is located in the Robinson Student Life Center (Bldg. 14), Suite 2638-2639.

Student Government Association The Student Government Association at UNF provides many avenues for students to influence the decision-making processes that affect their college education and campus life. Their influence is felt not only through their service as an SGA officer, as a member of one of several Association committees, but also as a Senator in the Association's legislative branch.

Many students also represent their classmates and gain valuable leadership and work experience by representing the student body on a broad variety of University committees to which the SGA President is authorized to nominate them.

SGA has three branches of government: the Executive Cabinet, the Legislative Branch, and the Judicial Branch, all designed to ensure students undergo a successful and enjoyable college experience.

The Executive Branch is the administrative arm of Student Government and consists of the student body President, the student body Vice President and the President's Cabinet. The cabinet is responsible for the planning and executing of programs, projects and services to enhance the health, education, safety and welfare of the student body. This arm is composed of administrative support officers who represent the student body on specific issues which affect students or special populations within it. This include the Offices of: Academic Affairs, Administration, Disabled Affairs, Graduate Affairs, Internal Affairs, Legal Affairs, Multicultural Affairs, Public Relations, Student Advocacy, Student Lobbying, and Women's Affairs.

The following SGA agencies also provide activities and services to the student body: African American Student Union, SGA Osprey Productions, the Volunteer Center, and the Women's Center.

The SGA is housed in the Andrew Robinson Student Life Center, Room 2605. For additional information, contact SGA by calling (904) 620-2750.

Testing: Institutional The Center for Experiential Learning and Institutional Testing administers and/or provides information about independent study examinations and such tests as the: Allied Health Professional Admission Test (AHPAT), American College Test (ACT), College-Level

Academic Skills Test (CLAST), Florida Teacher Certification Exam (FTCE), Florida College Entry-Level Placement Test (FCELP), Graduate Record Exam (GRE), Law School Admission Test (LSAT), Medical College Admission Test (MCAT), National Counselor Exam (NCE), NLN Nursing Mobility Profile II (NLN), Pharmacy College Admission Test (PCAT), Scholastic Aptitude Test (SAT), Test of English as a Foreign Language Examinations (TOEFL), and Veterinary College Admission Test (VCAT).

For CLAST information and scheduling appointments to retake the CLAST on the computer, student should contact the CLAST Office, Founders Hall, Room 2056, (904) 620-2927. Students register for the National Counselor Exam and the NLN Nursing Mobility Profile II Exam in Experiential Learning and Institutional Testing, Founders Hall, Room 2068.

Volunteer Center This SGA-supported center operates under the supervision of the Office of Student Development and provides a clearinghouse for individual students and student clubs interested in community service and attempts to educate all students about the valuable experiences that can be gained through volunteering.

The student-run Center was opened in 1991 through the efforts of both students and administrators because of their belief in the positive impact these experiences have on students' values, social responsibility and employability. The Center serves as a link between the campus community and the many area agencies which depend upon volunteers to accomplish their social service, fine arts and charitable missions. The Center is located in UNF's Student Life Center, Room 2615. Call (904) 620-2755 for information.

Women's Center The Women's Center at UNF provides a wide range of women-centered programs as well as a campus advocacy program.

The Center plans and implements activities, resources and programs focused on current issues affecting women. These activities are designed to encourage and facilitate the maximum development of women's personal and academic potential. The Center also is concerned with helping men increase their knowledge and appreciation of the great diversity among women.

The Women's Center also provides the Campus Advocate Response Education (C.A.R.E.) Program. The CARE Program provides a 24-hour, 365-day per year, crisis helpline and a trained team of advocates who respond to those who call for help. Students, faculty, staff, and campus visitors may use the CARE Program. The CARE crisis helpline is (904) 620-1010.

Areas and issues addressed by on-campus presentations or via referral to other agencies include: career, academic, economic, personal safety, advocacy services, health, and cultural awareness, resources and referrals. For more information about the Women's Center, visit Room 2623 in the Robinson Student Life Center, or call (904) 620-2528.

College of Arts and Sciences

Lewis Radonovich, Dean 620-2560

Department of History

Daniel L. Schafer, Professor and Chair
Theophilus C. Prousis, Professor and Graduate Coordinator

Master of Arts in History The Department of History, Philosophy and Religious Studies offers a master of arts in history, with fields of concentration in European or US history. Both concentrations offer students a choice of either the traditional thesis option or a non-thesis option. The thesis option requires a minimum of 30 semester hours of graduate course work and completion and defense of the thesis. Course work will include (1) at least 12 hours in the field of concentration; (2) at least 12 hours of history courses outside the field of concentration; (3) at least 6 hours and no more than 15 hours of HIS 6970 Master's Thesis Research.

Students choosing the thesis option must demonstrate reading knowledge of one foreign language and complete a statistics course. Students choosing the non-thesis option will: (1) substitute 9 additional graduate-level history credits for a thesis; (2) submit two seminar papers to the graduate advisor after they have completed their course work; (3) pass a written comprehensive examination; (4) satisfy either the foreign language and statistics requirement or complete a 6 credit hour minor in another discipline.

Admission In addition to the general admission requirements at UNF, applicants are expected to have earned an undergraduate GPA of at least 3.0 overall and a 3.4 GPA in history courses, and have scored a minimum of 1000 (combined verbal and math score) on the GRE examination. Students are not required to have been history majors, but it is expected that they will have taken the equivalent of at least a minor (15 hours) in undergraduate history courses. Students who have not met this requirement should consider taking additional undergraduate history courses at UNF before applying for the M.A. program.

Students may transfer up to six graduate credit hours of history from other programs, with the approval of the graduate advisor.

Students should send application forms, all undergraduate and postgraduate transcripts, and GRE scores to the Office of Admissions, 4567 St. Johns Bluff Road South, Jacksonville, Florida 32224-2645. The UNF Counseling and Testing Center (620-2602) provides information regarding administration of the GRE. Previous GRE scores may be used if not more than five years old.

In addition, applicants must send to the UNF Department of History a typewritten essay of three to five double-spaced pages describing their career goals and areas of historical interest, and three letters of reference. At least one of the letters should come from a former or current history professor. For further information, contact the graduate advisor or department chair.



PROGRAM: EUROPEAN HISTORY
DEGREE: MASTER OF ARTS
MAJOR: HISTORY
PREREQUISITES (04 SEMESTER HOURS)
CRAFT OF HISTORIAN OR EQUIV.
HIS 3051 4.0 G(6) CRAFT OF HISTRN

REQUISITES

(06 SEMESTER HOURS)

CHOOSE OPTION I OR II:

OPTION I

NON-HISTORY MINOR (CONSULT ADVISOR)

OPTION II

1 ELEM STATISTICS OR EQUIVALENT
STA

FOREIGN LANGUAGE:

STUDENTS MUST DEMONSTRATE READING COMPETENCE IN ONE FOREIGN LANGUAGE. THIS REQUIREMENT MAY BE FULFILLED WITH ONE INTENSIVE LANGUAGE II OR HIGHER FROM A LANGUAGE SEQUENCE TAKEN AT UNF ONLY. THIS REQUIREMENT MAY ALSO BE SATISFIED BY PROFICIENCY TESTING ARRANGED WITH THE FOREIGN LANGUAGE COORDINATOR IN THE DEPARTMENT OF LANGUAGE AND LITERATURE OR BY PASSING THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP).

- SPN 1121 4.0 INTENSIVE SPANISH II
- FRE 1121 4.0 INTENSIVE FRENCH II
- FOL 2931 AB 4.0 INTSVE GERMAN II
- FOL 2931 4.0 INTSVE FORGN LANG II

MAJOR REQUIREMENTS (33 SEMESTER HOURS)

REQUIRED COURSES (5000 - 6000 LEVEL)

4 EUROPEAN HISTORY COURSES
EUR

2 EUROPEAN HISTORY SEMINARS

- EUH 6936 3.0 SEMINAR ON EUROP HIS
- EUH 6936 3.0 SEMINAR ON EUROP HIS

INTERNSHIPS WILL NOT SUBSTITUTE FOR THE SEMINAR REQUIREMENT

4 NON-EUROPEAN HISTORY COURSES

ASH/AMH/HIS/INR/LAH

1 NON-EUROPEAN HIST SEMINAR

- ASH 6936 3.0 SEMINAR ON ASIAN HIS
- AMH 6936 3.0 SEM IN AMERICAN HIST

INTERNSHIPS WILL NOT SUBSTITUTE FOR THE SEMINAR REQUIREMENT.

DIRECTED READINGS ARE ENCOURAGED BUT WILL NOT SUBSTITUTE FOR THE REQUIRED 6000 LEVEL SEMINARS. ONLY 2 SECTIONS OF HIS 6946 (INTERNSHIP IN HISTORY) WILL BE PERMITTED FOR NON-THESIS PROGRAM.

* TWO SEMINAR PAPERS OF APPROXIMATELY 25-40 PAGES WILL BE SUBMITTED TO THE GRADUATE COORDINATOR BEFORE THE

COMPREHENSIVE EXAMINATION CAN BE SCHEDULED. EACH PAPER MUST BE CERTIFIED BY THE SUPERVISING FACULTY AS HAVING EARNED A GRADE OF A OR B.

* TWO FACULTY MEMBERS FROM THE STUDENT'S FIELD OF CONCENTRATION, SELECTED BY THE STUDENT AND THE GRADUATE COORDINATOR WILL PREPARE AND ADMINISTER A WRITTEN COMPREHENSIVE EXAMINATION. THE THREE-HOUR EXAMINATION WILL FOCUS ON THE FIELD OF CONCENTRATION AND WILL BE GRADED EITHER SATISFACTORY OR UNSATISFACTORY.

* ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

PROGRAM: EUROPEAN HISTORY WITH THESIS

DEGREE: MASTER OF ARTS

MAJOR: HISTORY

PREREQUISITES (04 SEMESTER HOURS)

CRAFT OF HISTORIAN OR EQUIV.

- HIS 3051 4.0 G(6) CRAFT OF HISTRN

REQUISITES (03 SEMESTER HOURS)

1 ELEM STATISTICS OR EQUIVALENT
STA

STUDENTS MUST DEMONSTRATE READING COMPETENCE IN ONE FOREIGN LANGUAGE. THIS REQUIREMENT MAY BE FULFILLED WITH ONE INTENSIVE LANGUAGE II OR HIGHER FROM A LANGUAGE SEQUENCE TAKEN AT UNF ONLY. THIS REQUIREMENT MAY ALSO BE SATISFIED BY PROFICIENCY TESTING ARRANGED WITH THE FOREIGN LANGUAGE COORDINATOR IN THE DEPARTMENT OF LANGUAGE AND LITERATURE OR BY PASSING THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP).

- SPN 1121 4.0 INTENSIVE SPANISH II
- FRE 1121 4.0 INTENSIVE FRENCH II
- FOL 2931 AB 4.0 INTSVE GERMAN II
- FOL 2931 4.0 INTSVE FORGN LANG II

MAJOR REQUIREMENTS (30 SEMESTER HOURS)

REQUIRED COURSES (5000 - 6000 LEVEL)

3 EUROPEAN HISTORY COURSES
EUR

1 EUROPEAN HISTORY SEMINAR

- EUH 6936 3.0 SEMINAR ON EUROP HIS

DIRECTED READINGS ARE ENCOURAGED BUT WILL NOT SUBSTITUTE FOR THE REQUIRED SEMINARS. INTERNSHIPS WILL NOT SUBSTITUTE FOR THE SEMINAR REQUIREMENT.

4 NON-EUROPEAN HISTORY COURSES (5000 - 6000 LEVEL) INCLUDE ONE GRADUATE SEMINAR IF ONLY ONE SECTION OF EUH 6936 IS COMPLETED.

ASH/AMH/HIS/INR/LAH

MASTER'S THESIS RESEARCH (5000 - 6000 LEVEL)

AT LEAST 6 HOURS AND NO MORE THAN 15 HOURS REQUIRED IN HIS 6971. CONTINUAL ENROLLMENT IN HIS 6971 (SUMMER EXEMPTED) REQUIRED.

HIS 6971 3.0 THESIS RESEARCH
HIS 6971 3.0 THESIS RESEARCH

ONLY ONE SECTION OF HIS 6946 (INTERNSHIP IN HISTORY) WILL BE PERMITTED FOR A THESIS PROGRAM. INTERNSHIPS WILL NOT SUBSTITUTE FOR SEMINARS. AFTER COURSE REQUIREMENTS HAVE BEEN COMPLETED, STUDENTS WILL ENROLL IN THESIS RESEARCH UNTIL THE THESIS IS COMPLETED.

- * STUDENTS UNDER THE THESIS OPTION WILL HAVE THREE YEARS FOLLOWING COMPLETION OF REGULAR COURSE REQUIREMENTS TO WRITE AND DEFEND THEIR THESIS.
- * STUDENTS WHO HAVE NOT FINISHED THE THESIS AT LEAST TWO YEARS AFTER COMPLETION OF COURSE WORK WILL BE ENCOURAGED TO TRANSFER TO THE NON-THESIS OPTION AND WILL HAVE THE THIRD YEAR FOR THE ADDITIONAL COURSE WORK AND THE COMPREHENSIVE EXAMINATION.
- * AT LEAST THREE GRADUATE FACULTY MEMBERS, TWO OF THEM HISTORIANS, SHALL SERVE ON THE THESIS COMMITTEE. THE THESIS ADVISOR, ALWAYS AN HISTORIAN, WILL BE SELECTED BY THE STUDENT WHEN 15 GRADUATE CREDIT HOURS HAVE BEEN COMPLETED. OTHER COMMITTEE MEMBERS WILL BE CHOSEN BY THE STUDENT IN CONSULTATION WITH THE THESIS ADVISOR.
- * AN ORAL DEFENSE WILL BE SCHEDULED AFTER THE THESIS HAS BEEN APPROVED BY THE COMMITTEE. COMMITTEE MEMBERS WILL CONDUCT THE DEFENSE, WHICH MAY BE ATTENDED BY ANY MEMBER OF THE GRADUATE FACULTY. AFTER THE DEFENSE, THE STUDENT IS RESPONSIBLE FOR FULFILLING THE UNIVERSITY'S REQUIREMENTS REGARDING THE BINDING OF THE THESIS AND ITS DELIVERY TO THE UNF LIBRARY.
- * ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

PROGRAM: UNITED STATES HISTORY

DEGREE: MASTER OF ARTS

MAJOR: HISTORY

PREREQUISITES (04 SEMESTER HOURS)
HIS 3051 4.0 G(6) CRAFT OF HISTRN

REQUISITES (07 SEMESTER HOURS)

SELECT OPTION I OR OPTION II FROM BELOW:

1 ELEM. STATS OR EQUIVALENT
STA

ONE INTENSIVE FOREIGN LANGUAGE

SPN 1121 4.0 INTENSIVE SPANISH II
FRE 1121 4.0 INTENSIVE FRENCH II
FOL 2931 4.0 INTSVE FORGN LANG II
FOL 2931 AB 4.0 INTSVE GERMAN II

STUDENTS MUST DEMONSTRATE READING COMPETENCY IN ONE FOREIGN LANGUAGE. THIS REQUIREMENT MAY BE FULFILLED WITH ONE INTENSIVE LANGUAGE II OR HIGHER FROM A LANGAUGE SEQUENCE TAKEN AT UNF ONLY. THIS REQUIREMENT MAY ALSO BE SATISFIED BY PROFICIENCY TESTING ARRANGED WITH THE FOREIGN LANGUAGE COORDINATOR IN THE DEPARTMENT OF LANGUAGE AND LITERATURE OR BY PASSING THE COLLEGE LEVEL EXMINATION PROGRAM (CLEP).

OPTION II

NON-HISTORY MINOR (CONSULT ADVISOR)

MAJOR REQUIREMENTS (33 SEMESTER HOURS)

FOUR US HISTORY COURSES (5000 - 6000 LEVEL)

AMH

TWO US SEMINAR

AMH 6936 3.0 SEM IN AMERICAN HIST
AMH 6936 3.0 SEM IN AMERICAN HIST

DIRECTED READINGS ARE ENCOURAGED, BUT WILL NOT SUBSTITUTE FOR THE SEMINAR REQUIREMENTS. INTERNSHIPS WILL NOT SUBSTITUTE FOR SEMINARS.

FOUR NON-US COURSES (5000 - 6000 LEVEL)

ASH/EUH/HIS/INR

ONE NON-US SEMINAR (5000 - 6000 LEVEL)

ASH/EUH/HIS

DIRECTED READINGS ARE ENCOURAGED, BUT WILL NOT SUBSTITUTE FOR THE REQUIRED 6000-LEVEL SEMINARS. ONLY TWO SECTIONS OF HIS 6946 (INTERNSHIP IN HISTORY) WILL BE PERMITTED FOR NON-THESIS PROGRAM. INTERNSHIP WILL NOT SUBSTITUTE FOR SEMINARS.

* TWO SEMINAR PAPERS OF APPROXIMATELY 25-40 PAGES WILL BE SUBMITTED TO THE GRADUATE COORDINATOR BEFORE THE COMPREHENSIVE EXAMINATION CAN BE SCHEDULED. EACH PAPER MUST BE CERTIFIED BY THE SUPERVISING FACULTY AS HAVING EARNED A GRADE OF A OR B.

* TWO FACULTY MEMBERS FROM THE STUDENT'S FIELD OF CONCENTRATION, SELECTED BY THE STUDENT AND THE GRADUATE COORDINATOR WILL PREPARE AND ADMINISTER A WRITTEN COMPREHENSIVE EXAMINATION. THE THREE-HOUR EXAMINATION WILL FOCUS ON THE FIELD OF CONCENTRATION AND WILL BE GRADED EITHER SATISFACTORY OR UNSATISFACTORY.

* ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

PROGRAM: UNITED STATES HISTORY WITH THESIS

DEGREE: MASTER OF ARTS

MAJOR: HISTORY

PREREQUISITES (04 SEMESTER HOURS)
HIS 3051 4.0 G(6) CRAFT OF HISTRN

REQUISITES (07 SEMESTER HOURS)

ELEMETARY STATISTICS OR EQUIVALENT
STA

ONE INTENSIVE LANGUAGE II

- SPN 1121 4.0 INTENSIVE SPANISH II
- FRE 1121 4.0 INTENSIVE FRENCH II
- FOL 2931 4.0 INTSVE FORGN LANG II
- FOL 2931 AB 4.0 INTSVE GERMAN II

STUDENTS MUST DEMONSTRATE READING COMEPETENCY IN ONE FOREIGN LANGAUGE. THIS REQUIREMENT MAY BE FULFILLED WITH ONE INTENSIVE LANGUAGE SEQUENCE TAKEN AT UNF ONLY. THIS REQUIREMENT MAY ALSO BE SATISFIED BY PROFICIENCY TESTING ARRANGED WITH THE FOREIGN LANGUAGE COORDINATOR IN THE DEPARTMENT OF LANGUAGE AND LITERATURE OR BY PASSING THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP).

MAJOR REQUIREMENTS

(5000 - 6000 LEVEL) (24 SEMESTER HOURS)

REQUIRED COURSES (5000 - 6000 LEVEL)

THREE US HISTORY COURSES

AMH

_____	_____
_____	_____
_____	_____

ONE US HISTORY SEMINAR

AMH 6936 3.0 SEM IN AMERICAN HIST

DIRECTED READINGS ARE ENCOURAGED, BUT WILL NOT SUBSTITUTE FOR THE SEMINAR.

FOUR NON-US HISTORY COURSES

(INCLUDING ONE GRADUATE SEMINAR IF ONLY ONE SECTION OF AMH 6936 (SEMINAR) IS COMPLETED ABOVE.)

ASH/EUH/HIS/LAH/INR

_____	_____
_____	_____
_____	_____
_____	_____

THESIS

(06 SEMESTER HOURS)

MASTER'S THESIS RESEARCH

AT LEAST 6 HOURS AND NO MORE THAN 15 HOURS REQUIRED IN HIS 6971. CONTINUAL ENROLLMENT IN HIS 6971 IS REQUIRED. (SUMMER EXEMPT).

- HIS 6971 3.0 THESIS RESEARCH
- HIS 6971 3.0 THESIS RESEARCH

ONE ONE SECTION OF HIS 6946 (INTERNSHIP IN HISTORY) WILL BE PERMITTED FOR A THESIS PROGRAM. INTERNSHIPS WILL NOT SUBSTITUTE FOR SEMINARS. AFTER COURSE REQUIREMENTS HAVE BEEN COMPLETED, STUDENTS WILL ENROLL IN THESIS RESEARCH UNTIL THE THESIS IS COMPLETED

- * STUDENTS UNDER THE THESIS OPTION WILL HAVE THREE YEARS FOLLOWING COMPLETION OF REGULAR COURSE REQUIRMENTS TO WRITE AND DEFEND THEIR THESIS.
- * STUDENTS WHO HAVE NOT FINISHED THE THESIS AT LEAST TWO YEARS AFTER COMPLETION OF COURSE WORK WILL BE ENCOURAGED TO TRANSFER TO THE NON-THESIS OPTION AND WILL HAVE THE THIRD YEAR FOR THE ADDITIONAL COURSE WORK AND THE COMPREHENSIVE EXAMINATION.
- * AT LEAST THREE GRADUATE FACULTY MEMBERS, TWO OF THEM HISTORIANS, SHALL SERVE ON THE THESIS COMMITTEE. THE THESIS ADVISOR, ALWAYS AN HISTORIAN, WILL BE SELECTED BY THE STUDENT WHEN 15 GRADUATE CREDIT HOURS HAVE BEEN COMPLETED. OTHER COMMITTEE MEMBERS

WILL BE CHOSEN BY THE STUDENT IN CONSULTATION WITH THE THESIS ADVISOR.

* AN ORAL DEFENSE WILL BE SCHEDULED AFTER THE THESIS HAS BEEN APPROVED BY THE COMMITTEE. COMMITTEE MEMBERS WILL CONDUCT THE DEFENSE, WHICH MAY BE ATTENDED BY ANY MEMBER OF THE GRADUATE FACULTY. AFTER THE DEFENSE, THE STUDENT IS RESPONSIBLE FOR FULFILLING THE UNIVERSITY'S REQUIREMENTS REGARDING THE BINDING OF THE THESIS AND ITS DELIVERY TO THE UNF LIBRARY.

* ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

Department of Language and Literature

Mark E. Workman, Professor and Chair

A. Samuel Kimball, Associate Professor and Graduate Coordinator

Master of Arts in English

The Department of Language and Literature offers a program of literary studies leading to a Master of Arts (M.A.) in English. Focusing on the analysis and critical appreciation of literary texts, the program offers opportunities for personal enrichment, provides English teachers with the chance to explore new pedagogical strategies and approaches, supports aspiring writers in their creative endeavors, and helps prepare students who intend to pursue the Ph.D. in English for the challenges of advanced graduate work.

Literature Program (34 Hours) The literature program entails 33 credit hours of course work and a one-credit hour M.A. Exam: a minimum of 21 hours of course work (seven courses) at the 6000 level, up to 12 hours (4 courses) at the 5000 level. Three hours at the 6000 level may be earned by writing a critical thesis or by completing a teaching practicum. Up to six hours may be earned through creative writing and/or advanced composition courses.

Creative Writing Option (37 Hours) The creative writing track also entails 33 credit hours of course work, a one-credit hour M.A. Exam, and, additionally, a three-credit hour creative writing thesis. A minimum of six hours are to be taken in the form of fiction, poetry, or other creative writing workshops at either the 5000 or 6000 level.

Program Prerequisite Completion of a general linguistics or history of the language course at the 3000 level or above with a grade of C or better. Such a course, which does not count toward completion of the 34/37 semester hours requirement, may be taken either before entering the program or during the program.

PROGRAM: CREATIVE WRITING

DEGREE: MASTER OF ARTS

MAJOR: ENGLISH

PREREQUISITES (21 SEMESTER HOURS)

AT LEAST 18 HOURS OF UNDERGRADUATE LITERATURE.

AML/ENL/CRW/LIT/ENG

_____	_____
_____	_____
_____	_____
_____	_____

LINGUISTICS OR HISTORY OF LANG
LIN 3010 3.0 PRIN OF LINGUISTICS

MAJOR REQUIREMENTS (12 SEMESTER HOURS)
LIT 6509 3.0 MAJOR AUTHORS

SELECT ONE
ENG 6018 3.0 HIST LIT CRIT/THEORY
ENG 6019 3.0 CONTEMP LIT CRIT/THY

TWO CREATIVE WRITING (5000 - 6000 LEVEL)
CRW

MAJOR ELECTIVES (25 SEMESTER HOURS)
2 COURSES MUST BE BEFORE 1800 & 2 COURSES MUST BE
AFTER 1800. A MAXIMUM OF 12 SEMESTER HOURS (4
COURSES ONLY) AT THE 5000 LEVEL, ALL OTHER
COURSES MUST BE TAKEN AT THE 6000 LEVEL.

TWO BRITISH LITERATURE (5000 - 6000 LEVEL)
ENL

TWO AMERICAN LITERATURE (5000 - 6000 LEVEL)
AML

SELECT 3 MAJOR ELECTIVES (5000 - 6000 LEVEL)
MUST ALSO FULFILL BEFORE/AFTER 1800 REQUIREMENT
IF NOT SATISFIED.

AML 6455 3.0 STUD IN AMERICAN LIT
CRW 6009 3.0 TOPICS: CREATIVE WRIT
CRW 6130 3.0 FICTION WORKSHOP
CRW 6331 3.0 POETRY WORKSHOP
ENC 6700 3.0 THEORY: COMPOSITION
ENG 6138 3.0 STUDIES IN FILM
ENG 6941 3.0 DIS: PRAC/TCH COMP
ENL 6455 3.0 STUD IN BRITISH LIT
LIT 5934 1-3 SPEC TOP: LITERATURE
LIT 6017 3.0 STUDIES IN FICTION
LIT 6037 3.0 STUDIES IN POETRY
LIT 6047 3.0 STUDIES IN DRAMA
LIT 6654 3.0 COMPRTV/WRLD LIT
LIT 6905 1-3 DIR INDEPENDENT STU
LIT 6934 3.0 SPEC TOP: LITERATURE
LIT 6941 3.0 PRACTICUM: TCH LIT

THESIS REQUIREMENT
ENG 6971 3.0 THESIS

READING LIST-EXAMINATION
ENG 6966 1.0 M.A. EXAM

* GRADES OF B OR ABOVE ARE REQUIRED IN ALL COURSES.
* A MINIMUM OF 37 SEMESTER HOURS ARE REQUIRED FOR THE
DEGREE.
* ALL STUDENTS MUST APPLY FOR GRADUATION DURING
REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF.
DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE
BOOKLET EACH SEMESTER.

PROGRAM: ENGLISH
DEGREE: MASTER OF ARTS
MAJOR: ENGLISH

PREREQUISITES (21 SEMESTER HOURS)
AT LEAST 18 HOURS OF UNDERGRADUATE LITERATURE.
AML/ENL/CRW/LIT/ENG

LINGUISTICS OR HISTORY OF LANG
LIN 3010 3.0 PRIN OF LINGUISTICS

MAJOR REQUIREMENTS (06 SEMESTER HOURS)
LIT 6509 3.0 MAJOR AUTHORS

SELECT ONE
ENG 6018 3.0 HIST LIT CRIT/THEORY
ENG 6019 3.0 CONTEMP LIT CRIT/THY

MAJOR ELECTIVES (28 SEMESTER HOURS)
2 COURSES MUST BE BEFORE 1800 & 2 COURSES MUST BE
AFTER 1800. A MAXIMUM OF 12 SEMESTER HOURS (4
COURSES ONLY) AT THE 5000 LEVEL, ALL OTHER
COURSES MUST BE TAKEN AT THE 6000 LEVEL.

TWO BRITISH LITERATURE (5000 - 6000 LEVEL)
ENL

TWO AMERICAN LITERATURE (5000 - 6000 LEVEL)
AML

SELECT 5 MAJOR ELECTIVES (5000 - 6000 LEVEL)
MUST ALSO FULFILL BEFORE/AFTER 1800 REQUIREMENT
IF NOT SATISFIED.

AML 6455 3.0 STUD IN AMERICAN LIT
CRW 6009 3.0 TOPICS: CREATIVE WRIT
CRW 6130 3.0 FICTION WORKSHOP
CRW 6331 3.0 POETRY WORKSHOP
ENC 6700 3.0 THEORY: COMPOSITION
ENG 6138 3.0 STUDIES IN FILM
ENG 6941 3.0 DIS: PRAC/TCH COMP
ENL 6455 3.0 STUD IN BRITISH LIT
LIT 5934 1-3 SPEC TOP: LITERATURE
LIT 6017 3.0 STUDIES IN FICTION
LIT 6037 3.0 STUDIES IN POETRY
LIT 6047 3.0 STUDIES IN DRAMA
LIT 6654 3.0 COMPRTV/WRLD LIT
LIT 6905 1-3 DIR INDEPENDENT STU
LIT 6934 3.0 SPEC TOP: LITERATURE
LIT 6941 3.0 PRACTICUM: TCH LIT

READING LIST-EXAMINATION
ENG 6966 1.0 M.A. EXAM

PROGRAM OPTION
ENG 6971 3.0 THESIS

- * GRADES OF B OR ABOVE ARE REQUIRED IN ALL COURSES.
- * A MINIMUM OF 34 SEMESTER HOURS ARE REQUIRED FOR THE DEGREE.
- * ALL STUDENTS MUST APPLY FOR GRADUATE DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

M.A. Examination The purpose of the M.A. examination is to provide students with the occasion for reflecting on, integrating, and synthesizing their learning during the course of their programs. To this end each student, as he or she is nearing the completion of course work, asks three professors to sit on his or her examination committee. In consultation with them the student develops an individualized reading list based on representative works of 32-36 authors. The committee members then generate a series of essay questions from which, at the time of the four-hour examination, the student selects and answers two. (Guidelines and sample reading lists, along with representative M.A. examinations, are available in the department office.)

Students may enroll to take the M.A. exam during or following the semester in which they are scheduled to complete all other program requirements. With the approval of his or her examining committee, a student may take the exam during the summer.

Grade Point Average All students must maintain a grade point average (GPA) of 3.00 (B) or above. Grades lower than 2.7 (B-) will not count toward completion of the program.

Admission (1) Applicants must satisfy the general university graduate admission requirements. (a) They must have either a grade point average of 3.0 (B) or higher for the last two years (60 semester hours) of undergraduate course work *or* (b) a combined score of 1000 on the verbal and quantitative sections of the GRE. (Applicants who have not taken the GRE but are otherwise eligible for admission may be admitted to the program on a provisional basis.)

(2) Applicants who do not have a baccalaureate degree in English must have either a minimum of 18 semester hours of English credit beyond freshman composition or a score at or above the 50th percentile on the Advanced GRE in Literature.

Applicants who do not have either the required 3.0 GPA or a GRE score of 1000+ may petition the department's Graduate Committee for admission to the program. The petition is to include two or more letters of recommendations by persons acquainted with the applicant's academic background and potential.

Prior to registering for courses students wishing to enroll in the M.A. in English program are to meet with the department's Graduate Coordinator.

Postbaccalaureate Study Postbaccalaureate students who have not enrolled in the degree program may, with permission from the Graduate Coordinator, take up to ten hours of graduate course work.

Department of Mathematics and Statistics

William H. Caldwell, Professor and Chair

Adel N. Boules, Associate Professor and Coordinator of Graduate Studies

Master of Science in Mathematical Sciences

Corresponding to the undergraduate mathematics and statistics programs, the degree program leading to a master of science in mathematical sciences is interdisciplinary, emphasizing the interrelationships among the disciplines represented. In addition to examining topics from each of mathematics and statistics, the student will select an area of concentration from one of these disciplines. The program is designed to provide the graduate with an understanding of the utility of the mathematical sciences, and to present the theory needed to make those applications meaningful.

PROGRAM: MATH SCIENCE
DEGREE: MASTER OF SCIENCE
MAJOR: MATH SCIENCE

SPECIAL CONDITIONS ON ADMISSIONS:

PREREQUISITES (27 SEMESTER HOURS)

MAC 2311	4.0	G(M) CALCULUS I
MAC 2312	4.0	G(M) CALCULUS II
MAC 2313	4.0	G(M) CALCULUS III
MAS 3105	4.0	G(M) LINEAR ALGEBRA
MAA 4211	4.0	G(M) ADV CALCULUS I
STA 4321	4.0	G(M) PROB & STATISTICS
COP 2221	3.0	INTRO TO C

OTHER UNDERGRADUATE BACKGROUND:

MAP 2302	3.0	ORD DIFF EQ (MATH TRACK)
MAA 4212	3.0	G(M) ADV CALCULUS II (MATH TRACK)

MAJOR REQUIREMENTS (18 SEMESTER HOURS)

MATHEMATICS CORE		
MAS 6107	3.0	ADV/LINEAR ALGEBRA
STA 6446	3.0	PROBABILITY

STATISTICS CORE		
STA 6166	3.0	STATISTICAL MTHDS I
STA 6326	3.0	MATH STATISTICS I

COMPUTING CORE		
MAD 6405	3.0	NUMERICAL ANALYSIS
1 APPROVED COMPUTING COURSE		
CAP/CDA/CIS/COP/COT		

MAJOR ELECTIVES (14 SEMESTER HOURS)

IN ONE OF THE CONCENTRATIONS (TO BE SELECTED IN CONSULTATION WITH THE GRADUATE ADVISOR). MAY INCLUDE NO MORE THAN 6 SEMESTER HOURS OF THESIS.

MAA 6416	3.0	REAL ANALYSIS
MAA 6417	3.0	COMPLEX ANALYSIS
MAA 6938	3.0	TOP: APPLIED ANALYSIS
MAP 6336	3.0	ORD DIFF EQUATIONS

MAP 6345	3.0	PARTL DIFF EQUATIONS
MAP 6385	3.0	SCIENTIFIC COMPUTING
MAP 6932	3.0	TOPICS: OPTIMIZATION
MAS 6311	3.0	ABSTRACT ALGEBRA
MAS 6933	1-3	TOPICS IN ALGEBRA
MAS 6938	3.0	TOP: APPLIED ALGEBRA
MAT 5932	1-3	SPEC TOPICS: MATH SCI
MAT 6908	1-3	DIR INDIVIDUAL STUDY
MAT 6933	1-3	SPEC TOPICS: MATH SCI
MAT 6971	1-3	THESIS
STA 6167	3.0	STATISTICAL MTHDS II
STA 6205	3.0	DESIGN OF EXPERIMENT
STA 6226	3.0	SAMPLING
STA 6505	3.0	CATEGORICAL DATA
STA 6707	3.0	MULTIVARIATE MTHDS
STA 6908	1-3	DIR INDIVIDUAL STU

- * GRADES OF B OR ABOVE ARE REQUIRED IN ALL COURES (UNLESS OTHERWISE SPECIFIED BY THE GRADUATE ADVISOR.
- * A MINIMUM OF 32 SEMESTER HOURS ARE REQUIRED FOR THE DEGREE.
- * ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

Admission In addition to satisfying general UNF criteria for admission into a graduate program, students wishing to enter the mathematical sciences master's degree program must present GRE scores and must have completed the equivalent of an undergraduate degree program in the Department of Mathematics and Statistics at UNF. Otherwise-qualified students not satisfying the latter condition may be admitted after arranging with the graduate coordinator for a program that will remove the deficiencies.

Department of Political Science and Public Administration

Henry B. Thomas, Associate Professor and Chair
Theodore J. Stumm, Assistant Professor and M.P.A. Director

Master of Public Administration The mission of the Department of Political Science and Public Administration is to serve the State of Florida through excellent teaching, quality research, and the application of public affairs theory, knowledge, policy and best practice. The M.P.A. program is intended to prepare students for successful careers as managers in the public sector. The curriculum is designed to enable the student to understand the scope and activity of government and to administer public programs effectively. The program has a strong interdisciplinary character and exposes students to public administration aspects of public organizations. For the student who already has significant governmental experience, the program provides opportunities to gain new skills and obtain an enlarged perspective on the responsibilities and obligations of public sector management.

While public administration is generally associated with a political science background, students from any discipline who are interested in public sector employment, or who are currently employed in the public sector are encouraged to enter the program.

Program The program consists of 39 credit hours of approved course work. The program requires students take a common core of 21 hours. Students are also required to complete 12 hours in one of the following areas of concentration: Urban Policy and Administration, Health Administration, National Security Policy and Administration, or general public administration. Three hours are required from students without public sector experience for an internship, arranged in conjunction with the M.P.A. director, that provides a relevant work experience. The M.P.A. director will determine whether a student has work experience sufficient to waive the internship requirement.

Six hours of electives are required from students with public sector experience and three hours of electives plus a three-hour internship are required from students without public sector experience. The electives can be chosen from the list of approved courses, or from other graduate courses in the University with the consent of the M.P.A. director.

Program Prerequisites and Admission Applicants must meet the general graduate admission requirements of the University. The M.P.A. program requires: (1) completion of a bachelor's degree at an accredited institution and (2) either a minimum GPA of 3.0 or a minimum combined score of 1000 on the verbal and quantitative sections of the GRE. In those cases where either the GPA or GRE criteria are not met, the program will accept a combination of the two equalling 2200 points based on the formula $(\text{GPA} \times 400) + \text{GRE}$. Students not meeting this minimum standard may be admitted provisionally upon the approval of the M.P.A. steering committee.

The M.P.A. program requires that each candidate must have completed, with a GPA of 2.0 or better, at least one undergraduate course in American government or the American political system prior to admission to the program. Students who plan to enter the program without basic computer skills are urged to take Decision Software for Management (CGS 5135), at the earliest opportunity. This course counts as an elective in the M.P.A. program.

As part of the admissions process each applicant is required to submit two letters of recommendation. These letters should be submitted with other application materials to the UNF Office of Admissions. Applicants must also complete an admissions interview with the M.P.A. Director. This interview should be scheduled prior to the semester in which the applicant intends to begin course work.

For further information on admission to the program, interested persons should contact the M.P.A. director or the departmental chairperson in the Department of Political Science and Public Administration.

PROGRAM: GENERAL ADMINISTRATION DEGREE: MASTER OF PUBLIC ADMINISTRATION MAJOR: PUBLIC ADMINISTRATION

PREREQUISITES (03 SEMESTER HOURS)
ONE UNDERGRAD COURSE IN AMERICAN GOVT OR AMER
POLITICAL SYSTEM
POS

COMPUTER LITERACY REQUIRED OR COMPLETE CGS 5306 AS A MAJOR ELECTIVE IN THE PROGRAM.

CORE REQUIREMENTS (21 SEMESTER HOURS)

EACH STUDENT IS REQUIRED TO DEFEND A RESEARCH PAPER WRITTEN IN CONJUNCTION WITH THE SEMINAR IN PUBLIC MANAGEMENT (PAD 6066)

PAD 5706	3.0	PUB ADM RSRCH METH
PUP 6007	3.0	POLICY ANALYSIS
PAD 6060	3.0	PUB ADMN/MODRN SOCTY
PAD 6066	3.0	SEM: PUBLIC MANAGEMNT
PAD 6106	3.0	ADMIN BEHVR PUB ORGN
PAD 6227	3.0	GOVMT BUDGT/FINANCE
PAD 6417	3.0	PUBLIC PERSONNEL ADM

MAJOR ELECTIVES

GENERAL ADMINISTRATION

SELECT FOUR COURSES

ACG 5005	3.0	BASIC ACCOUNTING
CGS 5306	3.0	DECISION SFTWR/MGMT
ECO 6257	3.0	ECO PUB POL DECSIONS
ECO 6505	3.0	PUB FIN BUDGETING
ECP 6205	3.0	SEMINAR/LABOR ECONOM
HSA 6149	3.0	HEALTH PLANNNG/MRKTN
HSA 6178	3.0	ADV HLTH CR FIN MGMT
HSA 6188	3.0	HLTH CARE STRAT MGMT
HSA 6427	3.0	HLTH LAW TRENDS SEM
HSC 6505	3.0	EPDEMILGY/DSEASE CON
INP 6318	3.0	PSY OF ORGANIZ BEHAV
MAN 6204	3.0	ORGANIZATION THEORY
MAN 6411	3.0	LBR RELTNS/COLL BARG
PAD 5605	3.0	ADMINISTRATIVE LAW
PAD 6021	3.0	CASE STUD/PUB ADMINI
PAD 6612	3.0	REGULATORY ADMIN
PAD 6900	1-4	DIR INDEPENDENT STUD
PAD 6934	2-6	SPEC TOP:PUBLIC ADM
PUP 6006	3.0	PUBLIC PROG EVAL

PRE-PROFESSIONAL INTERNSHIP

IN-SERVICE STUDENTS WITH PUBLIC SECTOR EXPERIENCE ARE REQUIRED TO TAKE TWO MAJOR ELECTIVES.

PAD 6946	3.0	INTERNSHIP/PUB ADMIN
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SELECT ONE MAJOR ELECTIVE

(TWO MAJOR ELECTIVES IF IN-SERVICE STUDENT W/ PUBLIC SECTOR EXPERIENCE)

ELECTIVES MAY BE CHOSEN FROM THE LIST OF APPROVED COURSES, OR FROM OTHER GRADUATE COURSES IN THE UNIVERSITY WITH CONSENT OF MPA DIRECTOR AND COMPLETION OF THE ORAL DEFENSE REQUIREMENT IN PAD 6066.

PAD 5385	3.0	PLCY FRMTN/IMPLMNTN
PAD 6207	3.0	MUNICIPAL FIN ADMIN
PAD 6807	3.0	URBAN ADMINISTRATION
POS 6095	3.0	INTERGOVTMNTL RELTNS
POS 6155	3.0	URBAN DYNAMICS
PUP 6106	3.0	PLANNING/GROWTH MGMT
URP 6058	3.0	URN REGNL PLANNING
HSA 5177	3.0	HEALTH CARE FINANCE
HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
HSA 6126	3.0	MANAGED HEALTH CARE
HSA 6435	3.0	HEALTH ECONOMICS
HSA 6758	3.0	QUALITY MGT HEA CARE
HSA 6905	3.0	HEALTH POLICY

ACG 5005	3.0	BASIC ACCOUNTING
CGS 5306	3.0	DECISION SFTWR/MGMT
ECO 6257	3.0	ECO PUB POL DECSIONS
ECO 6505	3.0	PUB FIN BUDGETING
ECP 6205	3.0	SEMINAR/LABOR ECONOM
HSA 6149	3.0	HEALTH PLANNNG/MRKTN
HSA 6178	3.0	ADV HLTH CR FIN MGMT
HSA 6427	3.0	HLTH LAW TRENDS SEM
HSC 6505	3.0	EPDEMILGY/DSEASE CON
INP 6318	3.0	PSY OF ORGANIZ BEHAV
MAN 6204	3.0	ORGANIZATION THEORY
MAN 6411	3.0	LBR RELTNS/COLL BARG
PAD 5605	3.0	ADMINISTRATIVE LAW
PAD 6021	3.0	CASE STUD/PUB ADMINI
PAD 6612	3.0	REGULATORY ADMIN
PAD 6900	1-4	DIR INDEPENDENT STUD
PAD 6934	2-6	SPEC TOP: PUBLIC ADM
PUP 6006	3.0	PUBLIC PROG EVAL

* GRADES OF B OR ABOVE ARE REQUIRED IN AT LEAST 6 OF THE 7 CORE COURSES IN ORDER TO REMAIN IN THE PROGRAM.
 * A MINIMUM OF 30 SEMESTER HOURS ARE REQUIRED FOR THE DEGREE (IN ADDITION TO ANY NECESSARY PREREQUISITES).
 * ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

PROGRAM: HEALTH ADMINISTRATION

DEGREE: MASTER OF PUBLIC ADMIN

MAJOR: PUBLIC ADMIN

PREREQUISITES (03 SEMESTER HOURS)

ONE UNDERGRAD COURSE IN AMERICAN GOVT OR AMER POLITICAL SYSTEM
 POS

COMPUTER LITERACY REQUIRED OR COMPLETE CGS 5306 AS A MAJOR ELECTIVE IN THE PROGRAM

MAJOR REQUIREMENTS (21 SEMESTER HOURS)

EACH STUDENT IS REQUIRED TO DEFEND A RESEARCH PAPER WRITTEN IN CONJUNCTION WITH THE SEMINAR IN PUBLIC MANAGEMENT (PAD 6066)

PAD 5706	3.0	PUB ADM RSRCH METH
PUP 6007	3.0	POLICY ANALYSIS
PAD 6060	3.0	PUB ADMN/MODRN SOCTY
PAD 6066	3.0	SEM: PUBLIC MANAGEMNT
PAD 6106	3.0	ADMIN BEHVR PUB ORGN
PAD 6227	3.0	GOVMT BUDGT/FINANCE
PAD 6417	3.0	PUBLIC PERSONNEL ADM

MAJOR ELECTIVES (18 SEMESTER HOURS)

HEALTH ADMINISTRATION

SELECT 4 COURSES

HSA 5177	3.0	HEALTH CARE FINANCE
HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
HSA 6126	3.0	MANAGED HEALTH CARE
HSA 6435	3.0	HEALTH ECONOMICS
HSA 6758	3.0	QUALITY MGT HEA CARE
HSA 6905	3.0	HEALTH POLICY

PRE-PROFESSIONAL INTERNSHIP

IN-SERVICE STUDENTS WITH PUBLIC SECTOR EXPERIENCE ARE REQUIRED TO TAKE TWO MAJOR ELECTIVES.

PAD 6946	3.0	INTERNSHIP/PUB ADMIN
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SELECT ONE MAJOR ELECTIVE
(TWO MAJOR ELECTIVES IF IN-SERVICE STUDENT W/
PUBLIC SECTOR EXPERIENCE)

ELECTIVES MAY BE CHOSEN FROM THE LIST OF AP-
PROVED COURSES, OR FROM OTHER GRADUATE
COURSES IN THE UNIVERSITY WITH CONSENT OF MPA
DIRECTOR AND COMPLETION OF THE ORAL DEFENSE
REQUIREMENT IN PAD 6066.

PAD 5385	3.0	PLCY FRMTN/IMPLMNTN
PAD 6207	3.0	MUNICIPAL FIN ADMIN
PAD 6807	3.0	URBAN ADMINISTRATION
POS 6095	3.0	INTERGOVTMNTL RELTNS
POS 6155	3.0	URBAN DYNAMICS
PUP 6106	3.0	PLANNING/GROWTH MGMT
URP 6058	3.0	URN REGNL PLANNING
HSA 5177	3.0	HEALTH CARE FINANCE
HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
HSA 6126	3.0	MANAGED HEALTH CARE
HSA 6435	3.0	HEALTH ECONOMICS
HSA 6758	3.0	QUALITY MGT HEA CARE
HSA 6905	3.0	HEALTH POLICY
ACG 5005	3.0	BASIC ACCOUNTING
CGS 5306	3.0	DECISION SFTWR/MGMT
ECO 6257	3.0	ECO PUB POL DECISIONS
ECO 6505	3.0	PUB FIN BUDGETING
ECP 6205	3.0	SEMINAR/LABOR ECONOM
HSA 6149	3.0	HEALTH PLANNNG/MRKTN
HSA 6178	3.0	ADV HLTH CR FIN MGMT
HSA 6188	3.0	HLTH CARE STRAT MGMT
HSA 6427	3.0	HLTH LAW TRENDS SEM
HSC 6505	3.0	EPDEMILGY/DSEASE CON
INP 6318	3.0	PSY OF ORGANIZ BEHAV
MAN 6204	3.0	ORGANIZATION THEORY
MAN 6411	3.0	LBR RELTNS/COLL BARG
PAD 5605	3.0	ADMINISTRATIVE LAW
PAD 6021	3.0	CASE STUD/PUB ADMINI
PAD 6612	3.0	REGULATORY ADMIN
PAD 6900	1-4	DIR INDEPENDENT STUD
PAD 6934	2-6	SPEC TOP:PUBLIC ADM
PUP 6006	3.0	PUBLIC PROG EVAL

* GRADES OF B OR ABOVE ARE REQUIRED IN AT LEAST 6 OF THE
7 CORE COURSES IN ORDER TO REMAIN IN THE PROGRAM.

* A MINIMUM OF 30 SEMESTER HOURS ARE REQUIRED FOR THE
DEGREE (IN ADDITION TO ANY NECESSARY PREREQUISITES).

* ALL STUDENTS MUST APPLY FOR GRADUATION DURING
REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF.
DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE
BOOKLET EACH SEMESTER.

PROGRAM: NATIONAL SECURITY
DEGREE: MASTER OF PUBLIC ADMINISTRATION
MAJOR: PUBLIC ADMINISTRATION

THIS CONCENTRATION IS OPEN ONLY TO PERSONS WHO
ARE ENROLLED SIMULTANEOUSLY IN BOTH THE UNF
MPA PROGRAM AND THE NAVAL WAR COLLEGE NON-
RESIDENTIAL SEMINAR PROGRAM OR WHO HAVE
COMPLETED THE NJS PROGRAM PRIOR TO ACCEPTANCE
IN THE UNF MPA PROGRAM

PREREQUISITES (03 SEMESTER HOURS)

ONE UNDERGRAD COURSE IN AMERICAN GOVT OR AMER
POLITICAL SYSTEM
POS

COMPUTER LITERACY REQUIRED OR COMPLETE CGS 5306
AS A MAJOR ELECTIVE IN THE PROGRAM

MAJOR REQUIREMENTS (21 SEMESTER HOURS)

EACH STUDENT IS REQUIRED TO DEFEND A RESEARCH
PAPER WRITTEN IN CONJUNCTION WITH THE SEMINAR IN
PUBLIC MANAGEMENT (PAD 6066)

PAD 5706	3.0	PUB ADM RSRCH METH
PUP 6007	3.0	POLICY ANALYSIS
PAD 6060	3.0	PUB ADMN/MODRN SOCTY
PAD 6066	3.0	SEM: PUBLIC MANAGEMNT
PAD 6106	3.0	ADMIN BEHVR PUB ORGN
PAD 6227	3.0	GOVMT BUDGT/FINANCE
PAD 6417	3.0	PUBLIC PERSONNEL ADM

MAJOR ELECTIVES (18 SEMESTER HOURS)

NATIONAL SECURITY POLICY & ADMINISTRATION
9-15 HOURS MAY TRANSFER FROM THE NAVAL WAR
COLLEGE

SELECT 1 COURSE (IF ONLY 9 HOURS TRANSFERRED
FROM NWC)

PAD 5385	3.0	PLCY FRMTN/IMPLMNTN
PAD 6207	3.0	MUNICIPAL FIN ADMIN
PAD 6807	3.0	URBAN ADMINISTRATION
POS 6095	3.0	INTERGOVTMNTL RELTNS
POS 6155	3.0	URBAN DYNAMICS
PUP 6106	3.0	PLANNING/GROWTH MGMT
URP 6058	3.0	URN REGNL PLANNING

SELECT TWO MAJOR ELECTIVES

ELECTIVES MAY BE CHOSEN FROM THE LIST OF AP-
PROVED COURSES, OR FROM OTHER GRADUATE
COURSES IN THE UNIVERSITY WITH CONSENT OF MPA
DIRECTOR AND COMPLETION OF THE ORAL DEFENSE
REQUIREMENT IN PAD 6066.

PAD 5385	3.0	PLCY FRMTN/IMPLMNTN
PAD 6207	3.0	MUNICIPAL FIN ADMIN
PAD 6807	3.0	URBAN ADMINISTRATION
POS 6095	3.0	INTERGOVTMNTL RELTNS
POS 6155	3.0	URBAN DYNAMICS
PUP 6106	3.0	PLANNING/GROWTH MGMT
URP 6058	3.0	URN REGNL PLANNING
HSA 5177	3.0	HEALTH CARE FINANCE
HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
HSA 6126	3.0	MANAGED HEALTH CARE
HSA 6435	3.0	HEALTH ECONOMICS
HSA 6758	3.0	QUALITY MGT HEA CARE
HSA 6905	3.0	HEALTH POLICY
ACG 5005	3.0	BASIC ACCOUNTING
CGS 5306	3.0	DECISION SFTWR/MGMT
ECO 6257	3.0	ECO PUB POL DECISIONS
ECO 6505	3.0	PUB FIN BUDGETING
ECP 6205	3.0	SEMINAR/LABOR ECONOM
HSA 6149	3.0	HEALTH PLANNNG/MRKTN
HSA 6178	3.0	ADV HLTH CR FIN MGMT
HSA 6427	3.0	HLTH LAW TRENDS SEM
HSC 6505	3.0	EPDEMILGY/DSEASE CON
INP 6318	3.0	PSY OF ORGANIZ BEHAV
MAN 6204	3.0	ORGANIZATION THEORY
MAN 6411	3.0	LBR RELTNS/COLL BARG
PAD 5605	3.0	ADMINISTRATIVE LAW
PAD 6021	3.0	CASE STUD/PUB ADMINI
PAD 6612	3.0	REGULATORY ADMIN
PAD 6900	1-4	DIR INDEPENDENT STUD
PAD 6934	2-6	SPEC TOP: PUBLIC ADM
PUP 6006	3.0	PUBLIC PROG EVAL

* GRADES OF B OR ABOVE ARE REQUIRED IN AT LEAST 6 OF THE 7 CORE COURSES IN ORDER TO REMAIN IN THE PROGRAM.
 * A MINIMUM OF 30 SEMESTER HOURS ARE REQUIRED FOR THE DEGREE (IN ADDITION TO ANY NECESSARY PREREQUISITES).
 * ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

PROGRAM: URBAN POLICY AND ADMINISTRATION
DEGREE: MASTER OF PUBLIC ADMINISTRATION
MAJOR: PUBLIC ADMINISTRATION

PREREQUISITES (03 SEMESTER HOURS)
 ONE UNDERGRAD COURSE IN AMERICAN GOVT OR AMER POLITICAL SYSTEM
 POS

COMPUTER LITERACY REQUIRED OR COMPLETE CGS 5306 AS A MAJOR ELECTIVE IN THE PROGRAM

MAJOR REQUIREMENTS (21 SEMESTER HOURS)
 EACH STUDENT IS REQUIRED TO DEFEND A RESEARCH PAPER WRITTEN IN CONJUNCTION WITH THE SEMINAR IN PUBLIC MANAGEMENT (PAD 6066)

PAD 5706	3.0	PUB ADM RSRCH METH
PUP 6007	3.0	POLICY ANALYSIS
PAD 6060	3.0	PUB ADMN/MODRN SOCTY
PAD 6066	3.0	SEM: PUBLIC MANAGEMENT
PAD 6106	3.0	ADMIN BEHVR PUB ORGN
PAD 6227	3.0	GOVMT BUDGT/FINANCE
PAD 6417	3.0	PUBLIC PERSONNEL ADM

MAJOR ELECTIVES (18 SEMESTER HOURS)
 URBAN POLICY AND ADMINISTRATION
 SELECT 4 COURSES

PAD 5385	3.0	PLCY FRMTN/IMPLMNTN
PAD 6207	3.0	MUNICIPAL FIN ADMIN
PAD 6807	3.0	URBAN ADMINISTRATION
POS 6095	3.0	INTERGOVTMNTL RELTNS
POS 6155	3.0	URBAN DYNAMICS
PUP 6106	3.0	PLANNING/GROWTH MGMT
URP 6058	3.0	URN REGNL PLANNING

PRE-PROFESSIONAL INTERNSHIP
 IN-SERVICE STUDENTS WITH PUBLIC SECTOR EXPERIENCE ARE REQUIRED TO TAKE TWO MAJOR ELECTIVES.
 PAD 6946 3.0 INTERNSHIP/PUB ADMIN

SELECT ONE MAJOR ELECTIVE
 (TWO MAJOR ELECTIVES IF IN-SERVICE STUDENT W/ PUBLIC SECTOR EXPERIENCE)
 ELECTIVES MAY BE CHOSEN FROM THE LIST OF APPROVED COURSES, OR FROM OTHER GRADUATE COURSES IN THE UNIVERSITY WITH CONSENT OF MPA DIRECTOR AND COMPLETION OF THE ORAL DEFENSE REQUIREMENT IN PAD 6066.

PAD 5385	3.0	PLCY FRMTN/IMPLMNTN
PAD 6207	3.0	MUNICIPAL FIN ADMIN
PAD 6807	3.0	URBAN ADMINISTRATION
POS 6095	3.0	INTERGOVTMNTL RELTNS
POS 6155	3.0	URBAN DYNAMICS
PUP 6106	3.0	PLANNING/GROWTH MGMT
URP 6058	3.0	URN REGNL PLANNING
HSA 5177	3.0	HEALTH CARE FINANCE

HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
HSA 6126	3.0	MANAGED HEALTH CARE
HSA 6435	3.0	HEALTH ECONOMICS
HSA 6758	3.0	QUALITY MGT HEA CARE
HSA 6905	3.0	HEALTH POLICY
ACG 5005	3.0	BASIC ACCOUNTING
CGS 5306	3.0	DECISION SFTWR/MGMT
ECO 6257	3.0	ECO PUB POL DECSIONS
ECO 6505	3.0	PUB FIN BUDGETING
ECP 6205	3.0	SEMINAR/LABOR ECONOM
HSA 6149	3.0	HEALTH PLANNNG/MRKTN
HSA 6178	3.0	ADV HLTH CR FIN MGMT
HSA 6427	3.0	HLTH LAW TRENDS SEM
HSC 6505	3.0	EPDEMILGY/DSEASE CON
INP 6318	3.0	PSY OF ORGANIZ BEHAV
MAN 6204	3.0	ORGANIZATION THEORY
MAN 6411	3.0	LBR RELTNS/COLL BARG
PAD 5605	3.0	ADMINISTRATIVE LAW
PAD 6021	3.0	CASE STUD/PUB ADMINI
PAD 6612	3.0	REGULATORY ADMIN
PAD 6900	1-4	DIR INDEPENDENT STUD
PAD 6934	2-6	SPEC TOP:PUBLIC ADM
PUP 6006	3.0	PUBLIC PROG EVAL

* GRADES OF B OR ABOVE ARE REQUIRED IN AT LEAST 6 OF THE 7 CORE COURSES IN ORDER TO REMAIN IN THE PROGRAM.
 * A MINIMUM OF 30 SEMESTER HOURS ARE REQUIRED FOR THE DEGREE (IN ADDITION TO ANY NECESSARY PREREQUISITES).
 * ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

Students also may select as electives any courses in an area of concentration other than their own with the approval of the M.P.A. director and M.P.A. steering committee.

Internships

Designation of a student as a pre-professional (internship required) or as in-service (no internship required) will be made by the M.P.A. director. The M.P.A. steering committee will be consulted for questionable cases. Internships will earn 3 credit hours and cannot begin until 18 or more hours of graduate course work have been successfully completed. The M.P.A. director will designate the internship advisor. The internship will involve a minimum of 15 weeks with 15-20 hours of work per week. In order to receive credit, the student must satisfy requirements of the position and satisfactorily complete an internship paper as directed by the M.P.A. director and steering committee.

30-Hour Fast Track Option in Master of Public Administration A Fast Track leading to the Master of Public Administration is available to students with an earned Bachelor of Arts in Political Science and an undergraduate minor in Public Administration or equivalent work at another accredited university. Students must declare their intent to enroll in this Fast Track Option when applying to the university or prior to the Senior year. Eligible students must have an earned Grade Point Average of 3.0 or higher. Students will be able to successfully finish the Master of Public Administration degree upon completing only 30 credit hours of graduate work. Continuation towards the MPA program requires: a GPA of

3.0 at the undergraduate level; completion of the BA in Political Science with a minor in Public Administration; a GRE Verbal and Quantitative total score of 1000, or a combined GPA x 4 plus Verbal and Quantitative GRE scores = 2200; and, completion of PAD 4003, PAD 4027, and PAD 4167 with a 3.0 in these courses. If the required GPA/GRE scores are not maintained while enrolled as an undergraduate, then the regular application and acceptance procedures for admissions into the 39 hour MPA program are required.

PROGRAM: PUBLIC ADMINISTRATION FAST TRACK

DEGREE: MASTER OF PUBLIC ADMINISTRATION

MAJOR: PUBLIC ADMINISTRATION

PREREQUISITES (09 SEMESTER HOURS)

PAD 4027	3.0	ISSUES PUBLIC MANGMT
PAD 4003	3.0	PUB ADMINISTRATION
POS 4167	3.0	URBAN POLICY/PLAN

COMPLETION OF THE 120 BA DEGREE IN POLITICAL SCIENCE WITH A PUBLIC ADMINISTRATION MINOR, OR EQUIVALENT AT ANOTHER ACCREDITED UNIVERSITY. 3.0 UNDERGRADUATE GPA AT THE UNDERGRADUATE LEVEL, AND APPROPRIATE GRE TEST SCORES ARE REQUIRED FOR ADMISSIONS TO THE FAST TRACK PROGRAM.

MAJOR REQUIREMENTS (18 SEMESTER HOURS)

EACH STUDENT IS REQUIRED TO DEFEND A RESEARCH PAPER WRITTEN IN CONJUNCTION WITH THE SEMINAR IN PUBLIC MANAGEMENT(PAD-6066)

PAD 5706	3.0	PUB ADM RSRCH METH
PUP 6007	3.0	POLICY ANALYSIS
PAD 6066	3.0	SEM:PUBLIC MANAGEMENT
PAD 6106	3.0	ADMIN BEHVR PUB ORGN
PAD 6227	3.0	GOVMT BUDGT/FINANCE
PAD 6417	3.0	PUBLIC PERSONNEL ADM

MAJOR ELECTIVES (12 SEMESTER HOURS)

CONCENTRATION IN URBAN POLICY

SELECT THREE COURSES

PAD 5385	3.0	PLCY FRMTN/IMPLMNTN
PAD 6207	3.0	MUNICIPAL FIN ADMIN
PAD 6807	3.0	URBAN ADMINISTRATION
POS 6095	3.0	INTERGOVTMNTL RELTNS
POS 6155	3.0	URBAN DYNAMICS
PUP 6106	3.0	PLANNING/GROWTH MGMT
URP 6058	3.0	URN REGNL PLANNING

SELECT ONE COURSE

STUDENT DESIGNATED AS PRE-PROFESSIONAL (NO PUBLIC SECTOR WORK EXPERIENCE) WILL BE REQUIRED TO COMPLETE A 3 HOUR INTERNSHIP AS PART OF THE THEIR ELECTIVE HOURS.

PAD 5605	3.0	ADMINISTRATIVE LAW
PAD 6021	3.0	CASE STUD/PUB ADMINI
PAD 6612	3.0	REGULATORY ADMIN
PAD 6900	1-4	DIR INDEPENDENT.STUD
PAD 6934	2-6	SPEC TOP: PUBLIC ADM
PUP 6006	3.0	PUBLIC PROG EVAL

* GRADES OF B OR ABOVE ARE REQUIRED IN AT LEAST 6 OF THE 7 CORE COURSES IN ORDER TO REMAIN IN THE PROGRAM.

* A MINIMUM OF 30 SEMESTER HOURS ARE REQUIRED FOR THE DEGREE (IN ADDITION TO ANY NECESSARY PREREQUISITES).

* ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF.

DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

Department of Sociology, Anthropology and Criminal Justice 620-2850

Charles Owens, Professor and MSCJ Program Director

Master of Science in Criminal Justice

Criminal Justice education is one of the most rapidly emerging disciplines in higher education today. The problem of crime has become a major national concern, generating wide recognition that highly educated professionals are needed to work in the various agencies and institutions which respond to this problem. Careers in the field increasingly require advanced degrees or other professional development.

The Master of Science in Criminal Justice at UNF provides an opportunity for advanced academic work in this expanding field of study. As a discipline, criminal justice draws together all the social and behavioral sciences, natural sciences, mathematical and computer sciences, history, law and jurisprudence to focus on the problem of crime in society. The graduate program at UNF builds upon the unifying interdisciplinary nature of the field it seeks to address.

Furthermore, the program at UNF is vitally concerned with theory, practice and research, based on the firm conviction that none of these can stand alone. Sound practice requires a sound theoretical and research base, while advances in theory and research arise from the realities of practice. The program emphasizes the acquisition of professional skills that will permit students to keep abreast of new theory, research and practice in the field long after they have completed their formal studies.

Program Prerequisites Students entering into advanced study at the graduate level are expected to be familiar with the basics of the discipline. Prerequisite requirements for the MSCJ include successful completion of courses in both (1) undergraduate statistics or social science research methods, and (2) undergraduate criminological theory, or their equivalents.

Students with limited background in criminal justice are encouraged to apply to the MSCJ, but will be expected to prepare for advanced MSCJ courses upon entering the program. Students must complete any needed prerequisites within the first nine hours of graduate course work.

Co-requisite Requirements Students admitted to the MSCJ program lacking computer literacy will be required to complete an appropriate graduate computer literacy course as designated by the faculty.

Students admitted to the MSCJ program lacking undergraduate course work in criminal law or criminal justice systems are required to complete the graduate course in "Criminal Law and Procedure in Criminal Justice Systems."

Students needing one or both co-requisites may complete these requirements as part of their elective hours.

PROGRAM: CRIMINAL JUSTICE

DEGREE: MASTER OF SCIENCE

MAJOR: CRIMINAL JUSTICE

PREREQUISITES (06 SEMESTER HOURS)

PREREQUISITES MUST BE COMPLETED WITHIN THE FIRST 9 HOURS OF GRADUATE COURSE WORK.

1 MTHDS OR STATISTICS COURSE

- SYA 3300 4.0 RESEARCH METHODS LAB
- STA 2014 3.0 G(M) ELEM STA-HLTH/SS

**UNDERGRAD THEORY OR INTRO CRIM W/THEORY
CCJ**

REQUISITES (COREQUISITES)

- CCJ 5206 3.0 CRIM LAW AND CJ SYS

COMPUTER LITERACY

- CGS/COP

COMMENTS/OTHER REQUIREMENTS:

MAJOR REQUIREMENTS (12 SEMESTER HOURS)

REQUIRED

- CCJ 6059 3.0 ADV CRIM THEORY
- CCJ 6035 3.0 DEVIANCE PROCESS
- CCJ 6706 3.0 QUAN RESCH METH
- CCJ 6709 3.0 QUAL RESCH METHODS

EXIT REQUIREMENTS (06 SEMESTER HOURS)

SELECT FROM THESIS OR NON-THESIS OPTIONS. (NON-THESIS OPTION REQUIRES WRITTEN COMPREHENSIVE EXAMINATION.)

THESIS OPTION

- CCJ 6974 3-6 THESIS/DEMO PROJECT

OR NON-THESIS OPTION

SELECT ONE

- CCJ 6946 3-6 GRD PRAC/CRIM JUS
- CCJ 6944 3-6 GRD SUPV TCH/CRM JUS

OR

2 ADDITIONAL GRADUATE COURSES BY SPECIAL EXCEPTION AND PERMISSION OF GRADUATE COORDINATOR ONLY.

COMPREHENSIVE EXAM REQUIREMENT FOR NON-THESIS OPTION.

12-18 HOURS OF MAJOR ELECTIVES

- CCJ 5206 3.0 CRIM LAW AND CJ SYS
- CCJ 5305 3.0 HIST/PHILO CORRECTNS
- CCJ 5345 3.0 COUNSEL APP/CRIM JUS
- CCJ 5346 3.0 CRISIS INT & COL BEV
- CCJ 5475 3.0 CRM JUS PLAN & EVAL
- CCJ 5477 3.0 INFO SYSTMS CRIM JUS
- CCJ 5545 3.0 WRK W/JUV&YTHFL OFND
- CCJ 5635 3.0 COMP CRI JUST SYSTMS
- CCJ 5665 3.0 VICTIMOLOGY
- CCJ 5668 3.0 ELITE CRIME

- SYO 5175 3.0 FAMILY DYNAMICS
- CCJ 6705 3.0 ADV MTHDS CRIM RSCH
- CCJ 6906 1-4 DIR INDPNT STUDY
- CCJ 5930 3.0 ISSUES MODN CRI JUST
- CCJ 5934 3.0 SPEC TOP: CRI JUSTICE

* STUDENTS MUST EARN A GRADE OF "B" OR HIGHER IN ALL MAJOR COURSES APPLIED TOWARDS THE DEGREE.

* A TOTAL OF 36 GRADUATE HOURS ARE REQUIRED FOR THE MASTER'S DEGREE.

* STUDENTS MUST COMPLETE A SIX-HOUR EXIT REQUIREMENT CONSISTING OF EITHER (A) A THESIS OR DEMONSTRATION PROJECT OR (B) A NON-THESIS OPTION WITH A COMPREHENSIVE EXAM.

* STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE OFFERING BOOKLET EACH TERM.

Areas of concentration within the MSCJ can be constructed by careful choice of these electives, though such concentrations are not required. Concentrations may include, but are not limited to, the following examples:

Electives suitable for a counseling concentration:

- CCJ 5306 History and Philosophy of Corrections
- CCJ 5345 Counseling Applications in Criminal Justice
- CCJ 5346 Crisis Intervention and Collective Behavior
- CCJ 5545 Working with Juveniles and Youthful Offenders
- CCJ 5665 Victimology
- SYD 6705 Analysis of Subcultural Perspectives
- SYO 5175 Family Dynamics

Electives suitable for a justice management concentration:

- CCJ 5206 Criminal Law and Procedure in Criminal Justice Systems
- CCJ 5306 History and Philosophy of Corrections
- CCJ 5456 Criminal Justice Administration: Theory and Practice
- CCJ 5475 Criminal Justice Planning and Evaluation
- CCJ 5477 Information Systems in Criminal Justice
- CCJ 5635 Comparative Criminal Justice Systems
- CCJ 5668 Elite Crime

Electives suitable for a college teaching concentration:

- CCJ 5206 Criminal Law and Procedure in Criminal Justice Systems
- CCJ 5306 History and Philosophy of Corrections
- CCJ 5456 Criminal Justice Administration: Theory and Practice
- CCJ 5545 Working with Juveniles and Youthful Offenders
- CCJ 5635 Comparative Criminal Justice Systems
- CCJ 5665 Victimology
- CCJ 5668 Elite Crime
- CCJ 5930 Issues in Modern Criminal Justice

Graduate Advising All applicants for the MSCJ will first work with the Graduate Director to develop their initial program of study. After the first semester of graduate study, each student will work with the Graduate Director and the faculty to develop his/her own Graduate Committee, which will then direct the student through the rest of the program including completion of the Exit Requirement.

Admission To be considered for admission to the MSCJ program, the applicant must submit the required documentation the UNF Office of Admissions and then submit the following to the MSCJ Program Director:

1. A letter formally requesting admission to the program.

This letter should include a brief discussion of the student's:

- a) academic and relevant employment experiences;
 - b) career goals;
 - c) areas of chief interest in the field;
 - d) reasons for seeking the MSCJ degree.
2. Two (2) or more letters of recommendation from responsible persons with graduate educations who can attest to the student's ability to do graduate work and to pursue an advanced career in the criminal justice field.
3. Evidence that the required program prerequisites have been satisfactorily completed, and evidence of the student's status with regard to program co-requisites. College transcripts will normally satisfy this requirement.

Ordinarily, students should submit these materials to the Program Director at least two (2) months prior to anticipated enrollment. Students are urged to make application to the program through the MSCJ Program Director at the same time materials are submitted to the university. Some students may enroll in courses, especially prerequisite or co-requisite courses, prior to official graduate admission; this can be done with permission of the MSCJ Program Director.

Students failing to meet University or Program requirements may petition the University through the Program Director for an "exceptional admission." Admission on an exceptional basis places the student on probationary status pending completion of specified graduate courses.

Department of Psychology 620-2807
J. Jurek Karylowski, Professor and Chair
Russell A. Jones, Professor and Coordinator of Graduate Studies

Master of Arts in Counseling Psychology

The master of arts in counseling psychology (MACP) program is designed to prepare students to practice in the emerging professional roles of a master's level practitioner. The program emphasizes the development of counselor-client communication skills, both verbal and non-verbal, and stresses the importance of supporting those skills with didactic and experiential training.

Within the MACP program the following objectives are proposed:

1. To strengthen scientific competency in research design, analysis, and evaluation in psychological counseling;
2. To increase knowledge and understanding of methods of evaluating individual psychological functions, such as intelligence and personality, with emphasis on their applications, validity, and limitations as applied in professional settings;
3. To develop communication skills that would enable the counselor to help the client(s) function more effectively;
4. To provide the counselor with the skills to meet the psychologically related educational and preventive needs of the client and the community.

Program The MACP program consists of 42 credit hours of study in psychology. Included in the program are a practicum requirement and a thesis option. Upon completion of both the MACP program and an ethics class, the academic requirements for a mental health counselor license will have been met.

Admission For admission consideration, each student's complete application including receipt of all transcripts, GRE scores, autobiographical statement and letters of recommendation should be available to the coordinator of graduate studies before February 1. The psychology department intends to extend offers to prospective candidates by April 1. These candidates will have two weeks to notify the psychology department regarding acceptance of our offers. Applicants who do not meet the February 1 deadline but who have a complete application (i.e., all transcripts, GRE scores, autobiographical statement and letters of recommendation) on file as of May 1, will be considered only if there is space in the program.

In addition to the basic university requirements for graduate admission, the following special requirements are necessary for admission consideration to the MACP program:

1. Scores on the GRE (verbal and quantitative sections);
2. An autobiographical statement in which you: (a) provide a brief personal/family history; (b) discuss the major milestone events and turning points in your life and how they may relate to your desire to become a counseling psychologist; (c) review any personal counseling or psychotherapy experiences you have had and indicate how these may have influenced your personal and professional development; and (d) explain why you want to become a professional in counseling psychology.

In addition to this autobiographical material, your statement should include: (a) a review of all your relevant work experiences; (b) a declaration of whether you are applying for admission as a part-time or full-time student; (c) the type of employment (if any) you expect to have while you are a student; and (d) the number of hours per week you expect to work.

You should close your essay by: (a) discussing your views on the role of science and religion in counseling psychology; (b) indicating how your views on these issues may influence your behavior as a professional counselor; and (c) sharing your reaction to the program's expectation that you self-disclose personal reactions and information to classmates during counseling courses.;

3. Two letters of reference from faculty members and/or employers which recommend the suitability of the applicant for graduate study and a profession in counseling psychology;
4. One of the following:
 - a) At least 9 semester hours in psychology from an approved institution, including the following courses: research methods or experimental psychology, personality theories or abnormal psychology, and an elective;

(Note: Acceptable equivalents will be considered if requested in writing by the applicant; the course requirements may be satisfied by completing the course work at an approved

college-level institution with a GPA of 2.0 or better or by earning a satisfactory score on the appropriate College Level Examination Program (CLEP) test or on the appropriate advanced placement program test).

b) A score at the 50th percentile or higher on the Psychology Test of the GRE.

5. The student may be required to have a personal interview prior to final admission.

For more information on the master of arts in counseling psychology program, call or write the psychology department and request an information packet.

Students who are not selected for the program may request a review of their qualifications from the dean of the College of Arts and Sciences. A request for review must be made in writing and contain additional information beyond that already submitted.

PROGRAM: COUNSELING PSYCHOLOGY
DEGREE: MASTER OF ARTS COUNSELING PSYCH
MAJOR: COUNSELING PSYCH

PREREQUISITES (09 SEMESTER HOURS)

1 RSCH METHOD OR EXPERIMENTAL	
PSY 3214	3.0 RESEARCH METHODS PSY
EXP 3540C	4.0 INFOR PROCESS/COGNTN
SOP 3210C	4.0 EXPERMTL SOCIAL PSY
EAB 3013C	4.0 EXPTL ANA BEHVR/LAB
EXP 3703C	4.0 COMP APPL PSYCHO RES

CHOOSE 1:

CLP 4143	3.0 PSY OF ABNORMAL BEHR
PPE 4004	3.0 PERSONALITY THEORIES

1 4000 LEVEL PSYCH ELECTIVE
 CLP/EAB/EXP/DEP/INP/PCO/PPE/PSY/SOP

MAJOR REQUIREMENTS (36 SEMESTER HOURS)

PPE 6466	3.0 ADV PRSNLTY THEORIES
PCO 6317C	4.0 PSYCHOLOGICAL ASSESS
PSY 6216	3.0 PSY RESEARCH & EVALU
CLP 6166	3.0 PSYCHOPATHOLOGY
PCO 6406C	4.0 COUNSELING PSY I
PCO 6407C	4.0 COUNSELING PSY II
PCO 6408C	4.0 COUNSELING PSY III
DEP 6055	3.0 HUMAN DEVELOPMENT
CLP 6459	3.0 PRINC OF SEX THERAPY
PCO 6944A	2.0 PRACTICUM
PCO 6944B	3.0 PRACTICUM

MAJOR ELECTIVES (06 SEMESTER HOURS)

SELECT I OPTION (5000 LEVEL)	
CLP 6441C	4.0 INDIVID INTEL TSTNG
CLP 6445C	4.0 INDIV PERSONAL TSTNG
OR	
PCO 6939	3.0 COUNSELING SEMINAR
PCO 6939	3.0 COUNSELING SEMINAR
OR	
PSY 6971 A	3.0 THESIS
PSY 6971 B	3.0 THESIS

- * GRADES OF B OR ABOVE ARE REQUIRED IN ALL COURSES.
- * A MINIMUM OF 42 SEMESTER HOURS ARE REQUIRED FOR THE DEGREE (IN ADDITION TO ANY NECESSARY PREREQUISITES).
- * ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

Retention The record of any student who receives a grade of C or lower will be referred automatically to the graduate coordinator for review of the desirability of the student's continuation in the program.

Master of Arts in General Psychology The master of arts in general psychology (MAGP) is a broad based, research-oriented program intended to equip students with the critical skills and knowledge necessary for continued occupational and educational advancement in fields related to psychology. The program consists of course work designed around a core curriculum of statistics, research design, substantive areas of psychology and a research based thesis. Depending upon the particular sequence of courses and research experiences selected, students completing the program would be qualified: (1) to go on to further graduate work at universities offering a Ph.D. in psychology; (2) to find employment in jobs requiring expertise in such applied endeavors as product development; and/or (3) to work as human factors and evaluation research specialists in government, community agencies and industry.

Admission For admission consideration, each student's complete application including receipt of all transcripts, GRE scores, autobiographical statement and letters of recommendation should be available to the coordinator of graduate studies before June 3.

In addition to the basic university requirements for graduate admission, the following special requirements are necessary for admission consideration to the MAGP program:

1. Scores on the GRE (verbal and quantitative sections);
2. A letter written by the applicant to the coordinator of graduate studies stating reasons for seeking admission to this program and professional career objectives;
3. Two letters of reference from faculty members and/or employers which recommend the suitability of the applicant for graduate study and a profession in general psychology;
4. One of the following:
 - a) At least 9 semester hours in psychology from an approved institution, including the following courses: research methods or experimental psychology, personality theories or abnormal psychology, and an elective;

(Note: Acceptable equivalents will be considered if requested in writing by the applicant; the course requirements may be satisfied by completing the course work at an approved college-level institution with a GPA of 2.0 or better or by earning a satisfactory score on the appropriate College Level

Examination Program (CLEP) test or on the appropriate advanced placement program test.)

b) A score at the 50th percentile or higher on the Psychology Test of the GRE.

5. The student may be required to have a personal interview prior to final admission.

For more information on the master of arts in general psychology program, call or write the psychology department and request an information packet.

Students who are not selected for the program may request a review of their qualifications from the dean of the College of Arts and Sciences. A request for review must be made in writing and contain additional information beyond that already submitted.

PROGRAM: GENERAL PSYCHOLOGY

DEGREE: MASTER OF ARTS

MAJOR: COUNSELING PSYCHOLOGY

PREREQUISITES (09 SEMESTER HOURS)

1 RSCH METHOD OR EXPERIMENTAL

PSY 3214	3.0	RESEARCH METHODS PSY
EXP 3540C	4.0	INFOR PROCESS/COGNITN
SOP 3210C	4.0	EXPERMTL SOCIAL PSY
EAB 3013C	4.0	EXPTL ANA BEHVR/LAB
EXP 3703C	4.0	COMP APPL PSYCHO RES

CHOOSE 1:

CLP 4143	3.0	PSY OF ABNORMAL BEHR
PPE 4004	3.0	PERSONALITY THEORIES

1 4000 LEVEL PSYCH ELECTIVE

CLP/EAB/EXP/DEP/INP/PCO/PPE/PSY/SOP

MAJOR REQUIREMENTS (37 SEMESTER HOURS)

DEP 6055	3.0	HUMAN DEVELOPMENT
EXP 6506	3.0	LEARNING & COGNITION
PPE 6466	3.0	ADV PRSNLTY THEORIES
PSY 6217	4.0	RSRCH DESGN/ANALYSIS
SOP 6069	3.0	ADV SOCIAL PSYCH
PSY 6910	3.0	SUPERVISED RESEARCH
PSY 6910	3.0	SUPERVISED RESEARCH
PSY 6937	1.0	COLLQUM:PSY RSRCH
PSY 6937	1.0	COLLQUM:PSY RSRCH
PSY 6937	1.0	COLLQUM:PSY RSRCH
PSY 6971A	3.0	THESIS
PSY 6971B	3.0	THESIS

STA 5126 3.0 STAT METHODS/SOC SCI

1 PSYCH ELECTIVE (5000 - 6000 LEVEL)
CLP/EAB/EXP/DEP/INP/PCO/PPE/PSY/SOP

- * GRADES OF B OR ABOVE ARE REQUIRED IN ALL COURSES.
- * A MINIMUM OF 42 SEMESTER HOURS ARE REQUIRED FOR THE DEGREE (IN ADDITION TO ANY NECESSARY PREREQUISITES).
- * ALL STUDENTS MUST APPLY FOR GRADUATION DURING REGISTRATION FOR THE LAST SEMESTER OF COURSES AT UNF. DEADLINES ARE PUBLISHED IN THE COURSE SCHEDULE BOOKLET EACH SEMESTER.

Retention Retention rules are the same as in the master of arts in counseling psychology program.

College of Arts and Sciences

Course Offerings

Art

ART 5930C - Special Topics in Art v. 1 - 3
Prerequisite: Permission of instructor. Introductory graduate-level course in art. May be repeated for credit.

Communications

MMC 5935 - Topics in Communications v. 1 - 3
Prerequisite: Graduate standing or permission of instructor. Study and report on current topics or problems in communications. May be repeated for a maximum of 9 credits.

Criminal Justice

CCJ 5050 - Pro-seminar in Deviance, Criminology, and Criminal Justice 3

Intensive overview of the fields of social deviance, criminology, and the modern criminal justice system. Accelerated course designed for post-baccalaureate students. For prospective MSCJ students, fulfills prerequisite requirements for CCJ 3603, but does not count toward the 36 hour MSCJ degree requirement.

CCJ 5206 - Criminal Law and Procedure in the Criminal Justice System 3

Prerequisites: Senior Standing or higher. This a course for entering MSCJ students requiring familiarity with criminal law, criminal procedure, and the components of the criminal justice system. These topics are studied by tracking actual or hypothetical criminal cases from the commission through the conclusion of the correctional process.

CCJ 5305 - History and Philosophy of Corrections 3

An in-depth analysis in the history of social responses to deviance and crime and their underlying philosophical bases. Includes exploration of ancient and traditional punishments, the penitentiary and reformatory movement in the U.S., and analysis of current philosophical movements which affect modern practices.

CCJ 5345 - Counseling Applications in Criminal Justice 3

The exploration of how individual and group counseling strategies and techniques can be applied in situations particular to criminal justice; analysis of factors common to criminal justice settings which may affect counseling effectiveness.

CCJ 5346 - Crisis Intervention and Collective Behavior 3

An overview of various crisis intervention techniques applicable to criminal justice personnel. Also, an analysis of crowds and collective behavior phenomena, and methods for managing such situations. Includes role-playing.

CCJ 5456 - Criminal Justice Administration Theory and Practice 3

Study of organization, communication, and motivation theories and their operational implications as they pertain to the structure and function of criminal justice entities. Includes an analysis of selected real or hypothetical cases from the criminal justice system and problem-solving exercises.

CCJ 5475 - Criminal Justice Planning and Evaluation 3

Prerequisite: CCJ 6706. Examination of research design and execution of issues and techniques specific to components of the criminal justice system. Students prepare and present progressively more comprehensive treatment of selected actual and hypothetical cases.

CCJ 5477 - Information Systems in Criminal Justice 3

A study of the information handling processes applicable to the criminal justice system and the ways they influence system performance and output.

CCJ 5545 - Working with Juveniles and Youthful Offenders 3

An overview of intervention techniques and treatment methods particularly applicable for use with juvenile delinquents, runaways, neglected or abused children and youthful offenders.

CCJ 5635 - Comparative Criminal Justice Systems 3

Examination of the analogues of law enforcement, judicial, and correctional systems of a number of specific cultures and/or societies. The particular societies chosen for comparison will differ depending on the instructor.

CCJ 5665 - Victimology 3

The study of victims of crimes of property and violence. The relationships between offender and victim, patterns of victim response and methods of victim assistance will be included.

CCJ 5668 - Elite Crime 3

The etiology, nature, and proposed solutions to the crimes committed by individuals and/or organizations with a preponderance of wealth, status, and/or power. Crimes in large corporations, government, and various dimensions of organized criminal activity will be considered.

CCJ 5930 - Issues in Modern Criminal Justice 3

An in-depth study of selected current issues of importance to the criminal justice system or to its various components. Issues will vary according to timeliness and instructor.

CCJ 5934 - Special Topics in Criminal Justice 3

Prerequisite: Permission of instructor. Forum for special courses for graduate students, focusing upon topics and issues not normally addressed in the general curriculum.

CCJ 6035 - Deviance Processes and Social Control 3

Prerequisite: Admission to MSCJ Program or permission of the instructor. This course examines the larger theoretical context of behaviors with which criminal justice agencies deal. Deviance is analyzed as a process which involves: how norms are defined; why some persons fail to comply; social control efforts in response to deviance; and how deviants respond to those social control efforts.

CCJ 6059 - Advanced Criminological Theory 3

Prerequisite: Admission to program. In-depth consideration of biological, psychological, and sociological theories of criminal behavior. Sociological, economical and political theories of law formation and law-breaking from historical and contemporary perspectives also are considered.

- CCJ 6705 - Advanced Methods of Criminological Research** 3
Prerequisite: Admission to the program. Research design, data collection, analysis, and interpretation of data pertaining to criminological research. Advanced techniques in such methods as survey research, content analysis, and participant observation are explored.
- CCJ 6706 - Quantitative Research Methods** 3
Prerequisite: Admission to Program and completion of an undergraduate methods or statistics course. This course introduces graduate students to quantitative social science research and its applications to the field of criminology and criminal justice. This course examines techniques used in research, discusses how to design and conduct research projects, and how to analyze the results of such projects utilizing advanced computer statistical analysis software.
- CCJ 6709 - Qualitative Research Methods** 3
Prerequisite: Admission to the Program. This course introduces students to methods used in field studies including participation, observation and interviewing. The course involves a directed field experience and intense instruction in the collection and analysis of qualitative data. Students will be expected to produce an empirical paper at the conclusion of the course.
- CCJ 6906 - Directed Independent Study** v. 1 - 4
Prerequisite: Permission of instructor. Independent study of a narrow issue or topic in criminal justice, directed by a faculty member specializing in that issue or topic.
- CCJ 6944 - Graduate Supervised Teaching Experience in Criminal Justice** v. 3 - 6
Prerequisite: Permission of the department. Under the direction of faculty, the student participates in the planning, research, preparation, presentation, and examination aspects of the conduct of a section of an undergraduate criminal justice course. The student assumes progressively greater responsibility in each area.
- CCJ 6946 - Graduate Practicum in Criminal Justice** v. 3 - 6
Prerequisite: Permission of the department. A planned program of experience in a criminal justice agency. The student functions under the direction of agency personnel in a role analogous to that of an agency employee. Periodic meetings with supervising faculty facilitate preparation of a written report demonstrating the student's synthesis of theory and practice.
- CCJ 6974 - Thesis** v. 3 - 6
Prerequisite: Permission of the department. Under the direction of the faculty, the student designs and presents a project of his or her own conception which involves the completion of field research, the execution of a demonstration program or system, or a completed proposal of comparable quality and magnitude.
- History**
- AMH 5116 - Early America** 3
The European background of colonization and the evolution of social, political, economic and religious institutions in the colonies to 1763; the development of slavery; white-Indian interactions and their environmental consequences.
- AMH 5137 - American Revolution/Constitution** 3
An examination of the economic, political and social consequences of the American Revolution; the impact of international events on the course of the Revolution; and the origins of the Constitution.
- AMH 5159 - Age of Jefferson and Jackson** 3
The era encompassing the lives and careers of Thomas Jefferson and Andrew Jackson, with special reference to the emergence of major political parties and social attitudes and government policies regarding Native Americans and Afro-Americans.
- AMH 5176 - Civil War/Reconstruction** 3
Examines the economic, political, social, and moral origins of the war; the course of the conflict; and the meaning and impact of Reconstruction.
- AMH 5207 - The United States Since World War I** 3
Examines the social, political, economic, technological, and cultural forces and events that have shaped American history since World War I.
- AMH 5229 - Gilded Age/Progressive Era, 1877-1917** 3
Examines the changes and continuities in American history from reconstruction to World War I, particularly in the areas of industrialization, urbanization, immigration, diplomacy, government, and the ways Americans thought about themselves.
- AMH 5424 - Florida History** 3
History of Florida from its colonial origins to the present. Economic, social, and political developments in Florida will be compared to other states in the region and the nation. Case studies of topics in Florida history will focus on Jacksonville and other cities and regions in the state.
- AMH 5429 - Local History** 3
A research and writing workshop intended for graduate students seriously interested in local history. Although the focus of the course is the Northeast Florida region, the techniques learned should be equally applicable to any locality in the U.S.
- AMH 5446 - The Frontier in American History** 3
An examination of the frontier, both as historical reality and as historiographical concept, in America from late colonial times to the present.
- AMH 5515 - U.S. in World Affairs** 3
A thematic analysis of U.S. foreign policy from independence to the present. Concepts like self defense, economic expansion, international policeman and moral crusading are examined in connection with major events.
- AMH 6935 - Directed Reading in American History** 3
Directed reading in American history for graduate students. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.
- AMH 6936 - Seminar in American History** 3
Graduate research seminar in American history. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.
- ASH 5445 - Japan Before 1868** 3
This course covers the period from the ancient creation of the Imperial system through the rise of the military class. Readings will reveal the Japan of gods and goddesses, samurai, the great Buddhist academies and the classical arts of the tea ceremony, gardening, sculpture, literature and martial skills.
- ASH 5447 - Japan After 1868** 3
This course examines the conscious creation of the "modern" nation state of Japan, its changing literature, arts, and social organization. It concludes with an examination of post-modern (post-war) Japan.
- ASH 6935 - Directed Reading in Asian History** 3
Directed reading in Asian history for graduate students. Topics, eras,

or themes will vary. May be repeated with permission of the graduate advisor.

ASH 6936 - Seminar in Asian History

3

EUH 5126 - Medieval Europe

3

Traces development in government and society from the collapse of the Roman Empire in the West through the revolutionary High Middle Ages to the violence of the 14th century.

EUH 5149 - Renaissance-Reformation

3

From 1300-1600, European society experienced profound changes in its political, religious, social and economic way of life, changes rooted in new views of the world.

EUH 5207 - 20th Century Europe

3

An examination of Europe from World War I to the present; analyzing the development of contemporary European politics, society, and thought.

EUH 5209 - 19th Century Europe

3

An examination of Europe from the French Revolution to the First World War, focusing on the dynamics of change in European politics, society, and thought.

EUH 5457 - Seminar on the French Revolution

3

This course examines the origins and progress of the French revolution to 1799, with particular attention to the central questions of interpretation that remain controversial over 200 years after the event: Was the Revolution inevitable? Why the Terror? Is the Revolution "finished"?

EUH 5459 - France Since 1789

3

Examines the political, social, economic, and cultural aspects of French history since the Revolution. Offered in alternate years.

EUH 5469 - Modern Germany

3

A history of modern Germany from 1815 to the present, concentrating on the period from unification under Bismarck to present-day Germany. Offered in alternate years.

EUH 5507 - Modern Britain

3

Examines the political, economic and social transformations of the United Kingdom from 1714 to present.

EUH 5517 - Tudor-Stuart England, 1485-1714

3

The era of the Tudors and Stuarts, including such momentous events as the establishment of the Anglican Church, overseas colonization, the Puritan rebellion and the Glorious Revolution.

EUH 5578 - Imperial Russia

3

Examines Imperial Russia from the time of Peter the Great to the 1905 Revolution, focusing on Russian political, social, economic, and cultural developments.

EUH 5579 - 20th Century Russia (Soviet)

3

Examines 20th century Russia from 1905 to present, focusing on key personalities, issues, and events which have shaped Soviet and post-Soviet Russia.

EUH 6935 - Directed Reading in European History

3

Directed reading in European history for graduate students. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.

EUH 6936 - Seminar in European History

3

Graduate research seminar in European history. Topics, eras, or

themes will vary. May be repeated up to five times with permission of the graduate advisor.

HIS 5060 - Craft of the Historian

3

Introduces students to the skills, approaches, and theories used by historians; includes both discussion and practice of the craft of the historian. Counts toward satisfaction of Rule 6A-10.30.

HIS 5302 - History in Photography and Film

3

This course considers how photographs and films (including documentary and feature films) both distort and reflect historical reality, and how photographs and films can be used as historical evidence.

HIS 5496 - History of Medicine and Disease

3

The development of the modern medical and allied health professions, with special reference to the U.S. from the late 18th through the 20th centuries; social, scientific, and historical factors that determine the nature, extent, and definition of disease.

HIS 5934 - Special Topics in History

3

May be repeated for credit.

HIS 6905 - Directed Independent Study

v. 1 - 4

Prerequisite: Permission of instructor. May be repeated up to nine credits.

HIS 6935 - Special Topics in History

3

Prerequisite: Permission of instructor. The course will vary each time it is offered. May be repeated for credit up to ten times.

HIS 6946 - Internship in History

3

Prerequisite: Admission to graduate program, six hours of history graduate credit, and permission of the graduate advisor required. Provides a supervised work experience in an area historical, archaeological or cultural organization. Students must work at least 200 hours per semester. May be taken only once for credit.

HIS 6971 - Thesis Research

3

Prerequisite: Graduate standing. MA thesis research and writing.

INR 5249 - U.S., Caribbean/Central American Relations

3

A study of U.S. policy in the Caribbean and Central American region since 1900 focusing on the conflict of U.S. objectives and regional economic, social and political realities.

LAH 5205 - Latin America

3

An examination of recent Latin American history. Special emphasis will be placed on the roles of the church, landowner, military, middle sector, and peasant in the modernizing societies of selected countries.

LAH 6935 - Directed Reading in Latin American History

3

Directed reading in Latin American history. Topics, era, or themes will vary. May be repeated with permission of the graduate advisor.

Language, Literature, and Linguistics

AML 6455 - Studies in American Literature

3

Prerequisite: Graduate standing or permission of instructor. Variable topics or themes in Colonial, Enlightenment, Romantic, Realist, Naturalist, Modern, or Contemporary American literature. May be repeated for credit.

CRW 6009 - Topics: Creative Writing

3

CRW 6130 - Fiction Workshop

3

A workshop for student writers of fiction. Critiques of students' own writings.

- CRW 6331 - Poetry Workshop** 3
A workshop for student writers of poetry. Critiques of students' own writings.
- ENC 6700 - Theory of Composition** 3
Study of the process of composition with emphasis on various theories of the creative process. Introduction to methods and styles of teaching composition.
- ENG 6018 - History of Literary Criticism and Theory** 3
Prerequisite: Graduate standing. This course is a study of the major texts in literary criticism and theory from Plato and Aristotle to the twentieth century with an emphasis on theory and content as well as method.
- ENG 6019 - Contemporary Literary Criticism and Theory** 3
This course is a study of various contemporary schools of and theoretical approaches to literary criticism — for example, formalist, psychological, mythic, anthropological, new historicist, feminist, structuralist, post-structuralist, deconstructionist, and others — with an emphasis on method as well as theory.
- ENG 6138 - Studies in Film** 3
Prerequisite: Graduate standing or permission of instructor. In-depth study of significant films as literature. Focus on critical language and skills useful for film interpretation. Readings in literature and in film scholarship.
- ENG 6941 - DIS: Practicum: Teaching Composition** 3
Prerequisite: Graduate standing and a minimum of 24 semester hours of satisfactory work toward the MA in English. Permission of instructor. Practical experience in teaching composition at the college (freshman) level, including supervised teaching, grading, conferencing, and supervised reading.
- ENG 6966 - MA Exam** 1
Students in the MA in English program will sign up for, and take the MA comprehensive exam toward the end of their course work (ordinarily in the term in which they finish their course work).
- ENG 6971 - Thesis** 3
Prerequisite: Graduate standing. MA thesis: research and writing.
- ENL 6455 - Studies in British Literature** 3
Prerequisite: Graduate standing or permission of instructor. Variable period, topical or thematic studies in British literature such as Medieval, Renaissance, Restoration and 18th Century, Romantic, Victorian, Modern, or Contemporary. May be repeated for credit up to three times.
- FOL 5930 - Topics in Foreign Language** v. 2 - 4
Prerequisite: Graduate standing and permission of instructor and department chairperson. See department office for description of specific offering. May be repeated up to 12 credits.
- LIN 5743 - ESOL Applied Linguistics** 3
Prerequisite: None. This course explores the ways in which scientific knowledge of the structure, acquisition, and use of language can be applied in multilingual classroom settings.
- LIT 5934 - Topics in Literature** v. 1 - 3
Prerequisite: Graduate standing and permission of instructor and department chairperson. May be repeated up to 12 credits.
- LIT 6017 - Studies in Fiction** 3
Prerequisite: Graduate standing or permission of instructor. Variable topics, themes, or periods such as British fiction, American fiction, or short fiction. May be repeated for credit.
- LIT 6037 - Studies in Poetry** 3
Prerequisite: Graduate standing or permission of instructor. Variable topics such as studies in lyric, epic, narrative, Metaphysical, Romantic, or Contemporary poetry. May be repeated up to 12 credits.
- LIT 6047 - Studies in Drama** 3
Prerequisite: Graduate standing or permission of instructor. Variable periods, topics, or themes such as classical or modern, comedy or tragedy, the self in revolt, or women in drama. May be repeated up to 12 credits.
- LIT 6509 - Major Authors** 3
Prerequisite: Graduate standing or permission of instructor. In-depth study of a major author such as Dante, Chaucer, Shakespeare, Milton, Wordsworth, Dickens, Melville, Faulkner, Yeats, Virginia Woolf, George Eliot, William Carlos Williams. May be repeated up to 12 credits.
- LIT 6654 - Comparative and World Literature** 3
Study of literature in English translation. May include comparison of translated works with works written in English. Content varies. May be repeated up to 12 credits.
- LIT 6905 - Directed Independent Study** v. 1 - 3
Prerequisite: Permission of instructor and department chairperson. Investigation of literature topics at the advanced level.
- LIT 6934 - Special Topics in Literature** 3
Prerequisite: Permission of instructor. Concepts in the study of literature.
- LIT 6941 - Practicum: Teaching Literature** 3
Prerequisite: Graduate standing or permission of instructor. Practicum in teaching literature at the college level. Students work closely with a professor in the classroom.
- Mathematics and Statistics**
- MAA 6417 - Complex Analysis** 3
Prerequisite: MAA 4211. Holomorphic functions, Cauchy's theorem. power series, conformal mapping, harmonic functions, residues.
- MAA 6938 - Topics in Applied Analysis** 3
Prerequisites: MAA 4212 and permission of the department. This course will consist of topics such as Hilbert space methods, integral equations, Fourier analysis, variational methods, spectral theory, and quantum mechanics.
- MAC 5236 - Mathematical Concepts for Business and Management** 2
Prerequisite: Graduate standing in the MBA program or approved post-baccalaureate standing. A survey of mathematical concepts related to fundamental business applications, including linear programming, input-output analysis, and marginal analysis.
- MAD 6405 - Numerical Analysis** 3
Prerequisites: MAC 3313, MAS 3105 and a scientific computing language. Nonlinear equations, interpolation, numerical integration, direct and indirect solutions of linear equations, eigenvalue problems and error analysis for the above numerical methods.
- MAP 6336 - Ordinary Differential Equations** 3
Prerequisite: MAP 3302, MAA 4211 and MAS 3105. Existence and uniqueness theorems, properties of solutions of ordinary differential equations, linear and non-linear systems, stability.
- MAP 6345 - Partial Differential Equations** 3
Prerequisite: MAP 3302, MAS 3105 and MAA 4211. First order

- equations; classification of second order linear equations; wave, heat, and Laplace equations; separation of variables and Fourier Series.
- MAP 6385 - Scientific Computing** 3
Emphasis will be on the practical aspects of implementing numerical schemes and the use of well established software packages. Some consideration will be given to stability and accuracy questions. Topics may include: numerical solutions of nonlinear equations, interpolation, simulation and optimization.
- MAP 6932 - Topics in Optimization** 3
Prerequisites: MAA 4212, MAP 3302 and permission of instructor. This course will consist of topics such as linear and nonlinear programming, integer programming, dynamic programming, calculus of variations and optimal control.
- MAS 6107 - Advanced Linear Algebra** 3
Prerequisite: MAS 3105. Vector spaces, linear transformations, eigenvalues and eigenvectors, similarity transformations, positive definite matrices, canonical forms and other topics in linear algebra.
- MAS 6311 - Abstract Algebra** 3
Prerequisite: MAS 4301 or permission of instructor. Algebraic structures, sub structures, quotient structures, modules, algebras, field extensions.
- MAS 6933 - Topics in Algebra** v. 1 - 3
Prerequisites: MAS 4301 or permission of instructor. Selected topics from ring theory, group theory, algebraic geometry, algebraic number theory, category theory, homological algebra.
- MAS 6938 - Topics in Applied Algebra** 3
Prerequisites: MAS 4301 and permission of the department. This course will consist of topics such as combinatorics, graph theory, coding theory, automata theory or design theory.
- MAT 5932 - Special Topics in Mathematical Science** v. 1 - 3
Prerequisite: Permission of the department. Introductory graduate level courses in mathematics, statistics or computing, designed to support graduate programs in the Colleges of Education and Human Services and Business Administration. May be repeated for credit.
- MAT 6908 - Directed Individual Study** v. 1 - 3
Prerequisite: Permission of the department. May be repeated for credit.
- MAT 6933 - Special Topics in Mathematical Science** v. 1 - 3
Prerequisite: Permission of the department. May be repeated for credit.
- MAT 6938 - Seminar in Mathematics** v. 1 - 3
Various topics in mathematics. May be repeated for credit.
- MAT 6971 - Thesis** v. 1 - 3
Prerequisite: Permission of the department. May be repeated for credit.
- STA 5126 - Statistical Methods for the Social Sciences** 3
Prerequisite: STA 2122. This course covers the statistical methods most often used in social science research. Topics include regression and correlation analysis, analysis of variance, categorical data and nonparametric statistics. This course cannot be used to satisfy degree requirements by statistics and mathematics majors.
- STA 5136 - Statistical Concepts for Business and Management** 2
Prerequisite: Graduate standing in the MBA program or approved post-baccalaureate standing. Coverage of important basic statistical ideas utilized in a business environment. Measures of central tendency, parameters, hypothesis testing, regression.
- STA 6166 - Statistical Methods I** 3
Prerequisite: MAS 3105 and STA 4321. Descriptive statistics, confidence intervals and hypothesis testing, multiple linear regression and its diagnostics, introduction to the analysis of variance. Emphasis is placed on the application of these techniques to data and interpretation of the results.
- STA 6167 - Statistical Methods II** 3
Prerequisite: STA 6166. Analysis of variance and covariance, and additional topics in the analysis of categorical or multivariate data.
- STA 6205 - Design of Experiments** 3
Prerequisite: STA 6166. Principles of design, randomized blocks, Latin squares, factorial designs, split plot and incomplete block designs.
- STA 6226 - Sampling** 3
Prerequisite: STA 6166. Survey designs, simple random sampling, stratified sampling, ratio estimates.
- STA 6326 - Mathematical Statistics I** 3
Prerequisite: MAA 4211 and STA 4321. Probability, random variables, expected values, sampling distributions, central limit theorem, estimation, properties of estimators, order statistics.
- STA 6446 - Probability** 3
Prerequisites: MAS 3105, MAA 4211 and STA 4321. This course covers probability distributions, conditional probability and conditional expectations. A study of some of the fundamental stochastic processes — Markov chains, the Poisson process, Renewal Theory, Brownian motion — will be covered.
- STA 6505 - Categorical Data Analysis** 3
Prerequisite: STA 6206. This course is an introduction to the methods used to analyze categorical responses and contingency tables. Topics include models for binary response variables, logistic regression, logit models for categorical data, loglinear models and the estimation of model parameters.
- STA 6707 - Multivariate Methods** 3
Prerequisite: STA 6166. Multivariate analysis of variance, correlation, discriminant analysis, factor analysis.
- STA 6908 - Directed Individual Study** v. 1 - 3
Prerequisite: Permission of the department. May be repeated for credit.
- STA 6932 - Special Topics in Statistics** v. 1 - 3
Prerequisite: Permission of the department. May be repeated for credit.
- STA 6938 - Seminar in Statistics** v. 1 - 3
Various topics in statistics. May be repeated for credit.
- STA 6940 - Statistical Consulting** v. 1 - 3
Prerequisites: Permission of instructor. Techniques, problem formulation, data analysis, and interpretation of the results of typical consulting problems. The course is designed to give students hands-on experience with statistical consulting. May be repeated for credit.
- STA 6971 - Thesis** v. 1 - 3
Prerequisites: Permission of the department. May be repeated for credit.
- Music**
- MUS 5930 - Special Topics in Music** v. 1 - 3
Prerequisite: Permission of instructor. Introductory graduate level course in music. May be repeated for credit.

Natural Sciences

BCH 5025C - Biochemistry 4

Prerequisite: Graduate standing or permission of instructor. A study of the molecular basis of life emphasizing macromolecular structure and function and the production of cellular energy. Three hours lecture, four hours laboratory. (A laboratory fee of \$15 assessed.)

BSC 5905 - Directed Independent Study: Biology v. 2 - 4

Prerequisite: Permission of instructor. Participation in a research investigation under the supervision of the instructor.

BSC 5936 - Selected Topics in Biology v. 1 - 4

Prerequisite: Permission of instructor. Introductory graduate-level course in biology. May be repeated for credit.

CHM 5480C - Quantum Mechanics 3

Prerequisite: Graduate standing or permission of instructor. A graduate level course in basic quantum mechanics. Three hours lecture.

CHM 5931 - Selected Topics in Chemistry v. 1 - 4

Prerequisite: Permission of instructor. Introductory graduate level courses in chemistry.

MCB 5205 - Pathogenic Bacteriology 3

Prerequisite: MCB 3013C. This course will delve into the biologic basis of infectious diseases. It will emphasize bacterial infections, the principles of the host-parasite relationship, the pathogenic characteristics and virulence factors of micro-organisms, and the various modes of action of antimicrobial agents. Three hours lecture.

PCB 5106 - Cellular Biology 3

BA or BS in a natural science area. A study of cell structure and functions with emphasis on the structure and function of intracellular organelles and their biochemistry. Three hours lecture.

PCB 5314C - Marine Ecology 4

Prerequisite: PCB 3033C, OCB 4003C, or equivalent. A study of the distribution and dynamics of marine populations in relation to the physical and chemical environment of the ocean. (Open to certified biology teachers and advanced undergraduates by permission of instructor.) Three hours lecture, four hours laboratory.

PHY 5936 - Selected Topics in Physics v. 1 - 4

Prerequisite: Permission of instructor. Introductory graduate level courses in physics.

Political Science and Public Administration

PAD 5385 - Public Policy Formation and Implementation 3

This course explores alternative views of the linkage between the formation and implementation of public policy and political, organizational and environmental influences on the process of policy implementation. It also examines decision-making techniques and analytical modes for the study of policy implementation.

PAD 5605 - Administrative Law 3

Prerequisite: PAD 6060 or equivalent. Case study approach to the administrative law with special emphasis on the powers, procedures, and liabilities of public agencies and their officers.

PAD 5706 - Public Administration Research Methods 3

Examines research methods used by public administrators in the public sector work environment. Emphasis on basic research methods and quantitative techniques with special emphasis on public administrative problems.

PAD 6021 - Case Studies in Public Administration 3

Examination of applied experiences in public management. Students

analyze cases drawn from public personnel relations, budgeting, agency policy making, public service ethics and other relevant management areas.

PAD 6060 - Public Administration in Modern Society 3

Survey of study and practice of public administration emphasizing administrative theory, bureaucratic processes and politics, public versus private management and administrative responsibility.

PAD 6066 - Seminar in Public Management 3

Prerequisite: PAD 5706 and completion of all but 12 credit hours in the MPA program. A summary and integration of the knowledge, skills and values appropriate to a professional career in public administration. Specific emphasis on the preparation of the MPA capstone paper.

PAD 6106 - Administrative Behavior in Public Organizations 3

The examination of administrative theory and practice, with a special emphasis on the unique attributes of public bureaucracies. Topics include organizational structure and behavior, accountability, leadership, responsiveness, and administrative ethics.

PAD 6207 - Municipal Finance Administration 3

The purpose of this course is to examine urban fiscal management policies in the post industrial city. Specific emphasis will be given to public management tools utilized by cities facing potential fiscal stress.

PAD 6227 - Government Budgeting and Finance 3

Exploration of the influence of interest groups on budget decisions, with special attention to the formation of the executive budget, congressional budgeting, and various political reactions to fiscal insufficiency.

PAD 6417 - Public Personnel Administration 3

Processes and procedures of contemporary public personnel systems. Emphasis on examination of competing models of personnel administration, application of personnel management strategies to specific case problems and public sector labor relations.

PAD 6612 - Regulatory Administration 3

An exploration of government response to market failure through economic and social regulation. Topics include regulatory agencies, regulatory policy formation and implementation; theories of regulation; risk analysis and tradeoffs; and deregulation.

PAD 6807 - Urban Administration 3

Problems and principles of municipal administration, including taxes, budgeting, planning, personnel, and the provisions of services; for example, police, fire, health, recreation, water and sewers, welfare, and education.

PAD 6900 - Directed Independent Study v. 1 - 4

Prerequisite: Consent of MPA program coordinator. Specialized study of an issue or topic in public administration, directed by a faculty member specializing in that topic.

PAD 6934 - Topics in Public Administration v. 2 - 6

Prerequisite: MPA core. Exploration of topics of enduring or emerging significance in public administration.

PAD 6946 - Internship in Public Administration 3

Supervised field work in public administration. Diary and/or research project and seminar attendance required.

POS 6095 - Intergovernmental Relations 3

Course will focus on providing knowledge of intergovernmental administration and management. Topics of discussion will include intergovernmental policy making, program planning and implementa-

tion, development and improvement of the organization, and administration of government systems and management of governmental interactions.

POS 6155 - Urban Dynamics 3

A systems analysis of urban dynamics, with special attention to the causes of urban growth and stagnation, and the problem of urban revival.

PUP 6006 - Public Program Evaluation 3

Prerequisite: PUP 6007. Review and analysis of problems involved in evaluating public programs and policies. Will focus principally on applied areas of public programs and the relationship of research methods.

PUP 6007 - Policy Analysis 3

Prerequisite: PAD 5706. The policy planning process, problems of implementing policy, evaluation of policy impacts, and techniques of policy forecasting.

PUP 6106 - Planning and Growth Management 3

An introductory course that provides an overview of planning - related issues in growth management. This course focuses on the political and administrative issues related to Florida's efforts to institute a growth management strategy.

URP 6058 - Urban and Regional Planning 3

Examination of urban planning processes, institutions, and techniques, with special attention to the physical, legal, and demographic limits of urban planning.

Psychology

CLP 6166 - Psychopathology 3

Prerequisite: PPE 6466 plus admission to the MACP program or permission of instructor. A study of the models that have been developed to describe human adjustment and psychopathological problems. The course is designed further to provide both a knowledge base and a dynamic understanding of these behaviors in an individual's life.

CLP 6441C - Individual Intelligence Testing 4

Prerequisites: PCO 6317C and consent of the instructor. This is an introduction to the theory, administration, scoring, and interpretation of individual tests of intelligence. The lab component will afford students practice in all facets of intelligence testing, under supervision.

CLP 6445C - Individual Personality Testing 4

Prerequisites: PCO 6317C and consent of the instructor. This is an introduction to the diagnostic assessment of personality and personality dynamics, including objective and projective techniques. The lab component will afford students supervised practice in testing, interpretation, and report writing techniques.

CLP 6459 - Principles of Sex Therapy 3

Prerequisite: Graduate standing and permission of instructor. The course will provide an orientation to the etiology of sexual dysfunctions and dissatisfactions. In addition, it will cover sex counseling research and cognitive and behavioral principles used in sex therapy.

DEP 6055 - Human Development 3

Prerequisite: DEP 3054, graduate standing and permission of instructor. The course will provide an intensive survey of the research literature and central issues concerning developmental changes across the life span. Both classical and contemporary perspectives will be examined.

EXP 6506 - Learning and Cognition 3

Prerequisite: Admission to the MAGP program or permission of instructor. The course is designed to acquaint students with current theoretical and empirical work in the area of human learning, cognition, and information processing. Topics include long- and short-term memory, semantics, natural language processing, and artificial intelligence.

PCO 6056 - Health Psychology 3

Prerequisite: Admission to the MAGP program or permission of instructor. A general introduction to and survey of the field of health psychology. A biopsychosocial model is developed and contrasted with traditional medical models. The course explores the many ways in which social and psychological research contribute to an understanding of health and illness behavior.

PCO 6317C - Psychological Assessment 4

Prerequisite: Admission to the MACP program or permission of instructor. Examines the principles and practices of individual assessment through the use of observation, interviewing, and testing. Emphasis will be given to administration and interpretation of major intellectual, personality and vocational instruments and to the integration and communication of assessment data in the context of counseling. Includes laboratory experiences.

PCO 6406C - Counseling Psychology I 4

Prerequisite: PPE 6466 must be taken before or concurrently with PCO 6406C plus admission to the MACP program or permission of instructor. To create an understanding of (1) the assumptions, implications, and ethics related to the counseling process; (2) the theories and methods of learning for both individual and group counseling; and (3) the application of research to the counseling process. Skill laboratory training involves the development of basic communication and facilitating counseling skills.

PCO 6407C - Counseling Psychology II 4

Prerequisites: PCO 6406C and PPE 6466 plus admission to the MACP program or permission of instructor. A laboratory/practicum experience is required in this course as well as the presentation of theoretical and research background of group counseling. The experiential group process involves participation by counseling students in an actual on-going group experience to develop an understanding of one's functioning in relation to other people and to facilitate an awareness of self and interpersonal relationships.

PCO 6408C - Counseling Psychology III 4

Prerequisite: PPE 6466, PCO 6317C, CLP 6166, PCO 6406C and PCO 6407C, plus admission to the MACP program or permission of instructor. To further develop the students' understanding of and ability to work with clients throughout the counseling process. This involves case management from initial contact, through assessment, evaluation, and goal development to referral. Advanced counseling skills will be taught and assessed in a laboratory setting.

PCO 6869 - Ethical and Legal Issues in Mental Health Practice 3

Prerequisite: PCO 6407C and permission of instructor. The course will provide an orientation to the legal and ethical aspects of mental health counseling. Topics will include issues relevant to confidentiality, responsibilities of counselors, and professional certification and regulation.

PCO 6939 - Counseling Seminar 3

Prerequisite: Established by instructor. A specialty area seminar involving theory, research, and practice in one counseling methodology; for example, vocational counseling, marriage and family counseling, Gestalt therapy, or behavior therapy.

PCO 6944A - Practicum A	2	PSY 6910 - Supervised Research	3
PCO 6944B - Practicum B	3	Prerequisite: Admission to the MAGP program or permission of instructor. Intensive experience in design, implementation, analysis, and writing. A minimum of nine hours per week research involvement under faculty supervision. May be repeated three times for credit.	
Prerequisite: PPE 6466, PCO 6317C, PSY 6216, PCO 6406C, PCO 6407C and CLP 6166 plus admission to the MACP program or permission of instructor. This practical experience in a mental health agency in the community extends over a two semester period. A minimum of 12 contact hours per week during the first semester and a minimum of 20 contact hours per week during the second semester is required.		PSY 6937 - Colloquium in Psychological Research	1
PPE 6466 - Advanced Personality Theories	3	Prerequisite: Admission to the MAGP program or permission of instructor. An ongoing colloquium series, intended for graduate students in psychology, involving the presentation and discussion of research initiatives by faculty and graduate students. May be repeated three times for credit.	
Prerequisite: PPE 4004 or CLP 4143 plus admission to the MACP or MAGP program or permission of instructor. The course represents a survey of the major issues (e.g., cross-situational vs. situational specificity of behavior), "grand" theories (e.g., psychoanalytic), and experimental approaches (e.g., focus of control in personality). Course content provides a knowledge base relevant to counseling.		PSY 6971A - Thesis A	3
PSY 6216 - Psychological Research and Evaluation	3	PSY 6971B - Thesis B	3
Prerequisite: PSY 3214 or an experimental psychology course plus admission to the MACP program or permission of instructor. Designed to enable the master's level practitioner to scientifically evaluate research involving human subjects; special emphasis placed on research strategies, methodologies, and ethics. Must be completed within the first 12 hours of MACP program course work.		Prerequisite: PSY 6216 or PSY 6217.	
PSY 6217 - Research Design and Analysis	4	SOP 6069 - Advanced Social Psychology	3
Prerequisite: PSY 3214 or an experimental psychology course plus admission to the MAGP program or permission of instructor. Further study of the design and analysis of psychological research. Emphasis is on issues concerning the choice of appropriate designs for implementation of research and statistics for analysis. Both experimental and correlational designs are explored. Introduction to the use of computerized statistical packages.		Prerequisite: Admission to the MAGP program or permission of instructor. An in-depth survey of the research literature of social psychology, with emphasis on individual behavior. Topics will include, but are not limited to, aggression, attraction, social perception, helping behavior, attribution, attitudes, applied social psychology, and communication.	
PSY 6908 - Directed Individual Study	v. 1 - 3	Sociology	
Prerequisite: Permission of departmental chairperson.		SYD 6705 - Analysis of Subcultural Perspectives	3
		An in-depth study of subcultures in American society, and the cultural wholeness of lifestyles often labeled deviant in the society. Special emphasis will be given to gaining an understanding of the perspectives of others.	
		SYO 6327 - Social Policy and Administration	3
		A survey and analysis of legislative and other provisions for social services and ways in which legislation is influenced. Major provisions of laws and programs at community, state, and national levels. Ways of finding and assessing resources available in local communities.	

College of Business Administration



Earle C. Traynham Jr., Dean
Jeffrey E. Michelman, Associate Dean and Director
of Graduate Studies
Donald K. Graham, Graduate Advisor
620-2575

Admission to Programs

Students desiring to enter the Master of Business Administration, Master of Accountancy, or Master of Human Resource Management programs must satisfy both general University and College of Business Administration graduate admission criteria. Only fully admitted graduate students may enroll in any graduate business course.

Foundation Requirements

The business graduate foundation requirements consist of a set of subjects considered by the graduate faculty as required for regular graduate study in the MBA, MAcc, or MHRM degrees.

The Foundation Requirements

include: MIS (including spreadsheet and word processing proficiency), Principles of Financial Accounting, Principles of Economics, Financial Management, Law and the Business Environment, Principles of Marketing, Principles of Management, Introductory Calculus, and Elementary Statistics.

These Foundation Requirements are prerequisites for registration in advanced graduate courses. A student with satisfactory academic experience in the foundation subjects need not take Foundation Requirements at UNF. A student whose educational experience does not include specific Foundation Requirements will be required to take appropriate foundation courses at UNF.

Directed Independent Studies The intent of a Directed Independent Study is to allow a student to pursue a selected topic in greater depth under the direction of a College of Business Administration graduate faculty. Required and regularly offered courses usually involve classroom interaction and normally are not available as directed independent studies. Not more than 6 semester hours of directed independent



studies may be counted toward graduation requirements. All directed independent studies require prior approval by the instructor and the Director of Graduate Studies.

The Master of Business Administration Degree Program

The purpose of the UNF MBA program is to prepare qualified men and women for positions of leadership in business organizations. The program is designed to meet the graduate business educational needs of individuals working in the Northeast Florida region, offering classes to full-time, part-time, and weekend students.

To accomplish the program purpose, the faculty has adopted a Value-Based Management theme. The curriculum focuses on general management education and in-depth knowledge of the various skills required to manage effectively in a rapidly changing and increasingly technical and global environment. The curriculum is carefully integrated to reflect the importance of value-based management. A variety of approaches to

learning is used, including lectures, case analysis, and group work and team building exercises.

PROGRAM: GENERAL BUSINESS

DEGREE: MASTER OF BUSINESS ADMIN

MAJOR: GENERAL BUSINESS

PREREQUISITES (21 SEMESTER HOURS)

FOUNDATION

ACG 2021	3.0	PRIN FINANCIAL ACC
ECO 5115	3.0	INTRO ECON ANALYSIS
STA 2013	3.0	G(M) ELEM STATS-BUS
FIN 5405	3.0	ESSEN MANAGERIAL FIN
BUL 3130	3.0	LEGAL ENVIRON OF BUS
MAR 3023	3.0	PRIN OF MARKETING
MAN 3025	3.0	ADMINIS MANAGE

TOTAL FOUNDATION HOURS NEEDED: _____

MAJOR REQUIREMENTS (33 SEMESTER HOURS)

GROUP 1 (TOOLS & ENVIRONMENT)

MAN 6056	3.0	CORNERSTONES
MAN 6204	3.0	ORGANIZATION THEORY
ISM 6021	3.0	MGMT INFO TECHNOLOGY

ACCOUNTING MAJORS MAY SUBSTITUTE ACG 6405

ECO 6416	3.0	STAT FOR BUS & ECONO
ECP 6705	3.0	ECON OF BUSIN DECIS

GROUP 2 (FUNCTIONS)

ACG 6305	3.0	MANAGEMENT ACCTNG
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ACCOUNTING MAJORS SHOULD SUBSTITUTE ACC 6309

MAR 6815	3.0	MAR MANAGE & INSTIT
QMB 6603	3.0	QUANT MAN ANALYSIS

GROUP 3 (APPLICATIONS)

FIN 6425	3.0	ADV FINAN MANAGEMENT
TRA 6220	3.0	OPERATIONS MAN

GROUP 4 (CAPSTONE)

MAN 6726	3.0	ADV BUSINESS POLICY
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MAJOR ELECTIVES

(6000 LEVEL) (06 SEMESTER HOURS)

TWO AT THE 6000 LEVEL

BUSINESS ELECTIVES

ELECTIVES — 6000 LEVEL-BUSINESS OR APPROVED NON-BUSINESS COURSES — SHOULD BE TAKEN AS SOON AS PREREQUISITES ARE SATISFIED SINCE MOST ARE OFFERED ONLY ONCE ANNUALLY.

*PREREQUISITES MUST BE COMPLETED BEFORE REGISTERING FOR FIN 6425 (PREREQ: ACG 6305 AND ECO 6416); TRA 6220 (PREREQ: QMB 6603 AND ECO 6416) AND MAN 6726 (PREREQ: MAR 6815 AND FIN 6425).

PROGRAM: MASTER OF BUSINESS ADMIN

DEGREE: MASTER OF BUSINESS ADMIN

MAJOR: GENERAL BUSINESS

NOTE: SCHEDULED TERMS MAY BE ALTERED OCCASSIONALLY DUE TO FACULTY OR ROOM CONFLICTS.

PREREQUISITES

(21 SEMESTER HOURS)

FALL TERM

ACG 2021	3.0	PRIN FINANCIAL ACC
ECO 5115	3.0	INTRO ECON ANALYSIS
STA 2013	3.0	G(M) ELEM STATS-BUS

SPRING TERM

MAN 3025	3.0	ADMINIS MANAGE
MAR 3023	3.0	PRIN OF MARKETING
FIN 5405	3.0	ESSEN MANAGERIAL FIN

SUMMER TERM

BUL 3130	3.0	LEGAL ENVIRON OF BUS
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WEEKEND MBA

(33 SEMESTER HOURS)

FIRST SEP-DEC TERM

MAN 6056	3.0	CORNERSTONES
ISM 6021	3.0	MGMT INFO TECHNOLOGY

FIRST JAN-APR TERM

MAN 6204	3.0	ORGANIZATION THEORY
ECO 6416	3.0	STAT FOR BUS & ECONO

FIRST APR-JUL TERM

ACG 6305	3.0	MANAGEMENT ACCTNG
ECP 6705	3.0	ECON OF BUSIN DECIS

FIRST JUL-SEPT TERM

(TAKE FIRST ELECTIVE)

SECOND SEP-DEC TERM*

MAR 6815	3.0	MAR MANAGE & INSTIT
QMB 6603	3.0	QUANT MAN ANALYSIS

SECOND JAN-APR TERM*

FIN 6425	3.0	ADV FINAN MANAGEMENT
TRA 6220	3.0	OPERATIONS MAN

SECOND APR-JUL TERM*

MAN 6726	3.0	ADV BUSINESS POLICY
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(TAKE SECOND ELECTIVE)

BUSINESS ELECTIVES

(6000 LEVEL) (06 SEMESTER HOURS)

TO BE TAKEN DURING SUMMER TERM

ACG/BUL/ECO/ECP/FIN/GEB/ISM/MAN/QMB/MAR/REE/TRA

*PREPREDISITES: MUST BE COMPLETED BEFORE REGISTERING FOR FIN 6425 (PRE: ACG 6305 AND ECO 6416); TRA 6220 (PRE: QMB 6603 AND ECO 6416); AND MAN 6726 (PR: MAR 6815 AND FIN 6425).

The Master of Accountancy Degree

Program The increasingly complex nature of the accounting and controllership functions, as well as the growing responsibilities of the accountant, make graduate study desirable. The objective of the curriculum leading to the Master of Accountancy (MAcc) is to provide the necessary advanced study for those seeking careers in professional accounting as controllers and accounting executives in industry and government, or as independent certified public accountants.

The MAcc program at UNF places utmost importance on reflecting accounting as a modern profession, and the accountant as a modern professional. Emphasis is given to how accountants relate theory to current problems, and how accountants communicate such information to the various users of accounting data.

The program is designed to allow those who possess a recent baccalaureate degree from an AACSB accredited college, with an accounting major or its equivalent, to complete the MAcc in four semesters. Those who possess a baccalaureate degree in business administration or in some other discipline will be required to take foundation courses and undergraduate accounting courses to remove any deficiencies.

PROGRAM: ACCOUNTING
DEGREE: MASTER OF ACCOUNTANCY
MAJOR: ACCOUNTING
PREREQUISITES (24 SEMESTER HOURS)

FOUNDATION

ACG 2021	3.0	PRIN FINANCIAL ACC
ACG 2071	3.0	PRIN MANAGERIAL ACC
ECO 5115	3.0	INTRO ECON ANALYSIS
STA 2013	3.0	G(M) ELEM STATS-BUS
FIN 5405	3.0	ESSEN MANAGERIAL FIN
BUL 3130	3.0	LEGAL ENVIRON OF BUS
MAR 3023	3.0	PRIN OF MARKETING
MAN 3025	3.0	ADMINIS MANAGE

CORE REQUIREMENTS (27 SEMESTER HOURS)
AND RELATED BUSINESS COURSES

ACG 6805	3.0	ADV ACCTNG THEORY
ACG 6309	3.0	ADV MAN ACC THEORY
ACG 6645	3.0	AUDITING THEORY
ACG 6405	3.0	ADV ACC INFO SYSTM
TAX 6105	3.0	BUS CORPORATION TAX
FIN 6425	3.0	ADV FINAN MANAGEMENT
ECO 6416	3.0	STAT FOR BUS & ECONO
QMB 6603	3.0	QUANT MAN ANALYSIS
TAX 6045	3.0	TAX RSRCH/WRITING

MAJOR ELECTIVES (6000 LEVEL) (09 SEMESTER HOURS)
ACG/TAX

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MAN 6726	3.0	ADV BUSINESS POLICY

OR
 NON-ACCOUNTING BUSINESS COURSE
 BUL/ECO/ECP/FIN/GEB/ISM/MAN/QMB/MAR/REE/TRA

*ECO 6416 AND QMB 6603 SHOULD BE TAKEN BEFORE FIN 6425. ECO 6416 IS AN ABSOLUTE PREREQUISITE.
 **MOST ACG AND TAX COURSES ARE ONLY OFFERED ONE SEMESTER A YEAR.

NOTE: SUCCESSFUL COMPLETION OF A BUSINESS POLICY COURSE IS REQUIRED. IF TAKEN AT UNDERGRADUATE LEVEL, MAN 6726 NEED NOT BE TAKEN.

PROGRAM: TAXATION CONCENTRATION
DEGREE: MASTER OF ACCOUNTANCY
MAJOR: ACCOUNTING
PREREQUISITES (24 SEMESTER HOURS)

FOUNDATION

ACG 2021	3.0	PRIN FINANCIAL ACC
ACG 2071	3.0	PRIN MANAGERIAL ACC
ECO 5115	3.0	INTRO ECON ANALYSIS
STA 2013	3.0	G(M) ELEM STATS-BUS
FIN 5405	3.0	ESSEN MANAGERIAL FIN
BUL 3130	3.0	LEGAL ENVIRON OF BUS
MAR 3023	3.0	PRIN OF MARKETING
MAN 3025	3.0	ADMINIS MANAGE

CORE REQUIREMENTS (27 SEMESTER HOURS)
AND RELATED BUSINESS COURSES

ACG 6805	3.0	ADV ACCTNG THEORY
ACG 6309	3.0	ADV MAN ACC THEORY
ACG 6645	3.0	AUDITING THEORY
ACG 6405	3.0	ADV ACC INFO SYSTM
TAX 6045	3.0	TAX RSRCH/WRITING
TAX 6105	3.0	BUS CORPORATION TAX
FIN 6425	3.0	ADV FINAN MANAGEMENT
ECO 6416	3.0	STAT FOR BUS & ECONO
QMB 6603	3.0	QUANT MAN ANALYSIS

MAJOR ELECTIVES (09 SEMESTER HOURS)
SELECT 3 COURSES

TAX 6405	3.0	FEDERAL TAX GIFTS/ES
TAX 6415	3.0	TAX OF ESTATES/TRUST
TAX 6835	3.0	PENSION PLN/DEF COMP
TAX 6206	3.0	INCOME TAX:PARTNERS
TAX 6726	3.0	TAX PLANNING/PRINCPL

*ECO 6416 AND QMB 6603 SHOULD BE TAKEN BEFORE FIN 6425. ECO 6416 IS AN ABSOLUTE PREREQUISITE.
 **MOST ACG AND TAX COURSES ARE ONLY OFFERED ONE SEMESTER A YEAR.

NOTE: SUCCESSFUL COMPLETION OF A BUSINESS POLICY COURSE IS REQUIRED.

The Master of Human Resource Management Degree Program The major objective of the Master of Human Resource Management (MHRM) degree program is to provide professional education at the graduate level to persons wishing to specialize in human resource management and industrial relations in business and industry. Also, persons who want a deeper understanding of the human factor in business administration and who wish to strengthen personal leadership capabilities in managing business organizations may be benefited.

The major program orientation is toward business and industry. A primary concern of business and industrial management is the productive use of human resources in the pursuit of enterprise goals. Accordingly, a primary theme of the program is the interrelationship between quality of work life and the personal satisfaction, growth, and development of employees on the one hand and their productivity, efficiency, and concern with quality and creativity on the other hand.

Because of this orientation, courses dealing with institutional, legal, and regulatory considerations will be focused principally on personnel and industrial relations systems, practices, laws, and regulations as found in business and industry. Personnel and industrial relations systems, practices, laws, and regulations found in non-profit and public organizations may be covered for comparative purposes, particularly where practices developing in the non-profit or public arena pertain to business and industry.

Foundation Courses In addition to the general Foundation Requirements for graduate study in business, MHRM students are required to have MAN 4301 (Human Resource Management) and MAN 4720 (Strategic Management and Business Policy) or their equivalents as Program prerequisites.

PROGRAM: HUMAN RESOURCE MGM'T
DEGREE: MASTER HUMAN RESOURCE MGM'T
MAJOR: HUMAN RESOURCE MGM'T
PREREQUISITES (27 SEMESTER HOURS)
FOUNDATION

ACG 2021	3.0	PRIN FINANCIAL ACC
ECO 5115	3.0	INTRO ECON ANALYSIS
MAN 3025	3.0	ADMINIS MANAGE
MAN 4301	3.0	HUMAN RESOURCE MGMT
STA 2013	3.0	G(M) ELEM STATS-BUS
FIN 5405	3.0	ESSEN MANAGERIAL FIN
BUL 3130	3.0	LEGAL ENVIRON OF BUS
MAR 3023	3.0	PRIN OF MARKETING
MAN 4720	3.0	STRAT MGT BUS POLICY

CORE REQUIREMENTS (24 SEMESTER HOURS)

MAN 6204	3.0	ORGANIZATION THEORY
FOLLOWING USUALLY SCHEDULED FALL TERM ONLY		
MAN 6309	3.0	ADV TOPICS PRSNL REL
MAN 6331	3.0	COMPENSATION MANAGMT
MAN 6429	3.0	INDUSTRIAL RELATIONS
FOLLOWING USUALLY SCHEDULED SPRING TERM ONLY		
MAN 6411	3.0	LBR RELTNS/COLL BARG
BUL 6840	3.0	EMPLOYMENT LAW
MAN 6315	3.0	ADV HUM RESOURCE MGT
MAN 6323	3.0	HUM RESO MGT INF SYS

IF MAN 6411 HAS BEEN SATISFIED THROUGH UNDER-GRADUATE CREDIT, A 6000-LEVEL FREE ELECTIVE SHOULD REPLACE IT.

MAJOR ELECTIVES (12 SEMESTER HOURS)

SELECT 2 FROM

ACG 6305	3.0	MANAGEMENT ACCTNG
QMB 6603	3.0	QUANT MAN ANALYSIS
TRA 6220	3.0	OPERATIONS MAN
ECO 6416	3.0	STAT FOR BUS & ECONO
ECP 6205	3.0	SEMINAR/LABOR ECONOM

SELECT TWO 6000-LEVEL BUSINESS OR APPROVED NON-BUSINESS COURSES.

ACG/TAX/BUL/ECO/ECP/FIN/GEB/ISM/MAN/QMB/MAR/REE/TRA

College of Business Administration

Course Offerings

Accounting

ACG 6305 - Management Accounting 3

Prerequisite: ACG 2021 or equivalent and CGS 1100 or equivalent. A study of the basic cost flows through an organization; the accounting systems that are used to capture the cost data and the managerial uses of the cost data in routine and non-routine decision-making situations. This course may not be used to satisfy C.P.A. requirements in Florida and cannot be taken by M.B.A. students who were undergraduate accounting majors.

ACG 6309 - Advanced Managerial Accounting Theory 3

Prerequisite: ACG 4361 or ACG 6305. An examination of the development of managerial accounting, and contemporary managerial accounting issues with emphasis upon the underlying theories and objectives of managerial accounting as it relates to the management decision process. Recommended for MBA students who were undergraduate accounting majors.

ACG 6405 - Advanced Accounting Information Systems 3

Prerequisite: ACG 4361, ACG 4401 and FIN 3483 or equivalent. An objective user analysis of information systems and their role in providing accounting information for planning, operations control and managerial/financial control. Emphasis on developing a conceptual framework for applying computer technology to the functional areas of business.

ACG 6505 - Not-For-Profit Accounting 3

Prerequisite: Undergraduate accounting degree or equivalent. A study of how current methods of accounting for not-for-profit entities evolved, and a critical review of contemporary issues concerning changes to existing not-for-profit accounting methods.

ACG 6645 - Auditing Theory 3

Prerequisites: ACG 4651 or equivalent. An examination of the theoretical framework of auditing with emphasis upon the development and analysis of the philosophy and methodology of auditing. Ethical and legal considerations of auditing will receive special attention.

ACG 6805 - Advanced Accounting Theory 3

Prerequisite: Undergraduate accounting degree or equivalent. An examination of contemporary accounting issues with special emphasis upon the underlying theories, controversies, and objectives of asset valuation and income determination.

ACG 6905 - Advanced Studies in Accounting v. 1 - 3

Special studies undertaken independently under the supervision of an accounting department faculty member. Student must have the faculty supervisor and department chairperson's approval of special study prior to enrollment. May be repeated with a change in content up to a maximum of 6 credits.

ACG 6936 - Special Topics in Accounting v. 1 - 3

Prerequisites: ACG 6305 or equivalent and permission of advisor and department chairperson. Study of special topics not offered in other departmental courses. May be repeated with a change in content up to a maximum of 6 credits.

TAX 6045 - Tax Research and Writing 3

Prerequisite: TAX 3011 or TAX 6105. This course is designed to familiarize students with the various sources of federal tax law and to enable students to analyze tax problems and to prepare tax briefs and memoranda to support their positions.

TAX 6105 - Taxation of Business Corporations 3

Prerequisite: TAX 3001 and ACG 4361 or equivalent. An examination of federal tax problems of business corporations. In particular, problems relative to formation, liquidation, and sale of assets and enterprises will be considered.

TAX 6206 - Income Taxation of Partners and Partnerships 3

Prerequisite: TAX 3001 and ACG 4361 or equivalent. An examination of federal tax problems of partners and partnerships. Special problems related to formation and liquidation will be studied.

TAX 6405 - Federal Taxation of Gifts and Estates 3

Prerequisites: (TAX 3011 or TAX 6105) and ACG 4361 or equivalent. An examination of the federal tax laws covering gifts and estates.

TAX 6415 - Income Taxation of Estates and Trusts 3

Prerequisite: TAX 3011 or TAX 6105, and ACG 4361 or equivalent. The study of income tax problems associated with estate and trust planning.

TAX 6726 - Tax Planning and Principles 3

Prerequisite: ACG 2021 or equivalent. A course designed to acquaint the student with current federal tax law and philosophy. It will focus on the non-specialist who is interested in acquiring knowledge of tax planning and current tax problems and policy. Cannot be taken for credit by MAcc students.

TAX 6835 - Taxation of Pension Plans and Deferred Compensation 3

Prerequisite: TAX 3011 or TAX 6105, and ACG 4361 or equivalent. An examination of federal tax problems associated with pension and deferred compensation plans.

Business Law

BUL 6840 - Employment Law 3

A study of the laws that affect employment. The major emphasis is on federal law such as those covering equal opportunity and affirmative action, OSHA, and ERISA, but there is also concern with significant Florida law affecting employees and the employment function.

BUL 6850 - Legal Aspects of International Business 3

Prerequisite: BUL 3130 or equivalent. An examination of the legal problems that arise in commercial transactions and relations involving business organizations across national boundaries.

BUL 6890 - Special Topics in Law 3

Prerequisite: Permission of instructor. Analysis and discussion of advanced problem areas in law. Credit for this course must be approved by student's major department or program director.

Economics

ECO 5115 - Introduction to Economic Analysis 3
Introduction to key analytical tools of macroeconomics and microeconomics. Application of economic analysis to current policy issues. Normally offered each term.

ECO 6257 - Economics of Public Policy Decisions 3
Prerequisite: ECO 5115 or equivalent. Development and application of macroeconomic analysis to public policy decision-making. Emphasis on current policy issues such as inflation and unemployment, income policies, and economic planning. Normally offered spring term of even-numbered years.

ECO 6416 - Statistics for Business and Economics 3
Prerequisite: STA 2023 or Introductory Statistics. Collection, analysis, and use of data for business and economic decision making under conditions of uncertainty. Normally offered each term.

ECO 6706 - World Trade and the International Monetary System 3
Prerequisite: ECO 5115 or equivalent. The course provides the theoretical background for studying international trade and the international monetary system. Practical issues of interest to the business student, such as tariffs, import quotas, and the balance of payment, are also discussed. Normally offered fall term of odd-numbered years.

ECO 6906 - Directed Individual Studies v. 1 - 3
Prerequisite: Consent of department chair. Study of special topics under the guidance of faculty members. May be repeated with change of content up to a maximum of six credits.

ECP 6205 - Seminar in Labor Economics 3
Elective course for graduate students. Analysis of labor in the marketplace. Wage determination, labor organizations, manpower problems, collective bargaining, and the impact of labor on public welfare. Normally offered fall term of even-numbered years.

ECP 6705 - Economics of Business Decisions 3
Prerequisite: ECO 5115 or equivalent. Study of the application of economic theory to decision-making in business. Normally offered each term.

Finance

FIN 5405 - Essentials of Managerial Finance 3
Prerequisite: ACG 2021 or equivalent and STA 2023 or equivalent. An introductory course covering principles and techniques applicable to financial management of the firm. Required for M.B.A. candidates who have not had undergraduate or equivalent foundation work in financial management.

FIN 6326 - Banking and Financial Administration 3
Structure of banking and other financial institutions; organization and administration of commercial banks and other financial institutions.

FIN 6425 - Advanced Financial Management 3
Prerequisite: All required 5000 level foundation courses, ACG 6305 or equivalent and ECO 6416. QMB 6603 is recommended, but not required. An examination of theory and practice in financial management. Case analysis is used as a focus for class discussion.

FIN 6516 - Investments 3
Investment analysis, elements of the investment process, and criteria for investment decisions.

FIN 6605 - International Finance 3
A comprehensive survey of international finance. The course provides a basic understanding of the forces that affect the relative

values of currencies, the financial problems associated with international trade, international capital markets and international institutions. Case studies will be used to illustrate specific situations.

FIN 6906 - Special Work in Finance v. 1 - 3
Selected problem or project of interest to the student. May be repeated with a change in content up to a maximum of six credits.

FIN 6936 - Special Topics in Finance v. 1 - 3
Prerequisites: FIN 6425 and permission of advisor and department chairperson. Study of special topics not offered in other departmental courses. May be repeated with a change in content up to a maximum of six credits.

General Business

GEB 6345 - Advanced Small Business Consulting 3
Prerequisite: Twenty-five credits in graduate business administration or permission of instructor. Practicum in providing assistance to small businesses.

Management

ISM 6021 - Management of Information Technology 3
Prerequisites: MAN 3025 and CGS 1100 or equivalents. A study of MIS with emphasis on the design, analysis, operation and control of information systems as an aid to managerial decision-making.

MAN 6056 - Cornerstones of Managing for Value 3
Prerequisites: Foundation courses or undergraduate equivalent. Introductory M.B.A. course which examines the history and philosophy of business, including ethics, the concept of value-based management, TQM, functional integration, team building, information sources, information technology, international aspects of business. Required during first semester for all M.B.A. students.

MAN 6204 - Topics in Organizational Theory 3
Prerequisite: MAN 3025 or equivalent. A systematic approach to the design of structural components of organization for the purpose of increasing efficiency and effectiveness. Emphasis on internal and external determinants of structure and on the impact of structure on behavior in the organization.

MAN 6225 - Organizational Measurement and Analysis 3
Prerequisite: MAN 3025 or equivalent and elementary statistics. Advanced applications of the scientific method to organizational management; review of the scientific methods in business; measurement in organizational research including instrumentation, collection, reliability and validity assessment; analysis of organizational data for managerial effectiveness; application.

MAN 6309 - Advanced Topics in Personnel Relations 3
Prerequisite: MAN 4301. An in-depth analysis of selected personnel topics such as manpower forecasting, selection, performance appraisal, executive training and development, problem employees, and industrial counseling. Students will present seminars in one or more of these topics which combine appropriate literature and related industrial experience.

MAN 6315 - Advanced Human Resource Management 3
Prerequisite: MAN 3025 or equivalent. Focuses on role of corporate personnel vice president. Examines executive organization, managerial staffing systems, managerial succession, compensation and motivation and performance measures. Also, opportunity, employee benefits, training and education, quality of work life and productivity and other policy areas.

MAN 6323 - Human Resource Management Information Systems 3
Prerequisite: MAN 4301 and CGS 1100 or equivalents. Stresses the need to manage human resource management (HRM) information.

Includes development and implementation of HRM information applications, quality assurance and the organization and management of the HRM function. Emphasis on application of commercial software packages used in industry and government.

MAN 6331 - Compensation Management 3

Prerequisite: MAN 4301 or equivalent. In-depth analysis and application of compensation planning, the determination of internal consistency, external competitiveness and individual equity, benefits, management and legal compliance. Student consulting teams will each develop a company's total compensation system and make seminar presentations of their program.

MAN 6411 - Labor Relations and Collective Bargaining 3

Prerequisite: MAN 3025 or equivalent. Problems in collective bargaining and managing personnel who work under a collectively bargained labor agreement. Designed for the MBA student who intends to manage workers in accordance with a collectively bargained labor contract.

MAN 6429 - Industrial Relations 3

Survey of the roles of management, government, professional associations and unions in industrial relations. Emphasis is on basic economic, social and political issues; on the forces that have shaped growth, structure and behavior of management, government, professional associations and unions; and on significant theories of industrial relations systems. The present industrial relations system in the U.S. is covered in detail.

MAN 6445 - Advanced Topics in Negotiations 3

Prerequisite: MAN 3025 or equivalent. Broad based examination of negotiation includes theory based on studies of collective bargaining between labor and management. Emphasis is placed on experiential exercises and on improving interpersonal skills. Active participation in the learning process is stressed.

MAN 6601 - International Management 3

A basic course in international business management, the course will focus on the international managerial variables that affect and influence strategic and operational decision and the conduct of business in the international environment.

MAN 6675 - Advanced Seminar in International Business 3

An in-depth analysis of international business concepts and investment strategies, product life cycles hypothesis and the role of multinationals in technology transfer; intensive investigation of global market integration as well as regional markets; north-south trade and development conferences and trade implications for U.S. economy; extensive use of cases in above topics.

MAN 6726 - Advanced Business Policy 3

Prerequisite: Twenty credits in graduate business administration which must include FIN 6425 and MAR 6815. An analysis of how the various parts of the enterprise are integrated to meet objectives.

MAN 6905 - Directed Individual Studies in Management v. 1 - 3

Prerequisite: MAN 3025 or equivalent. Allows the M.B.A. student to investigate selected management topics, especially those of local or regional interest. May be repeated with a change in content up to a maximum of 6 credits.

MAN 6931 - Special Topics in Management v. 1 - 3

Prerequisite: Permission of instructor. Study of special topics not offered in other courses in the department. May be repeated with a change in content up to a maximum of six credits.

QMB 6603 - Quantitative Management Analysis 3

Prerequisite: MAC 5236 or equivalent. Management science models and their application to management decisions. Required of all M.B.A. and M.Acc. students.

Marketing

MAR 6158 - International Marketing 3

Prerequisite: MAR 6815. In-depth study and analysis of the role of marketing in international trade. Attention is also focused on the functions of multinational marketing and the construction of a multinational marketing strategy.

MAR 6206 - Marketing Channel Systems 3

Prerequisite: MAR 6815. An investigation into the nature and role of marketing channels and intermediaries. Major marketing strategy problems such as designing channel objectives and constraints, distinguishing major channel alternatives, and motivating, evaluating and controlling channel members will be analyzed. An elective in the M.B.A. program.

MAR 6815 - Marketing Management and Institutions 3

Prerequisite: MAR 3023. Study and application of marketing decision-making techniques to marketing problems faced by business managers. Stresses the manager's use of marketing research, marketing planning, and marketing decision-making tools.

MAR 6816 - Strategic Marketing Planning 3

Prerequisite: MAR 6815. The long range study of changes in business unit markets which create threats to and opportunities in markets for an organization. Methods for evaluating change and integrating strategic decisions into operating plans are analyzed.

MAR 6916 - Directed Individual Study v. 1 - 3

Prerequisite: MAR 6815. Allows the student to investigate special marketing topics, especially those of local and regional interest.

MAR 6933 - Special Topics in Marketing v. 1 - 3

Prerequisite: Permission of instructor. Analysis and discussion of advanced problem areas in marketing.

Real Estate and Urban Land Economics

REE 6146 - Real Property Analysis 3

Prerequisite: Consent of instructor. A study of the decision-making process of real property asset management. Private and public issues regarding the housing, real property, and business environment are included in the study. Topics concerning the legal issues, valuation, financing and investment in real estate are discussed.

REE 6906 - Directed Individual Study v. 1 - 3

Prerequisite: Consent of instructor. Investigation of selected problems and topics of current and permanent import in real estate and urban land economics. May be repeated with a change in content up to a maximum of six credits.

Transportation and Logistics

TRA 6216 - Strategic Logistics Management 3

Prerequisites: ACG 2021 and MAR 3023 or equivalents. Study of a total system approach to managing all activities involved in moving material, products, services and information from point of origin to point of use. Emphasis is placed on customer service as a means of gaining a competitive advantage.

TRA 6220 - Operations Management 3

Prerequisites: MAR 3023, QMB 6603, ECO 6416 and eighteen credits in graduate business administration. Theories, design and control of production and distribution systems.

TRA 6905 - Directed Individual Study v. 1 - 3

Prerequisite: Permission of department chair. Study of special topics under faculty guidance.

College of Computing Sciences and Engineering

Charles N. Winton, Acting Dean and Director of Graduate Studies 620-2985

Master of Science in Computer and Information Sciences

The degree program leading to the Master of Science in Computer and Information Sciences has two major tracks:

1. Computer Science
2. Information Systems

At least half of the courses the student takes are specific to the major track followed. A master's thesis is required.

There are four components of the degree program:

- | | |
|---|----------|
| 1. Core preparation | 9 hours |
| 2. Major track requirements and electives | 15 hours |
| 3. Restricted general electives | 6 hours |
| 4. Thesis | 6 hours |

Core Preparation 9 Hours

The core preparation consists of three courses selected to strengthen the student's knowledge base in each of the general areas of hardware, software, and modeling. Where student background justifies waiver of one or more of these areas, the student's general elective component is comparably increased. The core preparation component requires one course from each of hardware, software, and modeling applications.

A. Hardware (one of the following)

- | | | |
|----------|---------------------------------------|---------|
| CEN 5515 | Computer Communications | 3 hours |
| CDA 5105 | Introduction to Computer Architecture | 3 hours |
| CDA 6106 | Computer Architecture | 3 hours |

B. Software (one of the following)

- | | | |
|----------|----------------------|---------|
| COP 6602 | Software Systems | 3 hours |
| COP 6610 | Software Engineering | 3 hours |

C. Modeling Applications (one of the following)

- | | | |
|----------|---|---------|
| CAP 5805 | Discrete Systems Modeling and Simulation | 3 hours |
| COP 5716 | Data Modeling | 3 hours |
| COP 5725 | Database Processing | 3 hours |
| COT 6530 | Optimization Models with Computer Solutions | 3 hours |

Major Track Requirements and Electives 15 Hours

The major track component consists of five courses selected to support either the major track in computer science or the major track in information systems. Courses must be selected according to major track distribution

requirements as noted below. Courses are designated as falling into one of the categories:

- | | |
|-------------|---------------------------|
| 1. Theory | 4. Application studies |
| 2. Hardware | 5. Modeling applications |
| 3. Software | 6. Systems Administration |

Course categorization and applicability to the major tracks of the program are summarized in the course categorization list.

For the Major in Computer Science The student's selection of courses must include courses from at least three of the areas of theory, hardware, software, applications and modeling applications.

For the Major in Information Systems The student's selection of courses must include courses from at least two of the areas of hardware, software, applications, and modeling applications and must include two courses from the systems administration area. If the student does not already have background in computer communications, the course CEN 5515 Computer Communications, must be included in the program of study.

Restricted General Electives 6 Hours

General electives must be courses supportive of the student's overall program. Though these courses are normally selected from CIS course offerings, with prior approval of the College up to two of these courses may be transferred from other institutions or taken elsewhere within the University.

Thesis 6 Hours

In concluding the course of study each student is required to complete a master's thesis, prepared according to University guidelines. Normally, the thesis research and preparation is undertaken during the last year of the student's program. Each thesis is prepared under the guidance of a thesis committee chaired by a thesis advisor drawn from CIS graduate faculty. The thesis should support the student's overall program of study, particularly reflecting the major track. The student enrolls in the thesis course CIS 6970 for at least two successive terms. In order to enroll in the thesis course, the student must obtain CIS approval, to include consent of the thesis adviser. Upon satisfactory completion of the thesis, the student defends the thesis in an open presentation to the satisfaction of the student's thesis committee.

General Requirements In general, students must include in the non-thesis portion of their programs of study at least

five, 6000-level courses from the Department of Computer and Information Sciences in the core preparation and major track components. In no case may a course apply toward more than one of the program components. Moreover, no course may be applied toward either the core preparation or the major track component of the program unless passed with a grade of B or better.

Admission In addition to satisfying general University criteria for admission into a graduate program, students wishing to enter the degree program leading to the MS in Computer and Information Sciences must present GRE scores (1000 minimum total on verbal and quantitative sections), a grade point average of 3.0 or higher in all work attempted as an upper-level student, normally 60 semester hours taken during the last two years of undergraduate study, and must have an undergraduate degree supporting graduate study in computer and information sciences. Otherwise qualified students not satisfying the latter condition may be admitted only after arranging with the graduate advisor for a program of study which will remove the deficiencies. The following minimum background preparation is expected of all students wishing to enter the graduate program in computer and information sciences. Course work needed to remove any deficiencies is noted beside the requirement.

PROGRAM: COMPUTER SCIENCE

DEGREE: MASTER OF SCIENCE

MAJOR: COMPUTER & INFORMATION SCIENCE

PREREQUISITES (30 SEMESTER HOURS)

COT 3100	3.0	COMP STRUCTURES
COP 2221	3.0	INTRO TO C
COP 3530	4.0	DATA STRUCTURES
COP 3601	4.0	INTRO SYS SOFTWARE
CDA 3101	4.0	INTRO COMP HARDWARE
MAC 2311	4.0	G(M) CALCULUS I
MAC 2312	4.0	G(M) CALCULUS II
STA 4321	4.0	G(M) PROB & STATISTICS

CORE REQUIREMENTS (09 SEMESTER HOURS)

SELECT ONE COURSE

FROM HARDWARE

CEN 5515	3.0	COMPUTER COMMUNICATN
CDA 5105	3.0	INTRO COMP ARCHITECT
CDA 6106	3.0	COMPUTR ARCHITECTURE

SELECT ONE COURSE

FROM SOFTWARE

COP 6602	3.0	SOFTWARE SYSTEMS
COP 6610	3.0	SOFTWARE ENGINEERING

SELECT ONE COURSE

FROM MODELING APPLICATIONS

CAP 5805	3.0	DIS SYS MODLN/SIMUL
COP 5716	3.0	DATA MODELING
COP 5725	3.0	DATABASE PROCESSING
COT 6530	3.0	OPT MOD W/COMP SOLUT

MAJOR REQUIREMENTS (15 SEMESTER HOURS)

SELECT 5 COURSES FROM AT LEAST 3 GROUPS

GROUP 1 - THEORY

COT 5405	3.0	ANALYSIS ALGORITHMS
COP 6311	3.0	LOGIC PROGRAMMING
COT 6425	3.0	CODING/INFO THEORY
MAD 6405	3.0	NUMERICAL ANALYSIS

GROUP 2 - HARDWARE

CDA 5105	3.0	INTRO COMP ARCHITECT
CDA 5315	4.0	MICRPROCSRS/INTERFCN
CDA 6106	3.0	COMPUTR ARCHITECTURE
CDA 6506	3.0	COMP NETWRK ARCHTECT
CDA 6520	3.0	LOCAL AREA NETWORKS
CDA 6141	3.0	FAULT TOLERANT COMPT

GROUP 3 - SOFTWARE

COP 5615	3.0	OPERATING SYSTEMS
COP 5625	4.0	CONSTR LANG TRANSLAT
COP 6616	3.0	MULTIPROCESSING SYST
COP 6611	3.0	OPERATING SYSTEMS
COP 6610	3.0	SOFTWARE ENGINEERING
COP 6570	3.0	SOFTWARE TOOLS
COP 6621	3.0	COMPILERS

GROUP 4 - APPLICATION STUDIES

CAP 5605	3.0	INTRO ARTFCL INTLLGN
CAP 5606	3.0	KNOWLEDGE ENGINEERNG
CAP 5715	3.0	COMPUTER GRAPHICS
CAP 6680	3.0	AUTOMATED REASONING
CAP 6100	3.0	HUMAN-MACHINE INTERF
CAP 6400	3.0	PATRN RECOG/IMGE PRO

GROUP 5 - MODELING APPLICATIONS

CAP 5805	3.0	DIS SYS MODLN/SIMUL
CIS 5105	3.0	SYS PERFORMANCE EVAL
COP 5716	3.0	DATA MODELING
COT 6530	3.0	OPT MOD W/COMP SOLUT
COP 6750	3.0	NTWRK DES/DIS DTA BS

AT LEAST FIVE 6000-LEVEL COURSES MUST BE TAKEN IN CORE AND MAJOR AREAS.

MAJOR ELECTIVES (06 SEMESTER HOURS)

IN SUPPORT OF OVERALL PROGRAM

CAP/CDA/CIS/COP/COT

THESIS (06 SEMESTER HOURS)

TAKEN DURING LAST YEAR

CIS 6970	3.0	THESIS/COMP SCIENCE
CIS 6970	3.0	THESIS/COMP SCIENCE

PROGRAM: INFORMATION SYSTEMS

DEGREE: MASTER OF SCIENCE

MAJOR: COMPUTER & INFORMATION SCIENCE

PREREQUISITES (30 SEMESTER HOURS)

COP 2120	3.0	INTRO COBOL PRGRMMNG
COP 2221	3.0	INTRO TO C
COT 3100	3.0	COMP STRUCTURES
COP 3531	4.0	DATA & FILE STRUC I
COP 3540	4.0	DATA & FILE STRUC II
CDA 3100	4.0	ARCH COMPTR ORGNZTN
CIS 4327	3.0	INFO SYS SR PROJ I
MAC 2233	3.0	G(M) CALC FOR BUS
STA 2013	3.0	G(M) ELEM STATS-BUS

CORE REQUIREMENTS (09 SEMESTER HOURS)

SELECT ONE COURSE

FROM HARDWARE

CDA 5105	3.0	INTRO COMP ARCHITECT
CEN 5515	3.0	COMPUTER COMMUNICATN
CDA 6106	3.0	COMPUTR ARCHITECTURE

SELECT ONE COURSE

FROM SOFTWARE

COP 6602	3.0	SOFTWARE SYSTEMS
COP 6610	3.0	SOFTWARE ENGINEERING

SELECT ONE COURSE

FROM MODELING APPLICATIONS

CAP 5805	3.0	DIS SYS MODLN/SIMUL
COP 5716	3.0	DATA MODELING
COP 5725	3.0	DATABASE PROCESSING
COT 6530	3.0	OPT MOD W/COMP SOLUT

*CEN 5515 REQUIRED IF EQUIVALENT COURSE NOT TAKEN PREVIOUSLY

MAJOR REQUIREMENTS (15 SEMESTER HOURS)

SELECT 5 COURSES FROM AT LEAST 3 GROUPS;
INCLUDE 2 COURSES FROM SYSTEMS ADMINISTRATION

GROUP 1 - HARDWARE

CDA 5105	3.0	INTRO COMP ARCHITECT
CDA 5315	4.0	MICRPROCSRS/INTERFCN
CDA 5505	3.0	NETWRKS/DISTR TD PROC
CEN 5515	3.0	COMPUTER COMMUNICATN
CDA 6506	3.0	COMP NETWRK ARCHTECT
CDA 6520	3.0	LOCAL AREA NETWORKS

GROUP 2 - SOFTWARE

COP 6602	3.0	SOFTWARE SYSTEMS
COP 6610	3.0	SOFTWARE ENGINEERING
COP 6570	3.0	SOFTWARE TOOLS

GROUP 3 - APPLICATION STUDIES

CAP 5605	3.0	INTRO ARTFCL INTLLGN
CAP 5606	3.0	KNOWLEDGE ENGINEERNG
CAP 6100	3.0	HUMAN-MACHINE INTERF

GROUP 4 - MODELING APPLICATIONS

CIS 5105	3.0	SYS PERFORMANCE EVAL
CAP 5805	3.0	DIS SYS MODLN/SIMUL
COP 5725	3.0	DATABASE PROCESSING
COP 6711	3.0	REQ ANAL/DATA BS DES
COP 6750	3.0	NTWRK DES/DIS DTA BS
COT 6530	3.0	OPT MOD W/COMP SOLUT

GROUP 5 - SYSTEMS ADMINISTRATION

CIS 5415	3.0	COMPTR OPERTNS MGMT
CIS 6510	3.0	MANAG SFTWR PROJ/PSL
CIS 6101	3.0	QUAN/TECH CMPSYS ANL
CDA 6011	3.0	OFFICE AUTOMATION

NOTE: AT LEAST 5 6000-LEVEL COURSES MUST BE TAKEN IN CORE AND MAJOR AREAS

MAJOR ELECTIVES (06 SEMESTER HOURS)

IN SUPPORT OF OVERAL PROGRAM

CAP/CDA/CEN/CGS/CIS/COP/COT

THESIS (06 SEMESTER HOURS)

TAKEN DURING LAST YEAR

CIS 6970	3.0	THESIS/COMP SCIENCE
CIS 6970	3.0	THESIS/COMP SCIENCE

College of Computing Sciences and Engineering Course Offerings

- CAP 5605 - Introduction to Artificial Intelligence** 3
Prerequisite: Undergraduate Computer Science Core. For beginning graduate students. Heuristic techniques for problem solving and decision making. Self organizing and learning systems. General problem solver and decision making programs. Control and search strategies. LISP programming language. Students will extend course topics via library assignments or other instructor assigned requirements.
- CAP 5606 - Knowledge Engineering** 3
Prerequisite: CAP 4630 or CAP 5605. For beginning graduate students. Definitions and principles of knowledge-based systems; design techniques and programming aspects; critical comparisons of various approaches; examination of current systems, their design, philosophy and applications. Reasoning under uncertainty; rule-based deduction; generalization; explanation; knowledge acquisition. Students will extend course topics via library assignments or other instructor assigned requirements.
- CAP 5715 - Computer Graphics** 3
Prerequisite: MAS 3105. For beginning graduate students. Point-plotting techniques, line drawings, two- and three-dimensional transformations, clipping and windowing, data and file structures, interactive techniques, master systems, perspective, hidden lines and surface shading. Students will extend course topics via library assignments or other instructor assigned requirements.
- CAP 5805 - Discrete Systems Modeling and Simulation** 3
Prerequisites: STA 4321 or STA 2014 and COP 3530 or COP 3540. For beginning students. Model building; design of experiments; simulation techniques; simulation tools such as GPSS, SIMSCRIPT, and SLAM; interpretation of results. Students will extend course topics via library assignments or other instructor assigned requirements.
- CAP 6100 - Human-Machine Interfacing** 3
Prerequisite: Graduate core. A consideration of human-machine systems, equipment design and dialogue management. Topics include human capacities and limitations; software and hardware design for effective human use; human-machine dialogue and management; human factors considerations and research techniques.
- CAP 6400 - Pattern Recognition and Image Processing** 3
Prerequisites: CAP 4700 or CAP 5715 and STA 4321. Realism in computer graphics, intensity and color, 3D surfaces and solids, image processing, image enhancement, pattern detection and recognition, scene analysis, computer vision, interactive techniques.
- CAP 6680 - Automated Reasoning** 3
Prerequisite: CAP 4630 or CAP 5605. Formal notation; proof procedures; decision procedures; meta-level knowledge; predicate calculus; automated theorem proving techniques; rules of inference; strategy; subsumption; demodulation; languages and programs for automated reasoning.
- CDA 5105 - Introduction to Computer Architecture** 3
Prerequisite: CDA 3101. For beginning graduate students. Computer taxonomy, description languages, conventional computer architecture, microprogramming, instruction sets, I/O techniques, memory, survey of non-conventional architectures. Software interface. Students will extend course topics via library assignments or other instructor assigned requirements.
- CDA 5315 - Microprocessors and Interfacing** 4
Prerequisites: CDA 3101 and COP 3601 or CDA 3100. For beginning graduate students. Survey of current microprocessors and peripheral equipment, interfacing components, interfacing techniques, communication standards, software design and development, applications, hands-on laboratory. Students will extend course topics via library assignments or other instructor assigned requirements.
- CDA 5505 - Networks and Distributed Processing** 3
Prerequisites: Graduate standing. For beginning graduate students. Network architecture and protocols in computer communication networks, network elements and topology, switching and routing, data management and security in a distributed environment. Students will extend course topics via library assignments or other instructor assigned requirements.
- CDA 6011 - Office Automation** 3
Prerequisites: CIS 4321 or significant industrial experience in the development of information systems. Administrative support function, data and record management, word processing, executive support systems, development of advanced office systems, microcomputers as office tools, office production equipment, communication systems, and management of advanced office systems.
- CDA 6106 - Computer Architecture** 3
Prerequisite: CDA 4102 or CDA 5105. Review of computer classification and description languages. Survey of existing architectures and proposed architectures, arithmetic systems design. Multi-computer architecture, networks, special purpose architecture, database machines, dataflow machines, performance evaluation, VLSI impact.
- CDA 6141 - Fault Tolerant Computing** 3
Prerequisite: CDA 4102 or CDA 5105. Reliability, maintainability, and availability of digital computers. Test generation and minimization, fault classes, fault masking, fault identification and location, fault simulation techniques and redundancy.
- CDA 6506 - Computer Network Architecture** 3
Prerequisites: STA 4321 or STA 2014, CEN 4510 or CEN 5515. Types of computer networks, layered architecture; ISO reference model for OSI; network topology; routing algorithms; access protocols; resource allocation; traffic analysis queuing models; communication processors; gateway controllers; deadlock prevention; error control and recovery.

- CDA 6520 - Local Area Networks** 3
Prerequisite: CEN 4510 or CEN 5515. Network topologies, media access units, media access control, cabling systems, network interconnection, architecture standards, network operating systems, client/server and peer to peer models for resource sharing, application software development, management and performance evaluation.
- CEN 5515 - Computer Communications** 3
Prerequisite: Graduate standing. For beginning graduate students. Data communications systems, common carriers, modems and modulation, codes, asynchronous and synchronous communications protocols, standard interfaces, network arbitration, system evaluation considerations. Students will extend course topics via library assignments or other instructor assigned requirements.
- CGS 5306 - Decision Software for Management** 3
Prerequisite: Graduate standing in public administration or business administration. A study of those topics from the computer and Information Sciences appropriate to informed decision-making; computer application packages particularly useful in administration, such as spreadsheets, databases, and graphics; "what if" analysis, integration of packages, interfacing to system software and generation of customized queries for stored data.
- CIS 5105 - Systems Performance and Evaluation** 3
Prerequisites: Undergraduate Information Science core. For beginning graduate students. Tools and techniques used in the evaluation of the performance of computing systems, empirical modeling, methods, simulation models, deterministic and stochastic methods. Students will extend course topics via library assignments or other instructor assigned requirements.
- CIS 5415 - Computer Operations Management** 3
Prerequisite: Graduate standing. Evolution of systems; data and data integration; capacity planning; productivity and security; selection of DBMS; management perspectives on data dictionary; approaches to systems design; user requirements; design review methodology; management styles and administration.
- CIS 5930 - Special Topics in Computer and Information Sciences** v. 1 - 3
For beginning graduate students and advanced undergraduates. Topics are reflective of current faculty interests and advances in state-of-the-art computing not adequately addressed in current course offerings. May be repeated up to six credits.
- CIS 5935 - Seminar** v. 1 - 3
Prerequisite: Permission of the Department of Computer and Information Sciences. Topics reflect broader interests than covered in a standard course. Students will be expected to make presentations of material extracted from current trade publications.
- CIS 6101 - Quantitative Techniques for Computer Systems Analysis** 3
Prerequisite: Graduate core preparation. Tools and techniques for predicting and improving the performance of computing systems. Examines the performance impact of the processing environment, application structures and communications requirements. Presents tools available from queuing theory and other mathematical disciplines.
- CIS 6510 - Managing Software Projects and Personnel** 3
Prerequisites: COP 3540, CIS 4321, CIS 4322. Principles of management as they apply to data processing enterprises. Emphasis on the unique requirements of software projects and the personnel involved in them.
- CIS 6900 - Directed Individual Study** v. 1 - 3
For advanced graduate students, topic supportative of the student's overall program. May be repeated for credit.
- CIS 6930 - Special Topics in Computer and Information Sciences** v. 1 - 3
For advanced graduate students, topics reflective of current faculty research interests. May be repeated for credit.
- CIS 6935 - Seminar** v. 1 - 3
Topics reflect broader interests than covered in a standard course. Students will be expected to make presentations of material extracted from current trade publications.
- CIS 6970 - Thesis** 3
For advanced graduate students nearing completion of the Masters degree. May be repeated for credit.
- COP 5533 - Advanced Data Structures** 4
Prerequisite: COP 3530. A continuation of COP 3530. Advanced data structures consisting of arrays, structures, stacks, infix, prefix, postfix notation, recursion, queues, lists, trees, binary trees, tree representations, graphs, dynamic memory. Uses object-oriented paradigm.
- COP 5615 - Operating Systems** 3
Prerequisite: STA 4321, COP 3601, COP 3530. For beginning graduate students. Machine organization, assemblers, loaders, macro processors, compilers, and operating systems. Students will extend course topics via library assignments or other instructor assigned requirements.
- COP 5625 - Construction of Language Translators** 4
Prerequisites: COT 3210, COP 3530, COP 3601. For beginning graduate students. Survey of existing programming languages. Simple statements, including precedence, prefix, infix, and postfix notation. Global properties of algorithmic languages, including scope, storage allocation, grouping, binding time, subroutines, coroutines, and tasks. Students will extend course topics via library assignments or other instructor assigned requirements.
- COP 5716 - Data Modeling** 3
Prerequisite: Computer science core. For beginning graduate students. Conceptual data models including semantic network and entity relationship models. Abstraction, representation and manipulation of data. Relational, hierarchical, and network data models; database concepts including schema design and evaluation. Students will extend course topics via library assignments or other instructor assigned requirements.
- COP 5725 - Database Processing** 3
Prerequisite: COP 3540. For beginning graduate students. Review of I/O processing, file organization and access methods, data structures. Study of multiple-key processing, database models, commercial database systems, database analysis, design and administration. Students will extend courses via library assignments or other instructor assigned requirements.
- COP 6311 - Logic Programming** 3
Prerequisites: CAP 4630 or CAP 5605. Introduction to and applications of programming with logic; propositional logic, first order predicate logic; PROLOG; Horn clause computability; inference; declarative and procedural semantics of logic programming languages; implementation issues; e.g., Warren Abstract Machine; parallel logic languages.

COP 6570 - Software Tools	3	COP 6711 - Requirements Analysis and Database Design	3
Prerequisite: COP 6610. Tools and techniques addressing requirements analysis and specification, module specification, design and integration, verification and validation, module specification, design and integration, verification and validation, maintenance and project management; simulation and prototyping tools for automated testing.		Prerequisite: COP 6610, COP 4720, COP 5725 or COP 4710, COP 5716. Application of software engineering approaches in the specification, analysis, verification and validation of database designs; systematic design steps for complex databases; modeling the user view for the requirements specification.	
COP 6602 - Software Systems	3	COP 6750 - Network Design and Distributed Data Bases	3
Prerequisites: COP 3530 or COP 3540 and COP 3601 or CDA 3100. Machine organization, assembly language, assemblers, loaders, macroprocessors, compilers and operating systems.		Prerequisites: COP 4720, COP 5725 or COP 4710, COP 5716. Strategy for the management of distributed data. Forms of distributed processing. Centralization vs. decentralization, modeling distributed data, query processing, concurrency control, crash recovery and synchronization, security.	
COP 6610 - Software Engineering	3	COT 5405 - Analysis of Algorithms	3
Prerequisites: CIS 4321 or significant industrial experience in the development of information systems. Principles and formal methods for systematic development of software systems; software life-cycle, formal specifications, design, verification, and reliability analysis; requirements specification language, error causes and consequences, data validation.		Prerequisites: COT 3210, COP 3530. For beginning graduate students. Analysis of various algorithm design strategies, divide-and-conquer, greedy method, backtracking, branch-and-bound, lower bound theory, NP-hard and NP-complete. Students will extend course topics via library assignments or other instructor assigned requirements.	
COP 6611 - Operating Systems	3	COT 6425 - Coding and Information Theory	3
Prerequisite: COP 5615 or COP 6602. I/O programming, interrupts, memory processor, device and information management; case studies. Projects: simple executive, spooling system, simple file system.		Prerequisites: COT 3210, STA 4321. Error-detecting, error-correcting codes; Huffman codes; entropy and coding; Shannon's theorem; the information channel as a statistical model; introduction to algebraic coding theory.	
COP 6616 - Multiprocessing Systems	3	COT 6530 - Optimization Models with Computer Solutions	3
Prerequisites: COP 4610 or COP 5615. Issues in the development of software for multi-processing environments; concurrency; monitors, parallel algorithms; granularity of problem size; survey of multi-processor architectures available; parallel languages.		Prerequisite: Graduate core preparation. Survey of various optimization techniques useful in management and their computer solutions. Topics covered include the origins of operations research, linear programming, transportation problems, applications of linear programming, network analysis, dynamic programming, game theory and integer programming.	
COP 6621 - Compilers	3		
Prerequisite: COP 5625. Grammars, languages, parsing, simple precedence, runtime storage organization, semantic routines, error recovery, optimization, macros, compiler-compilers. Project: design of a simple programming language and construction of a compiler.			

College of Education and Human Services



College of Education and Human Services

Katherine Kastan, Dean
Thomas Serwatka, Acting Associate Dean
620-2520

The College of Education and Human Services has long valued its role in the preparation of teaching professionals. The ever-broadening, increasingly diverse needs of society, however, have created a continuing demand not only for qualified teachers, but for other professionals as well. To help meet this demand, the college has expanded its programs. Students may now choose from specialization tracks in the following areas: teaching in the K-12 school settings; school counseling; professional careers in community agencies; or leadership positions.

The college's theme, "Partners in Diverse Learning Communities," exemplifies the mission to prepare and renew professionals who are equipped to live in pluralistic societies, capable of creating learning communities which focus on continued improvement of the teaching and learning process. Emphasis is placed on application of theory to practice, with nearby schools and agencies serving as laboratories for learning.

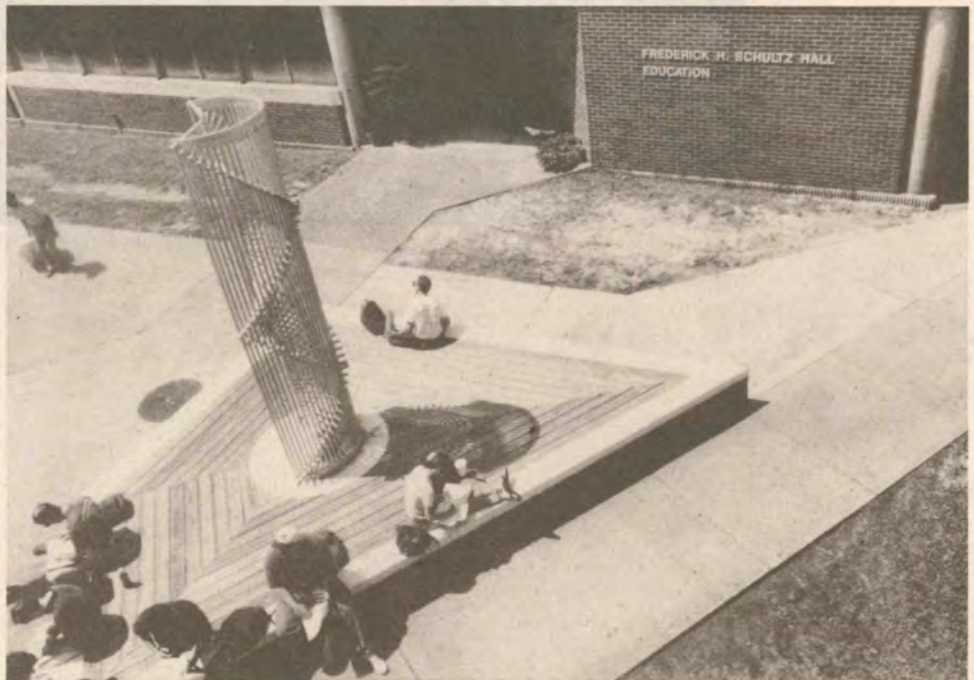
Doctoral Program The college offers a program of advanced graduate study leading to a doctor of education degree in educational leadership. The program includes course work in specific areas of study and completion of a dissertation. Students are admitted as part of a cohort who complete the majority of their course work together. Admissions requirements and description of the program of study are included below.

The Master's Degree Programs The programs leading to the master of education degree have as their primary objective the preparation of educators and human services professionals with demonstrated competencies.

Master's programs are offered in educational leadership; elementary education; K-12 education with specializations in music and reading; secondary education (English, mathematics, music, science, and social sciences); special education; and counselor education.

Admissions Applicants must meet minimum requirements for admission to graduate programs as established by the State University System and the University of North Florida. Applicants who do not meet the minimum requirements for admission must apply for admission under the college's Exception Policy. Individual programs in the college have established admissions criteria beyond the minimum requirements.

All applicants seeking admission to master's programs in the college are required to meet with an academic advisor prior to admission. Contact the Division of Student Services, room



2305, in Frederick H. Schultz Hall, (904) 620-2530. Additional information regarding admission and admission by exceptions is available from the Division of Student Services.

Component Cores Master's programs require a minimum of 36 to 60 hours exclusive of prerequisites. Two core courses are required of all students.

Each student will be expected to demonstrate satisfactory performance in all elements of the core and major requirements.

Although minimum requirements for the degree programs have been established, actual requirements differ in each of the program areas. Wherever possible, flexibility has been maintained. Individual programs of study are developed in terms of the student's competency level and career goal.

Academic Advisement The Division of Student Services provides individualized academic advisement to all students in the college. During the initial advising conference, the advisor will (1) explain the admission procedures to the student, (2) help the student select the major which will lead the student to achieving career goals, (3) plan a tentative program of study. Upon admission to the program, the division chair will assign a program sponsor from among the college faculty to finalize the program of study.

Course Work Requirement A minimum of 36 semester hours must be included in a planned master's program. No less than 60 percent of the total graduate hours must be at the 6000-level. At least one-half of the work must be taken in the College of Education and Human Services. All requirements for the degree must be completed within five years of the initiation of the program.

Independent Study The purpose of an independent study is to allow a student to pursue a selected topic in greater depth under the direction of a College of Education and Human Services faculty member. Regularly offered courses typically involve classroom interaction and for this reason are not normally offered as independent studies. Interested students should contact the individual professor.

Credit Transfers Acceptance of transferred credit for the master's degree is at the discretion of the division chairperson, with the approval of the dean of the College of Education and Human Services. No more than 6 hours may be accepted and the grade for each course must be at least a B. Such work must have been completed within the previous five years at an institution which offers a master's degree and is accredited by the regional accrediting association and/or approved by the Florida Department of Education for graduate-level teacher training.

Course Validation Course work completed at UNF more than five-years prior to the completion of a master's degree program may not be applied toward that program unless validated. Course work completed at other institutions more than five-years prior to the completion of a graduate degree may not be applied toward any program. UNF course work which has exceeded the five-year time limit may be considered for validation by the following procedures:

1. Permission of the appropriate division chair must be requested in writing by the student.
2. The division chair will review the request and either permit or deny the validation request. If permission is granted, the chair will assign the appropriate person(s) within the program for the student to contact to initiate the validation process.
3. The program faculty member responsible for the validation

process may choose to (a) have the student attend the class and take the exams; (b) assign selected readings and/or a text, then interview the student informally to determine if the student's knowledge is current and/or give a written assignment to assess the student's competence in the area; or (c) assign selected readings and/or a text and then administer an exam to determine if the student's knowledge is current.

4. If a student successfully completes the validation process, the faculty member will write a memorandum for the student's file which indicates the course has been validated and that it is acceptable for inclusion in the program of study.

5. The memorandum will be retained in the student's file and a copy forwarded to the Office of Records and Registration.

Residence Requirement Course work taken on campus or through the off-campus credit continuing education program is considered residence study for degree purposes, **assuming the student is a fully admitted graduate student.** At least 24 hours must be completed in residency.

Master's Degree Majors — Prerequisites

Elementary Education

Valid Professional Florida Teaching Certificate in Elementary Education or its equivalent
Teaching experience

K-12 and Secondary Education

Valid Professional Florida Teaching Certificate in appropriate content field or its equivalent
All content requirements for certification
Teaching experience

Special Education

Eligibility for a Florida Teaching Certificate or appropriate experience as determined by the program faculty

Counselor Education

Twelve semester hours of course work in the behavioral or social sciences and a course in measurement or statistics, all with grades of B or above.

Doctor of Education in Educational Leadership

Special provisions regarding admissions, programs of study, and graduation related to the Ed.D. in Educational Leadership are described later in this section. Persons seeking more information about the Ed.D. in Educational Leadership should contact the Doctoral Program, Division of Educational Services and Research, College of Education and Human Services at (904) 620-2683.

Teacher Certification Only Programs

Students who have completed a bachelor's degree in a non-education field of study may pursue teacher certification by completing a Teacher Certification Only program of study. These programs of study do not lead to the awarding of a degree. Students interested in these programs should contact the College's Division of Student Services.

Division of Curriculum and Instruction

Dennis M. Holt, Professor and Chair

The mission of the division is to provide higher order competencies needed for personal and professional growth. This goal is achieved through a program emphasizing individualized instruction, the use of innovative materials, and the application of theoretical concepts in laboratory and clinical experiences.

The Master of Education Degree Program

For a major in the Division of Curriculum and Instruction, students are required to complete a minimum of 36 semester hours. Programs are available in elementary, secondary, and K-12 certification areas. Advanced study programs are available for students who wish to pursue in-depth study in a particular interest area. These programs do not lead to initial certification. The number of semester hours depends on the certification requirements of a given area and the student's prior academic training. Some programs may exceed 36 semester hours.

The division offers programs of study in the areas listed below. The college's Division of Student Services has specific course requirements for each program.

Initial Certification

- Elementary (1-6)
- Secondary Education: English (6-12)
- Reading

Advanced Study Elementary Program

- Elementary (1-6)

Advanced Study K-12 Program

- Music

Advanced Study Programs in Secondary Education (6-12)

- Science: Biology; Chemistry; or Physics
- English
- Social Sciences
- Mathematics

Advanced Studies

- Advanced study in areas such as Elementary (1-6); Instructional Technology; Computers in Education; Assessment; Art; and Curriculum and Instruction

PROGRAM: INITIAL CERTIFICATION

DEGREE: MASTER OF EDUCATION

MAJOR: ELEMENTARY EDUCATION

PREREQUISITES (23 SEMESTER HOURS)

REQUIRED COURSES

EDG 3323	3.0	THE LEARNING PROCESS
EDG 4326	3.0	ASSMT OF LNG & BEHAV
EDG 3990 AA	3.0	NATURE LEARNER
EDG 4416	3.0	CLSRM MANAGMT COMMUN
MAE 3810	4.0	G(M) MATH FOR TEACHER
EDF 3945	2-4	FIELD EXP-PHASE I
EDF 3946	2-4	FIELD EXP-PHASE II
MUT 1011	3.0	MUSIC FUNDAMENTALS

CORE REQUIREMENTS (06 SEMESTER HOURS)

REQUIRED

EDF 6480 A	3.0	FOUND ED RSCH:ELEM
EDF 6607	3.0	EDUCATION IN AMERICA

MAJOR REQUIREMENTS (51 SEMESTER HOURS)

EDF 5608	3.0	SOCGLG BASES OF EDUC
EDE 4943	12.0	PRACT II: ST INTERN
EDG 6356	3.0	GEN ED COMP:MOD TCH
CONTENT SPECIALIZATION		
RED 6656	3.0	ADV FOUND OF READING
RED 6546	3.0	DIAGNOSIS READ DISAB
ARE 4313	3.0	ART METHODS:ELEM
MUE 4210	3.0	MUSIC METHODS:ELEM
HSC 3301	3.0	HLTH/MOV ED:ELEM SCH
LAE 6319	3.0	LANG ARTS ELEM TCHR
SCE 6117	3.0	ELEM TCHER SCI
SSE 6318	3.0	SOC STUDY MTHDS:ELEM
MAE 6318	3.0	ELEM TCHER MATH

CULMINATING EXPERIENCE.

SELECT 1 OPTION.

OPTION ONE

EDE 6940	1-6	PROFESS LAB EXPERIEN
EDE 6910	1-3	DIR INDV STUDY/RSCH

OPTION TWO

EDE 6940	1-6	PROFESS LAB EXPERIEN
EDF 6971	1-6	RSRCH MASTRS THESIS

OPTION THREE

EDG 6923	3.0	CURRICULUM READINGS
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ONE ADDITIONAL ELECTIVE APPROVED BY THE PROGRAM SPONSOR

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: INITIAL CERTIFICATION

DEGREE: MASTER OF EDUCATION

MAJOR: SECONDARY EDUCATION

PREREQUISITES (16 SEMESTER HOURS)

REQUIRED COURSES

EDG 3323	3.0	THE LEARNING PROCESS
EDG 4326	3.0	ASSMT OF LNG & BEHAV
EDF 3151	3.0	NATURE LEARNER
EDG 4416	3.0	CLSRM MANAGMT COMMUN
EDF 3945	2-4	FIELD EXP-PHASE I
EDF 3946	2-4	FIELD EXP-PHASE II

CORE REQUIREMENTS (06 SEMESTER HOURS)

EDF 6480 D	3.0	FOUND ED RSCH: SECDRY
EDF 6607	3.0	EDUCATION IN AMERICA

MAJOR REQUIREMENTS (27 SEMESTER HOURS)

REQUIRED COURSES

CURRICULUM AND INSTRUCTION (21 SEM HRS)

- EDG 6356 3.0 GEN ED COMP:MOD TCH
- EDF 5608 3.0 SOCLGL BASES OF EDUC
- ESE 4943 1-12 STUDENT INTERNSHIP
- LAE 6339 3.0 SPEC MTHDS: ENGLISH

CULMINATING EXPERIENCE.

SELECT 1 OPTION.

OPTION ONE

- ESE 6947 1-6 PROFESS LAB EXPERIEN
- EDG 6906 1-3 INDV STUDY/RESEARCH

OPTION TWO

- ESE 6947 1-6 PROFESS LAB EXPERIEN
- EDF 6971 1-6. RSRCH MASTRS THESIS

OPTION THREE

- EDG 6923 3.0 CURRICULUM READINGS

ONE ADDITIONAL ELECTIVE APPROVED BY THE PROGRAM SPONSOR

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

MAJOR ELECTIVES (15 SEMESTER HOURS)

CONTENT MUST SATISFY INITIAL CERTIFICATION REQUIREMENTS PLUS 3 TO 5 ADDITIONAL COURSES

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: READING (K-12)

DEGREE: MASTER OF EDUCATION

MAJOR: ELEMENTARY EDUCATION

CORE REQUIREMENTS (06 SEMESTER HOURS)

REQUIRED

- EDF 6480 A 3.0 FOUND ED RSCH:ELEM
- EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (48 SEMESTER HOURS)

REQUIRED COURSES

- EDE 6225 3.0 ELEMENT SCH CURR

SELECT THREE COURSES

- EDG 6356 3.0 GEN ED COMP: MOD TCH

- EDG 6336 3.0 INSTRUCTN/PRESENTATN
- EDG 6380 3.0 PRE-SERV TCHER SUPER
- EDF 5608 3.0 SOCLGL BASES OF EDUC
- EDG 5935 1-3 SEMINAR STUD/EDUC
- MHS 6050 3.0 PERSONALITY/COU THRY
- EME 5403 3.0 COMPUTERS IN EDUCATN
- EME 6415 3.0 COMPUT/ED II: ADV TEC

CONTENT SPECIALIZATION

- RED 6656 3.0 ADV FOUND OF READING
- RED 6546 3.0 DIAGNOSIS READ DISAB
- RED 6548 3.0 REMEDIAT READ DISAB
- LAE 6714 3.0 REV: WRIT FOR CHILD
- RED 5846 1-3 PRACTICUM IN READING
- RED 6347 3.0 RDG COM WHLE LNGE CL

SELECT ONE COURSE

- EDF 6432 3.0 COMPETEN:MEASUR-EVAL
- SDS 6200 3.0 APPRA PROC SCH COUNS

SELECT 1 COURSE

- RED 3333 3.0 READING METHD I:SEC
- RED

CULMINATING EXPERIENCE.

SELECT 1 OPTION

OPTION ONE

- EDE 6940 1-6 PROFESS LAB EXPERIEN
- RED 6906 1-3 DIR INDIVIDUAL STU

OPTION TWO

- EDE 6940 1-6 PROFESS LAB EXPERIEN
- EDF 6971 1-6 RSRCH MASTRS THESIS

OPTION THREE

- EDG 6923 3.0 CURRICULUM READINGS

ELECTIVE APPROVED BY PROGRAM SPONSOR

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: ADVANCED STUDY

DEGREE: MASTER OF EDUCATION

MAJOR: ELEMENTARY EDUCATION

CORE REQUIREMENTS (06 SEMESTER HOURS)

REQUIRED

- EDF 6480 A 3.0 FOUND ED RSCH: ELEM
- EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (21 SEMESTER HOURS)**REQUIRED**

EDE 6225	3.0	ELEMENT SCH CURR
EDG 6356	3.0	GEN ED COMP: MOD TCH
EDF 6432	3.0	COMPETEN: MEASUR-EVAL
EDG 6336	3.0	INSTRUCTN/PRESENTATN
EDG 6625 A	3.0	CON ISS CUR.DEV: ELEM

CULMINATING EXPERIENCE.**SELECT 1 OPTION.****OPTION ONE**

EDE 6940	1-6	PROFESS LAB EXPERIEN
EDE 6910	1-3	DIR INDV STUDY/RSCH

OPTION TWO

EDE 6940	1-6	PROFESS LAB EXPERIEN
EDF 6971	1-6	RSRCH MASTRS THESIS

OPTION THREE

EDG 6923	3.0	CURRICULUM READINGS
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ONE ADDITIONAL ELECTIVE APPROVED BY THE PROGRAM SPONSOR

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

MAJOR ELECTIVES (09 SEMESTER HOURS)**REQUIRED**

EDF 6905	1-3	RSRCH STUDIES/EDUC
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SELECT 2 CONTENT COURSES

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

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PROGRAM: ADD-ON**DEGREE: MASTER OF EDUCATION****MAJOR: ELEMENTARY EDUCATION****PREREQUISITES (07 SEMESTER HOURS)**

MAE 3810	4.0	G(M) MATH FOR TEACHER
MUT 1011	3.0	MUSIC FUNDAMENTALS

CORE REQUIREMENTS (06 SEMESTER HOURS)

EDF 6480 A	3.0	FOUND ED RSCH:ELEM
EDF 6607	3.0	EDUCATION IN AMERICA

MAJOR REQUIREMENTS (42 SEMESTER HOURS)**CURRICULUM AND INSTRUCTION (12 SEM HOURS)****REQUIRED COURSES**

EDE 6225 3.0 ELEMENT SCH CURR

SELECT 2 COURSES

EDG 6356	3.0	GEN ED COMP:MOD TCH
EDG 6336	3.0	INSTRUCTN/PRESENTATN
EDG 6380	3.0	PRE-SERV TCHER SUPER
EDF 5608	3.0	SOCLGL BASES OF EDUC
EDF 6432	3.0	COMPETEN: MEASUR-EVAL
EDG 5935	1-3	SEMINAR STUD/EDUC
EME 5403	3.0	COMPUTERS IN EDUCATN
EME 6415	3.0	COMPUT/ED II: ADV TEC

CONTENT SPECIALIZATION

RED 6656	3.0	ADV FOUND OF READING
RED 6546	3.0	DIAGNOSIS READ DISAB
ARE 4313	3.0	ART METHODS: ELEM
MUE 4210	3.0	MUSIC METHODS: ELEM
HSC 3301	3.0	HLTH/MOV ED: ELEM SCH
LAE 6319	3.0	LANG ARTS ELEM TCHR
SCE 6117	3.0	ELEM TCHER SCI
SSE 6318	3.0	SOC STUDY MTHDS: ELEM
MAE 6318	3.0	ELEM TCHER MATH

CULMINATING EXPERIENCE.**SELECT 1 OPTION****OPTION ONE**

EDE 6940	1-6	PROFESS LAB EXPERIEN
EDE 6910	1-3	DIR INDV STUDY/RSCH

OPTION TWO

EDE 6940	1-6	PROFESS LAB EXPERIEN
EDF 6971	1-6	RSRCH MASTRS THESIS

OPTION THREE

EDG 6923	3.0	CURRICULUM READINGS
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ONE ADDITIONAL ELECTIVE APPROVED BY THE PROGRAM SPONSOR

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

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* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: COMPUTER EDUCATION**DEGREE: MASTER OF EDUCATION****MAJOR: ELEMENTARY EDUCATION****CORE REQUIREMENTS (06 SEMESTER HOURS)****REQUIRED**

EDF 6480 A	3.0	FOUND ED RSCH: ELEM
EDF 6607	3.0	EDUCATION IN AMERICA

MAJOR REQUIREMENTS (30 SEMESTER HOURS)**REQUIRED COURSES**

EDE 6225 3.0 ELEMENT SCH CURR
 EDG 6356 3.0 GEN ED COMP: MOD TCH

SELECT 2 COURSES

EDG 6336 3.0 INSTRUCTN/PRESENTATN
 EDF 5608 3.0 SOCLGL BASES OF EDUC
 EDG 5935 1-3 SEMINAR STUD/EDUC
 EDG 6380 3.0 PRE-SERV TCHER SUPER
 EDF 6432 3.0 COMPETEN: MEASUR-EVAL

CONTENT SPECIALIZATION

EME 6405 3.0 DESG/TEACH/RES/MICRO
 EME 5403 3.0 COMPUTERS IN EDUCATN
 EME 6415 3.0 COMPUT/ED II: ADV TEC
 EME 7415 3.0 CMP EDIII INS DES MU

CULMINATING EXPERIENCE.**SELECT 1 OPTION.****OPTION ONE**

EDE 6940 1-6 PROFESS LAB EXPERIEN
 EDE 6910 1-3 DIR INDV STUDY/RSCH

OPTION TWO

EDE 6940 1-6 PROFESS LAB EXPERIEN
 EDF 6971 1-6 RSRCH MASTRS THESIS

OPTION THREE

EDG 6923 3.0 CURRICULUM READINGS

ELECTIVE APPROVED BY PROGRAM SPONSOR

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

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* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: STATE APPROVED PROGRAM**DEGREE: MASTER OF EDUCATION****MAJOR: ELEMENTARY EDUCATION****CORE REQUIREMENTS (06 SEMESTER HOURS)**

EDF 6480 A 3.0 FOUND ED RSCH:ELEM
 EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (18 SEMESTER HOURS)**REQUIRED COURSES**

EDE 6225 3.0 ELEMENT SCH CURR

SELECT 3 COURSES

EDG 6356 3.0 GEN ED COMP: MOD TCH
 EDG 6336 3.0 INSTRUCTN/PRESENTATN
 MHS 6050 3.0 PERSONALITY/COU THRY
 EDG 6380 3.0 PRE-SERV TCHER SUPER
 EDF 5608 3.0 SOCLGL BASES OF EDUC

EDF 6432 3.0 COMPETEN: MEASUR-EVAL

EDG 5935 1-3 SEMINAR STUD/EDUC

CULMINATING EXPERIENCE.**SELECT 1 OPTION.****OPTION ONE**

EDE 6940 1-6 PROFESS LAB EXPERIEN
 EDE 6910 1-3 DIR INDV STUDY/RSCH

OPTION TWO

EDE 6940 1-6 PROFESS LAB EXPERIEN
 EDF 6971 1-6 RSRCH MASTRS THESIS

OPTION THREE

EDG 6923 3.0 CURRICULUM READINGS

ELECTIVE APPROVED BY PROGRAM SPONSOR

MAJOR ELECTIVES

(09 SEMESTER HOURS)

SELECT 3 COURSES

CONTENT SPECIALIZATION: CONTENT MUST SATISFY INITIAL CERTIFICATION REQUIREMENT PLUS 3 OF THE FOLLOWING COURSES:

LAE 6714 3.0 REV: WRIT FOR CHILD
 RED 6546 3.0 DIAGNOSIS READ DISAB
 RED 6548 3.0 REMEDIAT READ DISAB
 EEC 6611 3.0 EARLY CHILD EDUC
 EEC 6205 3.0 EARLY CHILD CENTER
 EEC 6944 3.0 PRACT: EARL CHILD ED
 EME 5403 3.0 COMPUTERS IN EDUCATN
 EME 6415 3.0 COMPUT/ED II:ADV TEC
 LAE 6319 3.0 LANG ARTS ELEM TCHR
 SCE 6117 3.0 ELEM TCHER SCI
 SSE 6318 3.0 SOC STUDY MTHDS:ELEM
 MAE 6318 3.0 ELEM TCHER MATH

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: INSTRUCTIONAL TECHNOLOGY**DEGREE: MASTER OF EDUCATION****MAJOR: ELEMENTARY EDUCATION****CORE REQUIREMENTS (06 SEMESTER HOURS)**

EDF 6480 A 3.0 FND ED. RSH: ELEM
 EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (12 SEMESTER HOURS)**REQUIRED COURSES:**

EDE 6225 3.0 ELEMENT SCH CURR
 EDG 6356 3.0 GEN ED COMP:MOD TCH

SELECT 6 HOURS FROM:

- EDG 6336 3.0 INSTRUCTN/PRESENTATN
- EDF 5608 3.0 SOCLGL BASES OF EDUC
- EDG 5935 1-3 SEMINAR STUD/EDUC
- EDG 6380 3.0 PRE-SERV TCHER SUPER
- EME 6405 3.0 DESG/TCH/RES/CMPTRS
- EME 5403 3.0 COMPUTERS IN EDUCATN
- EME 6415 3.0 COMPUT/ED II:ADV TEC
- EME 7415 3.0 CMP EDIII INS DES MU

CONTENT SPECIALIZATION (12 SEMESTER HOURS)

REQUIRED COURSES

- MAE 6317 3.0 TEACH/ELEM MATH/TECH
- EME 6601 3.0 ED TECH INST DESIGN
- EDG 6434 3.0 TECHNOLOGY ED ELEM
- SCE 5990 EA 3.0 SCI, TECH,& SOCIETY

CULIMINATING EXPERIENCE (06 SEMESTER HOURS)

SELECT 1 OPTION FOR 6 CREDIT HOURS

OPTION ONE

- EDE 6940 1-6 PROFESS LAB EXPERIEN
- EDE 6910 1-3 DIR INDV STUDY/RSCH

OPTION TWO

- EDE 6940 1-6 PROFESS LAB EXPERIEN
- EDF 6971 1-6 RSRCH MASTRS THESIS

OPTION THREE

- EDG 6923 3.0 CURRICULUM READINGS
- ELECTIVE (3 CREDITS) APPROVED BY PROGRAM SPONSOR

SPONSOR

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
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- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: ADD-ON

DEGREE: MASTER OF EDUCATION

MAJOR: SECONDARY EDUCATION

CORE REQUIREMENTS (06 SEMESTER HOURS)

- EDF 6480 D 3.0 FOUND ED RSCH:SECDRY
- EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (24 SEMESTER HOURS)

CURRICULUM AND INSTRUCTION (12-15 SEMESTER HRS)

REQUIRED COURSES

- ESE 6215 3.0 SECONDARY SCH CURR
- EDG 6356 3.0 GEN ED COMP: MOD TCH

SELECT 3 COURSES

- EDG 6336 3.0 INSTRUCTN/PRESENTATN
- EDF 6432 3.0 COMPETEN: MEASUR-EVAL
- EDF 5608 3.0 SOCLGL BASES OF EDUC

- EDG 6380 3.0 PRE-SERV TCHER SUPER
- EME 5403 3.0 COMPUTERS IN EDUCATN
- EME 6415 3.0 COMPUT/ED II: ADV TEC
- MHS 6050 3.0 PERSONALITY/COU THRY
- EDG 5935 1-3 SEMINAR STUD/EDUC

SELECT ONE COURSE

- LAE 6339 3.0 SPEC MTHDS: ENGLISH
- SCE 6337 3.0 SPEC MTHDS: SCI
- SSE 6385 3.0 SPEC MTHDS: SOC ST
- MAE 6336 3.0 SPEC MTHDS: MATH
- ARE 4353 4.0 ART METHODS K-12

OR COMPLETE BOTH

- MUE 4311 3.0 MUSIC EDU ELEM SCHL
- MUE 6349 3.0 SPEC MTHDS: MUSIC

CULMINATING EXPERIENCE.

SELECT 1 OPTION FOR 6 CREDIT HOURS

OPTION ONE

- ESE 6947 1-6 PROFESS LAB EXPERIEN
- EDG 6906 1-3 INDV STUDY/RESEARCH

OPTION TWO

- ESE 6947 1-6 PROFESS LAB EXPERIEN
- EDF 6971 1-6 RSRCH MASTRS THESIS

OPTION THREE

- EDG 6923 3.0 CURRICULUM READINGS

ONE ADDITIONAL ELECTIVE APPROVED BY THE PROGRAM SPONSOR

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

MAJOR ELECTIVES (15 SEMESTER HOURS)

CONTENT MUST SATISFY INITIAL CERTIFICATION REQUIREMENT PLUS 3 TO 5 ADDITIONAL COURSES

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: ADVANCED STUDY

DEGREE: MASTER OF EDUCATION

MAJOR: SECONDARY EDUCATION

CORE REQUIREMENTS (06 SEMESTER HOURS)

- EDF 6480 D 3.0 FOUND ED RSCH: SECDRY
- EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (18 SEMESTER HOURS)**REQUIRED**

EDG 6356	3.0	GEN ED COMP: MOD TCH
SELECT 3 COURSES		
EDF 6432	3.0	COMPETEN: MEASUR-EVAL
EDG 6336	3.0	INSTRUCTN/PRESENTATN
EDG 6625 B	3.0	CON ISS CUR.DEV: MIDL
EDG 6625 D	3.0	CON ISS CUR.DEV: SEC.

CULMINATING EXPERIENCE.**SELECT 1 OPTION.****OPTION ONE**

ESE 6947	1-6	PROFESS LAB EXPERIEN
EDG 6906	1-3	INDV STUDY/RESEARCH

OPTION TWO

ESE 6947	1-6	PROFESS LAB EXPERIEN
EDF 6971	1-6	RSRCH MASTRS THESIS

OPTION THREE

EDG 6923	3.0	CURRICULUM READINGS
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ONE ADDITIONAL ELECTIVE APPROVED BY THE PROGRAM SPONSOR

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

MAJOR ELECTIVES (12 SEMESTER HOURS)**CONTENT SPECIALIZATION**

EDF 6905	1-3	RSRCH STUDIES/EDUC
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2-3 CONTENT COURSES

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: COMPUTER EDUCATION**DEGREE: MASTER OF EDUCATION****MAJOR: SECONDARY EDUCATION****CORE REQUIREMENTS (06 SEMESTER HOURS)**

EDF 6480 D	3.0	FOUND ED RSCH:SECDRY
EDF 6607	3.0	EDUCATION IN AMERICA

MAJOR REQUIREMENTS (33 SEMESTER HOURS)**CURRICULUM AND INSTRUCTION**

ESE 6215	3.0	SECONDARY SCH CURR
EDG 6356	3.0	GEN ED COMP:MOD TCH

SELECT 3 COURSES

EDG 6336	3.0	INSTRUCTN/PRESENTATN
EDF 5608	3.0	SOCLGL BASES OF EDUC
EDG 5935	1-3	SEMINAR STUD/EDUC

EDG 6380	3.0	PRE-SERV TCHER SUPER
EDF 6432	3.0	COMPETEN:MEASUR-EVAL
CONTENT SPECIALIZATION (SELECT		
EME 6405	3.0	DESG/TEACH/RES/MICRO
EME 5403	3.0	COMPUTERS IN EDUCATN
EME 6415	3.0	COMPUT/ED II:ADV TEC
EME 7415	3.0	CMP EDIII INS DES MU

CULMINATING EXPERIENCE.**SELECT 1 OPTION.****OPTION ONE**

ESE 6947	1-6	PROFESS LAB EXPERIEN
EDG 6906	1-3	INDV STUDY/RESEARCH

OPTION TWO

ESE 6947	1-6	PROFESS LAB EXPERIEN
EDF 6971	1-6	RSRCH MASTRS THESIS

OPTION THREE

EDG 6923	3.0	CURRICULUM READINGS
ELECTIVE APPROVED BY PROGRAM SPONSOR		

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

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* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: READING (K-12)**DEGREE: MASTER OF EDUCATION****MAJOR: SECONDARY EDUCATION****CORE REQUIREMENTS (06 SEMESTER HOURS)**

EDF 6480 D	3.0	FOUND ED RSCH:SECDRY
EDF 6607	3.0	EDUCATION IN AMERICA

MAJOR REQUIREMENTS (42 SEMESTER HOURS)**CURRICULAM AND INSTRUCTION**

ESE 6215	3.0	SECONDARY SCH CURR
EDG 6356	3.0	GEN ED COMP:MOD TCH

SELECT TWO COURSES

EDG 6336	3.0	INSTRUCTN/PRESENTATN
EDG 6380	3.0	PRE-SERV TCHER SUPER
EDF 5608	3.0	SOCLGL BASES OF EDUC
EDG 5935	1-3	SEMINAR STUD/EDUC
MHS 6050	3.0	PERSONALITY/COU THRY
EME 5403	3.0	COMPUTERS IN EDUCATN
EME 6415	3.0	COMPUT/ED II:ADV TEC

CONTENT SPECIALIZATION

RED 6656	3.0	ADV FOUND OF READING
RED 6546	3.0	DIAGNOSIS READ DISAB
RED 6548	3.0	REMIEDIAT READ DISAB
LAE 6714	3.0	REV: WRIT FOR CHILD
RED 5846	1-3	PRACTICUM IN READING

RED 6347 3.0 RDG COM WHLE LNGE CL
 SELECT ONE COURSE
 EDF 6432 3.0 COMPETEN:MEASUR-EVAL
 SDS 6200 3.0 APPRA PROC SCH COUNS
 SELECT ONE COURSE
 RED 3333 3.0 READING METHD I:SEC
 RED

CULMINATING EXPERIENCE.

SELECT 1 OPTION.

OPTION ONE

ESE 6947 1-6 PROFESS LAB EXPERIEN
 RED 6906 1-3 DIR INDIVIDUAL STU

OPTION TWO

ESE 6947 1-6 PROFESS LAB EXPERIEN
 EDF 6971 1-6 RSRCH MASTRS THESIS

OPTION THREE

EDG 6923 3.0 CURRICULUM READINGS
 3 HOUR ELECTIVE APPROVED BY PROGRAM SPONSOR

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: STATE APPROVED PROGRAM

DEGREE: MASTER OF EDUCATION

MAJOR: SECONDARY EDUCATION

CORE REQUIREMENTS (06 SEMESTER HOURS) REQUIRED

EDF 6480 D 3.0 FOUND ED RSCH:SECDRY
 EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (24 SEMESTER HOURS) REQUIRED COURSES

ESE 6215 3.0 SECONDARY SCH CURR
 EDG 6356 3.0 GEN ED COMP:MOD TCH

SELECT 3 COURSES

EDG 6336 3.0 INSTRUCTN/PRESENTATN
 EDF 6432 3.0 COMPETEN:MEASUR-EVAL
 MHS 6050 3.0 PERSONALITY/COU THRY
 EDF 5608 3.0 SOCLGL BASES OF EDUC
 EDG 5935 1-3 SEMINAR STUD/EDUC
 EDG 6380 3.0 PRE-SERV TCHER SUPER
 EME 5403 3.0 COMPUTERS IN EDUCATN
 EME 6415 3.0 COMPUT/ED II:ADV TEC

SELECT ONE COURSE

LAE 6339 3.0 SPEC MTHDS: ENGLISH
 SCE 6337 3.0 SPEC MTHDS: SCI

SSE 6385 3.0 SPEC MTHDS: SOC ST
 MAE 6336 3.0 SPEC MTHDS: MATH
 OR
 ARE 4353 4.0 ART METHODS K-12
 OR SELECT BOTH
 MUE 4311 3.0 MUSIC EDU ELEM SCHL
 MUE 6349 3.0 SPEC MTHDS: MUSIC

CULMINATING EXPERIENCE.

SELECT 1 OPTION.

OPTION ONE

ESE 6947 1-6 PROFESS LAB EXPERIEN
 EDG 6906 1-3 INDV STUDY/RESEARCH

OPTION TWO

ESE 6947 1-6 PROFESS LAB EXPERIEN
 EDF 6971 1-6 RSRCH MASTRS THESIS

OPTION THREE

EDG 6923 3.0 CURRICULUM READINGS

MAJOR ELECTIVES

(12 SEMESTER HOURS)

CONTENT SPECIALIZATION: CONTENT MUST SATISFY INITIAL CERTIFICATION REQUIREMENTS PLUS 3 OR 4 CONTENT COURSES (VAR. SEM. HRS) SELECTED FROM ARTS & SCIENCES IN CONSULTATION WITH PROGRAM SPONSOR

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: INSTRUCTIONAL TECHNOLOGY

DEGREE: MASTER OF EDUCATION

MAJOR: SECONDARY EDUCATION

CORE REQUIREMENTS (06 SEMESTER HOURS) REQUIRED

EDF 6480 D 3.0 FOUND ED RSCH:SECDRY
 EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (33 SEMESTER HOURS) REQUIRED COURSES

ESE 6215 3.0 SECONDARY SCH CURR
 EDG 6356 3.0 GEN ED COMP:MOD TCH

SELECT 3 COURSES

EDG 6336 3.0 INSTRUCTN/PRESENTATN

EDF 5608	3.0	SOCLGL BASES OF EDUC
EDG 5935	1-3	SEMINAR STUD/EDUC
EDG 6380	3.0	PRE-SERV TCHER SUPER
EDF 6432	3.0	COMPETEN:MEASUR-EVAL

CONTENT SPECIALIZATION

EME 6405	3.0	DESG/TCH/RES/CMPTRS
EME 5403	3.0	COMPUTERS IN EDUCATN
EME 6415	3.0	COMPUT/ED II:ADV TEC
EME 7415	3.0	CMP EDIII INS DES MU

CULMINATING EXPERIENCE.

SELECT 1 OPTION.

OPTION ONE

ESE 6947	1-6	PROFESS LAB EXPERIEN
EDG 6906	1-3	INDV STUDY/RESEARCH

OPTION TWO

ESE 6947	1-6	PROFESS LAB EXPERIEN
EDF 6971	1-6	RSRCH MASTRS THESIS

OPTION THREE

EDG 6923	3.0	CURRICULUM READINGS
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ELECTIVE APPROVED BY PROGRAM SPONSOR

MAJOR ELECTIVES (12 SEMESTER HOURS)

CONTENT SPECIALIZATION: CONTENT MUST SATISFY INITIAL CERTIFICATION REQUIREMENTS PLUS 3 OR 4 CONTENT COURSES (VAR. SEM. HRS) SELECTED FROM ARTS & SCIENCES IN CONSULTATION WITH PROGRAM SPONSOR

-----	_____
-----	_____
-----	_____
-----	_____

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

Advanced Study Advanced study programs may be designed in consultation with the program sponsor by students who wish to pursue in-depth study in a particular interest area or who are interested in future work at either the specialist or doctoral level. These programs do not lead to initial teacher certification.

Division of Educational Services and Research

John J. Venn, Professor and Interim Chair

The Division of Educational Services and Research serves as the coordinating organization for programs in educational leadership, counselor education, special education, and technology. The goals of the division are to:

1. Prepare students for professional and service careers in educational and human service settings.
2. Serve as a liaison between the College of Education and Human Services and other institutions, agencies, and the public to achieve improved delivery of educational services.

Special Education Program

Lynne Raiser, Professor and Program Director

The goal of the graduate program in special education is to prepare graduate students to assume positions as professional clinical practitioners who work with exceptional individuals. The majority of these clinical practitioners become teachers in self-contained classes or resource rooms, while others serve in positions such as consulting teacher and parent-infant specialist. Practitioners may serve individuals with special needs ranging in age from preschool through adulthood. Additionally they may work with the families of individuals with special needs.

The graduate special education program offers three tracks. One track is for students working toward state certification in: emotionally handicapped, hearing impaired, learning disabilities, mentally handicapped, gifted education, preschool handicapped, or varying exceptionalities. A second track is for students who completed undergraduate studies in special education and wish to pursue advanced study in this field. The third option is a concentration in handicapped services designed for students interested in serving individuals with disabilities in non-school settings.

Majors in special education consist of a minimum of 36 semester hours of advanced study. An individually designed program of study for each student is developed by the student, their program sponsor, and a college advisor.

Admission into the special education graduate program requires: a) a score of 1000 on the Graduate Record Examination or a 3.0 GPA for the last two-years of undergraduate study; and b) a minimum score of 400 on either the verbal or quantitative sections of the G.R.E. If one of these criteria is not met, the student will need to petition for admission to the program. The program makes special provisions for admitting students who are deaf. Admission also requires the submission of three letters of recommendation.

Special Education Concentrations Certification programs in special education prepare teachers at the graduate level to teach in programs for students who are deaf, emotionally handicapped, learning disabled, or mentally handicapped. In addition, concentration areas for teachers of preschool handicapped and gifted students are available. Each program consists of a minimum of 36 semester hours of advanced study in one of the above-listed areas of certification.

PROGRAM: INITIAL CERTIFICATION**DEGREE: MASTER OF EDUCATION****MAJOR: SPECIAL EDUCATION****PREREQUISITES (34 SEMESTER HOURS)****REQUIRED IF STUDENT HAS A BA**

EDG 3323	3.0	THE LEARNING PROCESS
EDG 4326	3.0	ASSMT OF LNG & BEHAV
EDF 3945	2-4	FIELD EXP-PHASE I
EDF 3946	2-4	FIELD EXP-PHASE II
EEX 3202	3.0	PSY/SOC EXCPTL LNRS
EEX 4101	3.0	SPCH/LANG DEVL/DISAB
EEX 6602	3.0	BEH MAN:MAL-AD/DSRUP
EEX 3251	3.0	DEV SKLS/MATH PRBMS
EEX 3250	3.0	READ SKL SPEC POPULA
EEX 6283	3.0	SOC,PR,CARER SK:EMOT

SELECT 1 COURSE

EDF 3604	3.0	FOUND OF EDUCATION
EDF 5608	3.0	SOCLGL BASES OF EDUC

SELECT 1 COURSE

EDF 3151	3.0	NATURE LEARNER
EDP 4215	3.0	THRY/LRNNG FOR TCHRS

REQUIRED WITH A DEGREE IN EDUC

EEX 3202	3.0	PSY/SOC EXCPTL LNRS
EEX 4101	3.0	SPCH/LANG DEVL/DISAB
EEX 6602	3.0	BEH MAN:MAL-AD/DSRUP
EEX 3251	3.0	DEV SKLS/MATH PRBMS
EEX 3250	3.0	READ SKL SPEC POPULA
EEX 6283	3.0	SOC,PR,CARER SK:EMOT

OR A DEGREE IN SPECIAL EDUCATION**CORE REQUIREMENTS (06 SEMESTER HOURS)****REQUIRED**

EDF 6480 E	3.0	FOUND ED RSCH:EXCPTL
EDF 6607	3.0	EDUCATION IN AMERICA

MAJOR REQUIREMENTS (15 SEMESTER HOURS)**REQUIRED**

EEX 6225	3.0	COMPETEN:LAB IN EVAL
EEX 6402	3.0	SPEC ED CONSULT TCH
EEX 6936	1-3	SPEC TOPIC:SPEC EDUC
EEX 6301	1-3	RESEARCH: SPEC ED
EEX 6841	3-9	PRAC: SPECIAL EDUC

MAJOR ELECTIVES (18 SEMESTER HOURS)**SELECT ONE COMPONENT****EMOTIONALLY HANDICAPPD**

EED 3011	3.0	CL MGMT OF E D LNRS
EEX 6615	3.0	INTV TEC/VER,PHY AGR
EEX 6625	3.0	ED MGMT:EXCPT STUDNT
EED 4212	3.0	BEH MGMT TQ:EM HND L
EED 4243	3.0	INST STRT:EMOT HNDCP

SELECT 1

EED 4231	2.0	SPC CUR:EMOT H LRNS
EED 6235	3.0	CURRICULUM:EMOTHANDS

LEARNING DISABILITIES

ELD 3011	3.0	SURVEY OF LRNG DISAB
EEX 6247	3.0	LEARNING STRATEGIES
ELD 4243	3.0	IND INST:LRNG DISAB
EEX 6256	3.0	LANG LEARN IMPAIRED
EEX 6625	3.0	ED MGMT:EXCPT STUDNT

SELECT 1 COURSE

ELD 4230	2.0	CURRIC LEARN DISABLS
ELD 6236	3.0	CURRICULUM/PROGLD

MENTALLY HANDICAPPED

EMR 4362	3.0	INST ST:TCH MENT HND
EMR 3011	3.0	SURVEY OF MNTL RTRDN
EEX 6625	3.0	ED MGMT:EXCPT STUDNT
EEX 6256	3.0	LANG LEARN IMPAIRED

SELECT 1 COUSE

EMR 4222	2.0	SPEC CURR:MENT HNDCP
EMR 6335	3.0	CURR MTHDS MAT:MR

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: ADVANCED STUDY ADD-ON**DEGREE: MASTER OF EDUCATION****MAJOR: SPECIAL EDUCATION**

BACHELOR DEGREE IN SPECIAL ED REQUIRED AS PREREQUISITE.

CORE REQUIREMENTS (06 SEMESTER HOURS)**REQUIRED**

EDF 6480 E	3.0	FOUND ED RSCH:EXCPTL
EDF 6607	3.0	EDUCATION IN AMERICA

MAJOR REQUIREMENTS (21 SEMESTER HOURS)**REQUIRED**

EEX 6936	1-3	SPEC TOPIC:SPEC EDUC
EEX 6301	1-3	RESEARCH: SPEC ED
EEX 6402	3.0	SPEC ED CONSULT TCH

SELECT ONE COMPONENT**EMOTIONALLY HND CAPPED**

EEX 6615	3.0	INTV TEC/VER,PHY AGR
EEX 6625	3.0	ED MGMT:EXCPT STUDNT
EEX 6247	3.0	LEARNING STRATEGIES
EEX 6225	3.0	COMPETEN:LAB IN EVAL

FOR ADD-ON CERT. IN EH

EED 3011	3.0	NATUR/NEED:EM HND LR
EED 4212	3.0	BEH MGMT TQ:EM HND L
EED 4243	3.0	INST STRT:EMOT HNDCP

SELECT ONE COURSE

EED 4231	2.0	SPC CUR:EMOT H LRNS
EED 6235	3.0	CURRICULUM:EMOTHANDS

LEARNING DISABILITIES

EEX 6625	3.0	ED MGMT:EXCPT STUDNT
EEX 6247	3.0	LEARNING STRATEGIES
EEX 6225	3.0	COMPETEN:LAB IN EVAL

ADD-ON CERT IN LD

ELD 3011	3.0	SURVEY OF LRNG DISAB
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SELECT ONE COURSE

ELD 6236	3.0	CURRICULUM/PROGLD
ELD 4230	2.0	CURRIC LEARN DISABLS

SELECT ONE COURSE

ELD 4243 3.0 IND INST:LRNG DISAB
 ELD 6235 3.0 MTHD IND INST LRNG D

MENTALLY HANDICAPPED

EEX 6225 3.0 COMPETEN:LAB IN EVAL
 EEX 6625 3.0 ED MGMT:EXCPT STUDNT

SELECT ONE

EMR 4222 3.0 SPEC CURR:MENT HND CP
 EMR 4362 3.0 INST ST:TCH MENT HND
 EMR 6335 3.0 CURR MTHDS MAT:MR

FOR ADD-ON CERT. IN MH

EMR 4362 3.0 INST ST:TCH MENT HND
 EMR 3011 3.0 SURVEY OF MN TL RTRDN

SELECT ONE

EMR 4222 3.0 SPEC CURR:MENT HND CP
 EMR 6335 3.0 CURR MTHDS MAT:MR

MAJOR ELECTIVES (06 SEMESTER HOURS)

EEX 6203 3.0 DEVLOMNTL VARIATION
 EEX 6732 3.0 PARENT INTERACTION
 EEX 6239 3.0 PRESCH ASS-EXCP CHLD
 EEX 6926 1-3 CURR/EXCPTNL STUDENT
 EEX 6063 3.0 PRESCH PRO-EXCP CHLD
 EEX 5283 3.0 CAR ED FOR HANDICAPD
 EEX 6911 1-3 INDV STUDY/RESEARCH
 SPA 4386 3.0 INTRO TO TOTAL COMM
 EEX 6841 3-9 PRAC: SPECIAL EDUC
 EGI 6051 3.0 NATURE/NEEDS GIFTED
 EGI 6246 3.0 ED SPEC POP OF GIFTD
 EGI 6305 3.0 THEO/DEV CREATIVITY

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: GIFTED EDUCATION
DEGREE: MASTER OF EDUCATION
MAJOR: SPECIAL EDUCATION

CORE REQUIREMENTS (06 SEMESTER HOURS)

EDF 6480 E 3.0 FOUND ED RSCH:EXCPTL
 EDF 6607 3.0 EDUCATION IN AMERICA

SPEC. ED CORE (09 SEMESTER HOURS)

EEX 6936 1-3 SPEC TOPIC:SPEC EDUC
 EEX 6301 1-3 RESEARCH: SPEC ED
 EEX 6402 3.0 SPEC ED CONSULT TCH

MAJOR REQUIREMENTS (18 SEMESTER HOURS)

EGI 6051 3.0 NATURE/NEEDS GIFTED
 EGI 6231 3.0 CURR/PROG GIFTED
 EGI 6415 3.0 COUNSELING ED/GIFTED
 EGI 6246 3.0 ED SPEC POP OF GIFTD

EGI 6305 3.0 THEO/DEV CREATIVITY
 EDG 6356 3.0 GEN ED COMP:MOD TCH

MAJOR ELECTIVES (09 SEMESTER HOURS)

CONTENT SPECIALIZATION : MINIMUM OF 9 HRS IN ONE CONTENT AREA E.G. COMPUTERS, PHYSICS, LITERATURE, PHILOSOPHY

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: HEARING IMPAIRED (K-12)
DEGREE: MASTER OF EDUCATION)
MAJOR: SPECIAL EDUCATION

PREREQUISITES (37 SEMESTER HOURS)

EDG 3323 3.0 THE LEARNING PROCESS
 EDG 4326 3.0 ASSMT OF LNG & BEHAV
 EDG 3990 AA 3.0 NATURE LEARNER
 EHD 4311 3.0 PSYC/ED:HEAR IMPAIR
 EHD 4261 3.0 AUDIOLOGY SPEECH SCI
 SPA 4386 3.0 INTRO SIGN LANGUAGE
 SPA 4338 3.0 ADV SIGN LANGUAGE
 EDF 3945 2-4 FIELD LAB-I
 EDF 3946 2-4 FIELD LAB-II
 EEX 3202 3.0 PSY/SOC EXCPTL LNRS
 EEX 4604 3.0 ED MGMT:EXCPT STUDNT
 EEX 4101 3.0 SPCH/LANG DEVL/DISAB
 EEX 4281 3.0 SOC,PR,CARER SK:EMOT

CORE REQUIREMENTS (24 SEMESTER HOURS)**COEHS CORE**

EDF 6480 E 3.0 FOUND ED RSCH:EXCPTL
 EDF 6607 3.0 EDUCATION IN AMERICA

SPECIAL EDUCATION CORE

EEX 6936 1-3 SPEC TOPIC:SPEC EDUC
 EEX 6301 1-3 RESEARCH: SPEC ED
 EEX 6402 3.0 COOP CONSLT EFF INCL

CLINICAL REQUIREMENT

EEX 6841 3-9 PRAC: SPECIAL EDUC

MAJOR REQUIREMENTS (17 SEMESTER HOURS)

EHD 6241 3.0 LANG/HEARING IMPAIR
 EHD 6242 3.0 TCH SPCH TO HRNG IMP
 EHD 6281 3.0 SPCH RDNG/AUDITORY
 EHD 5341 3.0 CURR-INST/HEAR IMPAR
 EHD 6343 3.0 TCH READ:HEARNG IMPR
 EEX 6911 1-3 INDV STUDY/RESEARCH

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

Handicapped Services Concentration The handicapped services concentration in special education is available for professionals who serve individuals with disabilities in settings other than schools. This course of study allows individuals to pursue graduate study in special education and in cognate areas of administration or counseling but does not lead to certification. The programs of study consist of a minimum of 36 semester hours and are individually designed.

**PROGRAM: HANDICAPPED SERVICES
DEGREE: MASTER OF EDUCATION
MAJOR: SPECIAL EDUCATION**

CORE REQUIREMENTS (06 SEMESTER HOURS) REQUIRED
 EDF 6480 E 3.0 FOUND ED RSCH:EXCPTL
 EDF 6607 3.0 EDUCATION IN AMERICA

MAJOR REQUIREMENTS (09 SEMESTER HOURS) REQUIRED
 EEX 6936 1-3 SPEC TOPIC:SPEC EDUC
 EEX 6301 1-3 RESEARCH: SPEC ED
 EEX 6402 3.0 SPEC ED CONSULT TCH

MAJOR ELECTIVES (21 SEMESTER HOURS) CONTENT SPECIALIZATION
 EEX 6203 3.0 DEVLOMNTL VARIATION
 EEX 6402 3.0 SPEC ED CONSULT TCH
 EEX 6926 1-3 CURR/EXCPTNL STUDENT
 EEX 6063 3.0 PRESCH PRO-EXCP CHLD
 EEX 5283 3.0 CAR ED FOR HANDICAPD
 EEX 6732 3.0 PARENT INTERACTION
 EEX 6911 1-3 INDV STUDY/RESEARCH
 EEX 6936 1-3 SPEC TOPIC:SPEC EDUC
 EEX 6615 3.0 INTV TEC/VER.PHY AGR
 SPA 4386 3.0 INTRO TO TOTAL COMM
 EEX 6225 3.0 COMPETEN: LAB IN EVAL
 EED 3011 3.0 CL MGMT OF E D LNRS
 EEX 6602 3.0 BEH MAN: MAL-AD/DSRUP
 EMR 3011 3.0 SURVEY OF MNTL RTRDN
 ELD 3011 3.0 SURVEY OF LRNG DISAB
 EEX 6841 3-9 PRAC: SPECIAL EDUC

COURSES TO BE SELECTED WITH ADVISOR:

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

**PROGRAM: PRESCHOOL HANDICAPPED
DEGREE: MASTER OF EDUCATION
MAJOR: SPECIAL EDUCATION**

CORE REQUIREMENTS (15 SEMESTER HOURS)
 EDF 6480 E 3.0 FOUND ED RSCH:EXCPTL
 EDF 6607 3.0 EDUCATION IN AMERICA
SPECIAL ED CORE
 EEX 6936 1-3 SPEC TOPIC:SPEC EDUC
 EEX 6301 1-3 RESEARCH: SPEC ED
 EEX 6402 3.0 SPEC ED CONSULT TCH

MAJOR REQUIREMENTS (12 SEMESTER HOURS) REQUIRED
 EEX 6732 3.0 PARENT INTERACTION
 EEX 6203 3.0 DEVLOMNTL VARIATION
 EEX 6239 3.0 PRESCH ASS-EXCP CHLD
 EEX 6063 3.0 PRESCH PRO-EXCP CHLD

MAJOR ELECTIVES (09 SEMESTER HOURS)
 SDS 5601 3.0 HOME-SCHOOL COMM
 SYO 5175 3.0 FAMILY DYNAMICS
 SYO 4100 3.0 SOC OF FAMILY
 EGI 6305 3.0 THEO/DEV CREATIVITY
 SPA 4386 3.0 INTRO TO TOTAL COMM
 EEC 6611 3.0 PRIMARY EDUCATION
 EEC 6205 3.0 CURR/INSTR PRIMAR ED
 EEX 6911 1-3 INDV STUDY/RESEARCH

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

PROGRAM: VARYING EXCEPTIONALITIES

DEGREE: MASTER OF EDUCATION

MAJOR: SPECIAL EDUCATION

PREREQUISITES (24 SEMESTER HOURS)

EDG 3323	3.0	THE LEARNING PROCESS
EDG 4326	3.0	ASSMT OF LNG & BEHAV
EEX 3202	3.0	PSY/SOC EXCPTL LNRS
EEX 3250	3.0	READ SKL SPEC POPULA
EEX 3251	3.0	DEV SKLS/MATH PRBMS
EEX 4101	3.0	SPCH/LANG DEVL/DISAB
EDF 5608	3.0	SOCLGL BASES OF EDUC

SELECT ONE COURSE

EDF 3151	3.0	NATURE LEARNER
EDP 4215	3.0	THRY/LRNG FOR TCHRS

CORE REQUIREMENTS (32 SEMESTER HOURS)

COEHS CORE

EDF 6480 E	3.0	FOUND ED RSCH:EXCPTL
EDF 6607	3.0	EDUCATION IN AMERICA

SPECIAL ED CORE

EEX 6936	1-3	SPEC TOPIC:SPEC EDUC
EEX 6301	1-3	RESEARCH: SPEC ED
EEX 6402	3.0	SPEC ED CONSULT TCH

CLINICAL REQUIREMENTS

EDF 3945	2-4	FIELD EXP-PHASE I
EDF 3946	2-4	FIELD EXP-PHASE II
EEX 6841	3-9	PRAC: SPECIAL EDUC

MAJOR REQUIREMENTS (24 SEMESTER HOURS)

EEX 4255	3.0	ED PROG/EXCPTNL LRNR
EEX 6283	3.0	SOC,PR,CARER SK:EMOT
EEX 6256	3.0	LANG LEARN IMPAIRED
EEX 6225	3.0	COMPETEN:LAB IN EVAL
EEX 6625	3.0	ED MGMT:EXCPT STUDNT
EMR 4362	3.0	INST ST:TCH MENT HND
ELD 4243	3.0	IND INST:LRNG DISAB
EED 4243	3.0	INST STRT:EMOT HND CP

TWO YEARS TEACHING EXPERIENCE IS REQUIRED OR MUST COMPLETE CLINICAL REQUIREMENTS.

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.

* MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.

* AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT DUAL ENROLLMENT IN THEIR LAST SEMESTER.

Counselor Education Program

Judy H. Lombana, Professor and Program Director

The counselor education program prepares graduate level personnel to provide a full range of counseling and related services within educational and community settings in order to meet the needs of children and adults. The three specialties provided within the counselor education program are described below.

Admission into the counselor education program requires: (a) a score of 1000 on the GRE or (b) a 3.0 GPA for the last two years of undergraduate study and a minimum score of 400 on both the verbal and quantitative sections of the GRE. Students must also have had at least 12 semester hours in course work in the behavioral or social sciences, as well as one course in measurement or statistics, all with grades of B or higher. Admission also requires a statement of personal goals and three letters of recommendation (on forms provided), at least two of which must be from someone within the profession.

Applicants who meet the criteria above will be invited to participate in a personal interview with the faculty. Psychological instruments designed to ascertain an individual's potential as a counselor may be administered.

All students admitted to the counselor education program will be screened by the faculty after taking MHS 6006, after 24 semester hours in the program, prior to practicum and/or internship, and during their practicum or internship. Students who are not performing satisfactorily will be informed of the problem(s) and will be advised accordingly.

Continuation in the program for students who receive a grade lower than "B" will be determined by the faculty. Additional requirements are specified in the Counselor Education Handbook, distributed to all students upon admission into the program.

School Counseling This program is designed to provide comprehensive training for individuals who wish to become school counselors at either the elementary or secondary level. The program requires a minimum of 51 semester hours, as delineated below. The program leads to Florida certification in guidance and counseling K-12, providing that undergraduate teacher preparation requirements are met.

PROGRAM: GUIDANCE AND COUNSELING (PK-12)

DEGREE: MASTER OF EDUCATION

MAJOR: COUNSELOR EDUCATION

PREREQUISITES (27 SEMESTER HOURS)

EDG 3620	3.0	GEN METHD CURRIC I
EDG 4621	3.0	GEN METHD CURRI II
EDF 3604	3.0	FOUND OF EDUCATION
EDF 4214	3.0	DYNAMICS/LEARNING

OTHER PREQ: 12 SEMESTER HOURS AND 3 SH OF STATS OR MEASUREMENT. GRADE A OR B.

SOC/PSY

STA

CORE REQUIREMENTS (06 SEMESTER HOURS)
REQUIRED

- EDF 6607 3.0 EDUCATION IN AMERICA
- SELECT ONE
- EDF 6480 A 3.0 FOUND ED RSCH:ELEM
- EDF 6480 B 3.0 FOUND ED RSCH:MIDDLE
- EDF 6480 D 3.0 FOUND ED RSCH:SECDRY
- EDF 6480 E 3.0 FOUND ED RSCH:EXCPTL

MAJOR REQUIREMENTS (42 SEMESTER HOURS)

- MHS 6006 3.0 COUS I:INT.HELP PROC
- MHS 6050 3.0 PERSONALITY/COU THRY
- MHS 6051 3.0 DYNAMICS:HUMAN DEVEL
- MHS 6400 3.0 COUNS II: INDV COUNS
- MHS 6510 3.0 COUN III:GRP COUNSEL
- SDS 6310 3.0 CAREER/LIFESTYLE DEV
- MHS 6700 3.0 LGL/ETHCL ISS COUNS
- MHS 6428 3.0 COUNSELING DIVERSE
- SDS 6014 3.0 ORG/ADM SCHL COUNSNG
- MHS 6600 3.0 SEM:CONSLTN SKILLS
- SDS 6940 3.0 PRAC SCH COUNSELING
- SDS 6200 3.0 APPRA PROC SCH COUNS
- SDS 6820 3.0 INTERN IN SCH CNSLNG
- SDS 6820 3.0 INTERN IN SCH CNSLNG

MAJOR ELECTIVES (03 SEMESTER HOURS)
APPROVED BY PROGRAM SPONSOR

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * NO MORE THAN 10 SEMESTER HOURS CAN BE COMPLETED BEFORE A STUDENT IS FULLY ADMITTED, INCLUDING A MAXIMUM OF 6 SEMESTER HOURS OF APPROVED CREDITS FROM ANOTHER INSTITUTION.
- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
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PROGRAM: MENTAL HEALTH COUNSELING
DEGREE: MASTER OF EDUCATION
MAJOR: COUNSELOR EDUCATION

PREREQUISITES (15 SEMESTER HOURS)

12 SH SOC. AND/OR PSYCH & 3SH STATS OR MEASURE-MENT GRADE A OR B.

SOC/PSY

STA

CORE REQUIREMENTS (03 SEMESTER HOURS)

- EDF 6480 F 3.0 FOUND ED RSCH:ADULT

MAJOR REQUIREMENTS (48 SEMESTER HOURS)

- MHS 6006 3.0 COUS I:INT.HELP PROC
- MHS 6051 3.0 DYNAMICS:HUMAN DEVEL
- MHS 6050 3.0 PERS THRY COUNS PRAC
- MHS 6201 3.0 APPR PROC MTL HTH CO
- SDS 6310 3.0 CAREER GUID RESOURC
- MHS 6400 3.0 COUNS II: INDV COUNS
- MHS 6510 3.0 COUN III:GRP COUNSEL
- MHS 6700 3.0 LGL/ETHCL ISS COUNS
- MHS 6401 3.0 COUNS IV: ADVN COUNS
- CLP 6459 3.0 PRINC OF SEX THERAPY
- MHS 6800 3-6 PRACTICUM IN COUNSEL
- MHS 6070 3.0 INTR PSYCHOPATHO COU
- MHS 6830 3-6 INTERN IN MENTAL HEA
- MHS 6428 3.0 COUNSELING DIVERSE
- MHS 6830 3-6 INTERN IN MENTAL HEA

MAJOR ELECTIVES (09 SEMESTER HOURS)
MUST HAVE PRIOR APPROVAL BY PROGRAM SPONSOR.

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
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Educational Leadership

Yiping Wan, Associate Professor and Program Director

Guided by the belief that the most important purposes of schooling are teaching and learning, the programs in educational leadership are designed to develop effective educational leaders. Students are guided in their personal development of a vision of excellence in schooling. The programs are characterized by research-based studies of educational policy, leadership behaviors, managerial strategies and skills, and criteria of effective schools. The college offers educational leadership programs leading to a master of education degree (M.Ed.) and a doctor of education degree (Ed.D.). A non-degree program leading to Florida certification in educational leadership is also available.

Program admission requires the following:

1. meet BOR requirements for admission to graduate study
2. three satisfactory letters of recommendation (obtain forms from the Division of Student Services)
3. successful completion of EDA 6061
4. interview with and recommendation of program faculty.

Program faculty may recommend a trial program for a student even if the applicant meets minimum admission requirements.

Master's and Certification Programs Two concentrations are available in the educational leadership program at the master's level. Programs of study in each of the degree tracks consist of the following elements: the six-hour graduate core requirement of the College (or equivalent graduate level course work); specified courses in educational leadership; course(s) in a subject area specialization; and a practicum or program electives.

Educational Leadership Concentration The educational leadership program is the master's degree program intended for individuals seeking professional certification in the area of educational leadership. The program of studies includes the Florida educational leadership core curriculum required for certification.

**PROGRAM: EDUCATIONAL LEADERSHIP
DEGREE: MASTER OF EDUCATION
MAJOR: EDUCATION LEADERSHIP
PREREQUISITES (03 SEMESTER HOURS)
REQUIRED**

EDA 6061 3.0 INTRO ED LEADERSHIP

**CORE REQUIREMENTS (06 SEMESTER HOURS)
REQUIRED**

EDF 6607 3.0 EDUCATION IN AMERICA

SELECT ONE COURSE

EDF 6480 A 3.0 FOUND ED RSCH: ELEM
EDF 6480 B 3.0 FOUND ED RSCH: MIDDLE
EDF 6480 D 3.0 FOUND ED RSCH: SECDRY
EDF 6480 E 3.0 FOUND ED RSCH: EXCPTL

**MAJOR REQUIREMENTS (27 SEMESTER HOURS)
REQUIRED**

EDA 6215 3.0 SCHOOL/COMMUNITY REL
EDA 6242 3.0 SCHL FINANCIAL MGT
EDA 6232 3.0 EDUCATN AND THE LAW
EDA 6196 3.0 CONT ED LEADSP/MGMT
EDS 6050 3.0 INSTRUCTION SUPER
EDS 6130 3.0 HUM RES DEV IN EDUC
EDA 6271 3.0 ED MANAGEMENT SYSTEM
EDA 6945 3-9 PRACT:ADMIN & SUPERV

SELECT ONE EDG COURSE

EDG 6625 A 3.0 CON ISS CUR.DEV: ELEM
EDG 6625 B 3.0 CON ISS CUR.DEV: MIDL
EDG 6625 D 3.0 CON ISS CUR.DEV: SEC.
EDG 6625 E 3.0 CON ISS CUR.DEV: EXCP

MAJOR ELECTIVES (03 SEMESTER HOURS)

SELECT 3 HRS FROM 1 OF THE FOLLOWING AREAS (MUST BE SAME LEVEL AS EDG 6625)

- A) EARLY CH/PRIM (EX: EEC 6611, 6205, EDE 6225)
- B) MIDDLE SCHOOL
- C) SECONDARY (EX: ESE 6215)
- D) EXCPT ED (EX: EEX 6301, ELD 6236, EMR 6335, EED 6235)

ALTERNATIVE COURSES EDG 6287, EDA 6910, EDA 6931, EDA 6503

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
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- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
- * AN APPROVED DUAL/CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
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Instructional Leadership Concentration This concentration is intended for those students who wish to obtain a master's degree and assume leadership roles in educational institutions but **do not desire** the Florida Educational Leadership Certificate.

**PROGRAM: INSTRUCTIONAL LEADERSHIP
DEGREE: MASTER OF EDUCATION
MAJOR: EDUCATION LEADERSHIP
PREREQUISITES (03 SEMESTER HOURS)
REQUIRED**

EDA 6061 3.0 INTRO ED LEADERSHIP

**CORE REQUIREMENTS (06 SEMESTER HOURS)
REQUIRED**

EDF 6607 3.0 EDUCATION IN AMERICA

SELECT ONE

EDF 6480 A 3.0 FOUND ED RSCH: ELEM
EDF 6480 B 3.0 FOUND ED RSCH: MIDDLE
EDF 6480 D 3.0 FOUND ED RSCH: SECDRY
EDF 6480 E 3.0 FOUND ED RSCH: EXCPTL
EDF 6480 F 3.0 FOUND ED RSCH: ADULT

**MAJOR REQUIREMENTS (12 SEMESTER HOURS)
REQUIRED**

EDA 6061 3.0 INTRO EDUC ADMINIST
EDA 6196 3.0 CONT ED LEADSP/MGMT
EDS 6050 3.0 INSTRUCTION SUPER

SELECT 1

EDA 6945 3-9 PRACT:ADMIN & SUPERV
EDA 6910 1-3 INDV STUDY/RESEARCH

MAJOR ELECTIVES (24 SEMESTER HOURS)

EDA 6503 3.0 THE PRINCIPALSHIP
EDA 6271 3.0 ED MANAGEMENT SYSTEM
EDA 6215 3.0 SCHOOL/COMMUNITY REL
EDA 6232 3.0 EDUCATN AND THE LAW
EDA 6242 3.0 SCHL FINANCIAL MGT
EDG 6287 1-3 SCH ACCREDITATION
EDA 6931 1-3 SPECIAL TOPICS
EDS 6130 3.0 PERSNNL ADM/SUPRVSN

MINOR CONTEXTUAL (06 SEMESTER HOURS)

FREE ELECTIVES

THIS PROGRAM DOES NOT MEET THE REQUIREMENTS FOR CERTIFICATION IN ED LEADERSHIP, ADMINISTRATION OR SUPERVISION AS REQUIRED BY FLORIDA DEPARTMENT OF EDUCATION.

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- * MUST APPLY FOR GRADUATE PRACTICUM TERM PRIOR TO REGISTRATION.
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Certification in Educational Leadership This program is intended for individuals seeking professional certification who hold a master's degree and who may seek the Florida Educational Leadership Certificate. The nine courses encompass the Florida educational leadership core curriculum that is tested on the Florida Educational Leadership Examination. A list of required courses may be obtained from the Division of Student Services or from program faculty. Individuals should be aware that there are state certification requirements in addition to this program of study.

Doctor of Education in Educational Leadership Advanced graduate studies support the development of educational leaders with knowledge, vision, and commitment to work for the improvement of education through a variety of leadership roles. The interdisciplinary program draws from a number of departments and other instructional resources of the university and incorporates advanced techniques in individual assessment.

Admission Requirements Minimum criteria for admission to the program are the following:

- a master's degree earned from an accredited institution;
- three years of successful teaching experience or related work in training and development;
- demonstrated leadership or leadership potential;
- demonstrated academic ability and potential to complete the course work and a dissertation successfully;
- recommendations of the doctoral admissions committee.

Applicants will be asked to submit transcripts of previous college work and scores on the GRE. Foreign applicants must also submit a TOEFL score if they do not hold an academic degree from an English-speaking institution.

Program of Study The program consists of course work in interdisciplinary foundations, leadership, research methodologies, and a cognate (or minor) area and completion of a dissertation. Students will register for a minimum of six credit hours each semester (fall, spring, and summer) and will complete the majority of their course work together. Each student will select 12 semester hours of study in a cognate area.

A planned program consists of a minimum of 79 graduate credits while enrolled in a doctoral program. Students may use no more than 24 hours of dissertation credits to satisfy the 79 credit hour minimum. Students may transfer a maximum of six graduate credit hours to their doctoral program of study, provided the hours have not been included in a degree awarded by UNF or another institution. Graduate credit hours transferred into the doctoral program must have been completed no more than five years prior to the semester in which the student is admitted to the program and must have been completed at a regionally accredited institution that offers post-master's degree programs. Five-thousand level courses may count as graduate credit only when students take them within an academic unit other than their major area. Students will complete at least 73 credit hours toward the Ed.D. at UNF and should expect to maintain continuous enrollment until they complete their degrees. Exceptions to this policy are subject to approval as described in the doctoral program policies and procedures.

Upon completion of course work the student must pass a written and oral comprehensive examination in order to be admitted to candidacy for the doctoral degree. The student is admitted to candidacy upon recommendations of the dissertation committee.

Once admitted to candidacy, doctoral candidates will register for at least three hours of dissertation credit each term and be registered at UNF until all requirements for the degree are completed. A minimum of 24 credits are required. The dissertation will be a practice-centered inquiry that attests to the student's understanding of the field and ability to conduct scholarly inquiry about an issue related to the improvement of educational practice. Research conducted in partnership with schools and school districts will be encouraged. Each student will complete a final oral examination in order to defend the research conducted and to demonstrate the ability to use critical thought and judgment.

Additional Information: More specific information concerning the doctoral program is available through the Doctoral Program, Division of Educational Services and Research. Telephone (904) 620-2638.

College of Education and Human Services Course Offerings

Counselor Education

- MHS 5005 - Introduction to Guidance** 3
This course is designed as an introductory course for students wishing to pursue a career as a school counselor. It will focus on the roles and expectations of counselors at different levels, as well as an introduction to the skills of counseling, consulting, and career education.
- MHS 6006 - Counseling I: Introduction to the Helping Process** 3
Prerequisite: Admission to the counselor education program or permission of instructor. Presents several models and approaches to the helping process. Students will learn basic helping skills and theoretical approaches. They will become knowledgeable of counseling history, organizations, and responsibilities.
- MHS 6050 - Personality and Counseling Theories** 3
Provides counselors in school and mental health settings with knowledge of personality and counseling theories. The role of theory in the counseling of children, youth, and adults will be emphasized.
- MHS 6051 - Dynamics of Human Development** 3
An examination of personal development throughout the lifespan. Dynamics of behavior and their implications for counseling at each developmental stage will be presented.
- MHS 6070 - Introduction to Psychopathology for Counselors** 3
Prerequisite: MHS 6050. An overview of abnormal behavior and knowledge of the basic criteria for categorizing mental disorders, using the DSM-IV. Includes a survey of the theoretical models of maladaptive behavior, as well as case studies to facilitate understanding of the breadth and complexity of reliable diagnosis.
- MHS 6201 - Appraisal Procedures in Mental Health Counseling** 3
Prerequisite: Introduction to statistics or equivalent. The study of standardized and projective instruments for testing of individuals in areas such as intelligence, attitudes, personality and motivation.
- MHS 6400 - Counseling II: Individual Counseling** 3
Prerequisites: Admission to the counselor education program or permission of instructor, MHS 6006 with a grade of B or higher and MHS 6050 or MHS 6051. Provides counselor education students with in-depth practice in counseling skills, based on several theoretical approaches. Includes pre-practicum experience.
- MHS 6401 - Counseling IV: Advanced Counseling** 3
Prerequisites: MHS 6400, MHS 6510 with a grade of B or higher. Advanced application of selected counseling theories and intervention strategies which facilitate behavioral changes and personality development in clients. Includes practical experience.
- MHS 6428 - Counseling Diverse Populations** 3
Designed to provide students with knowledge of diverse populations and the skills necessary to counsel individuals with diverse needs.
- MHS 6430 - Family Counseling I** 3
Prerequisite: At least 9 hours of course work in counseling or permission of instructor. Provides counselors in school and mental health settings with theoretical knowledge and skills necessary to facilitate positive functioning in families. Includes practical experience.
- MHS 6431 - Family Counseling II** 3
Prerequisite: MHS 6430 or permission of instructor. In-depth study of the application of selected theories and practices which facilitate more positive functioning in families. Includes practical experience.
- MHS 6510 - Counseling III: Group Counseling** 3
Prerequisites: MHS 6400 with a grade of B or higher. Provides students with methods and counseling techniques appropriate for group work. The course is experiential and students will design, conduct and evaluate a group counseling program in an educational or mental health setting.
- MHS 6600 - Seminar: Consultation Skills** 3
Examination of consultation models appropriate to education and human services. Develops basic skills in consultation with parents, teachers and other professionals.
- MHS 6610 - Clinical Supervision in Counseling** 3
Prerequisites: MHS 6006, MHS 6400, MHS 6510, Practicum. Corequisite: MHS 6830 Internship in Counseling. Designed for advanced graduate students and practicing counseling professionals. Focuses on models and techniques of clinical supervision, as well as issues in supervision and evaluative methods. Students will study various approaches to supervision, practice with supervisees in a field experience, and create a supervision guide book.
- MHS 6700 - Legal and Ethical Issues in Counseling** 3
An examination of the legal and ethical issues in counseling. Through case studies, students will become familiar with Florida statutes and ethical principles which govern the practice of counseling in educational and mental health settings.
- MHS 6800 - Practicum in Mental Health Counseling** v. 3 - 6
Prerequisites: MHS 6006, MHS 6400, and MHS 6510 with grades of B or higher, and permission of the practicum committee. Classroom instruction in advanced counseling strategies, as well as supervised counseling experience in a mental health setting.
- MHS 6830 - Internship in Mental Health Counseling** v. 3 - 6
Prerequisites: Permission of the faculty. Year-long experience totaling nine semester hours. Designed to offer in-depth supervised experience in a mental health setting as culmination of the master's degree.
- MHS 6905 - Directed Individual Study** v. 1 - 3
Prerequisite: Permission of instructor. Supervised individual investigation of specific problems in counseling within an educational or mental health setting.

- MHS 6930 - Special Topics in Counselor Education** v. 1 - 3
Prerequisites: Variable. In-depth study of particular counseling strategies, theories, methodologies or populations. Variable titles may include topics such as Counseling Children, Cognitive Therapy or Counseling the Aging.
- MHS 6931 - Contemporary Problems and Issues** v. 1 - 3
Exploration of selected contemporary topics relevant to counselors in the area of social and cultural foundations. Topics include trends and changes in gender roles; multicultural and pluralistic characteristics and concerns of selected subgroups; and societal issues such as stress or substance abuse.
- SDS 5429 - Equity Methods and Resources** 3
A course designed for the study of educational equity with emphasis on the identification of methods and resources to facilitate the progress of special student populations. Practical applications for classroom teachers, educational administrators and counselors are stressed.
- SDS 5601 - Home-School Communication** 3
Explores the past, present, and future of home-school relationships. Covers strategies for working with parents with special needs (single parents, foster parents, etc.), includes methodology of communication skills, covers parent involvement, conferencing skills, parent education, and parent counseling.
- SDS 6014 - Organization and Administration of School Counseling** 3
A study of various components in a comprehensive, developmental school counseling program, including an understanding of professional roles and functions, historical underpinnings and future trends, accountability and professional organizations, associations and credentialing.
- SDS 6200 - Appraisal Procedures in School Counseling** 3
Prerequisite: Introduction to statistics or equivalent. Advanced study of standardized tests used in schools, including achievement, aptitude, intelligence, interest, motivation and structured interview instruments. Includes principles of measurement, rationale for test selection, guidelines for administration and the use of appraisal data for decision-making.
- SDS 6310 - Career and Lifestyle Development and Counseling** 3
Designed to enable counselors to help individuals assess their skills, knowledge and self-understanding necessary to arrive at appropriate career, educational, and lifestyle decisions throughout the life span. Both theory and practice are emphasized.
- SDS 6411 - Counseling Children and Adolescents** 3
Prerequisites: MHS 6051, MHS 6006, and MHS 6400. This course concerns the helping relationship between the counselor and children and adolescents. Emphasis is placed on application of theoretical models and specific techniques required to counsel children and adolescents in both school and mental health settings.
- SDS 6420 - Guidance of Students with Disabilities** 3
Provides counselors with skills and knowledge necessary to develop and implement counseling and guidance services for handicapped students. Covers the psychological development, developing positive attitudes, group and individual counseling, career development, staffing, child study teams, consultation with parents and teachers, and assessment.
- SDS 6820 - Internship in School Counseling** 3 each semester
Prerequisite: Permission of the faculty. Year-long experience totaling six semester hours. Designed to offer in-depth supervised experience in a school setting as culmination of the master's degree.
- SDS 6905 - Directed Independent Study** v. 1 - 3
- SDS 6940 - Practicum in School Counseling** 3
Prerequisites: MHS 6006, MHS 6400, MHS 6510, and SDS 6014 with grades of B or higher, and permission of the practicum committee. Designed to apply knowledge and skills gained in study to actual school settings. Corresponding course work will be required in which the emphasis will be on the counselor as a consultant to parents, teachers, and administrators.
- Education — Interdepartmental Courses**
- EDF 5608 - Sociological Bases of Education** 3
A study of the contemporary social forces and their effect on the organization and nature of American education. The function of education in social change and concepts of multicultural education are addressed.
- EDF 6442 - Assessment in the Curriculum** 3
An in-depth study in the application of principles and methods of assessment. Focus on alignment of the curriculum, instructional methods, and evaluation; construction, administration, and interpretation of measurement instruments; research on published standardized tests; and utilization of technology.
- EDF 6480 A-F - Foundations of Educational Research** 3
Introduction to understanding and interpreting qualitative and quantitative methods of educational research. Review of the steps in planning, conducting, and reporting educational research, including a survey and analysis of types of research. Student work will emphasize research in the elementary school, the middle school, the secondary school, exceptional education, or adult education.
- EDF 6607 - Education in America** 3
The goal of this course is to provide every graduate in the College of Education with the basic information needed to understand the role of education in our American culture. The course is designed to provide students with the general knowledge that will enable them to deal with new ideas, events and challenges with which they will be confronted as educated professionals.
- EDF 6687 - Multicultural and Urban Foundations of Education** 3
This course examines theoretical and philosophical approaches to multicultural education; cultural learning and lifestyles; issues of class, race, ethnicity, gender and language; and policy, instruction, and curriculum issues in schools with diverse student populations. Emphasis is placed upon Americans of Native, African, Asian, Hispanic and other immigrant origins.
- EDF 6905 - Research: Studies in Education** v. 1 - 3
Field-centered individual or group investigation of educational problems of an interdepartmental or interdisciplinary nature.
- EDF 6971 - Research for Master's Thesis** v. 1 - 6
Prerequisite: Completion of 24 graduate program hours and written permission signed by both the program sponsor and division chairperson. Limited to qualified M.Ed. candidates. A course designed to guide qualified M.Ed. candidates through the steps necessary to complete a master's thesis.

EDG 5935 - Seminar: Studies in Education	v. 1 - 3	EME 6405 - Designing Teaching Resources on the Microcomputer	3
Study of interdisciplinary or interdepartmental problems which are related to education.		An exploration of the possible uses of the computer as a tool for creating teaching resources. The course will include instruction in the principles of good design and the application of those principles in the production of presentation graphics, posters, quizzes, homework assignments and other teacher made visual materials.	
EDG 6336 - Instruction and Presentation	3	EME 6415 - Computers in Education II: Advanced Technology in Education	3
Philosophy, research, theory and practice related to the presentation of organized bodies of knowledge.		Prerequisite: EME 5403 or consent of instructor. A continuation of Computers in Education; this course emphasizes the applications of laser videodiscs, authoring systems, robotics, optical memory, and various peripheral devices for use in grades K-12.	
EDG 6356 - General Educational Competencies: Models of Teaching	3	EME 6601 - Education Technology Instructional Design	3
Investigation, discussion, and implementation of curriculum models as they apply to current education, including an analysis of their philosophical, historical, and psychological foundations.		Prerequisites: EME 5403 and EME 6415 and completion of specialization requirements for elementary or secondary education. This course provides students with the opportunities to study technological delivery systems for a variety of content using several instructional strategies. Ultimately students will deliver selected aspects of the K-12 curriculum using technological tools. Evaluation will be emphasized.	
EDG 6380 - Supervision of Preservice Teachers	3	EME 7415 - Computers in Education III: Instructional Design for Multimedia	3
The function of the cooperating teacher who supervises preservice teachers.		Prerequisite: EME 6415 and consent of instructor. Study and application of instructional design principles to the development of multimedia materials for use in K-12 classrooms. Emphasis is placed on the instructional design synchronization of a variety of visual and auditory elements.	
EDG 6455 - Storytelling	3	PET 6910C - Independent Study and Research	v. 1 - 3
An investigation of storytelling and its role in educational settings. Develops resources and means for enhancing collective and personalized learning.		Independent investigation of a specific topic, field problem, or career role with faculty guidance.	
EDG 6632 - Multicultural Content in School Curriculum	3	TSL 6142 - ESOL Curriculum Development	3
Emphasis is upon developing curriculum units that infuse multicultural content in the school curricula for art, music, literature, social studies, science and mathematics. Emphasis is on ancient and modern cultural contributions of African, Asian, Hispanic, Native American and other cultural and ethnic groups.		A review of theories, principles, research, and instructional practices related to first and second language acquisition. Instruction of Limited English Proficient students will be emphasized and issues of curriculum development and evaluation will be applied to development and modification of curriculum materials.	
EDG 6735 - Cultural Learning Styles of Minority Students	3	TSL 6345 - Methods of Teaching in ESOL and Bilingual Settings	3
A study of the theory, research, and practice about the cultural learning styles of African American, Hispanic American, Asian American, Native American, Poor Whites and selected other groups. Emphasis is placed upon (1) how culture influences learning and (2) culturally responsive methods of instruction in culturally diverse classrooms.		Prerequisite: Teaching certificate or admission to the COEHS. This course is an examination of issues and methods for teaching English as a second language in grades K-12 and adult education programs. Techniques and strategies for teaching the communication skills of listening, speaking, reading, and writing will be emphasized.	
EDG 6757 - Teaching Linguistically Diverse Students	3	TSL 6440 - Assessment in ESOL Settings	3
A study of the theories, practices, and methods of constructively using the school students' first language as the basis for mastering standard English. Emphasis is placed upon Black English as a sociolinguistic system, principles of teaching English as a second language to non-native speakers of English, and verbal and nonverbal communication as sources of cultural conflict in the classroom. African American, Hispanic American, Asian America, and other linguistic heritages are included.		Prerequisite: Teaching certificate or admission to the COEHS. This course is designed for teachers working in settings serving students whose native language is not English. Assessment issues involving placement, diagnosis evaluation, use of traditional assessment instruments and procedures, and use of alternative assessment methods will be explored.	
EDG 6906 - Individual Study and Research	v. 1 - 3	TSL 6525 - Cross-Cultural Communication and Knowledge	3
Consent of division chair or specific faculty member required.		This course is a study of multicultural issues for ESOL teachers. Emphasis is on developing cultural awareness, applying cross-cultural knowledge to classroom management and instruction, understanding sociocultural influences on identity development, and	
EDG 6923 - Curriculum Readings	3		
Prerequisite: Culminating Experience/Chair Signature. A culminating master's degree course designed to synthesize the major components of the Curriculum and Instruction graduate program.			
EME 5403 - Computers in Education I	3		
Concentrated course for teachers and administrators that emphasizes the microcomputer as a personal productivity tool. Students develop proficiency at using and teaching word processing, data base management, spread sheets and hypertext use. Emphasis is on computer applications, not computer literacy.			

understanding values, beliefs, customs, lifestyles, and non-verbal communication of non-native and dialect speakers of English.

Educational Leadership Master's Courses

EDA 6061 - Introduction to Educational Leadership 3

An investigation of educational leadership as a profession. The course reviews literature covering the roles and the contexts that elementary and secondary school leaders experience. Students begin a personal leadership portfolio. The required first course for persons seeking admission to the program in educational leadership.

EDA 6196 - Educational Leadership and Management 3

An analysis of current research, concepts and principles of educational leadership and their application to contemporary management roles and administrative responsibilities in public school systems. Emphasis will be placed on the student's portfolio through assessment of leadership tendencies and through clinical and field applications.

EDA 6215 - School/Community Relations 3

An examination of school/community relations which builds practical applications on a conceptual base. Emphasis is on responsibilities of administrators for leading school/community relation programs. Includes attention to a conceptual base in communications, public opinion and community studies, and applications through program design, selection, and use of communications tools.

EDA 6232 - Education and the Law 3

Prerequisite: EDA 6061. A study of constitutional, statute, case laws and principles relating to the organization and operation of public education with particular emphasis upon the examination of legal principles involved in practical problems of school administration.

EDA 6242 - School Finance 3

Prerequisite: EDA 6061. Provides the student with an introduction to federal, state and local financial theories and practices. Provides skills in school-level budget planning, preparation and utilization. Outlines the procedures for internal accounting and financial management.

EDA 6271 - Educational Management Systems 3

Introduction to computerized systems for the management of the educational system. Emphasis on basic microcomputer applications. The goal of the course is to develop knowledge and understanding of the appropriate application of technology in the teaching and learning process and in the management of educational programs.

EDA 6503 - The Principalship 3

Prerequisite: EDA 6061. Organization and administration of the school; emphasis on the competencies necessary for leadership and management of the school center, both elementary and secondary.

EDA 6910 - Individual Study and Research v. 1 - 3

Prerequisite: Consent of instructor. For students who wish to undertake an individual project related to administration and supervision. May be repeated with change of content for up to a maximum of 9 credits.

EDA 6931 - Special Topics v. 1 - 3

Prerequisite: Consent of instructor. For students who wish to undertake study of selected topics related to administration and supervision. May be repeated with change of content for up to a maximum of 9 credits.

EDA 6945 - Practicum in the Principalship v. 3 - 9

Prerequisite: Consent of instructor. For students who are in the final phase of course work for the master's degree. Selection of class section is made by the student based on their employment interests. The course provides supervised experience in educational leadership (or in the principalship). Course requires minimum of 120 hours of field experience, completion of the leadership portfolio, and seminars related to the role and responsibilities of the educational leader.

EDG 6287 - Principles of School Accreditation v. 1 - 3

A course designed to provide K-12 teachers in all content areas and other certified school personnel with the opportunity to acquire knowledge and skills in the school evaluation and accreditation process and its application to instructional improvement.

EDG 6625 A-F - Contemporary Issues in Curriculum Development 3

An in-depth study of current issues, trends and research related to school curricula at the primary, elementary, middle school, or secondary school levels within regular or exceptional student programs. The goal of the course is to provide an understanding of policies, practices and procedures related to the development of the K-12 school curriculum.

EDS 6050 - Instructional Leadership 3

Principles, practices, and trends in supervision of the instructional program. Study is made of the supervisory duties, responsibilities, and research on effective teaching.

EDS 6130 - Human Resource Development in Education 3

A study of the theories, practices, processes and procedures which comprise the personnel and supervisory functions within educational organizations. Emphasis placed on recruitment, selection, induction, assessment, development, and collective bargaining.

EDS 6910 - Individual Study and Research v. 1 - 3

Prerequisite: Consent of instructor. For students who wish to undertake an individual project related to supervision. May be repeated with change of content up to a maximum of 9 credits.

Doctoral Studies

EDA 7190 - The Evolving Idea of the Educational Leader 3

This course examines the roles of educational leaders in history and the evolution of leader roles in society. It uses research, theory, history, biography, and fiction to frame changing concepts of leaders and leadership. Enrollment limited to students admitted to the doctoral program.

EDA 7192 - Leadership: The Group/Team Context 3

This course focuses on the interpersonal aspects of leadership. It examines research principles and practice of effective group/team dynamics. Extensive attention is given to group/team roles and functions, issues of group/team development, cohesion, communication, conflicts and conflict resolution. Enrollment limited to students admitted to the doctoral program.

EDA 7193 - Educational Leadership IV: Leadership Change 3

Change in schools will be analyzed using rational and nonrational frameworks. Factors affecting change at the federal, state and local levels will be identified. Students will develop a case study of an organization experiencing change. Enrollment limited to students admitted to the doctoral program.

EDA 7194 - Educational Leadership V: Seminar, School Leadership in the Twenty-First Century 3

Issues related to educational leadership in the future will be considered. Specific areas of inquiry will vary. Enrollment limited to students admitted to the doctoral program.

EDA 7262 - Educational Leadership III: Organizational Theory and Design 3

The structure of educational organizations will be examined from an assessment and contingency design perspective. Contemporary school structures as well as alternatives for the future, including multicultural settings, will be considered. The role of the leader as design facilitator and innovator will be discussed. Enrollment limited to students admitted to the doctoral program.

EDA 7400 - Research in Educational Leadership: Quantitative Methodologies 3

The course is a close examination of the major approaches to quantitative research in educational leadership and critical analysis of their appropriateness and strengths in studying research questions in applied contexts. Enrollment limited to students admitted to the doctoral program.

EDA 7410 - Research in Educational Leadership: Qualitative Methodologies 3

The course is a close examination of major approaches to qualitative research related to educational leadership and critical analysis of their appropriateness and strengths with regard to various research questions, with application to field situations and practitioner questions. Enrollment limited to students admitted to the doctoral program.

EDA 7420 - Foundations of Research in Educational Leadership 3

The course is a study of approaches to problem identification and problem solving in education and a survey of research in educational leadership. Emphasis will be on quantitative and qualitative approaches to problem identification and problem solving in education. Enrollment limited to students admitted to the doctoral program.

EDA 7421 - Inquiry into Research in Educational Leadership 1

This course is designed to develop analytical and technical skills in educational research appropriate to concurrent courses in the doctoral program in educational leadership. The course may be repeated for a maximum of three credits. Enrollment limited to students admitted to the doctoral program.

EDA 7905 - Individual Study and Research 1 - 3

Prerequisite: Consent of instructor. For students who wish to undertake study of selected topics related to educational leadership. May be repeated with change of content for up to a maximum of 9 credits.

EDA 7945 - Practicum: Leadership Assessment and Development 1 - 6

This practicum requires students to complete a variety of leadership assessment activities, to analyze assessment information, and to use assessment data to formulate a plan for continued leadership development. Enrollment limited to students admitted to the doctoral program. May be repeated for up to 6 credits.

EDA 7979 - Research Seminar in Educational Leadership 3 - 6

The course includes advanced experiences in designing, conducting, reporting, and critiquing various phases of quantitative and

qualitative educational research. Enrollment limited to students admitted to the doctoral program.

EDA 7980 - Doctoral Dissertation Research 3 - 12

Enrollment is limited to students enrolled in the doctoral program. Students must register for a minimum of 24 hours of dissertation credit before completion of the program and for a minimum of 3 hours of credit each semester once admitted to candidacy.

EDF 7215 - Psycho-social Aspects of Learning and Instruction 3

The course includes an overview and comparison of learning theories and instructional strategies. The course includes review of the effects of cultural and gender differences on the learning and instruction processes and the effects of the presence of an exceptionality on these processes. Enrollment limited to students admitted to the doctoral program.

EDF 7545 - Philosophy of Education 3

The course is an investigation into the basic assumptions and ideas of education, human nature, and human society, with emphasis upon the epistemological, ethical, and value dimensions of education. Enrollment limited to students admitted to the doctoral program.

EDF 7635 - Cultural and Social Foundations of Education 3

Social and cultural forces affecting school practice are examined in the context of major theories of the sociology of education, concepts of multicultural education, and theories of leadership. Relations among educational policy, multicultural curriculum development, school achievement, and diverse lifestyles and learning styles are explored. Enrollment limited to students admitted to the doctoral program.

Elementary Education

EDE 6225 - The Elementary School Curriculum 3

Basic concepts of curriculum development and evaluation applied to the elementary program.

EDE 6910 - Directed Individual Study and Research v. 1 - 3

Prerequisite: Consent of instructor and division chairperson. Pursuit of individual investigation of specific topic or field problem with faculty guidance.

EDE 6940 - Professional Laboratory Experiences 1 - 6

Prerequisites: Completion of 21 graduate program hours, EDF 6480 and EDE 6225. Competencies in measurement, evaluation and curriculum are necessary for completion of this culminating experience. Application of theories, techniques and methods for improving teaching in real and/or simulated situations.

EDG 6434 - Technology Education in Elementary Schools 3

Prerequisites: Completion of specialization requirements for elementary education. The course focus is on the integration of academic and technology education at the elementary level. The purpose of the course is to provide ways to infuse awareness of technology into the K-5 curriculum.

EEC 6205 - Curriculum and Instruction in Primary Education 3

Classroom organization and teaching strategies for teachers of primary aged children.

EEC 6611 - Primary Education 3

Theoretical bases and resultant trends in the developmental programs for primary aged children.

- EEC 6944 - Practicum in Primary Education** 3
Prerequisite or corequisite: EEC 6611, EEC 6205. Observation and interpretation of classrooms for primary aged children. The student will select special topics related to effective practices for teachers of young children.
- LAE 6315 - Teaching Writing K-6** 3
Prerequisite: Undergraduate degree. This course is designed to facilitate the acquisition of skills in teaching writing, grades K-6. Students will assess factors contributing to elementary pupils' success in learning to write, via their own research and by experiencing and reflecting on stages of the writing process.
- LAE 6319 - Language Arts Methods for Elementary Teachers** 3
The language arts in the elementary curriculum. Methods for integrating communication skills development across the curriculum are emphasized.
- LAE 6714 - A Critical Review of Writing for Children** 3
An analysis of children's literature and its place in the elementary program.
- MAE 6317 - Teaching Elementary Mathematics Using Technology** 3
Prerequisite: Completion of specialization requirements for elementary education. The course focus is on the integration of technological tools to the teaching of mathematics at the elementary level. The purpose of the course is to provide ways to infuse mathematics across the curriculum using a problem solving approach and technological delivery system.
- MAE 6318 - Mathematics for Elementary Teachers** 3
Prerequisite: MAE 3810. An extension of competencies in mathematics instruction in the elementary grades.
- MUE 5945 - Graduate Internship in the Elementary School** 9
Prerequisite: As prescribed on the student teaching application form: Bachelor's Degree. This course is a graduate internship experience which is organized around eight major objectives and the State of Florida's professional skills. Students must complete the requirements prescribed on the student's intern application form. This course is designed as a graduate level culminating experience in the student's major field of music and provides the student with an opportunity to practice skills under careful observation and in cooperation with a master teacher.
- RED 5846 - Practicum in Reading** v. 1 - 3
Prerequisites: RED 3310, RED 3311. Demonstration of reading teaching competencies in the school setting.
- RED 6347 - Reading as Communication in Whole Language Classrooms** 3
Reading as communication is viewed as a part of a continuum of literacy learning processes involving listening, speaking, writing, reading and thinking. Teachers are encouraged to become professional decision makers who create learning environments which encourage risk taking and value learning processes as highly as literacy encounter products.
- RED 6546 - Diagnosis of Reading Disabilities** 3
Prerequisite: RED 3310 or equivalent and reading teaching experience. Study of reading as a language process; diagnosis of reading strengths and weaknesses based on measurement and evaluation instruments, resulting in the preparation of a complete diagnostic evaluation.
- RED 6548 - Remediation of Reading Disabilities** 3
Prerequisite: RED 6546. Use of miscue analysis to investigate qualitative and quantitative diagnostic information and sources of activities for reading instruction, diagnosis, prescription, and formative evaluation.
- RED 6656 - Advanced Foundations of Reading** 3
Presents reading as a language process; also presents models, materials, and skill development used in reading instruction; explores reading instruction in terms of historical perspective, trends, innovation, and technology.
- RED 6906 - Directed Individual Study in Reading** v. 1 - 3
Prerequisites: RED 6656, graduate reading emphasis major and division approval. Individually directed study of topics related to reading instruction.
- SCE 6117 - Science for Elementary Teachers** 3
Advanced study of content, resources and processes used in science programs in the elementary school.
- SSE 6318 - Social Studies Methods for Elementary Teachers** 3
An examination and assessment of current emphases and strategies for social studies instruction in the elementary program.
- ## Secondary Education
- ESE 6215 - The Secondary School Curriculum** 3
In-depth reading and discussion of the curriculum organization and operation of the secondary school (grades 6-12).
- ESE 6947 - Professional Laboratory Experiences** v. 1 - 6
Prerequisites: Completion of 21 graduate program hours, EDF 6480 and ESE 6215. (Competencies in measurement, evaluation, and curriculum are necessary for completion of this culminating experience.) Application of theories, techniques, and methods for improving teaching in real and/or simulated situations.
- LAE 5330 - Teaching Shakespeare's Plays** 3
Prerequisite: Equivalent of Baccalaureate Major in English. This course allows teachers to expand their repertoire of knowledge and teaching strategies for presenting Shakespeare's plays in interesting and challenging ways to their students. Plays from all periods and modes are included. Research and development required.
- LAE 6265 - Teaching Writing 6-12** 3
Prerequisite: Undergraduate degree. This course is designed to facilitate the acquisition of skills in teaching writing, grades 6-12. Students will assess factors contributing to secondary pupils' success in learning to write, via their own research and by experiencing and reflecting on stages of the writing process.
- LAE 6339 - Special Methods in Teaching English** 3
Prerequisite: Regular English teaching certificate. (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level English.
- MAE 6336 - Special Methods in Teaching Mathematics** 3
Prerequisite: Regular mathematics teaching certificate (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level mathematics.

- MUE 6349 - Special Methods in Teaching Music** 3
Prerequisites: MUE 4311, MUE 4330, ESE 4943 or consent of the instructor. A study of the foundations and principles of instruction for facilitating the general music and performance curricula; methods for measuring and evaluating musical growth; research pertaining to music teaching and learning.
- MUE 6946 - Graduate Internship in the Secondary School** 9
Prerequisite: As prescribed on the student teaching application form: Bachelor's Degree. This course is a graduate internship experience which is organized around eight major objectives and the State of Florida's professional skills. Students must complete the requirements prescribed on the student's intern application form. This course is designed as a graduate level culminating experience in the student's major field of music and provides the student with an opportunity to practice skills under the careful observation and in cooperation with a master teacher.
- RED 6546 - Diagnosis of Reading Disabilities** 3
Prerequisite: RED 3333 or equivalent and reading teaching experience. Study of reading as a language process; diagnosis of reading strengths and weaknesses based on measurement and evaluation instruments, resulting in the preparation of a complete diagnostic evaluation.
- RED 6548 - Remediation of Reading Disabilities** 3
Prerequisite: RED 6546. Use of miscue analysis to investigate qualitative and quantitative diagnostic information and sources of activities for reading instructor, diagnosis, prescription, and formative evaluation.
- RED 6656 - Advanced Foundations of Reading** 3
Presents reading as a language process, also presents models, materials, and skills development used in reading instruction; explores reading instruction in terms of historical perspective, trends, innovation, and technology.
- RED 6906 - Directed Individual Study in Reading** v. 1 - 3
Prerequisite: RED 6656, graduate reading emphasis standing, and division approval. Individually directed study of topics related to reading instruction.
- SCE 5990 EA - Science, Technology and Society** 3
This course examines instructional methods, materials, and curricula for teaching the sciences within a context that considers the interaction of science, technology, and society. It is used for science certification and in graduate program of study.
- SCE 6337 - Special Methods in Teaching Science** 3
Prerequisite: Regular teaching certificate in the science area (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level science.
- SSE 6385 - Special Methods in Teaching Social Studies** 3
Regular teaching certificate in the Social Studies area (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level social studies.
- Special Education**
- EED 6235 - Curriculum for Students with Emotional Handicaps** 3
Prerequisite: EED 3011. Curriculum, methods and media appropriate for students with emotional handicaps. Academic and social skills curricula will be addressed.
- EEX 6063 - Preschool Programming for the Exceptional Child** 3
This course is designed to teach the development and implementation of individualized instruction for the preschool handicapped child, birth through five years of age, with emphasis on developmentally appropriate curricula, methods, and techniques.
- EEX 6203 - Developmental Variations** 3
This course addresses comparative child growth and development related to the learning and functioning of exceptional children. Interaction of medical, nutritional, and pharmaceutical interventions is a focus, as well as psycho-educational analysis of learning and development.
- EEX 6225 - Special Education Generic Competencies: Laboratory in Evaluation** 3
An extension of the student's evaluation skills to include attention to specialized tests in specific disability areas. Emphasis will be placed on translating test results into educational practice as well as stressing the skills necessary for evaluating ongoing programs.
- EEX 6239 - Preschool Assessment of Exceptional Child** 3
Prerequisite: EEX 6203. This course addresses both the formal and informal assessment of preschool handicapped children, birth through five years of age, with emphasis on developmentally appropriate evaluation materials and techniques. Field experience required.
- EEX 6247 - Learning Strategies** 3
Prerequisite: EEX 3010: Survey of Exceptional Children. This course is designed to provide metacognitive strategies, which enable students to learn how to learn, to solve problems and to work independently including the Strategies Intervention Model. Field experience is required.
- EEX 6256 - Language Arts for the Learning Impaired Student** 3
Prerequisite: Certification in one area of special education. Advanced study in the diagnosis and remediation of disabilities of written language, spelling, reading, and handwriting. Course will focus on learning impaired individuals from kindergarten through college. Field experience required.
- EEX 6283 - Social, Personal, and Career Skills for Exceptional Students** 3
A course on teaching social and personal skills for exceptional students with emphasis on employability skills, career awareness, and transition planning for adult living.
- EEX 6301 - Research in Special Education** v. 1 - 3
A course designed to allow advanced students to analyze, interpret, and apply research findings in the classroom setting.
- EEX 6402 - Cooperative Consultation for Effective Inclusion** 3
Methods and experiences designed to equip the special education teacher and regular class teacher with skills to cooperate in solving educational and behavioral needs of exceptional students included in the regular class. Field experience required.
- EEX 6602 - Behavior Management of the Maladaptive and Disruptive Child** 3
Prerequisite: Basic Course in Behavior Modification. Specialized methods and strategies for dealing with defiant, aggressive, hyperactive, attention disordered and socially maladjusted students. Emphasis will be placed on applying proven research strategies to students with behavior problems.
- EEX 6615 - Intervention Techniques for Dealing with the Verbally and Physically Aggressive Individual** 3
Prerequisite: Basic Course in Behavior Modification. An introduc-

tion to methods and techniques for managing children and adults who are verbally and physically aggressive. Special emphasis will be placed on prevention of aggression through verbal intervention techniques.

EEX 6625 - Educational Management of Exceptional Students 3
A course on educational management of exceptional students with emphases on classroom organization, behavior management and consultation skills.

EEX 6732 - Facilitation of Parent Interaction 3
A course on families of handicapped students and the relationship between the family and the educational professional. Emphasis is placed on family systems theory, community resources, case management, and transition.

EEX 6841 - Practicum in Special Education v. 3 - 9 3
Prerequisite: Permission of program faculty. For students using this course for an internship, permission of faculty requires the recommendation of three full time faculty members in the Special Education Program. Supervised field experience in specific disability areas.

EEX 6911 - Independent Study and Research v. 1 - 3 3
Prerequisite: Permission required. Supervised readings and utilization of current research findings in special education.

EEX 6926 - Advanced Study in Special Curriculum for the Exceptional Student v. 1 - 3 3
Prerequisite: Permission of instructor. Practical aspects of teaching offered through workshop format or in-service arrangement. Focus on latest trends in curriculum, methods, and media in special education.

EEX 6936 - Advanced Seminar: Current Topics in Special Education v. 1 - 3 3
A seminar designed for advanced special education students that allows for an in-depth study of specific topics in mental retardation, learning disabilities, and emotional disturbances.

EGI 6051 - Nature and Needs of the Gifted 3
An introduction to the characteristics and unique educational needs of the gifted. Philosophical considerations, historical perspectives, types of giftedness, incidence, identification and evaluation procedures will be explored. Field experience required.

EGI 6231 - Curriculum and Programming for the Gifted 3
Prerequisite: EGI 6051 or permission of instructor. A seminar designed to explore curriculum models, adjustments and specific instructional strategies necessary for teaching the gifted. Alternative prototypes and models of program development will be examined. Field experience required.

EGI 6246 - Educating Special Populations of the Gifted 3
Prerequisite: EGI 6051. This course focuses on characteristics, assessment, and programmatic considerations for specific populations of gifted students. Underachievers, minority, handicapped, and preschool gifted are included.

EGI 6305 - Theory & Development of Creativity 3
A course designed with emphasis on elements of creativity such as fluency, flexibility, originality, and elaboration. Special attention will be given to the development of the participants' resources in this area as well as techniques for unlocking potential of others.

EGI 6415 - Counseling for the Education of the Gifted 3
Prerequisite: EGI 6051 or permission of instructor. Specialized techniques to meet the unique guidance and counseling needs of the gifted. Consideration will be given to the following: child study techniques, career education, parent counseling, underachievement and concomitant handicapping conditions.

EHD 5341 - Curriculum and Instruction of the Hearing Impaired Child 3
Prerequisite: EHD 5311 or permission of the instructor. Development and adaptation of curriculum materials and instructional procedures in reading, mathematics, science, and social studies to fit the special educational needs of hearing impaired children.

EHD 6241 - Language Instruction for the Hearing Impaired Child 3
Prerequisite: EEX 5103. Theoretical and practical aspects of the development, evaluation, and improvement of receptive and expressive language of children with hearing impairments. Field experience required.

EHD 6242 - Teaching Speech to the Hearing Impaired Child 3
Prerequisite: EEX 5103. Theoretical and practical aspects in teaching speech to children with hearing impairments.

EHD 6281 - Speech Reading and Auditory Training 3
Prerequisite: EEX 4101, EHD 5311, EHD 6261, EHD 6241. Theoretical and practical aspects of speech reading and auditory training for teachers of the hearing impaired.

EHD 6343 - Teaching Reading to Hearing Impaired Students 3
Prerequisite: EHD 6241. A course designed to train teachers of hearing impaired students in the theory and methods of reading instruction for hearing impaired students.

EHD 6405 - Interpreter Training 3
Prerequisite: EHD 5311 or equivalent and permission of instructor. Develop knowledge and skill in the role, function and responsibilities of interpreting for deaf people.

ELD 6236 - Curriculum and Programming for the Learning Disabled 3
Theoretical and practical aspects of curricula appropriate for students with learning disabilities. Adaptation of curriculum materials and instructional procedures will be addressed.

EMR 6335 - Curriculum, Methods, and Materials for Students Who are Mentally Handicapped 3
Prerequisite: EMR 3011 or equivalent. This course covers the specialized curriculum, methods, and materials that teachers use with students who are mentally handicapped. The course includes advanced study of effective practices and recognition of trends and standards in the profession.

Vocational and Technical Education

EVT 5561 - Selection and Guidance of Vocational Students 3
A study of the procedures and practices employed in providing guidance services to vocational students, including follow-up and survey techniques.

EVT 6906 - Independent Study and Research v. 1 - 3 3
Individual investigation of a specific topic. Departmental approval required.

Joan Farrell, Dean

Pamela S. Chally, Associate Dean

Department of Health Science

Terry R. Tabor, Associate Professor and Acting Chair

Master's Degree Programs The Department of Health Science offers programs culminating in a Master of Science in Health (M.S.H.) or a Master of Health Administration (M.H.A.) degree. Students who earn the M.S.H. degree can specialize in various health related professional tracks. These specializations include geriatric management, health promotion/health education, community health, nutrition, and rehabilitation counseling. In addition, a post-baccalaureate certificate in aging studies and public health is offered and may be pursued independently or in conjunction with one of the programs identified above.

The M.S.H. Program The primary goal of the Master of Science in Health program is to provide students with the advanced, specialized skills needed by health professionals. While the specialization requirements may vary, the M.S.H. requires nine semester hours of department core requirements, plus the professional and support requirements or electives. Electives are chosen with the approval of the student's advisor.

Many of the M.S.H. specializations may satisfy national or state licensure/certification eligibility requirements. Advisors work with students to determine their eligibility to apply for the various licenses and certifications.

Admission In addition to satisfying general University criteria for admission into a graduate program, students wishing to enter the degree program leading to the Master of Science in Health degree must present GRE scores (1000 minimum total on verbal and quantitative sections), or a grade point average of 3.0 or higher in all work completed as an upper-division student (normally 60 semester hours taken during the last two years of undergraduate study). GRE scores are mandatory and must be received prior to being fully

admitted into the graduate program. Students who do not meet these requirements must submit three letters of recommendation in order to be considered for a trial program. In addition, students must have an undergraduate degree supporting graduate study in Health Science. Students not satisfying the latter condition may be admitted only after arranging with the graduate advisor for a program of study



which will remove the deficiencies. A departmental application for rehabilitation counseling is required.

The M.H.A. Program The Master of Health Administration (M.H.A.) is designed to meet the educational needs of men and women interested in assuming management positions in the health care industry. It is a 54 credit degree program that includes 36 hours in College of Health core courses, three hours in College of Health electives, and 15 hours in College of Business Administration courses. There are 15 hours of prerequisites in business and software management related courses. In addition to satisfying general University criteria for admission into a graduate program, students wishing to enter this degree program must present an official record of scores on the GMAT taken within two years prior to request for admission. Scores must be a minimum of 20 on the verbal portion and a minimum of 22 on the quanti-

tative portion. To qualify for admission, the student must earn 1000 or more based on the formula: 200 x upper-division grade point average (GPA) plus the GMAT total score.

Academic Advisement The Department of Health Science provides individualized academic advisement to all its students. Students must contact the Department of Health Science to schedule a meeting with an advisor. During the initial advising conference, the advisor will (1) explain the admission procedures to the student, and (2) help select the specialization which will lead to achieving career goals. Once fully admitted, the student must contact his/her faculty advisor for a program of study.

Programs of Study The Department of Health Science offers programs of study in the areas listed below:

**Degree: Master of Science in Health
Major: Health Science**

Specialization: Rehabilitation Counseling (with an optional 12 hour sub-specialty in addiction studies)

This specialization is designed to train students to provide services to persons with disabilities including counseling, vocational assessment, community resource development, and job development and placement. The Rehabilitation Counseling Program combines a balance of didactic and clinical instruction with applied and experiential learning opportunities to students preparing for a professional career in rehabilitation counseling. In addition students are encouraged to engage in the research process, and provide services in areas that significantly contribute to the rehabilitation of persons with disabilities.

**PROGRAM: REHABILITATIVE COUNSELING
DEGREE: MASTER OF SCIENCE IN HEALTH
MAJOR: HEALTH SCIENCE**

CORE REQUIREMENTS (06 SEMESTER HOURS)
CORE

HSC 6505	3.0	EPDEMILGY/DSEASE CON
HSC 6735	3.0	HEALTH SCIENC RESRCH

MAJOR REQUIREMENTS (43 SEMESTER HOURS)

MHS 6006	3.0	COUS I: INT.HELP PROC
RCS 5030	3.0	INTRO REHAB CNSLNG
RCS 5080	3.0	MED ASPCTS DISABILTS
RCS 5800	2.0	PRACTICUM I REHAB
RCS 6241	3.0	PSYCHSOC ASPCT REHAB
RCS 5220	3.0	REHAB CLIENT ASSESSM
RCS 6800	2.0	PRAC II REHAB
MHS 6430	3.0	INTRO/FAMILY COUNS
RCS 6320	3.0	JOB DEVELOPMENT
RCS 6500	3.0	INTRO GROUP COUNSEL
RCS 6825	12.0	INTERNSHIP REHAB
RCS 6845	3.0	CLINICAL SUPVISION
RCS 6930	1.0	SEM ON REHAB CERT

FREE ELECTIVES

OPTIONAL SPECIALTY (12 SEMESTER HOURS)

RCS 5450	3.0	INTRO ADDICT/COMPUL
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RCS 5240	3.0	ASSMT/TRTMT ADDICTN
RCS 6250	3.0	DUALDIAG/ADDIC DISOR
RCS 6931	3.0	SEMINAR ADDICTION

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * AN APPROVED CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT CONCURRENT ENROLLMENT IN THEIR LAST SEMESTER.

Specialization: Health Promotion/Health Education
This specialization is designed for those individuals who wish to work in the field of health promotion and health education within a variety of settings including public health agencies, business and industry, schools, voluntary health agencies, professional associations and institutions of higher education.

**PROGRAM: HEALTH PROMOTION /
HEALTH EDUCATION
DEGREE: MASTER OF SCIENCE IN HEALTH
MAJOR: HEALTH SCIENCE**

CORE REQUIREMENTS (09 SEMESTER HOURS)

HSC 6735	3.0	HEALTH SCIENC RESRCH
HSC 6505	3.0	EPDEMILGY/DSEASE CON
PHC 6412	3.0	CULTURE AND HEALTH

MAJOR REQUIREMENTS (21 SEMESTER HOURS)

HSC 6585	3.0	HLT PROM/HLT ED STRA
HSC 6587	3.0	PRG PLN/EVA HT PR ED
HSC 6605	3.0	HUMAN HLTH BEHAVIOR
HSC 6115	3.0	EVAL HEA PROM PROG
HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
HSC 6816	3-6	FIELD EXPRNCS/HLTH

SELECT 1 COURSE

HSC 6912	1-3	PROJECTS
HSC 6970	6-9	THESIS

MAJOR ELECTIVES (15 SEMESTER HOURS)

WORKSITE HEALTH PROMOTION TRA

HSC 6586	3.0	WKSTE HLTH PROM PRIN
HSC 6934	1-3	SEMINARS

SELECT 3 COURSES

HSC 6906	3-9	IND STUDY/RESEARCH
HSC 6656	3.0	PROF ETHICS:HEALTH C
HSC 6566	3.0	HLTH PROM/OLDR ADLT
HSC 6931	3.0	SPEC TOP:HEALTH SCI
HSC 5205	3.0	PUB HLTH THRY/PAC

SUBSTITUTES MUST HAVE PRIOR APPROVAL FROM ADVISOR.

- * A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
- * AN APPROVED CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
- * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
- * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT CONCURRENT ENROLLMENT IN THEIR LAST SEMESTER.

Specialization: Nutrition This specialization is designed for those students who wish to emphasize the application of nutritional knowledge to the design and operation of community-based health programs. The 41 semester hour program consists of nine hours of department requirements, 28 hours of professional requirements including thesis or clinical practice, and four to seven hours in electives.

ADA Approved Preprofessional Practice Program: This MSH program with specialization in Nutrition is a combined Masters program and an American Dietetic Association (ADA) Approved Preprofessional Practice Program (AP4). The AP4 component allows the baccalaureate graduates from ADA Approved Plan IV or V programs to fulfill their requirement for clinical practice and become eligible to sit for the National Registered Dietician Examination. Six students are admitted each fall to this two-year full time program. Students must submit an AP4 application in February using the D & D computer process.

PROGRAM: NUTRITION
DEGREE: MASTER OF SCIENCE IN HEALTH
MAJOR: HEALTH SCIENCE
CORE REQUIREMENTS (09 SEMESTER HOURS)

HSC 6735	3.0	HEALTH SCIENC RESRCH
HSC 6505	3.0	EPDEMILGY/DSEASE CON
PHC 6412	3.0	CULTURE AND HEALTH

MAJOR REQUIREMENTS (25 SEMESTER HOURS)

HUN 6123	3.0	SOCIO INFL NUTRITION
HUN 5265	1.0	METH: NUTRTNL ASSESS
HUN 6225	3.0	NUTR & METABOLISM I
HUN 6331	3.0	NUTR/METABOLISM II
HSC 6236	3.0	CLINICAL NUTRITION
PHC 6525	3.0	ADV CONCEPTS NUTRITN

SELECT THESIS OR 12 HOURS OF CLINICAL PRACTICUM
THESIS

HSC 6970	3-9	THESIS
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CLINICAL PRACTICUM

DIE 6940	3.0	CLINIC PRACT NUTRI
DIE 6940	3.0	CLINIC PRACT NUTRI
DIE 6940	3.0	CLINIC PRACT NUTRI
DIE 6940	3.0	CLINIC PRACT NUTRI

MAJOR ELECTIVES (07 SEMESTER HOURS)
WITH APPROVAL OF ADVISOR

HSC 6934	1-3	SEMINARS
FSS 4300	3.0	FOOD SYSTEMS MANAGMT
HUN 5408	3.0	LIFE SPAN NUTRITION
HSC 4931 HG	3.0	SPORTS NUTRITION

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
 * AN APPROVED CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
 * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
 * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT CONCURRENT ENROLLMENT IN THEIR LAST SEMESTER.

*Registered Dietitians may be required to take biochemistry of nutrition or other courses in place of these courses.

Specialization: Community Health This specialization is designed for those individuals who want to work in the broad field of community health. The 45 semester hour program consists of nine hours of core requirements, 27 hours of major requirements, and 9 hours of electives.

PROGRAM: COMMUNITY HEALTH
DEGREE: MASTER OF SCIENCE IN HEALTH
MAJOR: HEALTH SCIENCE

CORE REQUIREMENTS (09 SEMESTER HOURS)

HSC 6735	3.0	HEALTH SCIENC RESRCH
HSC 6505	3.0	EPDEMILGY/DSEASE CON
PHC 6412	3.0	CULTURE AND HEALTH

MAJOR REQUIREMENTS (27 SEMESTER HOURS)

HSC 5205	3.0	PUB HLTH THRY/PAC
HSC 6526	3.0	TOP:INFCT/NONINFCT D
HSC 6605	3.0	HUMAN HLTH BEHAVIOR
HSC 6215	3.0	ENVIRNMNTL HLTH/SFTY
HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
PHC 6525	3.0	ADV CONCEPTS NUTRITN
HSC 6585	3.0	HLT PROM/HLT ED STRA
HSC 6912	1.0	3.0 PROJECTS
STA 5126	3.0	STAT METHODS/SOC SCI
HSC 6931	3.0	SPEC TOP:HEALTH SCI

MAJOR ELECTIVES (09 SEMESTER HOURS)
SELECT 3 COURSES

HSC 6935	3.0	SPEC TOP:ADDICTION
HSA 6905	3.0	HEALTH POLICY
HSA 6149	3.0	HEALTH PLANNNG/MRKTN
HSC 6656	3.0	PROF ETHICS:HEALTH C
HSC 6115	3.0	EVAL HEA PROM PROG

ELECTIVE SUBSTITUTES MUST HAVE PRIOR APPROVAL FROM ADVISOR

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.
 * AN APPROVED CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.
 * STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.
 * GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT CONCURRENT ENROLLMENT IN THEIR LAST SEMESTER.

Specialization: Geriatric Management This specialization in Geriatric Management involves a program of study consisting of a minimum of 39 semester hours and is intended to serve those individuals who want to work in the rapidly expanding field of health care for the aging population.

PROGRAM: GERIATRIC MANAGEMENT
DEGREE: MASTER OF SCIENCE IN HEALTH
MAJOR: HEALTH SCIENCE

CORE REQUIREMENTS (09 SEMESTER HOURS)

HSC 6735	3.0	HEALTH SCIENC RESRCH
HSC 6505	3.0	EPDEMILGY/DSEASE CON
PHC 6412	3.0	CULTURE AND HEALTH

MAJOR REQUIREMENTS (21 SEMESTER HOURS)

HSA 5177	3.0	HEALTH CARE FINANCE
HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
HSA 6427	3.0	HLTH LAW TRENDS SEM
HSA 6225	3.0	LONG-TERM CARE ADMIN
HSC 5569	3.0	AGING RESEARCH/THEOR
HSC 5568	3.0	ALT CARE SYS/AGING P
HSC 6566	3.0	HLTH PROM/OLDR ADLT

MAJOR ELECTIVES (09 SEMESTER HOURS)**SELECT 3 COURSES**

PAD 6417	3.0	PUBLIC PERSONNEL ADM
HSA 6126	3.0	MANAGED HEALTH CARE
HSA 6758	3.0	QUALITY MGT HEA CARE
HSA 6188	3.0	HLTH CARE STRAT MGMT
HSC 6656	3.0	PROF ETHICS:HEALTH C
ACG 5005	3.0	BASIC ACCOUNTING
HSC 6970	6-9	THESIS
HSA 6815	6.0	PRACT:EXEC SKILL DEV

STUDENTS SEEKING NURSING HOME ADMINISTRATION LICENSURE ARE REQUIRED TO COMPLETE THE FOLLOWING:

HSA 6815 EXECUTIVE SKILL DEVELOPMENT (INCLUDES 500 CONTACT HOURS UNDER QUALIFIED NURSING HOME ADMINISTRATOR PRECEPTOR) 6 HOURS
PAD 6417 AND ACG 5005 WILL BE REQUIRED OF STUDENTS PREPARING FOR NURSING HOME ADMINISTRATION WHOSE ACADEMIC BACKGROUND INDICATES DEFICIENCY OF TRAINING IN THESE SUBJECTS.

* A STUDENT MAY RECEIVE CREDIT FOR A COURSE ONLY ONCE. HOWEVER, THE GPA WILL REFLECT ALL REPEATED COURSES.

* AN APPROVED CONCURRENT ENROLLMENT FORM IS REQUIRED PRIOR TO REGISTERING FOR COURSES AT ANOTHER INSTITUTION.

* STUDENTS ARE STRONGLY ADVISED NOT TO ENROLL IN COURSES AT ANOTHER INSTITUTION DURING THEIR LAST SEMESTER AT UNF.

* GRADUATION WILL MOST LIKELY BE DELAYED FOR STUDENTS WHO DO ATTEMPT CONCURRENT ENROLLMENT IN THEIR LAST SEMESTER.

Master of Health Administration

The program of study is designed for those individuals who want to work in the field of management and administration within a health care delivery setting. The 54 hour (minimum) program consists of 15 hours of business/administrative core courses and 39 hours of College of Health core courses. The business/administrative area courses include work in finance, human resources, organization theory, and marketing. A student whose academic background indicates satisfactory training in these subjects will not be required to take the foundation course(s).

**PROGRAM: HEALTH ADMINISTRATION
DEGREE: MASTER IN HEALTH ADMINISTRATION
MAJOR: HEALTH ADMINISTRATION**

REQUIRED BUSINESS (09 SEMESTER HOURS)

ACG 6305	3.0	MANAGEMENT ACCTNG
MAN 6204	3.0	ORGANIZATION THEORY

SELECT ONE COURSE

MAN 6309	3.0	ADV TOPICS PRSNL REL
PAD 6934	2-6	SPEC TOP:PUBLIC ADM

CORE REQUIREMENTS (42 SEMESTER HOURS)

HSC 6505	3.0	EPDEMILGY/DSEASE CON
HSA 6427	3.0	HLTH LAW TRENDS SEM
HSA 6435	3.0	HEALTH ECONOMICS
HSA 6197	3.0	HEALTH SYSTEMS ANALY
HSA 6188	3.0	HLTH CARE STRAT MGMT
HSA 6116	3.0	HLTH ORGNZTN/DELIVRY
HSA 6149	3.0	HEALTH PLANNNG/MRKTN
HSA 6905	3.0	HEALTH POLICY
HSA 5177	3.0	HEALTH CARE FINANCE
HSA 6178	3.0	ADV HLTH CR FIN MGMT
HSA 6750	3.0	RES METH HEALTH ADMN
HSA 6126	3.0	MANAGED HEALTH CARE
HSA 6758	3.0	QUALITY MGT HEA CARE

SELECT ONE:

3-HR FIELD EXP.

OR

HSA 6815	6.0	PRACT:EXEC SKILL DEV
HSC 6970	3-9	THESIS

ELECTIVES (03 SEMESTER HOURS)**SELECT ONE COURSE**

HSA 6225	3.0	LONG-TERM CARE ADMIN
HSA 6195	3.0	ADV HLTH SYSTMS ANAL
HSC 6656	3.0	PROF ETHICS:HEALTH C
HSC 6735	3.0	HEALTH SCIENC RESRCH
HSA 6186	3.0	OPER MGMT:HLTH CARE

ALL SUBSTITUTES MUST HAVE PRIOR APPROVAL OF ACADEMIC ADVISOR.

The Public Health Certificate Program

Academic programs in public health traditionally emphasize improvement of the health and well-being of the population through curriculums which focus on biometry, policy/administration, health behavior/education, environmental science and maternal and child health. These programs involve a set of bridging or core courses designed to expose and familiarize the student with the major constructs of public health including its academic and operating programs and their relationships. The College of Health's Certificate Program in Public Health is designed in such a way that the student is exposed to the typical set of core courses found within school of public health's master's level programs. To qualify for entry into the Certificate Program in Public Health, the candidate must have completed a baccalaureate degree or its equivalent. The Certificate in Public Health is awarded upon completion of the seven course, 21 graduate hour program as shown below.

**PROGRAM: CERTIFICATE IN PUBLIC HEALTH
DEGREE: NOT A DEGREE PROGRAM**

MAJOR: NO MAJOR

**MINOR REQUIREMENTS (21 SEMESTER HOURS)
REQUIRED COURSES**

HSC 5205	3.0	PUB HLTH THRY/PRAC
HSC 6505	3.0	EPDEMILGY/DSEASE CON
HSA 6197	3.0	HEALTH SYSTEMS ANALY
HSC 6605	3.0	HUMAN HLTH BEHAVIOR
HSC 6735	3.0	HEALTH SCIENC RESRCH
HSC 6215	3.0	ENVIRNMNTL HLTH/SFTY
HSC 6585	3.0	HLT PROM/HLT ED STRA

The Aging Studies Certificate Program

To qualify for the Aging Studies Certificate Program, candidates must have completed a baccalaureate degree or be enrolled in a baccalaureate level program of study. The Certificate in Aging Studies is awarded upon completion of 15 semester hours from the academic courses shown below. The independent study is designed as an opportunity for the student to demonstrate acquired skills in an appropriate community setting. This experience may be waived based upon a review of the student's educational background and employment experience.

PROGRAM: AGING STUDIES CERTIFICATE

DEGREE: NOT A DEGREE PROGRAM

MAJOR: NO MAJOR

STUDENT MUST HAVE COMPLETED A BACCALAUREATE DEGREE OR BE ENROLLED IN A BACCALAUREATE PROGRAM OF STUDY.

MINOR REQUIREMENTS (15 SEMESTER HOURS)

REQUIRED COURSES

HSC 5569	3.0	AGING RESEARCH/THEOR
HSA 6905	3.0	HEALTH POLICY
HSC 6566	3.0	HLTH PROM/OLDR ADLT
HSC 5568	3.0	ALT CARE SYS/AGING P

OR

HSA 6225	3.0	LONG-TERM CARE ADMIN
HSC 6906	3-9	IND STUDY/RESEARCH

Center for Alcohol and Drug Abuse Prevention and Health Promotion

The Center for Alcohol and Drug Abuse Prevention and Health Promotion operates through the University of North Florida's College of Health. Designated as an official Type II Center by the State University System, the Center is self-sustaining through its grant and contract activities.

The Center has administered 17 federal, state, and local grants totaling over four million dollars in extramural funding awarded during the last seven years. Federal granting agencies have included the National Institute on Alcohol Abuse and Alcoholism, and the U.S. Department of Education.

The major types of projects conducted within the Center include: 1) research, evaluation and demonstration projects; and 2) training and education projects. The Center also serves as a training site for undergraduate and graduate students, as well as professionals interested in seeking research, training or programming experiences related to alcohol, tobacco, or other drug prevention and health promotion.

Center Mission The mission of the Center for Alcohol and Drug Abuse Prevention and Health Promotion is to prevent alcohol, tobacco, and other drug problems and promote the health status of individuals and populations. This mission is accomplished through the development and dissemination of new knowledge regarding: a) drug abuse and other lifestyle-related factors associated with the health of individuals and populations, including such health issues as fitness and exercise, adolescent health initiatives, cardio-vascular and cancer risk reduction, injury prevention and AIDS risk reduction; and b) technologies and strategies for preventing disease and injury, and promoting health. The objectives of the Center include: a) to conduct and promote research, evaluation and training activities; b) to develop, access and transfer new information; and c) to inform and consult on public policy issues concerning drug abuse and other lifestyle-related health problems and their prevention.

Center Functions Center functions are varied, but primarily include research, evaluation, training, information access and transfer, and policy development. The specific functions of the Center include:

- a) Administering drug prevention and health promotion research, evaluation, demonstration and training projects;
- b) Promoting collaborative grantwriting and cross-disciplinary research and training projects;
- c) Sponsoring research and training workshops, lectures, colloquia and seminars;
- d) Publishing research abstracts and papers;
- e) Providing drug prevention and health promotion consultation services for individuals and groups;
- f) Maintaining a core data bank of drug abuse and health behavior research and evaluation information;
- g) Facilitating student fieldwork experiences in planning, managing and evaluating alcohol and other drug abuse prevention and health promotion programs;
- h) Providing information and consultation on public policy issues concerning drug abuse and other lifestyle-related health problems.

The Center for Alcohol and Drug Abuse Prevention and Health Promotion is located in the College of Health Building on the University of North Florida campus. For more information about the Center, contact Chudley E. Werch, Ph.D., Director, Center for Alcohol and Drug Abuse Prevention and Health Promotion, College of Health Building, University of North Florida, 4567 St. Johns Bluff Road, South, Jacksonville, Florida 32224-2645. Telephone: (904) 620-2847. Fax: (904) 620-1035. E-mail: CWERCH@GW.UNF.EDU.

College of Health Course Offerings

Department of Health Science

DIE 6940 - Clinical Practice in Nutrition and Dietetics 3
A supervised clinical experience in dietetics. (Repeatable up to 5 times.)

HSA 5177 - Health Care Finance 3
Focuses on the various mechanisms for financing treatment of physical and mental health conditions. Considers current mechanisms as well as emerging developments in both public and private sectors. Health care finance in selected countries is also reviewed.

HSA 6116 - Health Organization and Delivery 3
Examines the organization and administration of the U.S. health care system including its various health care service settings, personnel resources, and sources of system finance.

HSA 6126 - Managed Health Care 3
Prerequisites: HSA 5177, HSA 6116. This course examines health system consolidation through mergers, consortia and alliances and projections for mega-type comprehensive health care organizations and mechanisms for finance. Analyzes current and potential processes for the handling of patients in a managed care setting.

HSA 6149 - Health Planning and Marketing 3
Prerequisite: TRA 5223 or equivalent. This course examines planning and marketing as related to health care organizations. Emphasis is placed on the planning process and the elements and methods of marketing health care services in relation to the role of the consumer, governing body, administration and health care.

HSA 6178 - Advanced Health Care Financial Management 3
Prerequisites: HSA 5177, ACG 6305, FIN 5405. This course examines the concepts and techniques of financial management in health care delivery system settings. Examines organizational cost behavior, budgeting, cost allocation and financial modeling.

HSA 6186 - Operations Management in Health Care 3
Prerequisites: TRA 5223 or equivalent, and HSA 6197. This course examines decision making, change implementation and control processes in health care organizations. Emphasis is placed on strategies for analyzing problems and implementing change.

HSA 6188 - Health Care Strategic Management 3
Prerequisites: HSA 6905, MAN 6204, and PAD 6417, or MAN 6309. This course examines managerial processes that determine the long range performance of a health care organization. Strategy formulation, implementation and valuation and control are included. Emphasis is placed on monitoring and evaluation of environment opportunities in the health care industry and constraints in light of institutional strengths and weakness.

HSA 6195 - Advanced Health Systems Analysis 3
This course prepares the health care administrator to solve simple and complex problems and to manage the work of technical specialists. Typical decision making and control problems that arise in the health

care settings are presented and the quantitative techniques available to address them are described.

HSA 6197 - Health Systems Analysis 3
The course focus is managerial decision making utilizing probability theory, and random variables as related to biostatistical and other health care statistical studies. Computer spreadsheet and statistical programs are utilized for data analysis and interpretation of the results of the analysis.

HSA 6225 - Long-Term Care Administration 3
This course examines long-term care delivery systems with particular emphasis on long-term care settings. Emphasis will be placed on issues relating to the delivery of quality health care and effective management. Developing knowledge of the aging process, patient, medical, social and supportive care is an integral part of the course.

HSA 6427 - Health Law Trends Seminar 3
An exploration of present legislation at the local, state, national and international levels and its effect on health care delivery systems.

HSA 6435 - Health Economics 3
This course examines supply and demand factors, financing of care, efficiency and cost of delivery as related to the health care system. Special attention will be given to physician and hospital reimbursement and behavior, competition and rationing as mechanisms for controlling expenditures.

HSA 6750 - Research Methods for Health Administrators 3
Prerequisites: HSA 6197 and HSC 6505. A study of the methods of health research. The course will focus on the analysis of research data and production of a formal report. Emphasis will be placed on the interpretation of data analysis coupled with the literature review for development of recommendations of action.

HSA 6758 - Quality Management in Health Care 3
This course will examine the role of quality management in health care. The course will examine the standards established by the Joint Commission on Accreditation of Healthcare Organizations which are driving the implementation of quality programs in the health care field. Included will be total quality management and quality assurance programs.

HSA 6815 - Practicum: Executive Skill Development 6
Prerequisites: MAN 6204, HSA 6435, HSA 6116, HSA 5177. This course is designed to develop and enhance the skills necessary for success as a health care executive through management practice in health care administration. Students concentrate on either long-term care or general health care administration.

HSA 6905 - Health Policy: Directed Study 3
Prerequisite: HSA 6116. A directed study course with emphasis on the processes by which health policy proposals are generated, promoted, defeated, modified and implemented. Students concentrate on either long-term care administration or general care administration.

- HSC 5205 - Public Health Theory and Practice** 3
Examines the historical and contemporary approach to the health and welfare of society by organized public health. Emphasis is placed on theory of the public health approach, current and emerging programs at local levels and implications of public policy.
- HSC 5525 - History of Medicine and Disease** 3
Development of the modern medical and allied health professions, with special reference to the U.S. from the late 18th through 20th century. Includes social, scientific, and historical factors that determine the nature, extent and definition of disease.
- HSC 5568 - Alternate Care Systems and the Aging Population** 3
An examination of the continuum of health related services and systems which provide alternatives to long-term care. Students will investigate comparative "self care" and "non-self care" systems and identify the cultural, political, and financial constraints which impact on aging.
- HSC 5569 - Aging Research and Theory** 3
Provides a theoretical and analytical model for developing an understanding of the relationships between research and practice in the field of aging. Topics explored will include health care, cultural aging, education and economic issues.
- HSC 6115 - Evaluation of Health Promotion Programs** 3
Study of methods and materials for the measurement and evaluation of health promotion and health education programs.
- HSC 6137 - Chemical Dependency: Intervention and Treatment** 3
Prerequisite: Instructor's consent. An examination and application of a variety of intervention strategies. The development of individualized treatment and continuum of care plans based on comprehensive assessment. An overview of AA and other support groups and group psychotherapy.
- HSC 6148 - Psychopharmacology of Legal and Illegal Drugs** 3
A study of the pharmacology of legal and illegal drugs with emphasis on the psychopharmacology of addictive substances.
- HSC 6155 - Cross-Cultural Counseling in Addictive Behaviors** 3
Sociological and health overview of addictive behaviors in special populations with an emphasis on Blacks, Hispanics, Native Americans and selected subpopulations. Cross-cultural counseling strategies will be emphasized.
- HSC 6157 - Drug Abuse Prevention Research** 3
Prerequisite: HSC 6735. Reviews the theoretical and empirical foundations of the drug abuse prevention field. Focuses on the components and efficacy of prevention strategies, and theoretical models underlying prevention efforts. Prevention programs based on the existing literature are developed by the class.
- HSC 6215 - Environmental Health and Safety** 3
A study of the relationships between environmental conditions of human health and safety. Special emphasis will be given to principles, process and priorities and current research in the study of environmental problems.
- HSC 6236 - Clinical Nutrition** 3
Prerequisites: HSC 4572, MCB 3013C, CHM 2045C. This course is designed to provide the advanced student with knowledge of current relevant research and its application to the clinical setting.
- HSC 6505 - Epidemiology and Disease Control** 3
A study of the distribution and determinants of health and diseases in man, utilizing basic concepts in clinical medicine, laboratory science, statistical and data handling methods, and pathogenesis of disease. The causes of disease will be examined, leading to the proposal of potentially effective strategies for prevention and control.
- HSC 6526 - Special Topics/Infectious & Noninfectious Diseases** 3
Concepts and characteristics of important infectious and noninfectious diseases to include their biological and behavioral determinants, susceptibility and defense, and current methods in prevention and treatment.
- HSC 6566 - Health Promotion, Disease Prevention and the Older Adult** 3
A study of selected biological and psychosocial health problems of older adults and the normal physical changes that occur with the aging process. Attention will be given to the design and maintenance of healthy life styles among the elderly.
- HSC 6585 - Health Promotion and Health Education Strategies** 3
An examination of the implementation, coordination and effectiveness of health promotion and health education strategies and methods.
- HSC 6586 - Worksite Health Promotion Principles** 3
An analysis of the key elements in the development and implementation of workplace health promotion programs and policies.
- HSC 6587 - Program Planning in Health Promotion/Education** 3
An analysis of the essential aspects of planning procedures used in the development of community-based health promotion and health education programs.
- HSC 6605 - Human Health Behavior** 3
An exploration of the theoretical and conceptual factors underlying contemporary health promotion and health education programs, and their application in planning and implementing health promotion/education programs for behavioral change.
- HSC 6656 - Professional Ethics in Health Care** 3
An exploration of contemporary ethical issues that face health care providers. Ethical dimensions in death and dying, abortion, AIDS, biomedical research and health care resources are among the topics to be discussed.
- HSC 6735 - Health Science Research** 3
Prerequisite: HSC 6505. A study of the investigative and analytical methods used in health related research. Emphasizes design, sampling techniques, data collection and processing, interpretation of the results and ethics.
- HSC 6816 - Field Experiences in Health** v. 3 - 6
Prerequisite: Approval of department advisor. The application of methods, techniques and materials used in community and school health.
- HSC 6855 - Clinical Internship in Health** v. 1 - 9
Prerequisite: Advisor-student conference and completion of major courses. Provides clinical experience in a health care facility or workplace setting.
- HSC 6900 - Readings and Conference** v. 1 - 3
In-depth readings and group discussions and conferences on selected topics or critical issues in the health science field. Readings will vary

each semester but will involve a formal survey of the literature and presentation of findings.

HSC 6906 - Independent Study and Research v. 3 - 9

Prerequisite: Permission of department chair. A specific health related research project conducted under the guidance of a faculty advisor.

HSC 6912 - Projects v. 1 - 3

Development, implementation, or participation in conducting a designated project related to health science.

HSC 6928 - Workshops in Health Science 3

An in-depth work study approach to selected school and community health problems.

HSC 6931 - Special Topics 3

A detailed study of a topic in the health science field. Topics will vary each time the course is offered and will be based on a current health issue or subject.

HSC 6934 - Seminar v. 1 - 3

Students will present and attend seminars conducted by faculty and other students. Seminars will focus on faculty and student interests in the health field.

HSC 6935 - Special Topics in the Addiction Field 3

An in-depth study of one topic in the addiction field. Topics will vary each semester and will include: dual diagnosis, mental health and chemical dependency, women and chemical dependency, adolescent substance abuse, assessment and treatment, addiction and the family system, and addictive and compulsive behaviors.

HSC 6970 - Thesis v. 3 - 9

Permission of department chair. Under the direction of the faculty the student designs and presents a field based research project of his or her own conception. (May be repeated up to 27 hours maximum.)

HUN 5265 - Methods of Nutritional Assessment 1

Prerequisites: APB 3200C, HSC 4572, BCH 3023C, CHM 2025C. Study of methodology, skills and tools in measurement of the nutritional status of healthy individuals in community, patients in the hospitals, or study subjects are extensively studied. The objectives of nutritional assessment of individuals is defined in prevention of malnutrition and intervention methods used in treatment of nutritional deficiencies.

HUN 5408 - Nutrition in The Life Cycle 3

Prerequisite: HSC 4572. A scientific, chronological examination of how nutrition influences people throughout their lives. This course covers nutrition and metabolism and biological and biochemical basis of effect of optimal nutrition practices during life span, from pregnancy to the old age. Nutritional requirements of all age groups are discussed. Implication and management of metabolic and eating disorders based on recent research literature is studied.

HUN 6123 - Sociocultural Influences on Nutrition 3

Prerequisites: HUN 4572, DIE 3202 or permission of instructor. Examination of the non-nutritional factors that influence nutrition. The course will cover evolution of diet, food selection, persistence and change, psycho-social, structural and symbolic aspects of food choices and their relationship to nutrition.

HUN 6225 - Nutrition and Metabolism I 3

Prerequisites: HSC 4572, BCH 3023C. Biochemical function of nutrients, biological variability and adaption, macro-nutrient

metabolism, energetics, food thermogenesis, mitochondrial oxidation, production and storage of energy are studied. Carbohydrates, lipids, and proteins, cholesterol, phospholipid, omega-3 fatty acids, prostoglandins, and other recently described essential nutrients are covered.

HUN 6331 - Nutrition and Metabolism II 3

Prerequisite: HUN 6225. Biochemical function and metabolism of micronutrients, function and nature of the vitamins, biosynthesis and metabolism of enzymes, vitamins, their regulatory role as coenzyme and essentiality, bioavailability of minerals, and other recently described essential nutrients are covered. Biochemical basis for deficiency and toxicity of micronutrients are explored.

NGR 5931 - Special Topics in Nursing 3

Post baccalaureate seminar on various topics.

PHC 6412 - Culture and Health 3

A study of the cultural aspects of disease and health, culturally specific definitions, educational strategies and cross-cultural research in health. An emphasis will be placed on integrating cultural knowledge in the planning and administration of health care programs.

PHC 6525 - Advanced Concepts of Nutrition and Health 3

Prerequisites: HSC 4572, BCH 3023C, CHM 2025C. An analysis of current research on nutritional concerns relevant to public health practice. Included are nutrition policy and nutrition program design, community food and nutrition programs, and advanced strategies of nutrition education.

RCS 5030 - Introduction to Rehabilitation Counseling 3

The purpose of this course is to introduce the field of rehabilitation counseling at the graduate level of study. Designed as a foundation for subsequent study in rehabilitation, students in this course should develop an appreciation and understanding of the rehabilitation profession in terms of its history, purpose, philosophy, process, personnel, programs, resources and clients.

RCS 5080 - Medical Aspects of Disability 3

The purpose of this course is to help students gain skills in vocational rehabilitation counseling with a working knowledge of disabilities. To do this each student needs medical information for specific purposes: (1) case finding; (2) determination of client eligibility and feasibility; (3) arranging physical restoration services; (4) counseling, planning, and developing vocational objectives; (5) training; and (6) selective job placement.

RCS 5220 - Rehabilitation Client Assessment 3

Prerequisite: 5080 Medical Aspects of Disability. The focus of this class will be on the process of assessing individuals with physical, sensory, cognitive, and/or emotional disabilities in order to determine optimally effective (re)habilitation plan and placement decisions. The course will include an introduction to the purpose, personnel, philosophy, and role of assessment in (re)habilitation service delivery, learning to complete assessment interviews, developing individualized evaluation plans, psychometric procedures, work sampling, situational assessment, communicating assessment results and rehabilitation planning.

RCS 5240 - Assessment & Treatment of Addictive Disorders 3

Prerequisite: RCS 5450 Introduction to Addictive/Compulsive Disorders: Pharmacological Overview & Etiological Theories. In this course, we will explore many of the issues related to addiction and its related dysfunction including, but not limited to: (1) the dynamics of compulsive behavior; (2) biological, personality, and

environmental influences on addiction; (3) multiple family and gender issues related to addiction; (4) assessment of addiction; and (5) exploration and evaluation of treatment models.

RCS 5450 - Introduction to Addictive/Compulsive Disorders: Pharmacological Overview & Etiological Theories 3

The purpose of this course is to provide students with an overview of the dynamics of substance abuse in contemporary U.S. society. The class will include both didactic and experiential activities designed to help students expand the knowledge of substance abuse and theories of addiction, and also the impact it has had on their lives.

RCS 5800 - Practicum I in Rehabilitation Counseling 2

The purpose of this course is to introduce students to an overview of the primary ethical and administrative considerations of the rehabilitation counseling environment as well as to further develop students' micro counseling and other agency related skills through mock counseling situations.

RCS 6241 - Psychosocial Aspects of Rehabilitation 3

The purpose of this course is to introduce students to the complexity of psychological and sociological issues that result from chronic illness and disability. Issues of diversity will also be explored from a multicultural dimension.

RCS 6250 - Dual Diagnosis — Addictive Disorders and Physical and/or Psychopathological Disorders 3

Prerequisites: RCS 5450 Introduction to Addictive/Compulsive Disorders and 5240 Assessment and Treatment of Addictive Disorders. The purpose of this course is to introduce students to the complexity of dual diagnosis of addiction and other forms of psychopathology as defined in the Diagnostic and Statistical Manual (DSM-IV), and to help students determine diagnostic criteria.

RCS 6320 - Job Development, Placement and Follow-up 3

Prerequisite: RCS 5080 Medical Aspects of Disability. The focus of this course is integration of the rehabilitation client into the labor market. Career theory will be taught, but the major emphasis will be providing information to clients about the labor market through labor market, industry, and job analyses and preparing the client for work through job readiness, job-seeking skills, and techniques and issues in job placement.

RCS 6500 - Introduction to Group Counseling 3

Prerequisite: MHS 6006. Introduction to Group Counseling is a course designed to provide students with an overview of the basic theoretical components of small groups and group theories and to foster increased skill level in communication, facilitation, and leadership. To this end, the course will include lecture, discussion, and laboratory experience.

RCS 6800 - Practicum II - Advanced Rehabilitation Counseling 2

Prerequisite: 5800 Practicum I. The purpose of the clinical practice program is to provide students majoring in rehabilitation counseling with an opportunity to develop and refine their counseling skills within the functional milieu of a rehabilitation agency.

RCS 6825 - Internship in Rehabilitation Counseling 12

Prerequisites: All Rehabilitation Coursework except RCS 6845 (Supervision) and RCS 6930 (Cert. Seminar). 600 clock hours. The purpose of this class is to provide students with a clinical experience in a community rehabilitation agency. Students will learn to apply rehabilitation counseling and case management methods, techniques, and vocational knowledge in working with clients, and to consult with rehabilitation professionals as needed to enhance services to clients for the purpose of job development and placement, and/or independent living.

RCS 6845 - Clinical Supervision in Rehabilitation Counseling 3

Prerequisite: 6825 Internship. The purpose of this course is to introduce advanced rehabilitation counseling students to models of counseling supervision so that they understand the necessary dynamics and protocol of professional clinical supervision of students, which most will be called upon to do once they are practicing professionals.

RCS 6930 - Seminar in Rehabilitation Certification 1

This course is designed to give the student an opportunity to prepare for the Rehabilitation Counseling Certification Examination.

RCS 6931 - Seminar in Substance Abuse and Clinical Management 3

Prerequisites: 5450 Introduction to Addictive/Compulsive Disorders, and RCS 5240 Assessment and Treatment of Addictive Disorders. Addiction is a phenomenon that is both complex and fascinating. In this course, through review and critique of current and "classic" addiction literature, information sharing, and observation, students will explore many of the issues related to substance abuse, specifically as they relate to a full spectrum of diversity and ethical issues.

University Programs and Related Activities

Division of Continuing Education and Extension

The Division of Continuing Education and Extension provides opportunities for students to learn through off-campus credit courses, correspondence study, non-credit courses, and television courses.

Off-Campus Credit Program Undergraduate and graduate-level courses are offered within the adjacent six-county area: Bradford, Clay, Duval, Nassau, Putnam, and St. Johns counties. Courses are offered upon request when there is a demonstrated need. While the majority of these courses are selected from the regular degree offerings of the University, specially designed courses may be offered to meet the unique needs of persons within certain professional or occupational groups. Off-campus credit courses offer opportunities for students to meet specific educational goals, such as renewing or completing certification requirements, advancing in chosen professions, completing degree requirements, or fulfilling personal enrichment goals.

Requests for information regarding an off-campus credit course should begin with the Dean of Continuing Education and Extension, 620-2690.

Admission Students registering for courses through the off-campus credit program are subject to the same admission guidelines as students registering for courses at the Main

Campus. For information concerning University admission policies, consult the "Admission" section of this catalog.

Registration Students may register for off-campus courses in three ways:

1. **ON-CAMPUS:** By appointment or during open registration.
2. **TELEPHONE:** UNF students admitted into an undergraduate or graduate program may register by telephone for off-campus courses.
3. **OFF-CAMPUS:** Instructors at off-campus sites will provide admission/registration forms to students. It is the student's responsibility to complete the appropriate forms and submit them by the deadline date for admission/registration. No credit will be awarded if a student has not been officially admitted/registered during the term for which he/she is seeking credit.

Cooperative Education

Cooperative Education is an experiential learning program which provides learning situations for students through planned and supervised field experiences in a work environment. Two types of programs are offered, the Employment Experience Program administered by the staff in the Center for Experiential Learning and Institutional Testing, and the Academic Practicum Program administered by the academic department chairperson. Graduate students register for the appropriate co-op course assigned to their college. For

complete information, see the Student Services section of this catalog or call (904) 620-2915.

The Florida/West Africa Institute (FLAWI)

The Florida/West Africa Institute (FLAWI) is based at UNF and was created by Florida's Legislature in 1991 to promote educational, economic, commercial, cultural and professional exchanges between the state of Florida and the 16 countries which comprise the region of West Africa. The Institute is one of eleven administered by Florida's public universities and affiliated with various Florida community colleges. FLAWI affiliate colleges include Florida



A&M University in Tallahassee and Florida Community College at Jacksonville.

FLAWI provides out-of-state tuition waivers to students from the West African region to study at Florida's state universities and community colleges. Other activities include:

- sponsorship of symposia on contemporary West African issues,
- design and maintenance of a computer data system to track West African graduates assisted by FLAWI programs,
- hosting a variety of embassy officials and foreign dignitaries,
- acquainting prospective visitors to West Africa with social and cultural norms, and
- providing information to Florida businesses about economic conditions and commercial opportunities for international trade.

The Center is directed out of the UNF office of the Vice President for Student Affairs, (904) 620-2600.

Office of International Programs The University of North Florida has made a strong commitment to the development of international opportunities for its faculty, students and staff through the Office of International Programs. The Office serves as the interdisciplinary focal point within the University to coordinate the international mission of the University.

The Office of International Programs fulfills the University's role in international education by providing centralized services for relationships with foreign universities, international exchange and faculty development, international training projects, study abroad programs and international scholars and visitors. For additional information call 620-2657.

Irish Studies The university offers a variety of courses in Irish literature and is expanding its Irish Studies course offerings into other academic disciplines, e.g., History. In addition, the John Francis Reilly Performance and Lecture Series regularly presents programs related to the Irish and the Irish-American experience: Irish writers and performing artists, scholars with expertise in aspects of Irish Studies. These programs, open to the public and designed to serve both the university and the community at large, are made possible by a grant from the Schultz Foundation.

Institute of Police Technology and Management The Institute of Police Technology and Management (IPTM), created and designed to provide management, traffic, and specialized training to municipal, county, state, and federal law enforcement officers, has become the largest police training program of its kind in the United States, annually training more than 12,000 officers from throughout the world.

Operating under the University's Training and Service Institute, IPTM is headquartered at UNF and offers most of its training programs in Jacksonville.

The faculty consists of professionals who combine practical law enforcement skills with many years of police training experience and academic backgrounds necessary to effectively train in-service law enforcement officers.

IPTM training programs are specifically directed toward operational, supervisory, and command law enforcement personnel. The courses are designed to improve the students skills and abilities in performing law enforcement tasks while, at the same time, acquainting them with new developments in law enforcement areas.

In addition to courses offered in Jacksonville, the Institute presents training programs throughout North America and abroad. These training programs are usually presented under a contractual arrangement with government agencies.

In 1997, IPTM acquired the Public Service Institute located in Orlando, Florida. It is a division of IPTM, and will serve as an additional training facility.

Participants who successfully complete IPTM courses receive certificates to recognize their achievement.

IPTM also serves as a clearinghouse for police microcomputer information. The Institute provides training, technical assistance, and customized software to police and highway safety organizations throughout the United States.

The Institute has been designated as one of the three (3) Police Traffic Radar Testing Facilities and one of the two (2) Police Traffic Laser Testing Facilities by the U.S. Department of Transportation.

The University of North Florida Foundation, Inc. The University of North Florida Foundation, Inc., is a non-profit, tax-exempt 501 (c) (3) organization established to provide financial support and counsel to the University. Governed by a volunteer board of trustees, its membership encompasses leaders from the civic, professional, and business communities of Northeast Florida.

Major activities of the forty-five trustees include developing a program of advisement for the President of the University; creating a bridge between the University and the political, cultural, civic, military and economic communities of the area; assisting the University in securing private funds through programs of annual and planned giving; and holding fiduciary responsibility for management of \$43.5 million in assets including an endowment valued at \$15.5 million.

Standing committees of the Foundation are: 1) the Advancement Committee, with responsibilities for fund raising, donor relations, corporate relations, and stewardship; 2) the College Partnership Committee, which strives to strengthen Foundation/college partnerships as a mechanism to promote individual programs in the community and to address common issues as they relate to alumni, media relations and academic enhancements; 3) the Finance Committee, which makes recommendations on financial matters and reviews the

annual operating budget and audit; 4) the Government Relations Committee, which organizes advocacy efforts on the University's behalf; and 5) the Investment Committee, which oversees investment of the Foundation's funds.

Alumni Services

Opportunities for graduates to remain involved with their alma mater are offered through the Office of Alumni Services, a part of the Division of Institutional Advancement. Alumni Services sponsors many of UNF's events such as Commencement and Homecoming, and designs programs and events for the more than 26,000 graduates. Alumni Services supports the UNF National Alumni Association and has established chapters in areas such as Central Florida, Tampa Bay, Miami, Atlanta, and Belize, Central America. The Jacksonville chapter serves as the host chapter. Alumni Services coordinates the Parents Program, and manages the Presidential Envoys, a volunteer student group serving UNF as its official hosts and hostesses. Alumni Services is located in the Communications and Visual Arts building, room 2315. Contact the Office of Alumni Services Monday through Friday 8:00 a.m. to 5:00 p.m. at (904) 620-4723 or 1-800-UNF-GRAD.

Parent Relations

The Office of Alumni Services coordinates the Parent Relations program, serving as the liaison between the parents of UNF's students and the University. Seminars are presented to help parents learn more about the university's policies. Parents are encouraged to volunteer to help with recruiting and career development, and to attend the annual Family Day and other activities planned especially for parents and their students. The Parent Relations office is located in the Alumni Services Office, Communications and Visual Arts building, room 2315. Contact the Parent Relations office Monday through Friday 8:30 a.m. to 5:00 p.m. at (904) 620-4723 or 1-800-UNF-GRAD.

UNF Osprey Club

The UNF Osprey Club functions to support UNF athletics by raising money for capital improvements, operational needs and athletic scholarships. A general organization of business and community leaders who have committed themselves to supporting UNF athletic programs, the Osprey Club's members advise UNF on matters pertaining to the needs of the greater Jacksonville community, while encouraging support and attendance at UNF athletic events. The Osprey Club operates under the auspices of the UNF Foundation Inc. The Osprey Club was instrumental in securing money and in-kind donations for the tennis complex expansion and Harmon baseball stadium. They also have instituted an ongoing fund raiser in the Osprey Club's Teaching Gymnasium Brick Campaign.

Florida Engineering Education Delivery System (FEEDS)

Donald D. Farshing, FEEDS Director 620-2695
Fax 620-2694

The Florida Engineering Education Delivery System (FEEDS) was created through a cooperative effort of the State University System and private sector industries located within the State of Florida. The colleges of engineering of Florida Agricultural and Mechanical University—The Florida State University (FAMU—FSU), Florida Atlantic University (FAU), Florida International University (FIU), The University of Central Florida (UCF), The University of Florida (UF) and The University of South Florida (USF) originate the graduate courses for the system. The University of North Florida (UNF) and The University of West Florida (UWF), along with numerous industrial partners, participate as cooperating centers in the delivery of graduate engineering programs.

FEEDS was developed in response to the need of engineering graduates working in industry for access to quality graduate programs and extended studies in engineering. FEEDS, in effect, provides a unique university experience for place-bound engineers. The innovative use of television, live and recorded, of telephone line-based teleconferencing, and computer-aided communication brings students and professors together intellectually, regardless of location.

Programs Graduate engineering courses are available to support degree programs (Master of Engineering or Master of Science) and non-degree programs (professional development). Degree programs are available in the following disciplines:

Civil Engineering

- Civil
- Environmental
- Structures/Mechanics
- Structures
- Transportation
- Water Resources

Computer Science and Engineering

- Computer and Information Sciences
- Computer Engineering
- Computer Science
- Computer Systems
- Information Systems

Electrical Engineering

- Biomedical
- Communications
- Computer Engineering

- Controls
- Digital Systems
- Electromagnetics
- Electronic Circuits
- Electro-optics
- Networks
- Power
- Radar Systems
- Robotics
- Signal Processing
- Solid State
- Superconductors
- VLSI

Industrial Engineering

- Engineering Management
- Operations Research
- Robotics
- Simulation Systems

Mechanical Engineering

- Automatic Controls and Robotics
- Biomedical
- Computational Mechanics
- Electronic Packaging
- Energy Analysis
- Energy Systems/Mechanical Systems
- Fluid Mechanics
- Heat Transfer
- HVAC
- Machine Systems/Thermal Systems
- Manufacturing Systems
- Engineering
- Manufacturing Methods: CIM and Robotics
- Mechanical
- Mechanical Systems Analysis

Courses in other engineering disciplines (aerospace, chemical, coastal, engineering sciences, materials and ocean) are offered to meet the needs of engineers in these areas and other engineering disciplines may be added as the demand arises. Students at any of the Centers, in principle, have access to the graduate programs of any of the Primary Centers. FEEDS is committed to delivering programs that meet the needs of the community it serves.

Each center has a director or coordinator responsible for supervision of the FEEDS operation at that center and for coordination with the academic departments. The UNF FEEDS Center is located in the Social Science Building, Room 1301 on the UNF Campus.

Admission

General Information The terms and policies for admission vary slightly from university to university. Prospective students must refer to the admission procedures and the catalog of the primary university of interest for specific information.

There are two student classifications for FEEDS participants: graduate degree-seeking and non-degree-seeking.

Degree Seeking State University System minimum requirements for graduate degree seeking students:

- formal admission to a graduate program
- baccalaureate degree in an appropriate discipline from an accredited school
- earned GPA of 3.0 or better on a 4.0 scale
- total score of at least 1000 on the Aptitude Test of the Graduate Record Examination (verbal and quantitative portions) or previous graduate degree from an accredited institution
- transcripts of all college work completed
- payment of the application fee
- the total number of credits which may be transferred to a degree program is limited (normally six to nine credit hours); approval is never automatic
- students not meeting graduate admission requirements may be admitted in a conditional or provisional status
- requirements **in addition** to the minimums stated above may be specified by some degree programs.

Non-Degree Seeking

- transcripts and GRE scores are not required

Transfer of Credit The allowed transfer of credit varies between institutions and individual degree programs. In general, only graduate level courses may be transferred into a degree program, with a grade of B (3.0 on a 4.0 scale) or better, from an accredited institution; the credits allowed will apply to the degree program but the grades earned will not be included in the student's GPA. The maximum number of semester hours normally allowed ranges from six to nine hours; consult the graduate advisor for possible exceptions to this rule for credits transferred within the SUS.

Traveling Scholar Program This program of the State University System allows students to take advantage of courses offered at other SUS institutions. Courses taken at other SUS institutions through FEEDS may be applied to the student's graduate program subject to prior approval of the student's advisor and/or other appropriate authority. Students should consult the catalog and a graduate advisor for further details about the program.

Registration All students, degree and non-degree, must register each term to enroll in one or more courses. Registration takes place approximately 30-60 days prior to each semester at primary, cooperating and selected industrial centers throughout Florida. Contact the UNF FEEDS Center, telephone 620-2695, Social Science Building, Room 1301 for detailed information. Each student is responsible for submitting adds, drops and withdrawals within the published deadline, using the proper forms.

Appendix A

University Officers, Faculty and Staff 1997-1998

Executive Staff

Adam W. Herbert, Ph.D. (University of Pittsburgh) President, Professor of Political Science and Public Administration

A. David Kline, Ph.D. (University of Wisconsin) Provost and Vice President for Academic Affairs; Professor of Philosophy

Pierre N. Allaire, Ph.D. (University of Louisville) Vice President for Institutional Advancement

Roland E. Buck, Ed.D. (University of North Carolina-Greensboro) Vice President for Student Affairs

Robert F. Fagin, M.P.A. (American University) Vice President for Administration and Finance

Thomas C. Healy, Ph.D. (University of Maryland) Vice President for Governmental Affairs and Senior Counsel to the President

Karen J. Stone, J.D. (University of Florida) General Counsel

Deans

Lewis Radonovich, Ph.D. (Wayne State University) Dean of the College of Arts and Sciences, Professor, Natural Sciences (Chemistry)

Earle C. Traynham, Ph.D. (University of South Carolina) Dean of the College of Business Administration, Professor, Department of Economics and Geography (Economics)

Katherine M. Kasten, Ph.D. (University of Wisconsin-Madison) Dean of the College of Education and Human Services; Professor, Educational Services and Research (Educational Leadership)

Joan Farrell, Ph.D. (State University of New York at Buffalo) Dean of the College of Health; Professor, Department of Nursing

Charles N. Winton, Ph.D. (University of North Carolina at Chapel Hill) Acting Dean of the College of Computing Sciences and Engineering; Chair, Professor, and Director of Graduate Studies, Department of Computer and Information Sciences

Marcelle C. Lovett, Ed.D. (University of Florida) Dean of the Division of Continuing Education and Extension; Assistant Professor of Education (Educational Leadership)

Faculty

Afesa M. Adams, Ph.D. (University of Utah) Professor, Department of Psychology (Psychology)

Faiz Al-Rubae, Ph.D. (New York University/Courant Institute) Associate Professor, Department of Mathematics and Statistics (Mathematics)

Seth C. Anderson, Ph.D. (University of North Carolina) Kathryn MaGee Kip Professor of Financial Services, Professor of Finance

Robert E. Andreyka, Ph.D. (Kent State University) Professor, Division of Curriculum and Instruction (Technology Education)

Huel E. Baker, Ph.D. (University of Florida) Associate Professor, Department of Management, Marketing and Logistics (Management)

Marianne B. Barnes, Ph.D. (University of Texas) Professor, Division of Curriculum and Instruction (Science Education)

Mary K. Baron, Ph.D. (University of Illinois) Professor, Department of Language and Literature (English)

Thomas L. Barton, Ph.D. (University of Florida) C.P.A., KPMG Peat Marwick Fellow in Accounting, Professor, Department of Accounting and Finance

Homer L. Bates, Ph.D. (University of Illinois) C.P.A., Professor, Department of Accounting and Finance

Denis R. Bell, Ph.D. (University of Warwick) Professor, Department of Mathematics and Statistics (Mathematics)

Richard B. Bizot, Ph.D. (University of Virginia) Professor, Department of Language and Literature (English)

Bernadine J. Bolden, Ph.D. (University of Florida) Associate Professor, Division of Curriculum and Instruction (Elementary Education)

Mary O. Borg, Ph.D. (University of North Carolina at Chapel Hill) Director, Office of University Scholars Program; Professor, Department of Economics and Geography (Economics)

Janet E. Bosnick, Ph.D. (University of Florida) Associate Professor, Division of Curriculum and Instruction (Mathematics Education)

Adel N. Boules, Ph.D. (Michigan State) Associate Professor, Department of Mathematics and Statistics (Mathematics)

Zella M. Boulware, Ed.D. (University of Central Florida) Assistant Professor, Division of Curriculum and Instruction

Terry M. Bowen, Ph.D. (University of Tennessee) Assistant Professor, Department of Political Science and Public Administration

Turien A. Bratina, Ph.D. (Florida State University) Associate Professor, Division of Curriculum and Instruction (Mathematics Education)

Peter Braza, Ph.D. (Northwestern University) Associate Professor, Department of Mathematics and Statistics (Mathematics)

John M. Browning, Ph.D. (University of Georgia) Professor, Department of Management, Marketing and Logistics (Marketing)

Andrew J. Buchwalter, Ph.D. (Boston University) Associate Professor, Department of History, Philosophy and Religious Studies (Philosophy)

Barbara J. Bunch, Ph.D. (St. Louis University) Associate Professor, Department of Psychology (Psychology)

Ralph M. Butler, Ph.D. (University of Missouri-Rolla) Professor, Department of Computer and Information Sciences

William H. Caldwell, Ph.D. (Rutgers University) Professor and Chair, Department of Mathematics and Statistics (Mathematics)

Charles H. Calhoun, Ph.D. (Florida State University) C.P.A., Professor and Chair, Department of Accounting and Finance

Henry J. Camp, Ph.D. (University of Nebraska) Professor and Chair, Department of Sociology, Anthropology and Criminal Justice (Sociology)

Travis A. Carter, Ed.D. (University of Florida) Associate Professor, Division of Educational Services and Research (Counselor Education)

Pamela S. Chally, Ph.D. (Georgia State University) R.N., Associate Dean, College of Health, Associate Professor, Department of Nursing

Minor H. Chamblin, Ph.D. (University of Kentucky) Associate Professor, Department of Psychology (Psychology)

Ing-Ray Chen, Ph.D. (University of Houston) Visiting Associate Professor, Department of Computer and Information Sciences

Yap Siong Chua, Ph.D. (State University of New York — Stony Brook) Professor, Department of Computer and Information Sciences

Dale L. Clifford, Ph.D. (University of Tennessee) Associate Dean of the College of Arts and Sciences; Associate Professor, Department of History, Philosophy and Religious Studies (History)

Frederick M. Cole, Ed.D. (University of Florida) C.P.A., Associate Professor, Department of Accounting and Finance

B. Jay Coleman, Ph.D. (Clemson University) Professor, Department of Management, Marketing and Logistics (Management)

Eddie L. Collins, Ph.D. (University of Florida) Assistant Professor, Department of Sociology, Anthropology and Criminal Justice (Sociology)

Sally Ann Coltrin, Ph.D. (University of Missouri) Professor, Department of Management, Marketing and Logistics (Management)

Krissten N. Cooper, Ph.D. (University of Texas at Arlington) Assistant Professor, Department of Computer and Information Sciences

David T. Courtwright, Ph.D. (Rice University) Professor, Department of History, Philosophy and Religious Studies (History) with joint appointment in the College of Health

James B. Crooks, Ph.D. (Johns Hopkins University) Professor, Department of History, Philosophy and Religious Studies (History)

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Appendix B

Policy on Sexual Harassment

6C9-4.15 Florida Administrative Code

1. Policy Statement. It is the policy of the University of North Florida that each member of this community be allowed to work and study in an environment free from any form of sexual harassment as prohibited by state and federal statutes.

2. Definition of Sexual Harassment

A. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal (including written and electronic communications) or physical conduct of a sexual nature from any person when:

- (1) Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement, or other employment-related benefits; or
- (2) Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's status in a course, program, or activity; or of academic achievement; or
- (3) Submission to or rejection of such conduct or request by an individual is used as the basis for an employment or academic decision affecting such individuals; or
- (4) Such conduct or request has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive environment for work or learning.

B. In determining whether alleged conduct constitutes sexual harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which the alleged conduct occurred.

3. Consensual Relationships

A. **Definition:** Consensual relationships that are of concern to the University are those amorous, romantic or sexual relationships in which both parties appear to have consented, but where there is a definite power differential between the two parties. These relationships may result in favoritism or perceptions of favoritism that adversely affect the learning or work environment.

B. **Policy Statement:** Consenting romantic and sexual relationships between *instructor* (meaning all who teach at the University - faculty members, academic staff instructional personnel, and graduate students with teaching or tutorial responsibilities) and *student* (meaning any person studying with the instructor); between *supervisor* (meaning any person in a position of authority over another - to hire and fire, to grant raises or oversee task performance) and *employee* (meaning any person working for the supervisor); and between *employee and student* (where there is an instructional or an employment relationship between

them) may violate University policy and equal opportunity law and should therefore be avoided.

4. Educational Programs and Dissemination of Information

A. Education:

(1) Educational efforts are essential to the establishment of a campus environment that is free of sexual harassment. There are at least four (4) goals to be achieved through education: (1) ensuring that all potential victims, and alleged offenders are aware of their rights; (2) notifying individuals of conduct that is proscribed; (3) informing administrators, faculty, staff and students about the proper way to address complaints of violations of this policy; and (4) helping to educate the University community about the problems this policy addresses.

(2) The Office of Equal Opportunity Programs will develop a series of training sessions for persons who are likely to receive complaints that this policy has been violated, including, but not limited to, residence hall advisers, academic advisers, supervisors, and University and collegiate ombudspersons. Academic departments shall encourage all members, including graduate assistants and other instructional personnel to attend and participate in training sessions.

(3) The Office of Equal Opportunity Programs will develop a training seminar designed to inform those who violate this policy of the problems they create by their conduct. The course shall be mandated for those in violation and may be an element in the settlement of a complaint.

B. Preparation and Dissemination of Information

(1) The Office of Equal Opportunity Programs is charged with distributing copies of this policy to all current members of the University community. A copy of the Sexual Harassment Policy will be included in student orientation materials, the student handbook and in orientation materials provided to new employees at the time of hire.

(2) It shall be the responsibility of the Director of Human Resources to disseminate the Sexual Harassment Policy to all new employees of the University. After being furnished with a copy of this policy, each employee shall have the opportunity to discuss and ask questions, shall be apprised of possible discipline for any violation thereof, and shall sign a written statement to that effect which shall be placed in the employee's permanent personnel file. In addition, copies of this policy will be made continuously available at appropriate campus centers and offices.

5. Responsibilities

A. All members of the University community are responsible for ensuring that their conduct does not sexually harass any

other member of the University community. This same responsibility extends to employees of third parties doing business with the University or on University premises and to campus visitors.

(1) Vendors. The Director of Purchasing is responsible for disseminating the Sexual Harassment Policy to vendors. Vendors will be apprised of the policy by the contract or purchase order.

(2) Contractors.

(a) Anyone affiliated with UNF who enters into contract with others not connected with the University is responsible for informing them of the Sexual Harassment Policy.

(b) Anyone not otherwise affiliated with UNF, who enters into contract with the University, is responsible for apprising others under his/her purview of the Sexual Harassment Policy. This would include but not be limited to consultants, sub-contractors and employees of said contractor.

B. Reporting: The University's policy is to protect all members of the community. The responsibility for reporting incidents of sexual harassment must rest with all members of the University community. Any employee, staff or faculty member, or student who has knowledge of sexual harassment is strongly encouraged to report it to the Office of Equal Opportunity Programs. Faculty members may appropriately inform their departmental chair, program director, academic dean, vice president, or any other administrator with comparable supervisory authority over the individual whose conduct may be problematic. Members of the University community with supervisory responsibility who have knowledge of sexual harassment within the areas they oversee are required to report it to the Director of the Office of Equal Opportunity Programs and to seek advice on how to resolve the issue at the lowest level possible.

6. Disciplinary Actions

A. Any member of the University community who is found to have sexually harassed another member will be subject to disciplinary action up to and including dismissal or expulsion. The nature of the discipline shall be guided by the seriousness of the offense. Students against whom complaints of sexual harassment are brought will be referred to the Vice President for Student Affairs for appropriate judicial review in accordance with the Student Conduct Code after initial investigation by the Office of Equal Opportunity Programs.

B. Any member of the University community in a supervisory capacity who has knowledge by direct observation or by receipt of a complaint of sexual harassment involving any of those members he or she supervises, or over whom he or she has managerial authority, and who does not take appropriate corrective action or report the matter directly to the Director of the Office of Equal Opportunity Programs shall be subject to discipline up to and including dismissal or expulsion. The nature of the discipline shall be guided by the seriousness of the offense.

C. Any vendor or nonemployee contractor who is found to have sexually harassed a member of the University commu-

nity shall be subject to action, up to and including revocation of the contract. The nature of the sanctions imposed shall be guided by the seriousness of the offense.

D. Although the ability of the University to discipline a nonemployee or visitor harasser (e.g. library patron, or other guest) is limited by the degree of control, if any, the University has over the alleged harasser, any member of the University community who has been subjected to sexual harassment should file a complaint and be assured that action will be taken to the extent available (e.g. a visitor may be escorted off the premises).

7. Procedures for Filing a Complaint

Introduction: Personal interactions between involved parties may resolve many perceived instances of harassment. Whether or not such interactions take place is at the discretion of the individual who believes he/she is being or has been harassed. When such interactions, if undertaken, do not resolve an issue to the satisfaction of the person who believes he/she is being or has been harassed, the procedures outlined below are available. The Office of Equal Opportunity Programs is available to offer suggestions to a complainant on how to directly advise the alleged offender to cease the harassment, or with the permission of the complainant, talk directly to the alleged offender.

A. The President has delegated to the Director of the Office of Equal Opportunity Programs (hereinafter the "Director") the authority and responsibility to receive, investigate and conciliate complaints of sexual harassment, and to make recommendations to the Vice President under whose administrative authority the alleged offender falls (hereinafter referred to as the appropriate Vice President).

B. Any member of the University community who believes that he/she is a victim of sexual harassment may seek guidance and counseling by requesting an interview with the Director. The complainant will be advised of the options available through University procedures, through the collective bargaining agreement, through the Florida Commission on Human Relations, through the federal Equal Employment Opportunity Commission, and any other avenues for relief that may currently exist. The Director will also provide the opportunity to resolve the complaint without invoking the formal investigatory procedures set forth below. Any discussions at this level will be handled with utmost discretion.

C. The specific role of the Director is to determine the position of each party, to ascertain in what respect and on what issues each party may be prepared to make an adjustment, and to assess the possibilities of resolving the matter amicably through mediation, conciliation, and persuasion. The Director shall attempt to effect a satisfactory settlement of the matter within thirty (30) business days of receipt of the complaint.

D. If the complaint cannot be resolved through the procedures set forth above, or if the complainant wishes to bypass these procedures, then a written complaint of sexual harassment must be filed with the Director. Under the normal operation of this policy, no formal action, including investigation, may be

undertaken unless and until a written complaint is filed; however, if the allegations presented are of such a serious or egregious nature so as to threaten the safety, health or welfare of a member of the University community or of the institution, the University is not limited in any way from initiating its own investigation and taking appropriate action, including disciplinary action, in the absence of a written complaint.

E. After receiving the signed written complaint, the Director shall:

- (1) Review the complaint and determine if supplemental information is needed.
- (2) Notify the alleged offender of the complaint, of the allegations contained therein and provide an opportunity for response thereto. At all points of the procedure, the complainant and the alleged offender shall be kept informed.
- (3) Conduct a full and complete investigation of the complaint.
- (4) File with the complainant and the alleged offender a written report detailing the findings of the investigation and a recommendation of appropriate action. If the Director determines that the complaint is without merit, the Director shall render a written decision dismissing the complaint. If the Director concludes that sexual harassment has occurred, the Director's report and recommendation shall be submitted to the appropriate Vice President for disciplinary action.

F. If, after reviewing the Director's report and recommendation, the appropriate Vice President determines that disciplinary action is warranted, the complainant and the alleged offender will be given written notice of the proposed disciplinary action and the reasons therefor. The written notice will also advise the alleged offender that he/she has the right to seek review of the findings of the Director pursuant to the procedures set forth below.

G. Any student who feels that he/she has been the victim of sexual harassment by an instructor is strongly encouraged to report the matter immediately to the Director. Depending upon the nature and circumstances of the complaint, the Director may agree to delay an investigation until the completion of the academic term during which the alleged harassment occurred. In these circumstances, the student shall sign a statement confirming his/her request for a delay in the investigation of the complaint for a specified period.

8. Procedures for Review

A. Either party (complainant or alleged offender) may seek review of the findings of the Director by filing a request for review with the Office of the Executive Assistant to the President within ten (10) business days of receipt of the Director's written report. The request shall specify a preference for a direct review by the President or his designee, or review by a hearing panel. The request shall include a copy of the Director's report which is the basis of the review. A panel shall hear the matter unless *both* parties agree to review by the President or designee. Grounds for review shall include: (1) insufficient evidence to support the decision of the Director; or (2) severity of sanction unreasonably disproportionate to offense; or (3) procedural irregularity that undermined a party's ability to present a claim or defense.

B. If direct review by the President or designee is selected, the review process shall be completed by the President or a designee within twenty (20) business days of receipt of a request. The President or designee shall review the Director's written report and documentary evidence submitted by the parties in support of their claims. Direct review by the President or designee shall not include the taking of live testimony. The decision of the President or designee shall be submitted in writing to the parties and shall be final in the internal complaint procedure.

C. **Hearing Panel:** For the purposes of implementing this Policy, the President shall appoint a five (5) member panel, pursuant to Article VI, Section 1 of the University of North Florida Constitution, to serve as the Hearing Panel to review decisions of the Director as provided herein. The Hearing Panel shall consist of male and female representation, and in the case of a student complaint, the panel shall include at least two (2) students. The President shall appoint one member to act as chair. All notices required herein to be filed with the Hearing Panel shall be deemed filed when submitted to the Office of the President.

D. Hearing Procedures.

(1) The party seeking review (hereinafter the "petitioner") and the opposing party (hereinafter the "respondent") shall be provided with at least ten (10) business days written notice of hearing and the respondent shall be provided with written notice of the charge(s) against him/her in sufficient detail to enable the preparation of a response to the complaint. The hearing shall be held no later than twenty (20) business days after notification.

(2) All hearings, deliberations and results of hearing under this policy will be tape recorded and confidentiality will be maintained to the extent permissible under University procedures and applicable federal and state law.

(3) The chair shall convene the committee, preside over the hearing, and draft the finding.

(4) All relevant and material evidence, oral or written, may be received. Hearsay evidence shall be accorded such weight as the circumstances warrant. A party is entitled to present his/her case by oral and documentary evidence, and to submit rebuttal evidence.

(5) A written catalog of evidence, and witnesses to be presented, shall be provided by each party to the Panel no less than five (5) business days prior to the scheduled hearing. Each party is entitled to inspect the other's catalog of witnesses and evidence provided to the Panel.

(6) Findings of the Panel must be supported by competent substantial evidence of a reliable and probative character. This standard requires evidence of such probative value as reasonably prudent and responsible persons are accustomed to rely on when making decisions on important matters.

(7) Each party may be aided in the presentation of his/her case by a representative. The role of that person shall be to confer with a party at any point; however, the representative may not question or cross-examine witnesses or address members of the Hearing Panel or take an active role in the hearing. The representative's name and relationship must be filed, in

writing, with the panel at least three (3) business days in advance of the hearing.

(8) Order of hearing: The order of proof at the hearing shall be the petitioner's case, the case/defense of the respondent, and rebuttal, if any, by the petitioner.

(9) Evidentiary procedures:

(a) Both sides will have the opportunity to make a brief opening statement outlining their position in the order indicated in Section (D)(8). They will have the opportunity to present their evidence by calling witnesses and offering documents. The opposing side will have the opportunity to cross-examine each witness (including the opposing party). Members of the Panel shall have the right to question the parties and witnesses.

(b) Either party, or the Panel on its own behalf, may introduce the report of the Director into the record.

(c) Following the close of evidence, the parties shall have the opportunity to present a brief final argument, which shall be heard in the same order as the order of proof.

(10) The standard of proof will be that, based upon a preponderance of the evidence presented, it is reasonable to believe or reject the stated complaint.

(11) Based upon the evidence heard, the Panel shall discuss and deliberate at the hearing, outside of the presence of the parties. A decision will be based upon a majority vote of the Panel. A written decision will be entered within five (5) business days following the hearing. It shall be forwarded to the President or designee for final acceptance and action. The decision shall include the Panel's findings of fact, conclusions and recommendation. A copy of the Panel's decision shall also be forwarded to both parties involved in the complaint. Unless the President or designee issues a written decision to the contrary within ten (10) business days of the date of the decision, the Panel's recommended decision will be deemed final.

E. Once the Panel's decision becomes final, copies of the decision shall be forwarded to the appropriate party's immediate supervisor, the appropriate Vice President, and the Director. The immediate supervisor of a party found to be in violation may provide a reasonable resolution to the complaint (e.g., that a student be allowed to change sections, that the employee report to a different supervisor) and may also recommend or take disciplinary action against him/her. Disciplinary action shall be taken in accordance with the rules and regulations affecting the status or class of the person affected and the terms of any applicable collective bargaining agreement.

F. If a finding of sexual harassment is made against an employee of the University, a record of the complete findings will be placed in the employee's official evaluation file. If no finding of sexual harassment is made, the findings (or absence thereof) will not be placed in the employee's official evaluation file, unless the employee requests, in writing, that the information be placed in the official evaluation file.

9. Time Limitation for Receipt of Complaints, Investigation, and Disposition; Election of Remedies

A. Any written complaint filed under this section must be filed with the Director within three hundred (300) calendar days after the alleged occurrence of the harassment incident.

B. The filing of a complaint under this policy shall not affect a complainant's right to file a timely charge of discrimination pursuant to an appropriate federal or state statute, including the filing of a timely charge with the Florida Commission on Human Relations or the Equal Employment Opportunity Commission.

C. The doctrine of election of remedies shall apply to complaints filed pursuant to internal processes of the University. Should a complainant elect to pursue an alternative remedy available to him/her through the filing of a grievance pursuant to a bargaining agreement, the University's Support Personnel System rules, the Student Conduct Code, or any other internal University process established to receive, investigate and conciliate complaints, the filing of any such grievance or complaint shall operate as a waiver of the complainant's right to file a complaint and avail himself/herself of the procedures available under this policy, except that the Office of Equal Opportunity Programs shall conduct all initial investigations of sexual harassment, and will thereafter refer the matter to the appropriate authority.

10. Confidentiality and Protection of Parties

A. Confidentiality:

(1) Any allegation of sexual harassment brought to the attention of the Office of Equal Opportunity Programs will be promptly investigated in a confidential manner so as to protect the privacy of all persons involved. Confidentiality will be maintained to the extent practical and appropriate under the circumstances, and to the extent permitted by law.

(2) In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged by any proceedings.

(3) All individuals involved in the review and disposition of a sexual harassment complaint shall respect and uphold its confidential nature.

B. False Charges: A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to University discipline, up to and including termination or expulsion. The nature of the discipline shall be guided by the seriousness of the offense.

C. Retaliation:

(1) Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the University's Sexual Harassment Policy are violations hereof, and may be grounds for disciplinary action.

(2) Complainants who feel that they have been retaliated against for exercising their rights under this Sexual Harassment Policy shall have the right to file a retaliation complaint with the Office of Equal Opportunity Programs.

(3) Retaliation complaints shall be handled in the same manner and utilizing the same procedures set forth above in Section 7 above.

Appendix C

Security Policies and Crime Statistics

Campus Police Department The University Police Department (UPD) is located in the Police Building (41), on the campus of the University of North Florida. The UPD provides continuous security and law enforcement for the University community. Twenty-four hour patrol and dispatch services are provided with access to municipal emergency services. University police officers are sworn law enforcement officers of the State of Florida. Territorial jurisdiction consists of any property or facility which is under the guidance, supervision, regulation, or control of the State University System. Arrests may be made off campus when pursuit originates on campus.

General services provided by the University Police include vehicle patrol, bicycle patrol, foot patrol, investigation of all criminal offenses, traffic enforcement, accident investigation, special events management and crime prevention programs. One of the latest programs is the Safe Ride Escort Service established with the assistance of many members of the UNF community.

The UPD has an excellent working relationship with all local law enforcement agencies assuring the delivery of professional police services. The Florida Department of Law Enforcement and other State agencies are available to assist upon request. Communication and coordination with all area law enforcement agencies are maintained on a 24-hour basis via computer networks, such as the Florida Crime Information Center and the National Crime Information Center.

Procedures to Report Criminal Acts or Emergencies on Campus All emergency situations involving a threat to life or property should be immediately reported to the University Police Department. The caller should stay on the line until the dispatcher terminates the call. **DO NOT HANG UP.** The University Police emergency telephone number is 620-2800 or dial "0" from any campus telephone. The off-campus emergency telephone number is 911 and may be dialed at no charge.

Security of Campus Facilities/Residence Halls The University of North Florida is a public institution and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the University is officially closed, University buildings are generally locked and only faculty, staff, and some students with proper identification are admitted. UPD provides regular patrol of University buildings as well as parking lots. Individuals who interfere with the orderly functioning of University business may be escorted from campus grounds and are subject to arrest.

The University Housing Office provides information for an effective residence hall security system program. Students are encouraged to adhere to this security program in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision, and University Police assistance. Although the campus-wide security system makes every effort to increase campus security, the best security system is one in which every member of the community takes personal responsibility for self-protection and the protection of their property. UPD officers patrol the areas around the residence halls and are readily available to assist on a 24-hour basis.

The Physical Plant Division maintains University buildings and grounds with a concern for the safety and security of all persons and property. Regular inspections and prompt repairs ensure that appropriate safety and security levels are maintained. The UPD assists Physical Plant personnel, reporting potential safety and security hazards, conducting campus lighting surveys, and reporting outages.

Emergency Notification Service UNF has established an Emergency Notification Service to inform all members of the University community of serious crimes, such as murder, rape/sexual assault, robbery and aggravated assault, which occur on campus. This service is activated by the UPD through the media of the University as soon as these incidents are reported.

Crime Prevention Responsibilities/Programs The UPD encourages all students, faculty, and staff to be involved in campus crime prevention. The University of North Florida's crime prevention programs range from crime prevention presentations to on-sight inspections.

University Police participate in more than 20 crime prevention presentations throughout the University community. UPD, along with UNF's Women's Center, periodically sponsor a Rape Awareness and Prevention Program. Crime prevention brochures, posters, and handouts are utilized in an effort to make all members of the campus community aware of the potential for crime. The media is also used as a means for presenting information to the various constituents served by the UPD. The student newspaper carries crime prevention tips and other noteworthy news items about crime.

The University Police are available to provide custom-tailored crime prevention programming as needed to address specific on-going problems.

UNF's Drug Free Schools and Community Program

UNF is committed to providing an orderly and safe environment for all students, faculty, and staff. The University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation of the preceding may be cause for disciplinary action and referral for prosecution. (Please refer to the UNF Student Handbook.)

The use of alcoholic beverages by members of the University community is at all times subject to the State of Florida and UNF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages on unlicensed premises. It is also unlawful for any person to misrepresent or misstate his/her age or the age of any other person for the purposes of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverage to a person under 21-years-of-age. A violation of the preceding may cause disciplinary action and referral for prosecution.

Weapons Florida State Statute 790.06(12) and 790.115 forbids the carrying of firearms on a university campus. Firearms are NOT ALLOWED on campus.

Crime Statistics The UPD submits semiannual Uniform Crime Report data to the Florida Department of Law Enforcement. UPD also regularly disseminates information concerning the incidence of crime through on-campus media. The data is ultimately published by the FBI in the Uniform Crime Report. The following chart reflects the number of crimes reported for selected offenses as required by Federal law. Florida Department of Law Enforcement definitions of the selected offenses are available by contacting the UPD.

University of North Florida Public Speaking Policy

Although the University of North Florida recognizes and supports an individual's right to the exercise of free speech, it reserves its right to exercise reasonable control over the use of its facilities. The following rules apply to public speaking by persons not formally participating in functions or activities officially sponsored by the University.

1. Speakers are required to deliver their remarks from the confines of the designated Public Speaking Area located south of the Green, near the Robinson Center Theater. Speakers are to remain within 20 feet of the "Public Speaking Area" sign.
2. Speakers are not permitted to use sound amplification devices.
3. Speakers are required to deliver their remarks in a manner consistent with expectations for behavior articulated in the Student Conduct Code and Rule 6C9-7.014, F.A.C. Provisions of special interest in the Code include prohibitions such as: disruption; disorderly assembly; assault; or harassment. Speakers shall assume full responsibility for any violation of law or University policy committed by him/her while on campus and consequences thereof shall be in accordance with 6C9-7.014(4)-(6), F.A.C. For a complete copy of the Student Conduct Code and other

applicable rules, see the Office of Student Development, Room 2640, Robinson Student Center.

Campus Security Act of 1990 Requires all postsecondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security. Campus crime or security policy information may be obtained by contacting the UPD.

University of North Florida Campus Crime Awareness Information in Compliance with Title II Public Law 101-542 Florida State Statute 240.2683

CRIME STATISTICS OFFENSES AND ARRESTS THAT HAVE OCCURRED ON CAMPUS

OFFENSE TYPE REPORTED	1994	1995	1996
Aggravated Assault	7	4	0
Arson	0	0	0
Burglary	12	14	11
Forcible Sex/Rape	1	1	1
Hate Crimes	0	0	0
Homicide	0	0	0
Larceny/Theft	77	85	111
Motor Vehicle Theft	1	0	2
Robbery	0	0	0

ARRESTS ON UNF CAMPUS	1994	1995	1996
Drug Law Violations	11	5	3
Hate Crimes	0	0	0
Liquor Law Violations	4	1	2
Miscellaneous	15	10	32
Weapons Violations	1	0	0

OTHER INFORMATION ABOUT CRIME
MAY BE OBTAINED FROM
THE UNIVERSITY POLICE DEPARTMENT

Appendix D

Alphabetical Course Listing

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HSA 6750	Research Methods for Health Administrators	98	MAE 6318	Mathematics for Elementary Teachers	90
HSA 6758	Quality Management in Health Care	98	MAE 6336	Special Methods in Teaching Mathematics	90
HSA 6815	Practicum: Executive Skill Development	98			
HSA 6905	Health Policy: Directed Study	98			
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MAN 6445	Advanced Topics in Negotiations	60	PAD 6612	Regulatory Administration	51
MAN 6601	International Management	60	PAD 6807	Urban Administration	51
MAN 6675	Advanced Seminar in International Business	60	PAD 6900	Directed Independent Study	51
MAN 6726	Advanced Business Policy	60	PAD 6934	Topics in Public Administration	51
MAN 6905	Directed Individual Studies in Management	60	PAD 6946	Internship in Public Administration	51
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MAP 6385	Scientific Computing	50	PCO 6317C	Psychological Assessment	52
MAP 6932	Topics in Optimization	50	PCO 6406C	Counseling Psychology I	52
MAR 6158	International Marketing	60	PCO 6407C	Counseling Psychology II	52
MAR 6206	Marketing Channel Systems	60	PCO 6408C	Counseling Psychology III	52
MAR 6815	Marketing Management and Institutions	60	PCO 6869	Ethical and Legal Issues in Mental Health Practice	52
MAR 6816	Strategic Marketing Planning	60	PCO 6939	Counseling Seminar	52
MAR 6916	Directed Individual Study	60	PCO 6944A	Practicum A	53
MAR 6933	Special Topics in Marketing	60	PCO 6944B	Practicum B	53
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MAS 6311	Abstract Algebra	50	PHC 6412	Culture and Health	100
MAS 6933	Topics in Algebra	50	PHC 6525	Advanced Concepts of Nutrition and Health	100
MAS 6938	Topics in Applied Algebra	50	PHY 5936	Selected Topics in Physics	51
MAT 5932	Special Topics in Mathematical Science	50	POS 6095	Intergovernmental Relations	51
MAT 6908	Directed Individual Study	50	POS 6155	Urban Dynamics	52
MAT 6933	Special Topics in Mathematical Science	50	PPE 6466	Advanced Personality Theories	53
MAT 6938	Seminar in Mathematics	50	PSY 6216	Psychological Research and Evaluation	53
MAT 6971	Thesis	50	PSY 6217	Research Design and Analysis	53
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MHS 6428	Counseling Diverse Populations	85	RCS 5030	Introduction to Rehabilitation Counseling	100
MHS 6430	Family Counseling I	85	RCS 5080	Medical Aspects of Disability	100
MHS 6431	Family Counseling II	85	RCS 5220	Rehabilitation Client Assessment	100
MHS 6510	Counseling III: Group Counseling	85	RCS 5240	Assessment & Treatment of Addictive Disorders	100
MHS 6600	Seminar: Consultation Skills	85	RCS 5450	Introduction to Addictive/Compulsive Disorders: Pharmacological Overview & Etiological Theories	101
MHS 6610	Clinical Supervision in Counseling	85	RCS 5800	Practicum I in Rehabilitation Counseling	101
MHS 6700	Legal & Ethical Issues in Counseling	85	RCS 6241	Psychosocial Aspects of Rehabilitation	101
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MUS 5930	Special Topics in Music	50			
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RED 5846	Practicum in Reading	90	STA 6167	Statistical Methods II	50
RED 6347	Reading as Communication in Whole Language Classrooms	90	STA 6205	Design of Experiments	50
RED 6546	Diagnosis of Reading Disabilities	90 & 91	STA 6226	Sampling	50
RED 6548	Remediation of Reading Disabilities	90 & 91	STA 6326	Mathematical Statistics I	50
RED 6656	Advanced Foundations of Reading	90 & 91	STA 6446	Probability	50
RED 6906	Directed Individual Study in Reading	90 & 91	STA 6505	Categorical Data Analysis	50
REE 6146	Real Property Analysis	60	STA 6707	Multivariate Methods	50
REE 6906	Directed Individual Study	60	STA 6908	Directed Individual Study	50
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SCE 6117	Science for Elementary Teachers	90	STA 6938	Seminar in Statistics	50
SCE 6337	Special Methods in Teaching Science	91	STA 6940	Statistical Consulting	50
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Important Telephone and Fax Numbers

*TDD available

Area Code for the University is (904)

University Operator	620-1000	Student Affairs Vice President	*620-2600
Office of the President	*620-2500	Fax	620-2644
Academic Affairs Vice President	*620-2700	Student Development and Orientation	*620-2525
Fax	620-2787	Student Government Association	*620-2750
Academic Resource Center	*620-2766	Fax	620-1005
Administration and Finance Vice President	620-2000	Student Health Services	*620-2900
Admissions	*620-2624	Fax	620-2902
Fax	620-2703	Student Information Desk	620-1084
Alumni Services	620-4723	Student Ombudsman	620-3979
Fax	620-3817	Testing Center	620-2927
Articulation & Community College Relations	620-2466	Fax	620-1090
Fax	620-2703	University Police	
Athletics	620-2833	Emergency	*620-2800
Fax	620-2836	Fax	620-2806
Bookstore	620-2665	Investigations	620-1021
Fax	620-2889	Non-emergency	620-2804
Campus Ministry	620-2837	Parking Services	620-2815
Career Development Center	*620-2955	Veteran Affairs and Military Programs	620-2882
Fax	620-3810	Fax	620-2703
Cashier's Office	*620-2471	Victim Advocate	620-2528 or 620-1010 (24hr crisis helpline)
Fax	620-2473	Women's Center	*620-2528
Center for Multicultural Affairs	*620-2475	College of Arts and Sciences	620-2560
Fax	620-2644	Academic Advising	*620-2797
Child Development Research Center	620-2372	Fax	620-2799
CLAST	620-2927	Communications and Visual Arts	620-2650
Fax	620-1090	Fax	620-2652
Computing Services	620-2820	Fax (Dean's Office)	620-2929
Fax	620-2895	History, Philosophy and Religious Studies	620-2880
Help Desk	620-3898	Fax	620-2880
Student Computer Lab	620-2826	Language and Literature	620-2273
Continuing Education and Extension	620-2690	Fax	620-3940
Fax	620-2459 or 620-2973	Mathematics and Statistics	620-2653
Cooperative Education	*620-2915	Music	620-2960
Fax	620-3890	Fax	620-2568
Counseling Center	620-2602	Natural Sciences	620-2830
Fax	620-3810	Fax	620-3885
Disabled Services Program	*620-2769	Political Science and Public Administration	620-2977
Enrollment Services	620-2881	Fax	620-2979
Fax	620-2703	Psychology	620-2807
Equal Opportunity Office	*620-2507	Fax	620-3814
Fax	620-1004	Sociology and Criminal Justice	620-2850
Experiential Learning and Testing	*620-2915	Fax	620-2540
Fax	620-3890	University Gallery	620-2534
Florida Engineering Education Delivery System	620-2695	College of Business Administration	620-2590
Fax	620-2694	Accounting and Finance	620-2630
Florida / West Africa Institute (FLAWI)	620-2600	Economics and Geography	620-2640
Financial Aid and Scholarships	*620-2604	Center for Economic Education	620-2470
Fax	620-2703	Eminent Scholar — Transportation/	620-2585
Food Services	620-2543	Center for Competitive Excellence	620-2585
Fax	620-2547 or 620-1011	Fax	620-2586
Foundation	620-2510	Fax (Dean's Office)	620-2594
Freshman & Sophomore Advising	*620-1012	Management, Marketing and Logistics	620-2780
Fax	620-1015	Fax	620-2782
Honors Program	620-2649	Small Business Development Center	620-2476
Fax	620-3896	Fax	620-2567
Housing Office	*620-4663	Student Services	*620-2575
Fax	620-2635	College of Computing Sciences and Engineering	620-2985
Human Resources	*620-2903	Computer Science Advising	*620-2985
Fax	620-2742	Fax	620-2988
Institute of Police Technology and Management	620-4786	Engineering Advising	620-2970
Fax	620-2453	Fax	620-2975
Institutional Advancement Vice President	620-2100	College of Education and Human Services	620-2520
International Programs	620-2657	Academic Advising	*620-2530
Fax	620-3925	Fax	620-1025
International Student Affairs	620-2768	Curriculum and Instruction	620-2610
Interpreter, University	*620-2769	Fax	620-1025
Library Reference Department	620-2616	Educational Services and Research	620-2838
Hours Open Message	620-2717	Fax	620-2982
Fax	620-2719	Fax (Dean's Office)	620-2522
Naval ROTC	620-2813	Special Education	*620-2930
News and Publications	620-2140	Fax	620-2982
Osprey Radio	620-2908	Building Construction Program	620-2683
Parents' Program	620-4723	Fax	620-2573
Registrar's Office	*620-2620	College of Health	620-2810
Fax	620-2703	Fax (Dean's Office)	620-1030
Retention Services	*620-2475	Health Science Program	*620-2840
Fax	620-2644	Academic Advising	620-2812
Robinson Center Information Desk	620-1084	Fax	620-2848
Safe Ride	620-3999	Nursing Program	620-2684
Scholars Program	620-1095	Academic Advising	620-2812
Fax	620-1096	Fax	620-2848
		Physical Therapy Program	*620-2840
		Academic Advising	620-2812

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Office of Admissions
4567 St. Johns Bluff Road, South
Jacksonville, Florida 32224-2645



Ospreys

