

NDNU

NOTRE DAME DE NAMUR UNIVERSITY



Accreditation

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

Statement of Non-discrimination

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

Nature of Catalog

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

Please note that only the President of the University may provide authorized final interpretation of the contents of these documents and definite determination of their appropriate application to the particular circumstances of any individual matter.

Additionally, the University assumes no liability, and hereby expressly negates the same, for failure to provide, or delay in providing, educational or related services, due to a cause(s) beyond the control of the University. These causes include, without limitation, financial issues, power failure, fire, strikes, damage by the elements, other acts of God and acts of public authorities. While the University believes that the information contained in the Catalog and Handbook is accurate at the time of publication, the University does not guarantee absolute accuracy. Please direct questions to the appropriate administrator in case of doubt or confusion.



Notre Dame de Namur University

2004-2006 General Catalog

Effective: Fall 2004
through Summer 2006

Notre Dame de Namur University
1500 Ralston Avenue
Belmont, California 94002
Tel: (650) 508-3500
Fax: (650) 508-3660
www.ndnu.edu

Founded 1851

NDNU

Academic Calendar 2004-2005

Fall Semester 2004

September 1	CLASSES BEGIN Traditional Undergraduate
September 6	Holiday – Labor Day
September 7	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
October 22	Holiday – Midterm
October 23	CLASSES END Intensive Evening Term 1
November 1	CLASSES BEGIN Intensive Evening Term 2
November 1-24	Undergraduate Advance Registration for Spring 2005
November 25-26	Holiday – Thanksgiving
December 13-17	Finals – Undergraduate
December 18	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate

Spring Semester 2005

January 10	CLASSES BEGIN Undergraduate, Intensive Evening Term 1, Graduate
January 17	Holiday Martin Luther King Day
February 21	Holiday – Presidents' Day
February 26	CLASSES END Intensive Evening Term 1
February 28- March 4	Holiday – Spring Break
March 7	CLASSES BEGIN Intensive Evening Term 2
March 22	Community Collaborations Day (No Day Classes)
March 25	Holiday – Good Friday
March 28- April 22	Undergraduate Advance Registration for Summer, Fall 2005
May 2-6	Finals – Undergraduate
May 7	CLASSES END
May 7	COMMENCEMENT

Summer Term 1 2005

May 9	CLASSES BEGIN
May 30	Holiday – Memorial Day
June 25	CLASSES END

Summer Term 2 2005

June 27	CLASSES BEGIN
July 4	Holiday – Fourth of July
August 13	CLASSES END

Academic Calendar 2005-2006

Fall Semester 2005

August 31	CLASSES BEGIN Traditional Undergraduate
September 5	Holiday – Labor Day
September 6	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
October 21	Holiday – Midterm
October 22	CLASSES END Intensive Evening Term 1
October 31	CLASSES BEGIN Intensive Evening Term 2
October 31- November 23	Undergraduate Advance Registration for Spring 2006
November 24-25	Holiday – Thanksgiving
December 12-16	Finals – Undergraduate
December 17	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate

Spring Semester 2006

January 9	CLASSES BEGIN Undergraduate, Intensive Evening Term 1, Graduate
January 16	Holiday – Martin Luther King Day
February 20	Holiday – Presidents' Day
February 25	CLASSES END Intensive Evening Term 1
February 27- March 3	Holiday – Spring Break
March 6	CLASSES BEGIN Intensive Evening Term 2
March 16	Community Collaborations Day (No Day Classes)
March 27- April 21	Undergraduate Advance Registration for Summer/Fall, 2006
April 14	Holiday – Good Friday
May 1-5	Finals – Undergraduate
May 6	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate
May 6	COMMENCEMENT

Summer Term 1 2006

May 8	CLASSES BEGIN
May 29	Holiday – Memorial Day
June 24	CLASSES END

Summer Term 2 2006

June 26	CLASSES BEGIN
July 4	Holiday – Fourth of July
August 12	CLASSES END

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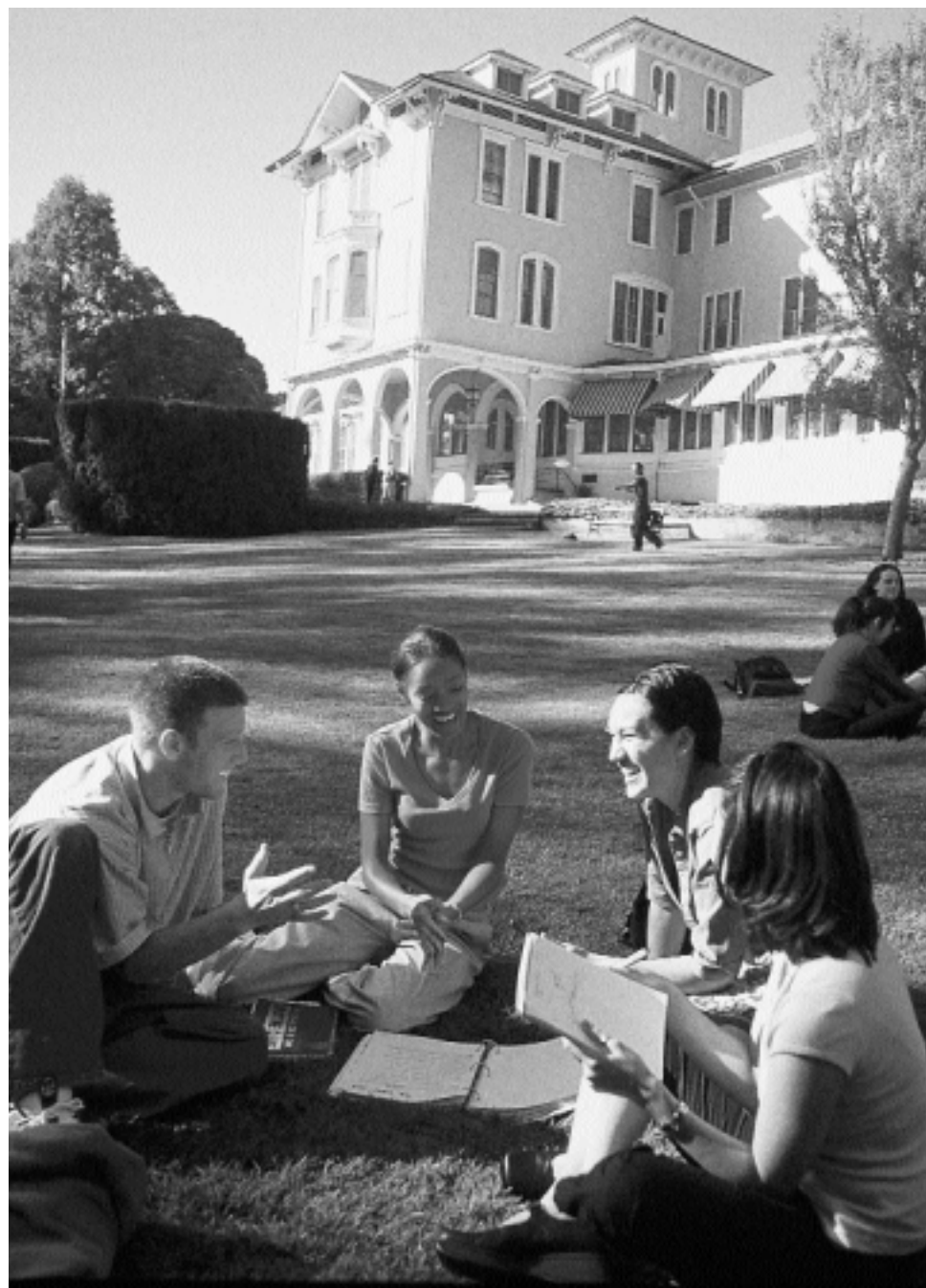
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Welcome

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

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

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

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

Today, as a fully-accredited master's university, we're big enough to host four separate schools – School of Arts and Humanities, School of Business and Management, School of Education and Leadership, and School of Sciences – offering 24 majors, 15 graduate degrees, five credentials, and eight certificate programs. We're also still small enough to boast a 12 to one student-teacher ratio.

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

Some of the early tangible outputs of these centers will include university stage premieres of dramas and musicals, case studies of businesses engaging in ethical and community-oriented best practices, bold partnerships to address access and equity issues in education, and a software-based, multidisciplinary program to study complex economic, social, medical, and environmental concerns.

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

We are an intimate campus with a big heart. We are a faculty who know your name and will make time to talk with you. Within our wide-ranging academic menu we have unique and innovative concentrations such as streetwise sociology, art therapy, and musical theatre. We have a broad assortment of extracurricular activities and hands-on, on-site, co-curricular programs because we believe that the learning process exists just as legitimately outside the classroom as it does inside.

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

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

Mission Statement

Adopted 1998 – Revised April 2003

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

Vision Statement

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

History

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

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

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

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

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

Academic Freedom Statement

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

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

Accreditation

Notre Dame de Namur University is accredited by:

Western Association of Schools and Colleges

Senior College Commission

985 Atlantic Avenue, Suite 100

Alameda, CA 94501

(510) 748-9001

Accredited and Approved Programs at NDNU

- Education credential programs are accredited by the California Commission on Teacher Credentialing.
- All programs in Music are accredited by the National Association of Schools of Music.
- Master's programs in the Art Therapy Psychology Department are approved by the American Art Therapy Association.
- The Master of Arts in Marital and Family Therapy meets established guidelines of the California Board of Behavioral Sciences.
- The Master of Arts in Clinical Psychology/MFT meets established guidelines of the California Board of Behavioral Sciences.
- NDNU is authorized under Federal law to enroll nonimmigrant students.



Academic Affairs Division

Lucille H. Sansing Ph.D., Provost

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

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

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

Academic Services

Academic Advising – Each student is assigned an academic advisor who is a faculty member within the student's major field of study. Close interaction with a faculty advisor is a central feature of the NDNU experience. Academic advisors help students with program planning, direct students to University and external resources as needed, and often serve as academic and/or professional mentors.

Academic Success Center – The Academic Success Center provides learning and support services for day, evening, intensive, undergraduate, and graduate students to reach their academic goals while attending NDNU. The Academic Success Center uses the resources of the NDNU community of students, faculty and staff to encourage the development of the whole person. Services include accessible, user-friendly, positive learning environments, individualized assessment of learning strengths, and individualized learning strategies based on learning strengths. There are highly trained faculty, staff and tutors to assist students in their learning, along with study skills workshops in areas like time

management and goal-setting strategies, critical thinking fundamentals, test-taking and note-taking skills, and textbook reading. Visit www.ndnu.edu/academicsuccess for more information.

Career Center – The Career Center provides a full range of career services, including individual career counseling, part-time and full-time job listings, job search assistance and a career resources library. The Center also offers classes that provide the opportunity for students to explore personal values and interests, assess their skills, explore job and career options, develop and execute effective job search strategies, create career portfolios and integrate classroom instruction with practical work experience through internships. See course listings in the School of Business and Management. The Career Center also sponsors events throughout the year, including a fall Internship Fair, a spring Job Fair, Kaplan Graduate School practice tests, Career Movie Night, Career Center Open House, “Find a Job While You Have Lunch,” and “Lunch with a CEO.” Further information about the Career Center is available at www.ndnu.edu/career.

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

International Student Assistance – Academic Affairs staff assist international students with their academic, cultural, and social transition and development.

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

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

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

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

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

Student Academic Conduct

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

Student Academic Responsibilities

It is the responsibility of each student to:

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

Plagiarism

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

Student Grievances

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

Identification Cards

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

General Academic Policies and Procedures

Course Designations

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

Department Codes

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

Course Numbering System

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

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

Academic Units

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

Quantification of a Unit of Credit

A unit of credit at NDNU represents a total of 45 study hours, e.g., 15 hours of in-class contact and 30 hours of out-of-class preparation. A “study hour” (Carnegie hour) is defined as 50 minutes (allowing 10 minutes break/travel time per 60-minute hour).

Three-unit Intensive courses at Notre Dame de Namur University have a maximum of 28 contact hours or in-class seat hours and so have greater out-of-class preparation expected. Intensive courses follow a strict absence policy of no more than four in-class hours missed time per seven week term. Arriving late or leaving early is also counted toward the four hours. If a student misses more than four hours (the equivalent of one class session), the student will be withdrawn from the class by the Chair of the Department. There are no exceptions and the student will need to work with the Chair to submit necessary paperwork immediately to the Business and Registrar’s Office.

Continuing Education Units (CEU)

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

R. N. Continuing Education Credit

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

Non-credit Study

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

Undergraduate Class Standing

Undergraduate class standing is determined as follows:

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

Privacy Rights of Students

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

1. Student’s Name
2. Address (campus, local and/or permanent)
3. Telephone numbers

4. Date and place of birth
5. Major field of study and classification
6. Dates of attendance, degrees, and honors received
7. Most recent previous educational institution attended
8. Weight and height of members of intercollegiate athletic teams

No additional information may be released without written consent of the student. Third parties, including parents and legal guardians, do not have access to a student's transcripts, grades, class schedules, or other records without the written consent of the student. A student may prohibit the release of all information by submitting a written request to the Registrar's Office. Once filed, such consent or request remains in effect for one Academic Year only; if desired, a new consent or request must be made for the next academic year. Exceptions to release of information without consent:

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

Under FERPA students have the right to:

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

Contact the Registrar's Office for further information.

Retention of Final Examinations

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

Veterans' Affairs

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

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

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

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

The University may not continue to certify the enrollment of a veteran or eligible person whose academic progress remains below graduation requirements. In the certificate program, if a VA student fails one course, the student is placed on Academic Probation. If a VA student fails the second course, he or she will not be certified for VA benefits. Continuous enrollment is subject to University policy. The University must report the assignment of non-punitive grades (e.g., Incompletes) to the Department of Veterans' Affairs within 30 days from the date the grades are assigned. The student is required to submit corroborative evidence to substantiate his or her claim of extraordinary circumstances. This is necessary to ensure compliance with statutory restrictions on benefit programs. If, at the end of one year from the date the Incomplete was assigned, the student's records still reflect a non-punitive grade for the course, the Department of Veterans' Affairs will inform the student that the benefit payments for the course must be retroactively terminated.

Transcripts

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

Diplomas

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

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

Fall – December

Spring – May

Summer – August.

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

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

Certificates

To receive a certificate earned at NDNU, students must complete an Application for NDNU Certificate form and return it to the Registrar's Office in St. Mary's Hall, Room 110. To receive the certificate in a timely manner, this form should be filed upon registering for the final class in a certificate program.



Undergraduate Information

Admission Requirements

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

Applying as a Freshman: Required Documents

1. Completed application with required fee or fee waiver from your high school.
You may also apply online through the web site at www.ndnu.edu.
2. An official high school transcript showing, at minimum, completion of the following University preparatory courses:
 - English - four years
 - Mathematics - Algebra and Geometry
 - Foreign Language - two years of the same language
 - Laboratory Science - one year in grades 10-12
 - Social Science - two years in grades 10-12
 - University Preparatory Electives - a total of three full-year courses. This equates to one full-year course in three of the following areas: advanced mathematics, advanced foreign language, advanced laboratory science, computer science, advanced social science, or fine arts.
3. Official scores from the Scholastic Achievement Test (SAT) or the American College Test (ACT). (International students may substitute the Test of English as a Foreign Language (TOEFL).) Please note: Those applying for fall 2006 and beyond will be required to submit scores from the SAT with writing.
4. A letter of recommendation from a teacher or counselor
5. Application essay (instructions appear in the application)

Note: If you are an International student, please refer to International student admission requirements on page 18.

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

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

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

Applying as a Transfer: Required Documents

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

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

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

Transfer applicants must submit the following:

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

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

Note: If you are an International student, please refer to International student admission requirements on page 18.

On-Campus Residence

On-campus residence is available to full-time NDNU students. On-campus residence is required for full-time freshmen and sophomores under 22 years of age as of August 1. For more about housing and policy details, see Housing and Residence Life in the Campus Life section, page 315.

Second Bachelor's Degree

Notre Dame de Namur University offers the opportunity for students to pursue a second bachelor's degree. Applicants who hold an undergraduate degree from a regionally accredited college or university with at least a 2.0 cumulative grade point average will be considered for admission to a second degree program. The SAT is not required, but students whose first language is not English must demonstrate a TOEFL score of at least 450. See the Undergraduate Academic Information section, page 27, for degree requirements.

Evening Degree Program

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

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

Note: If you are an International student, please refer to International student admission requirements on page 18.

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

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

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

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

Note: If you are an International student, please refer to International student admission requirements below.

International Students

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

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

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

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

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

Immigration Services: For international students and applicants, the Office of Enrollment processes immigration and intergovernmental documents related to enrollment at NDNU.

Non-Matriculated Enrollment

Undergraduate students may enroll in classes at Notre Dame de Namur University in non-matriculated status. A non-matriculated student is a part-time student who is not formally admitted to the University but is permitted to enroll in undergraduate classes, up to a maximum of 30 units. After 30 units, a student must meet with an appropriate Department Chair to discuss future academic plans. These units that are earned will not apply to a degree at Notre Dame de Namur University unless and until the student is admitted. Non-matriculated students are not eligible for financial aid.

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

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

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

Policies for Awarding Transfer Credit

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

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

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

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

A total of 78 lower-division transferable units are applicable to a Notre Dame de Namur University degree. Reasonable consideration is given to equivalent courses of transfer students in fulfillment of the University's Core Curriculum Requirements. Articulation Agreements are available in the transfer centers at many California com-

munity colleges. Courses completed pass/credit may be used in fulfillment of Core Curriculum or major requirements only if the pass/credit is validated as grade “C” or higher.

Intersegmental General Education Transfer Curriculum (IGETC)

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

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

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

Advanced Placement Credit

The University awards credit for required and elective courses based on AP test scores. See details on the web at www.ndnu.edu/undergraduate/admission/ap_credit.html.

Military Credit

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

1. Basic military service of more than one year = maximum of six semester units lower-division.
2. Completion of Officers' Candidate School (one year) = maximum of nine semester units lower-division plus 6 semester units upper-division.

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

R. N. Transfer Credit

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

Undergraduate Financial Aid

In Academic Year 2003-04, our traditional undergraduates received over \$7,500,000 in financial aid. Those packages contained an average of \$9,560 in NDNU funds. Additionally they received \$612,000 in Federal Pell Grants, \$1,117,000 in Cal Grants, and \$290,000 in Federal Work Study funds, as well as Federally Subsidized and Unsubsidized Stafford Loans.

The Office of Student Financing, located in Ralston Hall, serves students seeking financial assistance, and provides information to students and parents who are not familiar with the financial aid process.

Students who have been admitted to NDNU as at least half-time students, and are U.S. citizens, U.S. permanent residents, citizens of American Samoa or Swain's Island, and citizens of the Federated States of Micronesia, the Marshall Islands, or Palau, are eligible to be considered for all types of financial assistance. Students who are considered international status may be eligible for NDNU grants or scholarships. NDNU administers financial aid in accordance with nationally accepted principles.

NDNU FINANCIAL AID POLICIES

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

Applying for Financial Aid

1. To apply for financial aid, full-time undergraduate students are required to submit the Free Application for Federal Financial Aid (FAFSA). Evening, Intensive and graduate students must submit the FAFSA and NDNU Financial Aid Application.
2. Supporting documents, such as parent and student tax returns, may be requested by the Office of Student Financing at NDNU when processed FAFSA and other forms are received.
3. Financial assistance is awarded only after admission to the University.

For further information, please call (650) 508-3600 or e-mail us at finaid@ndnu.edu.

Refund/Return of Title IV Funds to the Federal Government

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

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

Financial Aid Forms

All forms are available through the Office of Student Financing at NDNU or online, as indicated.

- **FAFSA** – The FAFSA is available at any college and on the web at www.fafsa.ed.gov.
- **NDNU Financial Aid Application** – download and print a copy from the NDNU web site (an Acrobat Reader PDF document).
- **2004-2005 Verification Worksheet** for dependent students – download and print a copy from the NDNU web site (an Acrobat Reader PDF document).
- **2004-2005 Verification Worksheet** for independent students – download and print a copy from the NDNU web site (an Acrobat Reader PDF document).

Deadlines

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

NDNU GRANT AND SCHOLARSHIP PROGRAMS

Need-Based Grants and Scholarships

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

Merit Scholarships

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

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

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

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

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

Undergraduate Academic Information

BACCALAUREATE DEGREES

The University offers four baccalaureate degrees:

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

Evening Degree Programs

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

GENERAL DEGREE REQUIREMENTS

Notre Dame de Namur University has a tripartite structure for Bachelor's degree programs: the Core Curriculum segment promotes connection to the University's mission while developing essential skills, attitudes, and breadth for full participation in our diverse society; the Major segment requires students to achieve depth in a specific area; and the Electives segment provides the opportunity for exposure to other areas of interest. This structure applies to all baccalaureate degrees. Specific requirements for each category of degree follow below. Further details are found under the major.

Total Unit Requirement

A total of 124 semester units is required for the bachelor's degree. These must include a minimum of 46 units in upper-division courses; at least 24 of the upper-division units must be in the major.

A single course may be used to fulfill both a Core Curriculum Requirement and a major or minor requirement. While a single course may be used to satisfy multiple requirements, no course may be counted more than once toward the 124 semester unit requirement.

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

Major Requirement

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

Minor Requirement

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

Majors and Minors: Discrete Unit Requirement

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

Academic Residency

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

Career Development

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

Options for meeting the requirement include:

1. Taking Career Development courses at NDNU (courses with CD prefix).
2. Doing an internship for credit at NDNU. The following courses count toward the Career Development Requirement: AR108D (2), AR151 (2), CD198 (2-3), CM160 (3), ED136 (3), EN149C (3), MG186 (3), PY109 (1), PY174, PY190A (1), PY190B (2), SO109 (1), SO190A (1), SO190B (2), and TA195 (2).
3. Pursuing relevant career development experiences designed in collaboration with a Department Chair/Program Director and the Director of Career Development.

U.S. History

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

Writing Proficiency Requirement

As a requirement for graduation, all students who have completed 45 units must meet the University's Writing Proficiency requirement either by passing the Writing Proficiency Exam, offered every semester, or by completing Writing for the Media (CM118/EN118), Advanced Writing (EN106), Technical Writing (EN107), three units of Writing Center (EN120), or, for Intensive Evening Degree students only, Professional Writing (EN136) or Project, Proposal and Grant Writing (EN137). The requirement can also be met through the successful completion of a writing-intensive course in the student's major; the student should consult with his or her advisor for details concerning this option. Continuing students should take the Writing Proficiency Exam when they are second-semester sophomores; transfer students entering with more than 30 units take the Writing Proficiency Exam at the beginning of their first semester at the University. Students who do not pass the Writing Proficiency Exam must schedule an appointment with the head of the English Department to plan an appropriate course of action to improve their writing and satisfy the requirement.

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

SPECIFIC DEGREE REQUIREMENTS

Bachelor of Arts

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

Bachelor of Fine Arts

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

Bachelor of Music

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

Bachelor of Science

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

Degrees with Multiple Majors

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

Second Bachelor's Degrees

Students admitted to a second bachelor's degree program must complete at least 30 units of coursework toward the second bachelor's degree at Notre Dame de Namur University, taken in at least two semesters after admission. See Undergraduate Admission, page 17, for admissions requirements. This NDNU coursework must include a minimum of 12 upper-division units in the second major. In addition, each student must follow NDNU's Core Curriculum Requirements in effect at the time of (re)admission. These same requirements apply to students whose prior bachelor's degree was earned at NDNU. Such students must be readmitted to the University after their prior NDNU degree was awarded. The 30 units that they must complete in residence, as well as the minimum of 12 upper-division units in the second major, must be in terms subsequent to the term in which their prior NDNU degree was awarded.

INTERDISCIPLINARY MAJORS AND MINORS

Majors

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

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

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

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

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

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

Minors

Students may design interdisciplinary minors under the guidance of an academic advisor and by agreement of the chairs of the departments concerned. The minor will involve a

program flexible enough to satisfy the individual needs of the student but structured enough to insure a practical group of related courses that includes at least 12 units. The following interdisciplinary minors are examples of possible programs:

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

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

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

Web Design – Four courses from Art, Communication, and Computer Science that prepare students to use the World Wide Web for such purposes as marketing, public relations, business to business communication, or to establish a web presence. See descriptions in Communication section, page 162.

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

GRADUATION RATES

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

PLACEMENT AND DIAGNOSTIC TESTS

English as a Second Language

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

Mathematics

To help ensure student success in mathematics, students must demonstrate that they are prepared to take Mathematics courses before they enroll (except for MA001). Students may demonstrate that they are prepared either by taking the mathematics placement test or through transcribed college coursework. Since retention of mathematical concepts and procedures tends to decrease with time, placement test results will be honored for one year and transcribed college coursework will be honored for two years without retesting. Beyond these time periods, students will need to demonstrate readiness for courses. Since every student must satisfy the Core Curriculum requirements in Mathematics and many students have additional mathematics requirements in their majors, every student should expect to demonstrate his or her preparation. The placement level needed

for enrollment in each Mathematics, Statistics, or Natural Science course is stated in its course description and the meanings of the various levels is described below.

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

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

Description of the Mathematics Placement Tests

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

There are four levels of testing and placement:

Level 1 – Arithmetic Skills

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

Level 1B

Students passing at this level demonstrate understanding of basic arithmetic skills and concepts as required by Level 1, and of some basic algebra skills and concepts, but not enough to reach Level 2. Courses with a Level 1B prerequisite: MA013.

Level 2 – Elementary Algebra

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

Level 3 – College Algebra

Students passing at this level demonstrate understanding of Intermediate and College Algebra skills and concepts: factoring polynomials and expanding products of polynomials; simplification of rational algebraic expressions; solving linear, quadratic, polynomial, exponential, logarithmic, and rational equations as well as those containing absolute value and radicals; solving linear, quadratic, and rational inequalities and inequalities involving absolute value; equations of lines and regions; graphing equations, domain and range; simplifying expressions with exponents and radicals; exponential and logarithmic functions and their graphs and properties; word problems and applications. Courses with a Level 3 prerequisite: AC004 (Day), FN131 (Day), MA006, MA015, MA022.

Level 4 – Trigonometry/Precalculus

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

Reviewing for the Math Placement Test

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

Modern Language

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

Music

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

Policies and Procedures

GENERAL POLICIES

Registration

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

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

Class Schedules for Summer and Fall semesters are usually available in late March, and for Spring semester in late October, both in printed form and on the web at www.ndnu.edu/schedule.

Academic Unit Load

Full-time students normally carry 12-18 units each semester. Students on F1 visas, inter-collegiate athletes, and students receiving financial aid must carry a minimum of 12 units each semester. During Summer session, the maximum academic load is the equivalent of one unit per week of the session, or a cumulative maximum of 14 units for the entire Summer session. Intensive Evening Degree students may carry a maximum of six units per term or 11 units per semester.

Academic Overload

Enrollment in more than 18 units per semester during the Fall and Spring semesters constitutes an academic overload and also incurs additional tuition charges. See item 5 below for the overload policy during the Summer session. The following regulations apply to overload:

1. Students may enroll in a maximum of 18 units. To enroll in more than 18 units (up to a maximum of 21 units), students must receive permission from their academic advisor.
2. All units for which a student registers, including physical education, athletics, music, theatre arts, laboratory assistantship, teaching assistantship, Independent Study, and units which are added during the Drop/Add period, are included in the total unit count.
3. A student whose academic advisor does not approve an overload may petition the Academic Standards Committee. Petition forms are available at the Registrar's Office.
4. A student requesting more than three units overload must petition the Academic Standards Committee. Petition forms are available at the Registrar's Office.
5. Academic Overload during the Summer session is defined as enrollment in excess of the equivalent of one unit for each week of the session or more than 14 units for the entire summer, regardless of cumulative GPA.

Independent Study

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

Optional Independent Study includes circumstances such as:

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

Required Independent Study includes circumstances such as:

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

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

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

Upper-Division Courses

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

Performance/Activity Courses

Two restrictions apply to Performance/Activity courses:

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

The following courses are considered as Performance/Activity courses:

- Laboratory Assistant: (any department code) 149L;
- Performing Arts: MU018/118, 021/121, 022/122, 041/141; TA090C/190C, 090L/190L 090R/190R, 090S/190S;

- Physical Education: All PE courses;
- Publications: CM018L, CM118L, EN120C;
- Teaching Assistant: (any department code) 149T.

Articulated BA/MA Programs

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

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

- Art Therapy and undergraduate Psychology
- Clinical Psychology and Gerontology and undergraduate Intensive Human Services
- Clinical Psychology and Gerontology and undergraduate Psychology
- Public Administration and undergraduate Sociology: Animals in Human Society
- Public Administration and undergraduate Sociology: Community and Criminal Justice
- Special Education (credential and master's) and undergraduate Psychology

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

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

Dropping/Adding Courses (Including Course Withdrawal)

SEMESTER-LENGTH COURSES

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

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

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

INTENSIVE EVENING DEGREE COURSES

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

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

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

SUMMER SESSION COURSES

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

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

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

Military Withdrawal

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

Repeat Policy

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

Should a Notre Dame de Namur University student earn a grade of "F" in a course at Notre Dame de Namur University and then subsequently repeat the course and earn a "C" or higher grade at a fully accredited institution, the grade earned outside of the University will be admitted to the student's record at the University. This applies only to

a student who has been placed on academic warning, probation or disqualified status at Notre Dame de Namur University and has repeated a course for the purpose of raising his or her grade point average.

Declaration or Change of Major or Minor

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

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

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

GRADING SYSTEM

Grade Scale

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

Grade Points per Unit

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

Grades not used in computing the grade point average:

AU	Audit
I	Incomplete
IP	In Progress
NP	Not Pass
NR	No Record
P	Pass (equivalent grade “C” or higher)
TR	Transfer Credit
W	Withdrawal

Grade Reports

Students may access grades online after they are submitted by instructors. Grades are not released over the telephone because the caller cannot be properly identified as required by FERPA (Family Educational Rights and Privacy Act).

Pass/Not Pass Grades

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

Incomplete Grades

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

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

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

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

Grade Changes

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

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

CREDIT BY EXAMINATION

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

Advanced Placement (AP)

For information on Advanced Placement, visit www.ndnu.edu/admission/ap_credit.html or contact the Admission Office at admissions@ndnu.edu or (800) 263-0545 or (650) 508-3600.

Course Challenge Examinations

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

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

A student desiring to challenge a course should obtain an "Application to Challenge an Undergraduate Course" form from the Registrar's Office. The completed and approved form must be submitted at least two weeks before the anticipated examination date. A per unit fee of \$65.00 will be charged for each challenge. An unsuccessful challenge does not result in refund of the challenge fee.

College Level Examination Program (CLEP)

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

For General Examinations

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

For Subject Examinations

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

TRANSFER WORK AFTER MATRICULATION

After beginning coursework at Notre Dame de Namur University, students should receive prior approval from their academic advisor for any coursework to be undertaken at other colleges and universities. The same policies governing the transfer of academic credit prior to matriculation (see Policies for Awarding Transfer Credit in the Undergraduate Admission section, page 19) apply to the transfer of courses taken after matriculation at Notre Dame de Namur University. Upon completion of non-NDNU coursework, students should request that an official transcript be forwarded to the Registrar's Office. The unit value of transferable work, not the grade awarded for that work, will appear on the Notre Dame de Namur University transcript. See also Academic Residency, page 25.

AUDITING A COURSE

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

CLEAR ACADEMIC STANDING

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

ACADEMIC WARNING, PROBATION, AND DISQUALIFICATION

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

Academic Warning

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

Academic Probation

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

Appeal

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

Academic Disqualification

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

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

A student who is disqualified may not register for courses.

Reinstatement After Disqualification

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

ELIGIBILITY FOR PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

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

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

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

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

GENERAL UNDERGRADUATE ATTENDANCE POLICY

Students are required to attend all classes and laboratory sessions; they are held accountable for all assignments in each course, whether or not the assignments were announced during an absence. Faculty are responsible for clearly outlining their attendance policy on their syllabus presented on the first day of class.

While attendance in class is essential to a student's academic success and all students must accept their responsibility to be in class, it is recognized that there are some situations which necessitate absence from class.

Students are excused from class for the following reasons:

1. Medical emergency with supporting documentation from a medical professional
2. Observed religious holidays
3. Family emergency
4. Jury duty

5. Participation in the following NDNU sanctioned activities:
 - a. intercollegiate athletic events (practice not included),
 - b. theatre productions (rehearsals not included),
 - c. professional or leadership conferences, and
 - d. required field trips.

Students planning to take performance or discussion based classes must be particularly careful, and may find that absences for the above designated activities preclude taking such classes.

At the beginning of the semester a student is responsible for finding out what the likely conflicts will be between these specified activities and the class schedule and then discussing them with the instructor during the first two weeks of class.

A student who will be absent from class for participation in the above designated sanctioned activities is required to notify the instructor at least one class meeting prior to each absence with **a signed Notice of Absence form provided by the sponsoring department**. The student is responsible for obtaining lecture notes and for making up course assignments, quizzes, or examinations within an agreed upon amount of time. It is expected that the instructor and student will come to a reasonable agreement which allows the student to complete the requirements, particularly in the instance of an infrequently offered required class.

Attendance Policy for Evening Intensive Students

The nature of the Intensive program requires a more stringent absence policy. A student who misses more than one class or its equivalent must be withdrawn from the class by their Intensive Program Director or Chair. Even one absence can significantly impact achievement of course learning objectives and grades.

LEAVE OF ABSENCE/OFFICIAL WITHDRAWAL

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

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

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

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

CATALOG OF GRADUATION

Students remaining in continuous registered attendance at Notre Dame de Namur University may elect to meet the graduation requirements in effect either at the time of entering the University or at the time of graduation from the University. If, however, the University determines that changes are essential for certification requirements or competency in the academic or professional discipline, those changes in the graduation

requirements shall be mandatory for all students, including students enrolled at that time. Continuous registered attendance for this purpose includes periods during which students have been granted an official Leave of Absence by the University.

CLEARANCE FOR GRADUATION

Students nearing completion of their undergraduate studies (90 earned units) should request an Undergraduate Graduation Application from their academic advisor. Completion of this form will initiate a process which includes: (1) a Graduation Audit, prepared by the Registrar's Office; (2) a meeting with the Academic Advisor to review the audit; and (3) receiving information about Commencement, graduation activities, and diploma ordering.

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

Students normally must complete all degree work and meet all University graduation requirements prior to participating in Commencement. However, students who have six or fewer units to complete after May (confirmed by the Graduation Audit from the Registrar's Office) can request permission to "walk" in Commencement; students with more than six units remaining to be completed are not eligible to participate in Commencement. The six units include any outstanding credit: current Incomplete grades (even if the default grade is passing), credit by examination (Course Challenge or CLEP), or transfer work from other institutions. The form to request permission to "walk" is available from the Registrar's Office and must be accompanied by proof of advance registration in the remaining course(s).

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

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

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

ACADEMIC HONORS

Dean's List – To be included on the full-time student Dean's list, a student must have attained a semester GPA of 3.5 or higher in a program of 12 units or more of graded courses in the previous semester. The full-time student Dean's List is compiled at the conclusion of each Fall and Spring semester.

To be included on the part-time student Dean's List, a student must have attained a cumulative GPA of 3.75 or higher in a program of an accumulated total of 12 units or more of graded courses over one academic year (fall, spring, summer). Students who were full-time in fall or spring are excluded from the part-time student Dean's list. The part-time student Dean's List is published approximately one month after final grades are due for summer.

Students on either Dean's List receive a letter of recognition and a certificate.

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

Honor Societies – Notre Dame de Namur University offers membership in the following Honor Societies: Alpha Mu Gamma, Kappa Gamma Pi, Delta Epsilon Sigma, Psi Chi, and Sigma Beta Delta. See Organizations, Activities, and Events, page 318, for descriptions.

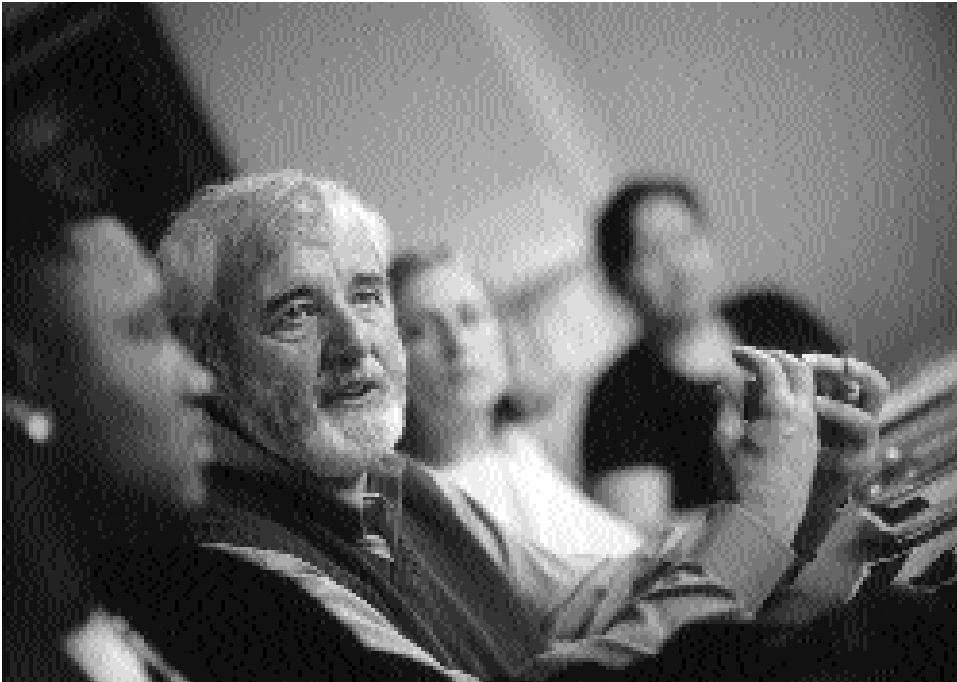
Honors at Graduation – Academic honors are awarded based on the cumulative NDNU grade point average only. To be eligible for academic honors, students must have satisfied a minimum of 46 upper-division units at NDNU.

Cum Laude: 3.50 - 3.64

Magna Cum Laude: 3.65 - 3.79

Summa Cum Laude: 3.80 - 4.00

Undergraduate Commencement Speaker – A representative of each graduating class is selected to address the graduates at Commencement. Selection is made by a committee comprised of faculty, staff, and students. The criteria for eligibility are: a minimum GPA at NDNU of 3.7, a minimum of 46 upper-division units earned at Notre Dame de Namur University (at the time of completion), and outstanding writing and speaking skills.



Graduate Information

Admission

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

ADMISSION REQUIREMENTS

Minimum Requirements

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

Program-specific Requirements

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

International Students

International students whose first language is not English are required to submit test scores from the Test of English as a Foreign Language (TOEFL) to be considered for admission. A minimum 550 (paper-based total) or a minimum 213 (computer-based total) is required. International university transcripts must be evaluated by a professional credential evaluation service. We recommend World Education Services, Inc. (WES). Please refer to their web site at www.wes.org for an explanation of their services.

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

Immigration Services: For international students and applicants, the Office of Enrollment processes immigration and intergovernmental documents related to enrollment at NDNU.

APPLICATION PROCEDURE

For Master's and Credential Programs

Application and Fee

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

Traditional Method – Fill out the application forms from Graduate Admission or print the forms from the web (Acrobat Reader required) and mail them in. Include the \$50.00 nonrefundable application fee with your application.

Transcripts

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

Recommendations

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

For Graduate Certificate Programs

Application and Fee

Fill out the application form available from Graduate Admission or print the application form from the web and mail it in. Include the \$25.00 nonrefundable application fee with your application.

Transcript

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

SUBMISSION AND ACCEPTANCE SCHEDULE

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

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

ADMISSION STATUS

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

Full Admission

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

Provisional Status

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

Probationary Status

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

TERM OF ADMISSION

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

UNCLASSIFIED GRADUATE STATUS

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

Students are not eligible for financial aid as an unclassified student. To be eligible for financial aid in the first term, the application must be completed and the student admitted prior to the drop deadline for that term. For further information contact the Office of Student Financing at finaid@ndnu.edu or (650) 508-3600.

Graduate Financial Aid

The mission of the Office of Student Financing is to work with students to help make studying at NDNU affordable. The Office of Student Financing, located in Ralston Hall, offers both financial assistance and referrals to other resources. Prospective students are encouraged to seek specialized scholarships in their disciplines; many community, professional, and fraternal organizations also offer scholarships.

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

For further information, please call (650) 508-3600 or e-mail us at finaid@ndnu.edu.

Graduate General Regulations

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

TIME LIMITS

Master's Degrees

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

Graduate Certificates

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

Credentials

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

TRANSFER CREDIT

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

A student who wishes to take a course at another accredited institution after the student has been accepted to a graduate program at Notre Dame de Namur University must have the course approved in writing by his/her department chair/program director/advisor before registering. The green transfer course form must be completed before the course is taken. All transferred units must be within the seven-year limit of the master's degree. A student cannot clear Probationary status through transfer units. (See also Academic Probation, page 56.) Career experience cannot be substituted for graduate coursework.

CONCURRENT MASTER'S DEGREES

A graduate student may not simultaneously pursue two master's degrees or a master's degree and credential or certificate unless the credential or certificate program is embedded within the master's degree program.

SECOND MASTER'S DEGREES

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

CHALLENGE OF COURSES

Courses that are part of a master's or credential program's core courses cannot ordinarily be challenged by examination. A student may, however, challenge (one time) a prerequisite/foundation course after discussing the reasons for the challenge with the department chair or program director and completing the appropriate challenge form obtained from the Registrar's Office. The student pays \$65.00 per unit before taking the challenge exam. If a student does not pass the challenge with a 3.0 (B) or better, he or she must take the full course at NDNU or elsewhere. Only successful results of challenge, exams are recorded on the transcript.

INDEPENDENT STUDY

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

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

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

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

Optional Circumstances

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

Required Circumstances

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

Procedure

Two forms are required to register for Independent Study:

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

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

REGISTRATION

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

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

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

DROPPING AND ADDING COURSES

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

WITHDRAWAL FROM A COURSE

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

LEAVE OF ABSENCE

Upon completion of a Leave of Absence form, students may be absent from the University for a year (two semesters and a summer) on an official Leave of Absence. Forms are available from academic advisors or the Registrar's Office. Students on Leave of Absence are eligible to return as continuing students and retain the right to follow the degree requirements from the catalog to which they were entitled when their leave began.

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

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

OFFICIAL WITHDRAWAL FROM NDNU

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

GRADING AND REPORTING

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

Grade Points Per Unit

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

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

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

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

**** Not acceptable.

Grades not used in computing the grade point average:

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

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

Grades may be accessed online after they have been submitted by instructors.

Incomplete Grades

A grade of "Incomplete" may be given to a student who maintained satisfactory attendance and work throughout most of a course, including Independent Study, but due to extraordinary circumstances was unable to complete the required work by the end of the semester/session in which the course was taken. The Incomplete grade is to be replaced by a final grade within a period not to exceed one calendar year from the date on which

the Incomplete was assigned, unless the instructor specifies a lesser time period. There will be no extension granted for clearing the Incomplete beyond this specified time period. Once the Incomplete has been changed to a terminal letter grade, no grade changes are accepted.

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

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

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

In Progress Grade (MA English Only)

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

REPEAT POLICY

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

AUDITING COURSES

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

GRADUATE CREDIT FOR SENIORS

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

ARTICULATED PROGRAMS

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

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

- Art Therapy and undergraduate Psychology
- Clinical Psychology and Gerontology and undergraduate Intensive Human Services
- Clinical Psychology and Gerontology and undergraduate Psychology
- Public Administration and undergraduate Sociology: Animals in Human Society
- Public Administration and undergraduate Sociology: Community and Criminal Justice
- Special Education (credential and master’s) and undergraduate Psychology

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

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

GRADUATE TEACHING ASSISTANTSHIP

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

CHANGING FROM ONE GRADUATE PROGRAM TO ANOTHER

A student who wishes to transfer from the credential program to any master’s degree program or from one master’s program to another must submit a new application. New references may be required. The Graduate Admission Office may not require resubmission

of all documents – check with that office for details. The student will receive a notice of acceptance or rejection into the new program.

PROGRAM TERMINATION

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

PROGRAM RECORD

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

CATALOG OF GRADUATION

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

ADVANCEMENT TO CANDIDACY

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

COMPLETION OF REQUIREMENTS FOR THE MASTER'S DEGREE

1. The degree is awarded upon the satisfactory completion of all requirements for the particular program including a cumulative GPA of 3.0 for all work done in the program.
2. It is the student's responsibility to file a Master's Degree Graduation Application (available from the Registrar's Office) no later than deadlines published in the Academic Calendar on line.

3. May and August candidates should file by the previous October 1.
4. December candidates should file their application for graduation by the previous March 1.
5. Graduate School advisors and School Deans review the record of an applicant for the degree, sign the application, and approve the awarding of the degree.
6. In those master's programs in which a graduate thesis/research project is required, two copies of the document are required and are forwarded to the School Dean: one is catalogued in the NDNU Library and the other is distributed to the student's department.
7. Transcripts and diplomas are not issued until all accounts and records are cleared to the satisfaction of the Business Office.

PARTICIPATION IN GRADUATION

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

Exceptions to this policy are as follows:

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

GRADUATE COMMENCEMENT SPEAKER

A representative of each graduating class is selected to address the graduates at Commencement. Selection is made by a committee comprised of faculty, staff, and students. The criteria for eligibility are: a minimum GPA in all university work attempted (at Notre Dame de Namur University and other institutions) of 3.9; a maximum of six transfer credits from other institutions; expected completion of all work before the graduation ceremonies; and outstanding writing and speaking skills.

SATISFACTORY PERFORMANCE

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

ACADEMIC PROBATION

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

DISQUALIFICATION

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

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

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



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



Undergraduate Core Curriculum

Sylvia Rogers, Ph.D., Director

Core Curriculum Requirements

The Common Core Requirements, Breadth Requirements, and Core Competency Requirements are collectively referred to as the Core Curriculum Requirements.

SUMMARY

Common Core Requirements	Units
Human Experience	10
or	
College Writing and Literature*	6*
Human Heritage	8
or	
History*	6*
Modern Language (for BA, BFA, BM)	6
or	
Culture and Language (for BS)	6
Religion and Spirituality	6
University Interdisciplinary Seminar	3
<i>*Indicates options for transfer students and non-traditional age students only.</i>	
Breadth Requirements	
Mathematics	3
Visual and Performing Arts	3
Philosophy and Values	3
Social and Behavioral Sciences	6
Natural Science	3

Core Competency Requirements

Core Competency Requirements generally do not add units to a student's program. Rather, they are intended to be satisfied in the course of satisfying other requirements by choosing courses that meet multiple goals. The current exception to this standard is the

Upper-Division Writing Proficiency Requirement, which may require additional course-work if not passed by exam. The expectation is that NDNU will broaden the options for meeting this requirement to include coursework within the major that has an embedded writing component.

	Units
Cultural Diversity	6
Upper-Division Writing Proficiency	1-3
Oral Communication*	3*
Information/Discipline-Specific Technology*	3*
Library Research Methods and Techniques*	1*

**Asterisked requirements are tracked by the advisor and will not be part of the graduation audit performed by the Registrar's Office.*

Outcomes One Can Expect from Engagement in the Core Curriculum

The Core Curriculum is designed to introduce all students to the core values of Notre Dame de Namur University and to how these values are linked to the educational pursuit. These values include development of the whole person, working in a collaborative community, and promotion of social justice.

The Common Core requirements encompass experiences shared by all students. Within this core, the Human Experience and Human 7 courses are team-taught and interdisciplinary in approach. Instruction takes place both inside the classroom and beyond the classroom in community-based projects. The Breadth Requirements provide students with a broader understanding of diverse disciplines, while further strengthening such competencies as written and oral communication, critical thinking, portfolio development, and community-based learning, first introduced in the core courses. The Core Competency Requirements enhance and integrate students' abilities to research, write, and speak about both discipline-specific and interdisciplinary topics as they engage with the world around them.

A range of options is offered to meet many of the expected Core Curriculum outcomes. Students track their progress toward these outcomes with guidance from their academic advisors.

COMMON CORE REQUIREMENTS

Human Experience

The Freshman Year Experience (FYE) is an interdisciplinary sequence of two courses that examine the roots of contemporary culture in the European Renaissance and the Age of Enlightenment with a goal of strengthening critical thinking and integration of knowledge. Readings include historical documents and literary texts representing a variety of genres. Written and oral communication skills are emphasized. At least thirty-two pages

of composition in the form of short essays, reports, and research papers are required each semester. Leadership and collaboration skills are developed, while enrichment activities correlate residence hall and other campus events with the academic program. The undergraduate academic portfolio is implemented to document students' continuing development of core competencies and values. See page 64 for details on fulfilling this requirement.

College Writing (for transfer students)

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

Literature (for transfer students)

Courses in Literature introduce students to literary texts from antiquity through the modern period. The primary focus of this requirement is understanding and appreciating the language, style, and themes of important authors in the British and American traditions. Ethnic and international writers provide a global and multicultural perspective. See page 64 for details on fulfilling this requirement.

Human Heritage

The Sophomore Year Experience (SYE) is an interdisciplinary sequence of two courses that are designed to enhance a global perspective and integration of knowledge. History and literature from antiquity to the modern era are studied with an emphasis on the contributions of world societies to the sciences and the humanistic disciplines. Written and oral communication proficiency, critical thinking, and leadership and collaboration skills are developed and documented in each student's academic portfolio. Enrichment activities include campus events as well as field trips to local museums and other sites. See page 64 for details on fulfilling this requirement.

History (for transfer students)

Courses in history are designed to introduce students to the major persons, ideas, and movements that have shaped the modern western world. Students will grow in their understanding of the context and development of ideas and institutions and in their critical awareness of the sources and interpretation of historical knowledge. It is hoped that this requirement will contribute to an appreciation for the interconnectedness of peoples and cultures over time as well as of the interdependency of modern nations. See page 65 for details on fulfilling this requirement.

Modern Language

Courses in a modern language develop communication skills in a language other than English and emphasize listening, reading, speaking, and writing. The language is studied as an essential component of a distinct cultural heritage so that students become familiar with the history, customs, and artistic expressions of the areas of the world where that

language is spoken. Advanced courses develop skills for specific purposes such as business and community service. See page 65 for details on fulfilling this requirement.

Culture and Language (for BS students only)

Courses in this requirement provide a basic knowledge and understanding of the heritage of non-English speaking cultures, including their historical evolution, institutions, peoples, customs, current sociopolitical conditions, literature, art, and music. Students become acquainted with the language of the heritage area studies, including core concepts specific to social interactions and survival level vocabulary and grammar. See page 65 for details on fulfilling this requirement.

Religion and Spirituality

Through Religion and Spirituality, students begin to comprehend the spiritual dimensions of life as integral to individual, social, and ecological realities. They have the opportunity to explore elements of Christian spirituality, ethics, traditions, scripture, and liturgy. They also learn to appreciate the variety and richness of spiritual/religious beliefs and practices throughout the world. See page 66 for details on fulfilling this requirement.

University Interdisciplinary Seminar

In these multidisciplinary seminars, students are asked to apply interdisciplinary perspectives and the core values and competencies of the University, introduced in the first-year experience, to complex social issues such as capital punishment and civil rights. See page 66 for details on fulfilling this requirement.

BREADTH REQUIREMENTS

Mathematics

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

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

See page 66 for details on fulfilling this requirement.

Visual and Performing Arts

In Visual and Performing Arts courses students are exposed to a range of aesthetic and critical experiences and encouraged to develop and employ their creative energies. In some courses students improve their personal skills for seeing or hearing, or for creating or performing. Other courses develop an understanding and appreciation of artistic styles, historical developments, and analytical methods. All courses introduce the vocabulary needed to read, write, and talk about the visual and performing arts with the objective of enabling students to identify the elements that constitute an aesthetic experience and to judge the merits of a work of art. See page 67 for details on fulfilling this requirement.

Philosophy and Values

Philosophy courses assist students in examining fundamental claims about life and the universe from an objective point of view and allow them to develop critical thinking skills. See page 68 for details on fulfilling this requirement.

Social and Behavioral Sciences

The study of sociology and psychology enables students to identify and to analyze how social systems influence the behavior of groups or individuals. Knowledge of the complexity of human behavior equips students to understand the integrative function of the human mind and to live intelligently in our complex society. Political science and economics courses introduce students to ideological and economic forces that shape the structure of society. Study of other societies and cultures and analysis of the complex interactions of people of diverse beliefs, attitudes, and behaviors leads to a greater understanding of and compassion for the human family. See page 68 for details on fulfilling this requirement.

Natural Science

Students of science gain an understanding of the principles, processes, and concepts that are the basic tenets of the sciences. Focusing on problem-solving and on methods of organizing ideas and testing of information, they develop an appreciation for scientific thinking. Students acquire a sense of the historical context in which the sciences developed. They begin to evaluate the impact of science and technology on the natural, political, and social environments and thus are equipped to respond to scientific issues in society. In the field and laboratory, students have experience with data collection and analysis, experimental design, and the development of observational skills. Students are encouraged to take a laboratory course. See page 68 for details on fulfilling this requirement.

CORE COMPETENCY REQUIREMENTS

Cultural Diversity [CDiv]

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

Upper-Division Writing Proficiency

This requirement is designed to assure that students have demonstrated the ability to communicate clearly in writing at a level that meets the University's standard. See page 71 for details on fulfilling this requirement.

Oral Communication

Students develop their abilities to speak in front of groups comfortably and competently. They are exposed to basic presentation issues including how they present both their material and themselves to an audience. In particular, students develop their ability to speak about their academic work. See page 71 for details on fulfilling this requirement.

Information/Discipline-Specific Technology

Through this requirement, students come to understand broadly the uses of information technology. Students are also exposed to and use information technology and/or other discipline-specific technology and apply it to their chosen discipline. See page 71 for details on fulfilling this requirement.

Library Research Methods and Techniques

Students refine their library research skills and apply them to a research project or paper. See page 71 for details on fulfilling this requirement.

Fulfilling the Requirements

FULFILLING THE COMMON CORE REQUIREMENTS

Human Experience (10 units)

Freshmen satisfy the Human Experience requirement by taking ID001A/B The Human Experience. Transfer students with 30 units or more and nontraditional age students may opt to satisfy the College Writing and Literature requirement instead.

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

College Writing (3 units)

Transfer students with 30 units or more who have not previously satisfied the College Writing requirement and nontraditional age students may choose to take any of the three-unit upper-division courses that satisfy the Writing Proficiency requirement: Writing for the Media (CM118/EN118), Advanced Writing (EN106), Technical Writing (EN107), three units of Writing Center (EN120) or, for Intensive Evening Degree students only, Professional Writing (EN136) or Project, Proposal and Grant Writing (EN137). Intensive Evening Degree program students who have not previously satisfied the College Writing requirement may take EN136 which satisfies both the College Writing requirement and the Writing Proficiency requirement.

Literature (3 units)

Transfer students with 30 units or more and nontraditional age students who have not satisfied the Literature requirement may take any three units of English literature (prefix EN).

Note: In addition to the Human Experience or College Writing and Literature requirements, all students must also satisfy the Writing Proficiency requirement.

Human Heritage (8 units)

Students who enter as freshmen satisfy the Human Heritage requirement by taking ID021A/B The Human Heritage. Students who enter as transfer students with 30 units or more and nontraditional age students may opt to satisfy the History requirement instead.

History (6 units)

Incoming transfer students with 30 units or more and nontraditional age students may satisfy the history requirement by taking one course from Section A and one course from Section B.

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

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

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

Modern Language (6 units)

At entrance, students are tested and placed at a skill level commensurate with prior experience in the language. All BA, BFA, and BM students must take two semesters of the *same* Modern Language unless eligible for exemption (see page 66).

Students in the first or second year of language study at Notre Dame de Namur University are required to take six units. Students may choose any courses from this list:

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

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

Culture and Language (6 units)

BS students may choose from the following options:

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

CU150	European Cinema
CU151	International Cinema
CU195	Special Topics in Cultural Heritage
HY/PS162	Latin American Area Studies
HY/PS180	African Area Studies

HY/PS181	Islam and the West
HY/PS184	Asian Area Studies
HY/PS190	Middle East Area Studies

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

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

Exemption from Modern Language or Culture and Language Requirement

Students who demonstrate oral and written language competency by meeting one of the following criteria are exempt from the Modern Language (BA, BM, BFA) or the Culture and Language (BS) requirement:

- A student whose native language is not English and who has attended school in the native language.
- A student who has
 1. Completed the third year level of a foreign language in high school with grades “C” or higher; or
 2. Scored 600 or higher on a College Board Achievement Test in foreign language; or
 3. Passed a Notre Dame de Namur University foreign language placement examination with a Foreign Language proficiency score of three.
- A student who has
 1. Passed a College Board Advanced Placement Examination in a foreign language with a score of three or higher; or
 2. Passed a CLEP examination in a foreign language at the 50th percentile or higher. (See the Registrar’s Office for information on credit for specific CLEP exams.)

Religion and Spirituality (6 units)

Any two courses in religious studies (prefix RS) will fulfill this requirement. See Religious Studies listings, page 120, for course descriptions.

University Interdisciplinary Seminar (3 units)

Students fulfill this requirement by taking ID195 University Interdisciplinary Seminar. Topics for these seminar courses will vary. Students are free to choose from among all the interdisciplinary seminars regardless of their major or degree program.

FULFILLING THE BREADTH REQUIREMENTS:

Mathematics (3 units)

Any Mathematics course (prefix MA) will meet this requirement except MA001 and MA010. All courses that fulfill the requirement assume mathematics placement at Level 1 (see Mathematics Placement Test, page 28).

Visual and Performing Arts (3 units)

Any course from the following list meets this requirement. Students may also take advanced courses if prerequisites have been met.

AR001A	Drawing
AR003A	Life Drawing
AR004	Art History Survey
AR007A	Design: Two-Dimensional
AR007B	Design: Color
AR100B	Art History: Modern Art
AR100G	Art History: Art of the Americas [CDiv]
AR102	Techniques and Materials
AR103A	Representational Painting
AR103B	Projects in Painting
AR103C	Outdoor Painting
AR109	Elements of Web Design
AR116	Art Education Concepts
AR/MK122	Art History: Art in Business and Industry
AR125A	Photography
AR130A	Printmaking: Etching
AR130C	Printmaking: Multimedia Workshop
AR151	Gallery Techniques
AR160	Art History: Contemporary Art Since 1945
AR168A	Art History: Medieval
AR/RS168B	Art History: Art and Religion of the Far East [CDiv]
ID024/124	Bay Area Cultural Events [CDiv]
MU001A	Exploring Music at the Keyboard
MU006/106	Composing and Improvising
MU010/110	Music Appreciation
MU016/116*	Individual Instruction for Non-Music Majors (1 unit)
MU017/117*	Class Piano (1 unit)
MU018/118*	Viva la Musica! Chorus
MU021/121*	Chamber Singers
MU022/122*	Opera Workshop
MU027A/127A*	Beginning Voice Class (1 unit)
MU031/131*	Chamber Music Class
MU041/141*	Orchestra
MU042/142	World Music [CDiv]
MU075/175*	Ensemble
MU093/193**	Computer Applications in Music
MU120A	Survey of Music in Western Civilization
MU140	Music Education Concepts
TA001	Introduction to the Theatre
TA002/102	Introduction to Oral Interpretation of Literature

TA010	Beginning Acting
TA080/180	Introduction to Arts Management
TA100	Intermediate Acting
TA110	Advanced Acting
TA130A	Development of Drama and Theatre to 1600
TA130B	Development of Drama and Theatre from 1600 to 1800
TA130C	Development of Drama and Theatre from 1800 to the Present
TA160	Children's Theatre
TA175	Acting for the Camera

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

***BM students may not use this course for credit in this category.*

Philosophy and Values (3 units)

Any course in philosophy (prefix PL) will fulfill this requirement with the exception of PL012/112 Formal Logic and PL013/113 Critical Thinking and Scientific Reasoning. See Philosophy listings for course descriptions.

Social and Behavioral Sciences (6 units)

Students may choose any two courses among:

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

Any course offered by the Political Science department (prefix PS) will fulfill this requirement. See Political Science listings, page 265, for course descriptions.

Any course offered by the Psychology department (prefix PY) will fulfill this requirement. See Psychology listings, page 268, for course descriptions.

Any course offered by the Sociology department (prefix SO) will fulfill this requirement. See Sociology listings, page 278, for course descriptions.

Natural Science (3 units)

Students may choose any course from this list:

BY001A	General Biology
BY001B	General Biology
BY004	Human Biology
BY005	Introduction to Biology
BY024/124	Forensic Science
BY109	Contemporary Environmental Issues
CH001	Introductory Chemistry
CH002A/B	General Chemistry

NS005/105	Introduction to Nutrition
PH001	Physical Geology
PH002A/B	College Physics
PH004A/B	Physics for Scientists
PH009	Introduction to Physical Science
SM085/185	Natural Sciences Seminar

Under special circumstances (by consent of Department Chair):
 BY141 Vertebrate Zoology

FULFILLING THE CORE COMPETENCY REQUIREMENTS

Cultural Diversity [CDiv] (6 units)

All students are required to take six units in Cultural Diversity. Three or more of these of these units must be from a single course. Cultural Diversity courses may be used also to fulfill other Core Curriculum requirements (except Culture and Language) or requirements within the major. (Students in BS programs may not use Culture and Language courses to fulfill both the Culture and Language requirement and the Cultural Diversity requirement.) Courses fulfilling this requirement carry the notation [CDiv] after their title. Check the course descriptions in this Catalog and the listings in each semester's class schedule.

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

AR100G	Art History: Art of the Americas
AR/RS168B	Art and Religion of the Far East
CL/FR109A	Women in French Literature
CL/CU139	Cultural Heritage and Language of China
CL/LA161	Mexico: Politics, Culture, and Language
CL/LA162	Central America: Politics, Culture, and Language
CL/LA164	Andean Nations: Politics, Culture, and Language
CL/LA175	Latino/Hispanic Experience in the USA
CL/FR196	African Cinema, Culture, and Language
CL/LA/SP197	Culture and Language of Latin America through Film
CL/LA/SP198	Service Learning
CM/RS125	The Holocaust
CM/PY/SO156	Interpersonal/Intercultural Communication
CU151	Intercultural Cinema
CU195	Special Topics in Cultural Heritage
EC/IB183	Economic Development of Less-Developed Countries
EN101C	Great American Writers: Morrison
EN102B	American Literary Movements: Harlem Renaissance
EN133	Women's Literature
EN140	African-American Literature
EN142A	Native American Literature
EN142B	Asian-American Literature
EN142C	Latino Literature

EN144	Comparative Literature
EN145	Mythology
EN148	Film and Literature
EN160	Modern Poetry
EN173	Modern Fiction: Comparative Approach
EN/PY176	Women, Shakespeare, and Psychoanalysis
EN195I	Special Topics
HS/MG162	Managing Cultural Diversity (Intensive students only)
HS171	Women's Health Issues
HY108	World History
HY/PS136	Soviet Russia
HY/PS162	Latin American Area Studies
HY/PS174	Women and the Law
HY/PS180	African Area Studies
HY/PS/RS181	Islam and the West
HY/PS184	Asian Area Studies
HY/PS190	Middle East Area Studies
IB110	International Business
IB/MG116	Comparative International Management
IB/MK165	International Marketing
ID024/124	Bay Area Cultural Events (3 units)
LA110	Literature of Latin America
LA175	Latino/Hispanic Experience in the USA
LA176	Mexican American Literature, Language, and Film
MG157	Women in Management
MU042/142	World Music
NS009/109	Nutrition and Health in Developing Countries
PL114	Philosophy and Feminism
PS160	World Geography
PY017/117/SO017/117	Lifestyles of the Poor and Infamous
PY/SO113	Society Through Film
PY133/SO130	The Family
PY195/SO195	Building Community Through Diversity (1 unit)
RS136A	Women's Spirituality
RS140A	Theology of Liberation
RS165	Religions of the World
RS196	Way of the Earth (Intensive students only)
SM001/101	Science and Technology in Developing Countries
SM/SO183	Animals, People, and the Environment
SO004/114	Cultural Anthropology
SO016/116	Exploring Inner World of Inner City
SO103	Streetwise Sociology

SO125	Urban Sociology
SO130	The Family
SO146	Social Problems
SO162	Cross Cultures and Subcultures
SP100B	Advanced Spanish: Cultural Heritage of Latin America

Upper-Division Writing Proficiency (1-3)

Students fulfill this requirement by fulfilling the Writing Proficiency Requirement in the General Degree requirements. See page 26. Options for fulfilling this requirement may be expanded in the future to include writing courses within the major.

Oral Communication (3)

Two of these units may be satisfied by completion of the FYE sequence ID001A/B. Guided by the advisor, the student will additionally choose either a general oral communication class course or a course within the major that has a focus on oral communication (preferred).

Information/Discipline-Specific Technology (3)

One of these units may be satisfied by completion of the FYE sequence ID001A/B. Guided by the advisor, the student will satisfy the remaining units by choosing courses within the major that develop technology skills or through freestanding modules, as may be appropriate and available.

Library Research Methods and Techniques (1)

This unit may be satisfied by completion of the FYE sequence ID001A/B. Guided by the advisor, the student may additionally or alternately (transfers) choose courses within the major that embed these skills.

University Core Courses

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

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

COURSE DESCRIPTIONS

ID001A The Human Experience (6) Fall

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

ID001B The Human Experience (4) Spring

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

ID021A The Human Heritage: Interdisciplinary Approaches to World Heritages

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

ID021B The Human Heritage: Interdisciplinary Approaches to World Heritages

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

ID195 University Interdisciplinary Seminar Topics vary. Faculty from each school plan multidisciplinary courses that examine complex social issues which do not lend themselves to easy solutions. Recent examples include 9/11, capital punishment, and civil rights. In these seminars, students are asked to apply the core values and competencies of the University, introduced in the first-year experience, to the complex issues presented in class. Core values and competencies addressed include community-based learning, portfolio development, and critical thinking. Students are free to choose from among all of the interdisciplinary seminars. They are not required to choose seminars on topics that align with their major or degree program.

Interdisciplinary Courses

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

COURSE DESCRIPTIONS

ID024/124 Bay Area Cultural Events [CDiv] (1-3) Spring

This course is an interdisciplinary introduction to Bay Area cultural events in music, theatre, and literature, including events from diverse cultural sources. Three units fulfill General Education Visual and Performing Arts requirement.

ID025/125 Peace and Social Justice: Bay Area Events [CDiv] (1-3) Fall

Offers an interdisciplinary exploration of a variety of peace and social justice issues through attendance of public lectures and forums, organizational and coalition meetings, and rallies and marches in the greater Bay Area. Issues may include economic justice, criminal justice and the death penalty, militarism and war, the environment, racism and civil rights, and women's rights.

ID109 Web Design Project (3) Spring

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

SM001/101 Science and Technology in Developing Countries [CDiv] (3) Spring

See Natural Sciences listings, page 260, for course description.

SM085/185/485 Natural Sciences Seminar (1) Spring '06

See Natural Sciences listings, page 260, for course description.

SM102 Development of Scientific Thinking (3) Summer

Intensive Evening Students only. See Natural Sciences listings, page 260, for course description.

SM105T Geographical Information Systems and Public Health (4) Spring

See Natural Sciences listings, page 260, for course description.

S0/SM183 Animals, People, and the Environment [CDiv] (3) Fall

See Sociology listings, page 278, for course description.



School of Arts and Humanities

Christine H. Bennett, Ph.D., Dean

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

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

Programs

Undergraduate Majors

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

Master's Degrees

English
Music

Department Contacts

Art

(650) 508-3631
Betty Friedman, Chair

English

(650) 508-3708
Marc Wolterbeek, Chair

Modern Languages and Cultures

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

Music

(650) 508-3597
Michael Schmitz, Chair

Philosophy and Religious Studies

(650) 508-3732
Phil Gasper, Chair

Theatre Arts

(650) 508-3575
Michael Elkins, Chair

Office of the Dean

(650) 508-3508
Anita Salter, Executive
Administrative Assistant

Art

The Department of Art provides an aesthetic, intellectual, and spiritual foundation for its students through their development of creative intuition, technical competence, and cultural sensitivity. A Bachelor of Arts degree is offered for emerging artists to explore their artistic vision. The creative means required to accomplish this are taught through studio practice, critiques, field trips, visiting artist lectures, and art history courses.

Small class sizes in the Art Department provide an opportunity for close interaction among faculty, visiting artists, and art students. For those seeking careers as artists, the department offers the professional Bachelor of Fine Arts (BFA) degree, which is preferred and normally required for entrance into graduate studio programs. The Art Department also offers the Bachelor of Arts degree in Art and Graphic Design for those seeking careers in the graphic design field.

The Art major offers instruction in painting, drawing, printmaking, 2-D and 3-D design, art history, art gallery techniques, and photography. Art studios and labs in the Madison Art Center are accessible for students to use day, night, and weekend hours.

The Wiegand Art Gallery exhibition program is nationally known, giving students exposure to professional artists. Art students acquire career development through work experience required in the Wiegand Gallery.

The Art and Graphic Design Major offers instruction in graphic design concepts, production techniques, layout, typography, and Web design using state-of-the-art design industry software in the Art Macintosh Lab.

To gain practical experience, a work internship in the design field is required. The graphic design portfolio requirement enables students to compile samples of their work in design both for presentation and for future employment.

GRADUATE PLACEMENT

Recent alumni pursuing their careers in Art have accepted positions as graphic designers, Web designers, illustrators, art appraisers, and gallery coordinators. Others have received their teaching credentials and Master of Fine Arts (MFA) degrees and entered the teaching profession, working in California as art teachers at the K-12 level and lecturers at the university level.

Bachelor of Arts: Art

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
AR001A/B	Drawing	6
AR003A/B	Life Drawing	6
AR004	Art History Survey	3
AR007A	Design: Two-Dimensional	3

		Units
AR007B	Design: Color	3
AR007C	Design: Three-dimensional	3
AR007D	Design: Advanced	3
Total Prerequisites		27
Major Requirements		
AR100B	Art History: Modern Art	3
AR102	Techniques and Materials	3
AR103A	Representational Painting	
or		
AR103B	Projects in Painting	
or		
AR103C	Outdoor Painting	3
AR120A	Sculpture	3
AR125A	Photography	3
AR130A	Printmaking: Etching	
or		
AR130C	Printing: Multimedia Workshop	3
AR150	Senior Seminar	3
AR151	Gallery Techniques (satisfies two units of the Career Development requirement)	3
AR160	Art History: Contemporary Art since 1945	3
Upper-division electives in Art History		3
Total Major Requirements		30
Other Degree Requirements* and General Electives		67
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124

Bachelor of Arts: Art and Graphic Design

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites

AR001A/B	Drawing	6
AR003A/B	Life Drawing	6
AR004	Art History Survey	3
AR007A	Design: Two-dimensional	3
AR007B	Design: Color	3
AR007C	Design: Three-dimensional	3
AR007D	Design: Advanced	3
Total Prerequisites		27

Major Requirements		Units
AR100B	Art History: Modern Art	
or		
AR122	Art History: Art in Business and Industry	3
AR102	Techniques and Materials	3
AR103A	Representational Painting	
or		
AR103B	Projects in Painting	
or		
AR103C	Outdoor Painting	3
AR108A	Media Graphics: Graphic Design	3
AR108B	Media Graphics: Layout and Typography	3
AR108C	Media Graphics: Production Techniques	3
AR108D	Media Graphics: Graphic Design Internship	
	(Satisfies two units of the Career Development Requirement)	2
AR108E	Media Graphics: Senior Graphic Design Portfolio	3
AR125A	Photography	3
AR130A	Printmaking: Etching	
or		
AR130 C	Printmaking: Multimedia workshop	3
AR151	Gallery Techniques	
	(Satisfies two units of the Career Development Requirement)	3
AR160	Art History: Contemporary Art since 1945	3
Total Major Requirements		35
Other Degree Requirements* and General Electives		62
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124

Bachelor of Fine Arts

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

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

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

MINOR REQUIREMENTS: ART

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

An interdisciplinary minor in Web Design is also available, combining courses from Art, Communication, and Computer Science. See the Communication section, page 162, for details on this minor. For general information on Interdisciplinary Minors, see Undergraduate Academic Information, page 27.

ART COURSES

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

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

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

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

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

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

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

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

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

A Two Dimensional Design (3) Fall Demonstrates elements and principles of visual organization through practical work. Flat pattern and value are studied. Fulfills the Core Curriculum Arts requirement.

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

C Three-dimensional Design (3) Spring Explores space as it relates to sculpture. Varied media including wood, plaster, clay, etc., are used. Fulfills the Core Curriculum Arts requirement.

D Advanced Design (3) Spring '06 *Prerequisites:* AR007A/B. Students apply AR007A/B to problems of pictorial composition.

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

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

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

AR102 Techniques and Materials (3) Fall Explores techniques and materials incidental to major art forms. Techniques will vary. Fulfills the Core Curriculum Arts requirement.

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

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

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

C Outdoor Painting (3) Fall '05 Focuses on painting in the open from a wide variety of landscape motifs. Fulfills the Core Curriculum Arts requirement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AR118B Media Graphics: Advanced Layout and Typography (3) Fall Prerequisite: AR108B. Students continue techniques in layout and typography using more complex design projects.

AR120A/B Sculpture (3/3) Spring '06

A Introduces students to tools and techniques of the sculptor: clay, plaster, wood, and found materials. Also includes casting. Fulfills the Core Curriculum Arts requirement.

B Prerequisite: AR120A. Continuation of A.

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

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

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

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

AR130A/C Printmaking (3/3)

A Etching (3) Fall '05 Explores beginning level etching techniques including platemaking methods, aquatint, and editioning prints. Fulfills the Core Curriculum Arts requirement.

C Multimedia Workshop (3) Fall '04 This course gives an understanding of mono-type printing techniques in relation to painting, drawing, and collage. Fulfills the Core Curriculum Arts requirement.

D Advanced Multimedia Workshop (3) Fall '04 *Prerequisite: AR130C.* Students continue to learn more complex approaches to monotype techniques in relation to drawing and printmaking.

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

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

AR160 Art History: Contemporary Art since 1945 (3) Spring '05 Focuses on lectures and gallery tours concentrating on recent and current trends in painting and sculpture. Fulfills the Core Curriculum Arts requirement.

AR161 Postmodern World in Art (3) Summer '05 Focuses on lectures and gallery tours concentrating on contemporary art of the past twenty years. Fulfills the Core Curriculum Arts requirement.

AR168A/B Art History (3/3)

A Medieval (3) Spring '05 Focuses on painting, sculpture, and architecture of the Middle Ages: Early Christian, Byzantine, Romanesque, and Gothic to 1450. Fulfills the Core Curriculum Arts requirement. Cross-listed with RS168A.

B Art and Religion of the Far East [CDiv] (3) Spring '06 Focuses on monuments of Far Eastern art and architecture considered in relation to the major religions of the area. Fulfills the Core Curriculum Arts requirement. Cross-listed with RS168B.

AR199 Independent Study in Art (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

English

The English Department provides students with a broad intellectual foundation in literature and culture while strengthening their abilities to express ideas in clear, accurate prose. In addition to studying classics of British and American literature, majors read literature of the world, both Western and non-Western, as well as literature written by women and by persons of color. The department offers courses in advanced writing, technical writing, and creative writing, including the campus literary magazine, *The Bohemian*.

Many students choose this major because they simply love literature and wish to have a rewarding, enjoyable college experience. Because the department is relatively small, students interact with professors and with each other on a personal level. Each year the English Department offers a number of creative activities for English majors as well as all NDNU students:

- Creative Writers' Series, featuring well-known writers who read from their works at the Wiegand Gallery
- Creative Writing Contest, offering cash awards for best submissions in poetry, fiction, and drama
- *The Bohemian* readings, when students read their works published in NDNU's literary magazine
- English Department Party, an annual spring event where faculty cook for students!
- Senior Seminar Presentations, when graduating seniors give oral presentations of their thesis projects

The study of language and literature offers students an enjoyable, challenging liberal education that professionals consider the best general preparation for any career. The insights students obtain from great writers and thinkers of the past and present, along with the analytical skills they acquire from close study of written texts, provide valuable preparation for careers in teaching and writing. Graduates often pursue post-graduate work in English (especially if they desire to write or teach) or in journalism, law, business, or technical writing. The department's Subject Matter Competence program prepares students specifically for high school teaching, and the Internship program prepares students for careers while they work on campus and off campus. The Study Abroad program allows students to obtain NDNU credit while studying at a foreign university.

Bachelor of Arts: English

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
ID001A	The Human Experience	6
ID001B	The Human Experience	4
ID021A	The Human Heritage	4
ID021B	The Human Heritage	4

	Units
ID001A and ID001B incorporate strong writing and literature components and meet the University of California's Reading and Composition Requirement. International and Transfer students may take HY004A/B Western Civilization (6) and EN002 Composition and Introduction to Literature (4) and EN021 Composition and Classics of World Literature (4).	
Total Prerequisites	18
Major Requirements	
<i>Six units in American Literature from among the following:</i>	6
EN102A/B/C/G/I/J, EN103A/B, EN104, EN109A/B/C	
<i>Six units in British Literature from among the following, including EN117</i>	
<i>Shakespeare plus three additional units from among the following:</i>	6
EN111, EN113, EN114, EN115A/B/C, EN116A/B/C/E, EN117,	
EN121A/B/C, EN122A/B/C, EN123A/B/C, EN126A/B/C	
<i>Six units in writing or linguistics from among the following (three units maximum in a single course):</i>	6
EN018/118, EN018L/118L, EN020C/120C, EN106, EN107,	
EN110, EN141A/B/C	
The Senior Experience	
N191A Senior Seminar I: Literary Theory	3
EN191B Senior Seminar II: Thesis	3
<i>Six additional elective units from among courses listed above or from the following:</i>	6
EN105A/B/C, EN112, EN133, EN140, EN142A/B/C, EN143,	
EN144, EN145, EN156, EN176, EN181, EN195, EN195I	
Total Major Requirements	30
Other Degree Requirements* and General Electives	76
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>	
Total Unit Requirement	124
MINOR REQUIREMENTS: ENGLISH	
EN117 Shakespeare	3
Three units in American literature	3
Three units in writing or linguistics	3
Six elective units	6
Total Minor Requirements	15

SUBJECT MATTER KNOWLEDGE AND COMPETENCE FOR HIGH SCHOOL TEACHING

The English Department prepares future high school teachers by emphasizing the classics of English and American literature, including Shakespeare, Milton, and Chaucer, and by strengthening students' language skills through coursework in linguistics, creative writing, and expository writing. The program also familiarizes students with literature written by women, by nonwestern, and by ethnic American writers.

Recent research and theory about such matters as multiculturalism, critical thinking, and learning disabilities inform the program. The desired outcome is a graduate who is thoroughly proficient in writing and knowledgeable of literature and who can communicate effectively, both orally and in writing. The English Department's Curriculum and Writing Committee evaluates the program annually to ensure its responsiveness to contemporary conditions of California schools.

By taking the following courses (Core courses and Breadth and Perspective courses), students may enter credential programs without having to take the CSET exams.

Core Courses	Units
EN002* Composition and Introduction to Literature	4
<i>Six units from among the following courses:</i>	6
EN102, EN103, EN109, EN195	
<i>Six units from among the following courses:</i>	6
EN106, EN110, EN111, EN113, EN114, EN115, EN116, EN116E, EN117, EN121, EN122, EN123, EN126, EN133, EN140 or EN142A/B/C, EN144 or EN145	
Breadth and Perspective Courses	
<i>(Fifteen additional units from the courses listed above or from among the following):</i>	15
CM010, CM011/111, CU150, CU151, EN018/118, EN020C/120C, EN105, EN107, EN112, EN141B, EN141C, EN143, EN149T, EN191A, EN191B, EN195, EN195I, LA110, RS001/100, RS013/113, TA002/102, TA130A, TA130B, TA130C	
Unit Total	31

*May be satisfied by completing ID001A/B.

For descriptions of courses in other departments, see listings in University Courses (ID), Communication (CM), Intercultural Studies (CU), Latin American Studies (LA), Religious Studies (RS), and Theatre Arts (TA).

Internship Program

The English Department's internship program enables students to meet the University's Career Development Requirement. Information about this program is available from the English Department. Also see EN149C on page 91.

ENGLISH COURSES

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

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

COURSE DESCRIPTIONS

[CDiv] = Satisfies Cultural Diversity requirement.

Asterisks (*) indicate that sophomores may take these courses.

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

EN018/118 Writing for the Media (3) Fall Expands traditional journalism to include writing for other electronic media. Introduces mechanics of effective writing for various media to achieve organizational goals. Students identify the story, collect data, and write under deadline. Discusses journalistic ethics and applications to media as they meld onto the Internet. Especially suitable for those interested in careers in public relations or marketing. Intensive writing course taught in the Mac computer lab.

EN018L/118L Journalism Lab: The Argonaut (1-3) Fall, Spring Cross-listed with CM018L/118L See Communication listings, page 163, for course description.

EN020/120 Writing Center (1-3) Fall, Spring, Summer Develops the writing process. Topics include brainstorming, clustering, outlining, freewriting, editing, and revising. Students receive individual tutoring in grammar, research, and essay organization. First-year students may enroll in EN020. Upper-division students who have taken the Writing Proficiency Exam enroll in EN120 based upon their score. Upon completion of one unit, a student may enroll for an additional unit in the same semester. Students enrolled in writing-intensive courses enroll concurrently for one unit of EN120.

EN020C/120C The Bohemian (1-3) Fall, Spring Gives practical experience in all facets of editing, emphasizing the criteria that constitute good writing; writers and would-be writers are encouraged to join. May be repeated for credit.

EN021 Composition and Classics of World Literature (4) Fall, Spring Focuses on expository and critical writing based on reading, discussion, and analysis of the great works of the ancient, medieval, and Renaissance periods, including non-Western literature. Lab section meets weekly in the Writing Center and generally only transfer students and international students take this course.

EN102* American Literary Movements (1-3) Spring '06 Students may take this variable unit course for one to three units; each unit requires five weeks of attendance in classes focusing on one literary movement.

EN102A* Jazz Age (1) Spring '06 Studies the art, literature, and music of the 1920s, including Fitzgerald's *The Great Gatsby*.

EN102B* Harlem Renaissance [CDiv] (1) Spring '06 Studies the art, music, and literature of the Harlem Renaissance, including the works of Hughes, Hurston, and Toomer.

EN102C* Beat Poets (1) Spring '06 Studies the achievements of the Beat Poets, including Kerouac's *On the Road* and Ginsberg's poetry.

EN102G* Imagism (1) Fall '05 Offers in-depth study of imagist writers, including Pound, Williams, and Doolittle.

EN102I* Modernism (1) Fall '05 Covers American modernist writers of poetry, prose, and drama during the years encompassing the first and second world wars, including James, Wharton, Frost, Stevens, and O'Neil.

EN102J* Postmodernism (1) Fall '05 Examines recent American writers who experiment with form and subject, such as Barth, Pynchon, and O'Brien.

EN103-104* Regional Literature (1-3) Spring '05

EN103A* California Literature (1) Spring '05

Studies major California writers, including Steinbeck, London, and Jeffers. May be repeated with permission of the department chair.

EN103B* Southern Literature (1) Spring '05 Studies how Southern writers such as Porter, Welty, O'Connor, and Mason have depicted and explored regional issues. May be repeated with permission of the department chair.

EN104* Bay Area Literary Scene (1) Spring '05 Explores literary activities in the San Francisco Bay Area, including literature readings, dramatic performances, and other literary-cultural events. May be repeated with permission of the department chair.

EN105* Current Literary Trends (1-3) Fall '04 Offers interdisciplinary study of recent trends in literature and the arts. Students may take this variable unit course for one to three units; each unit requires five weeks of attendance in classes focusing on one literary movement.

EN105A* Literature and the Arts (1) Fall '04 Provides an interdisciplinary study of the aesthetic and thematic currents among the literary, musical, and visual arts in Western culture.

EN105B* Literature, Film, and Television (1) Fall '04 Investigates the relation between literature, film, and television, exploring how great works of literature find cinematographic representation and become popularized on TV.

EN105C* The Poetry of Rock and Rap (1) Fall '04 Studies the lyrics of Rock and Rap music as they constitute popular forms of culture as well as modern literary expression, revealing the beliefs and values of a generation.

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

EN107 Technical Writing (3) Spring (Evening) Cross-listed with CM107. See Communication listings, page 163, for course description.

EN109* Contemporary American Literature (1-3) Fall '04

EN109A* Contemporary American Poetry (1) Fall '04

Explores themes and trends in American poetry of the contemporary period in both high and low cultures, including poets from diverse ethnicities and political perspectives, including Creeley, Rich, Snyder, Baraka, Harper, Dove, and Lee.

EN109B* Contemporary American Fiction (1) Fall '04 Traces recent developments in the novel and short story from the 1970s to the present, including the memoir, the new historical novel, science fiction, and other experimental forms. Authors may include Updike, Roth, Oates, Beattie, Carver, Moore, and Woolf.

EN109C* Contemporary American Drama (1) Fall '04

Studies contemporary American dramatists such as Shepherd and Mamet.

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

EN111, 113, 114 Medieval Masterpieces (1-3) Fall '06

EN111 The Heroic Age (1) Fall '06

Studies Medieval heroic literature, emphasizing the Anglo-Saxon tradition (*Beowulf*) and including Continental parallels.

EN112* Continental Literature (3) Spring '05 Explores the works and lives of European authors writing in a variety of genres from the Age of Reason to the period of existentialism. Focuses on the cultural milieu and literary history of selected works in translation.

EN113 Arthurian Romance (1) Fall '06 Focuses on reading and appreciating Arthurian romances, emphasizing English works (*Sir Gawain and the Green Knight*) and including Continental parallels.

EN114 *The Canterbury Tales* (1) Fall '06 Offers in-depth study of Chaucer's masterpiece in the original; readings of his other works may be included.

EN115 Early Modern Drama (1-3) Fall '05 Studies great dramatic works of the English Renaissance exclusive of Shakespeare, including the plays of Marlowe and Jonson.

EN115A Pre-Shakespearean Drama (1) Fall '05 Explores early Renaissance drama focusing on the school productions of writers such as Medwell, Heywood, Udall, and Gascoigne.

EN115B Elizabethan Drama (1) Fall '05 Study of Elizabethan drama, exclusive of Marlowe and Shakespeare, that may include the works of Lyly, Kyd, and Dekker.

EN115C Jacobean Drama (1) Fall '05 Focuses on appreciation of Jacobean drama excluding Shakespeare and Jonson; may include such writers as Chapman, Marston, Webster, Beaumont, Fletcher, and Middleton.

EN116 Early Modern Poetry A/B/C/E (1-3) Students may take one or more of the one-unit courses in this series. Each course requires five weeks of attendance in classes focusing on one literary movement.

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

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

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

E Art, Music, and Literature in the Age of Chaucer (3) Summer '04 May be repeated once for credit by permission of the instructor. Cross-listed with EN216B. See graduate English listings, page 133, for course description.

EN117 Shakespeare (3) Spring Focuses on reading and analysis of selected masterpieces of the great bard, with emphasis on the development of his career and to the genres of history, tragedy, comedy, and romance. Cross-listed with TA117.

EN120C *The Bohemian* (1-3) Fall, Spring See description under EN020C.

EN121 The Romantic Revolt (1-3) Fall '04 One-unit courses that focus on the works of the great English Romantic poets.

EN121A Blake (1) Fall '04 Explores Blake's major works, including the *Songs of Innocence and Experience* and his prophetic works. Special attention is given to the relation of Blake's art to his poetry.

EN121B Wordsworth (1) Fall '04 Focuses on appreciation of Wordsworth's major poetry, including *The Prelude* and *Lyrical Ballads*.

EN121C Keats (1) Fall '04 Offers in-depth study of Keats' poetry from his earliest works to his great odes. Includes study of his letters and his theory of negative capability.

EN122* Modern British Literature (1-3) Spring '05 Studies modern British poets, playwrights, and fiction writers.

EN122A* Modern British Poetry (1) Spring '05 Offers in-depth study of major modern British poets, including Hardy, Eliot, and Auden.

EN122B* Modern British Fiction (1) Spring '05 Studies major British moderns, such as Forster, Lawrence, Woolf, and Joyce, writing in the early twentieth century.

EN122C* Modern British Drama (1) Spring '05 Studies early twentieth century British dramatists such as Wilde, Eliot, and Osborne.

EN123* Contemporary British Literature (1-3) Spring '06

EN123A* Contemporary British Poetry (1) Spring '06 Studies contemporary British poetry, including the works of Larkin, Hughes, and Gunn.

EN123B* Contemporary British Fiction (1) Spring '06 Examines trends in British long and short fiction, including historical revisioning, social criticism, and the implications of multiculturalism. Writers may include Fowles, Byatt, Lessing, Rushdie, and Walcott.

EN123C* Contemporary British Drama (1) Spring '06 Studies recent contemporary British dramatists such as Pinter, Coward, and Stoppard.

EN126 The Irish Renaissance (1-3) Spring '07

EN126A Irish Poetry (1) Spring '07 Studies the major Irish poets of the twentieth century. Poets include Yeats, Thomas, Heaney, Kinsella, Boland, Carson, and Ní Dhomhnaill.

EN126B Irish Fiction (1) Spring '07 Studies the major novelists and short story writers since the Celtic Revival. Authors include Joyce, Beckett, C. S. Lewis, O'Kelley, O'Conner, Deolin, and Clarke.

EN126C Irish Drama (1) Spring '07 Studies the major Irish dramatists of the twentieth century. Playwrights may include Shaw, Lady Gregory, Yeats, Synge, O'Casey, and Beckett.

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

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

EN140* African-American Literature [CDiv] (3) Fall '05 Gives a comprehensive overview of African-American literature, from the slave narratives to the Harlem Renaissance to contemporary writers, including Toni Morrison.

EN141A Creative Writing: Playwriting (3) Fall '05 Focuses on the study and practice of the art of playwriting, including writing, blocking, and performing short scenes in collaboration with other students.

EN141B Creative Writing: Poetry (3) Spring '05 Focuses on writing and sharing poetry through workshoping and nurturing feedback; beginning as well as advanced writers are welcomed. May be repeated once for credit. Concurrent enrollment in EN120C *The Bohemian* is strongly recommended.

EN141C Creative Writing: Fiction (3) Fall '04, Spring '06 Focuses on writing and sharing of short narratives with emphasis on workshopping works in progress; attention is paid to formal elements – narrative structure, character, point of view, style, detail, imagistic patterns, and themes. May be repeated once for credit. Concurrent enrollment in EN120C, *The Bohemian*, is strongly recommended.

EN141D Creative Writing: Screenwriting (3) Working individually and collaboratively, students develop short screenplays, learning and perfecting the techniques of the craft.

EN142* Ethnic American Literatures [CDiv] (1-3) Fall '04, Fall '06 Studies Native American, Asian American, and Latino literary achievements.

EN142A* Native American Literature [CDiv] (1) Fall '04 Studies representative works of Native American writers, including Native American songs and twentieth century fiction and nonfiction.

EN142B* Asian-American Literature [CDiv] (1) Fall '04 Briefly surveys Asian-American literature, from the earliest immigrant poems to contemporary novels, poems, and plays.

EN142C* Latino Literature [CDiv] (1) Fall '04 Gives an overview of Latino literature, including study of Rudolfo Anaya's *Bless Me, Ultima*.

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

EN144* Comparative Literature [CDiv] (3) Summer Term 2 '04, '06 Studies selected works of world literature, including nonwestern literature, that may be compared in terms of themes, genres, etc.

EN145* Mythology [CDiv] (3) Fall '05 Offers a literary study of myth, both Western and non-Western, including Greek, Indian, Chinese, and Norse.

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

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

EN156 Novels as History (3) Fall Cross-listed with HY156 and PS156. See History listings, page 249, for course description.

EN176 Women, Shakespeare, and Psychoanalysis [CDiv] (3) Fall '04 Cross-listed with PY176. See Psychology listings, page 268, for course description.

EN181 Animals in Literature (3) Fall Cross-listed with SO181. See Sociology listings, page 278, for course description.

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

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

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

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

EN195I Special Topics [CDiv] (3) Summer Term 2 '05, Spring '06 Emphasizes nonwestern literature, a study of a writer, genre, literary movement, or some other that is not covered in other English courses, usually the specialization of the instructor of the course. Students should consult the current schedule of classes for availability or contact the English Department to learn the exact content of this offering.

English for International Students

The English for International Students program is designed for students who need to develop their English skills in order to complete successfully academic studies at Notre Dame de Namur University. A variety of English as a Second Language (ESL) classes are offered to provide students with increased opportunities for English study and practice.

Students are placed in appropriate classes on the basis of previous English study, TOEFL scores, and Notre Dame de Namur University ESL Placement Test scores. These classes may be taken with other selected academic classes.

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

ENGLISH FOR INTERNATIONAL STUDENTS COURSES

EI031 Academic English: Intermediate Communication Skills (3) Fall

EI431 Academic English: Intermediate Communication Skills (1-3) Fall

Focuses on developing English speaking, reading, and writing skills through readings in academic areas and writing across the curriculum.

EI032 Academic English: Advanced Communication Skills (3) Spring

EI432 Academic English: Advanced Communication Skills (1-3) Spring

Focuses on the development of advanced writing skills in a variety of academic subjects and includes a research paper in student's major field of study.

EI050/450 Spoken English: Pronunciation (1/1) Fall Focuses on study of American English pronunciation, including sounds, intonation, and stress through classroom and language lab activities, using computers, tapes, and videos. May be repeated for credit.

EI051/451 Spoken English: Listening Comprehension (1/1) Fall Develops listening skills through academic lectures, videos, field work, and interactions with native speakers. May be repeated for credit.

EI052/452 Spoken English: Oral Presentation (1/1) Spring Gives students the opportunity to develop speaking skills by participating in classroom debates and discussions and by giving a variety of oral presentations. May be repeated for credit.

Modern Languages and Cultures

The Department of Modern Languages and Cultures provides the opportunity for all NDNU graduates to experience the process of language learning and to gain insights into other cultures. The Department offers minors in French Studies and Spanish. Also available are Interdisciplinary Minors in Latin American Studies, European Studies, and International Film Studies. See pages 96, 99, and 100 for details on these minors. For general information on Interdisciplinary Minors, see Undergraduate Academic Information, page 27.

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

Internship

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

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

Study Abroad

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

Service Learning

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

CULTURE AND LANGUAGE COURSES

These courses offer basic language content in addition to a study of the cultural heritage of a specific area of the world. They are specifically for students studying for a Bachelor of Science degree who decide that they prefer to substitute two of the following courses instead of regular language courses in French or Spanish. BS students may not use the same coursework to satisfy both the Culture and Language and the Cultural Diversity Core Curriculum requirements. Please see the Common Core section of the Core Curriculum Requirements, page 62, for more information concerning the Culture and Language Requirement.

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

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

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

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

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

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

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

CL161 Mexico: Politics, Culture, and Language [CDiv] [CL] (1) Spring Cross-listed with LA161. See Latin American Studies listings, page 100, for course description.

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

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

CL175 Latino/Hispanic Experience in the USA [CDiv] [CL] (3) Fall '05 Cross-listed with LA175. See Latin American Studies listings, page 100, for course description.

CL176 Mexican American Literature, Language, and Film [CDiv] [CL] (3) Fall '04 Cross-listed with LA176. See Latin American Studies listings, page 100, for course description.

CL195 Special Topics in Culture and Language [CL] (3) Is offered as needed to satisfy the Core Curriculum requirement in Culture and Language.

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

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

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

FRENCH STUDIES

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

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

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

EUROPEAN STUDIES INTERDISCIPLINARY MINOR

Minor Requirements: European Studies		
Six units of upper-division French courses		6
<i>Plus nine units chosen from the following:</i>		9
AR100B	Art History: Modern Art (3)	
CU150	European Cinema (3)	
HY/PS128B	Modern Western Thought (3)	

IB110	International Business (3)	Units
PL102	Early Modern Philosophy (3)	
PL103	Nineteenth Century Philosophy (3)	
Total		15

Study Abroad

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

FRENCH STUDIES COURSES

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

FR001/002 Basic Practical French (3/3) Fall, Spring *Prerequisite for 002: FR001 or equivalent.* Begins the study of French, using direct audiovisual method; focuses on lively, efficient, and fast learning of everyday practical vocabulary, basic grammar, and conversation.

FR003/004 Intermediate Conversation (3/3) Fall, Spring *Prerequisite: FR002 or equivalent and/or Placement Test.* Students discuss various issues of French culture. Course includes short compositions written on those issues, grammar review, pronunciation and vocabulary building exercises, and extensive use of multimedia technology.

FR010 Grammar Review and Conversation (1-3) Fall, Spring *Prerequisite: FR004 or equivalent and/or Placement Test.* Offers an advanced grammar review. Includes discussion of French cultural issues, research using Internet in French, extensive conversation practice, and viewing of French media.

FR099/199 Independent Study (1-3) Fall, Spring Provides an opportunity for independent study or research in French under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

FR100 Advanced Conversation (1-3) Fall, Spring *Prerequisite: FR004 or equivalent and/or Placement Test.* Provides in depth discussion of issues in contemporary France. Students use French press and French web sites in their research and oral presentations.

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

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

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

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

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

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

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

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

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

INTERCULTURAL STUDIES COURSES

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

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

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

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

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

INTERNATIONAL FILM STUDIES INTERDISCIPLINARY MINOR

Minor Requirements: International Film Studies	Units
<i>One theory course (three units):</i>	3
HY/PS159 History and Politics in Films (3)	
<i>One foundation course in film as an art form, its history, its language (three units):</i>	3
CL/FR113 French Cinema, Culture, and Language (3)	
CU150 European Cinema (3)	
CU151 Intercultural Cinema (3)	
<i>One applications course (four units):</i>	4
CM140 Video Production (4)	
<i>Two elective courses (six units):</i>	6
CL/FR196 African Cinema, Culture, and Language (3)	
CL197 Culture and Language of Latin America through Film (3)	
FR101 Introduction to French Literature in Film (3)	
SO/PY113 Society Through Film (3)	
Total	16

LATIN AMERICAN STUDIES AND SPANISH

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

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

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

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

LATIN AMERICAN STUDIES INTERDISCIPLINARY MINOR

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

Minor Requirements: Latin American Studies		Units
<i>A least six units of Regional History and Culture chosen from the following:</i>		6
HY162	Latin American Area Studies (3)	
LA110	The Literature of Latin America (3)	
LA161	Mexico: Politics, Culture, and Language (3)	
LA197	The Culture and Language of Latin America Through Film (3)	
SP100B	Advanced Spanish: La herencia cultural de latinoamérica (3)	
<i>Three units of Latino Studies:</i>		3
LA175	Latino/Hispanic Experience in the USA (3)	
LA176	Mexican American Literature, Language, and Film (3)	
<i>At least three elective units from the following:</i>		3
AR100G	Art History: Arts of the Americas (3)	
EC183	Economic Development in Less-Developed Countries (3)	
LA198	Service Learning: Spanish Community Service Project (1-3)	
MG116	Comparative International Management (3)	
NS109	Nutrition and Health in Developing Countries (3)	
RS140A	Theology of Liberation (3)	
SM101	Science and Technology in Developing Countries (3)	
Total		12

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

LATIN AMERICAN STUDIES COURSES

LA100C Spanish Conversation through Film (3) Fall '05 Cross-listed with SP100C. See Spanish listings, page 102, for course description.

LA110 Literature of Latin America [CDiv] (3) Spring '05 Taught in English, this will introduce the major works of recent Latin American literature by writers such as Borges, Neruda, García Márquez, Vargas Llosa, Fuentes, Allende, and Restrepo, among others.

LA161 Mexico: Politics, Culture, and Language [CDiv] [CL] (1) Spring, Fall Intensive Term 2 '05 Focuses on the social, political, and cultural characteristics of Mexico, a nation largely misunderstood by most Americans, despite sharing a 2,000 mile border with the U.S. and being our Southern neighbor and partner in trade. Covers the Pre-Columbian indigenous cultures, the effects of the Spanish Conquest, and issues of NAFTA, immigration, and underdevelopment. Includes an introduction to the Spanish language. Cross-listed with CL161.

LA162 Central America: Politics, Culture, and Language [CDiv] [CL] (3) Fall Intensive Term 2 '04, Spring '06 Offers an in-depth view of the Maya civilization, the legacies of the Spanish Conquest and the contemporary dilemmas of land reform, liberation theology, and political unrest. Includes an introduction to the Spanish language. Cross-listed with CL162.

LA164 Andean Nations: Politics, Culture, and Language [CDiv] [CL] (3) Spring Intensive Term 2 '05 The Inca civilization, the effects of the Spanish colonization, the dilemma of modernization, and the resulting cultural identity of the Andean Nations are studied and analyzed. Includes an introduction to the Spanish language. Cross-listed with CL164.

LA175 Latino/Hispanic Experience in the USA [CDiv] [CL] (3) Fall '05 Taught in English, this course explores the ever-expanding body of literature, poetry, prose, drama, and film that reveals what immigrants of Latino Hispanic heritage, primarily of Mexican, Puerto Rican, and Cuban descent, experience when immigrating, settling, and integrating into the larger society of the USA. Includes an introduction to the fundamentals of Spanish. Cross-listed with CL175.

LA176 Mexican American Literature, Language, and Film [CDiv] [CL] (3) Fall '04 Explores the recent flowering of Mexican American fiction, poetry, drama, and film. Includes an introduction to the fundamentals of Spanish. Cross-listed with CL176.

LA197 Culture and Language of Latin America Through Film [CDiv] [CL] (3) Spring '06 Viewing films with English subtitles, students investigate social, historical, and political issues of Latin America. Spanish language is introduced through the films. Cross-listed with CL197 and SP197.

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

LA199 Independent Study in Latin American Studies (1-3) Provides an opportunity for independent study or research in Latin American Studies to be arranged under

the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

SPANISH

To satisfy the requirements for a Minor in Spanish students must complete four of the following courses or their equivalents for a total of 12 upper-division units in Spanish.

Minor Requirements: Spanish		Units
<i>Complete 12 upper-division units from the following:</i>		12
SP100A	Advanced Spanish: Composition and Grammar Review (3)	
SP100B	Advanced Spanish: La herencia cultural de latinoamérica (3)	
SP100C	Spanish Conversation through Film (3)	
SP103	Spanish for a Bilingual World: Community Service and Business (3)	
SP115	Introducción a la literatura latinoamericana (3)	
SP198	Service Learning: The Guadalajara Community Service Project (1-3)	
Total		12

SPANISH COURSES

SP001/002 Introduction to Spanish (3/3) Fall, Spring *Prerequisite for 002: SP001*

(or equivalent). Introduces the language and culture of the Spanish-speaking world.

Students develop listening, speaking, reading, and writing skills, with emphasis on communication and introduction to the culture of the Spanish-speaking world. Increasing use of the Internet opens up new worlds to the beginning language student.

SP003/004 Intermediate Spanish (3/3) Fall, Spring *Prerequisite: SP002 or equivalent, and/or Placement Test.* This course is a continuation of skills-building with an emphasis on communication and culture and the gradual introduction of longer, more sophisticated readings. Various media are used to enhance language learning, including CD-ROMs and exploration of the Internet, as well as video and audiotapes.

SP099/199 Independent Study in Spanish (1-3) Provides an opportunity for independent study or research in Latin American Studies under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

SP100A Advanced Spanish Composition and Grammar Review (3) Fall

Prerequisite: SP004 or equivalent, and/or Placement Test. Building on preceding foundation courses, this course provides a guided development of writing skills in Spanish along with a review of grammatical structures which generally need special attention at this level.

SP100B Advanced Spanish: La herencia cultural de latinoamérica [CDiv]

(3) Fall '04 *Prerequisite:* SP100A or SP103 or equivalent and/or Placement Test. Taught in Spanish, this course gives a panoramic view of the culture and history of Latin America through journalistic and literary readings and film, not only in textbook form but also through the reading of daily newspapers via the Internet from countries all over the Spanish speaking world.

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

SP103 Spanish for a Bilingual World: Community Service and Business (3) Fall '05 *Prerequisites:* SP004 (i.e., 4th semester or equivalent) and basic fluency. This course is intended to help and prepare those who are working in community service agencies and offices where they are expected to perform a variety of tasks in Spanish for non-English speaking clients and patients. Assignments will focus on the writing of memos, e-mail, letters, reports, and filling out forms, interpreting and translating in role play situations, addressing groups in Spanish, and eliciting information. The content of the class will be tailored to the areas in which students either are or expect to be working during their internships and community service work. Visits to local agencies and companies will be included, where possible.

SP115 Introducción a la literatura latinoamericana [CDiv] (3) Spring '06 *Prerequisite:* SP100A or SP100B or permission of the instructor. Introduces the fiction, poetry, and drama of Latin America, taught in Spanish. Emphasis on oral participation through enactment of one-act plays.

SP197 Culture and Language of Latin America Through Film [CDiv] [CL] (3) Spring '06 Cross-listed with CL197 and LA197. See Latin American Studies listings, page 100, for course description.

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

Music

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

Serving both music majors and non-majors, we help students to achieve their full artistic, intellectual, and spiritual potential through cultivation of aesthetic sensitivity, technical skills, personal confidence, lifelong learning, and social responsibility. Due to the collaborative nature of music, a high priority is placed on active learning, participation in performance, linking of theory with practice, and service to the community.

The Music Department is committed to close interaction and mutual support between students and faculty. We value inclusivity and respect for the individual, we emphasize fairness in all aspects of teaching and human relations, and we promote understanding of the diverse cultural values of our human heritage.

GOALS

1. To promote students' growth in general musicianship.
2. To present opportunities for solo and ensemble performance.
3. To prepare music majors for lifelong learning and practical application of these studies.
4. To prepare majors and non-majors for educated listening, aesthetic sensitivity, and cultural understanding.
5. To provide public performances for the benefit of the campus and the community.

The NDNU Music Department offers three undergraduate degree programs in music: (1) the Bachelor of Arts, which allows students to select music as their major within the framework of a liberal arts education, and (2) the Bachelor of Music in Performance, which offers a pre-professional concentration in musical performance for qualified students, and (3) the interdisciplinary Bachelor of Fine Arts in Musical Theatre which prepares students for careers in professional musical theatre, cabaret, or television performance. All degree programs require a performance audition before acceptance into the major. Please contact the Music Department for audition requirements.

All undergraduate degree programs are committed to a balance of performance, creation of music, comprehensive knowledge of music literature from diverse historical periods and cultural traditions, and critical analysis of music from a variety of sources. The BM and BFA programs are also committed to helping students develop pre-professional skills in performance and competence in music technology.

The Music Department also offers graduate degree programs (MM in Performance and MM in Pedagogy) which enable students to develop advanced knowledge and skills necessary for professional competence in performance or studio teaching.

Bachelor of Arts in Music

Bachelor of Music in Performance

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements. Please note that students in the Bachelor of Music in Performance program must use specified Music and Theatre Arts courses to satisfy some Core Curriculum Requirements.

Prerequisites		Semesters	BM Units	BA Units
MU001A	Exploring Music at the Keyboard	1	3	3
MU001B/C/D	Comprehensive Musicianship	3	9	9
MU008A/B/C/D	Music Skills Lab	4	4	4
MU014P/V	Performance and Repertoire	4	4	0
MU015I/P/V	Individual Instruction	4	12	4
MU093/193	Computer Applications in Music	1	3	0
Total Prerequisites			35	20
Major Requirements				
MU104	Form and Analysis	1	3	3
MU108A/B	Music Skills Lab	2	2	2
MU111	Conducting	1	3	3
MU114P/V	Performance and Repertoire	4	4	0
MU115I/P/V	Individual Instruction	4	16	8
MU120A	Overview of Music Literature	1	3	3
MU120B/C/D	Survey of Music in Western Civilization	3	9	9
	Music Ensembles	4	4	4
	Music Electives		4	0
	Senior Recital*		0	0
*Not required for BA in Music.				
Total Major Requirements			48	32
Other Degree Requirements* and General Electives			41	72
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).				
Total Unit Requirement			124	124
MINOR REQUIREMENTS: MUSIC				Units
MU001A	Exploring Music at the Keyboard			3
MU001B	Comprehensive Musicianship: Diatonic Techniques			3
MU008A/B	Music Skills Lab			2
MU015I/P/V	Individual Instruction			4
MU120A	Overview of Music Literature			3
MU120B, C, or D	Survey of Music in Western Civilization			3
	Music Ensembles			2
Total				20

A candidate must participate in an ensemble experience on campus each fall and Spring semester of residency. At least four semesters of ensemble experience are to be in a large choral or instrumental organization or musical theatre production. By the end of the undergraduate program, a candidate must show evidence of ensemble experiences varied in size and nature. In fulfilling this requirement, a candidate may register in an ensemble for credit or may participate in an ensemble for no credit; however, a candidate must earn a minimum of four units of ensemble credit to graduate.

Each candidate will attend a minimum of ten concerts per semester, including music from various historical periods and cultural traditions, on or off campus. For each concert attended, the student will submit a Concert Evaluation Form to the department chair, along with a printed program from the concert.

MUSIC COURSES

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

MU001A Exploring Music at the Keyboard (3) Fall This course focuses on the basics of piano technique and the fundamentals of music theory, including melody, harmony, rhythm, timbre, and texture. The student develops sightreading and beginning sightsinging skills. The course includes utilization of music technology and experience in music listening. This course is open to majors and non-majors and can be used to fulfill the Core Curriculum Arts requirement.

MU001B Comprehensive Musicianship: Diatonic Techniques (3) Spring This course continues from MU001A, with increasing focus on musicianship skills (sight singing and music dictation), diatonic harmony, and keyboard skills.

MU001C Comprehensive Musicianship: Chromatic Techniques (3) Fall This course continues focus on musicianship skills and keyboard skills and use of music technology, with a new focus on chromatic harmony.

MU001D Comprehensive Musicianship: 20th Century Techniques (3) Fall Advanced musicianship skills, keyboard skills, and 20th Century techniques (e.g., serial techniques), and music of diverse cultural sources are explored in this final semester of MU001.

MU006/106/506 Composing and Improvising (1-3) Spring Students learn composing and improvising in various musical styles. This course covers classical, pop, jazz, rock, and nonwestern music performed on both acoustical and synthesized instruments. MU006 is open to non-music majors for the Core Curriculum Arts requirement (three units) and to music majors for elective credit (one to three units).

MU007/107 Beginning Guitar (2) Spring Beginning guitar players can learn more quickly in a class setting. This class offers techniques for playing the guitar and training in reading music for guitar. Open to non-majors.

MU008A/B/C/D Music Skills Lab (1/1/1/1) Fall (A/ C/ D), Spring (B)

These one-unit classes are taken concurrently with MU001A/B/C/D respectively. Skills in musicianship, music writing, analysis, and keyboard harmonization are developed in small groups.

MU014P/114P/514P Piano and Instrumental Performance and Repertoire (1)

Fall, Spring, Summer *Prerequisite:* MU015P. Focuses on performance and repertoire of solo literature. May be repeated for credit.

MU014V/114V/514V Vocal Performance and Repertoire (1) Fall, Spring,

Summer *Prerequisite:* MU015I or MU015V. Singers get the chance to learn performance strategies, while discovering solo literature from listening to other performers. May be repeated for credit.

MU015I/115I Individual Instruction: Instrument Majors (1-4) Fall, Spring,

Summer *Prerequisite:* *Permission of instructor.* Students take individual weekly lessons in organ, strings, harp, winds, or conducting. Additional fees apply. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU015P/115P Individual Instruction: Piano Majors (1-4) Fall, Spring, Summer

Prerequisite: *Permission of instructor.* Students take individual weekly lessons in piano. Additional fees apply. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU015V/115V Individual Instruction: Voice Majors (1-4) Fall, Spring, Summer

Prerequisite: *Permission of instructor.* Students take individual weekly lessons in voice. Additional fees apply. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU016I/116I Individual Instruction for Non-Majors: Instrument (1) Fall,

Spring *Prerequisite:* *Permission of instructor.* Students take individual weekly lessons for non-majors in organ, strings, harp or winds. Additional fees apply. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU016P/116P Individual Instruction for Non-Majors: Piano (1) Fall, Spring

Prerequisite: *Permission of instructor.* Students take individual weekly lessons for non-majors in piano. Additional fees apply. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU016V/116V Individual Instruction for Non-Majors: Voice (1) Fall, Spring

Prerequisite: *Permission of instructor.* Students take individual weekly lessons for non-majors in voice. Additional fees apply. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU017/117 Class Piano (1) Fall, Spring This class is an introduction to basic piano technique and repertoire. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU018/118/518 Viva la Musica! Chorus (1) Fall, Spring Open to majors and non-majors, the chorus offers rehearsal and performance of serious choral works. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU021/121/521 Chamber Singers (1) Fall, Spring *Prerequisite: Permission of instructor.* Chamber Singers is an SATB vocal ensemble which offers rehearsal and performance of vocal chamber music. Open to majors and non-majors. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU022/122/522 Opera Workshop (1) Fall, Spring *Prerequisite: Permission of instructor.* Students learn a role and participate in an operatic production. This class is by audition only. Open to majors and non-majors. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU027A/127A Beginning Voice Class (1) Fall

MU027B/127B Beginning Voice Class (1) Spring

This course is an introduction to basic vocal techniques. This course may be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence. Cross-listed with MU527A/B.

MU031/131/531 Chamber Music Class (1) Fall, Spring *Prerequisite: Permission of instructor.* This class is for intermediate to advanced level string and piano students, and is designed to explore the broad range of ensemble music literature through rehearsal and performance of chamber works. Participants will be assigned to one or more chamber groups, which will rehearse regularly, receive coaching sessions bi-weekly, and perform several times during the semester. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU041/141/541 Orchestra (1) Fall, Spring *Prerequisites: Audition and permission of instructor.* Open to majors and non-majors, this course offers rehearsal and performance of serious orchestral works with the Redwood Symphony Orchestra. May be repeated for credit. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU042/142 World Music [CDiv] (3) Fall Students study music of cultures throughout the world. This course features listening and readings from the music of China, Japan, India, Bali, Java, Africa, South America, and the Near East. Fulfills the Core Curriculum Cultural Diversity and Arts requirements.

MU075/175/575 Ensemble (1) Fall, Spring *Prerequisite: Permission of instructor.* Ensemble offers rehearsal and performance of serious instrumental works. May be repeated for credit. Open to majors and non-majors. Three units satisfy the Core Curriculum Arts requirement if taken within a four-semester sequence.

MU080/180 Introduction to Music Management (3) Spring *Prerequisite: Permission of instructor.* Focuses on in-depth study of concert production, including fundraising, promotion, and audience development. Cross-listed with MU580.

MU085/185/585 Music Management Internship (1-3) Fall *Prerequisite: Permission of instructor.* Provides in-the-field experience with concert production and promotion.

MU093/193/593 Computer Applications in Music (1-3) Fall This course is a study of computer and synthesizer applications in music. Applications studied include MIDI technology, including performance and sequencing, and computer programs for developing musicianship skills, creating original compositions, and notating music. Required for BM and BFA majors. Open to other students as space allows.

MU104/504 Form and Analysis (3) Spring *Prerequisites: MU001C and MU008C or equivalent.* Students study musical forms and analyze compositions from all periods of music.

MU108A/B Music Skills Lab (1/1) Spring Taken concurrently with MU104 and MU111. Students hone skills in musicianship, analysis, and conducting (including score reading, transcription, and musical form).

MU111/511 Conducting (3) Spring *Prerequisites: MU001A/B and MU008A/B or equivalent.* Explores techniques of vocal and instrumental conducting, including beat patterns, transpositions, cueing, and dynamics.

MU113A/513A Lyric Diction (2) Fall

MU113B/513B Lyric Diction (2) Spring

Covers phonetics and diction in singing Italian, English, French, and German.

MU120A/520A Overview of Music Literature (3) Spring The first course in a four-semester sequence of classic and popular music, this course explores the roots and foundations of music from early music to the present. The emphasis is on the commonality of Western music style employed in art, music, and popular genres. Fulfills the Core Curriculum Arts requirement.

MU120/B/C/D and 520B/C/D Survey of Music in Western Civilization

(3/3/3) Prerequisite: MU001A/B. The second through fourth courses in a four-semester sequence, this course explores the history and literature of music from ancient Greek to the present. No semester may be taken separately without the consent of the instructor. Six units fulfill the Core Curriculum History requirement for BM majors.

B. Survey of Music to 1650 (3) Fall

C. Survey of Music from 1650 to 1850 (3) Spring

D. Survey of Music from 1850 (3) Fall

MU123A/523A History and Literature of Piano Music (1) Fall

MU123B/523B History and Literature of Piano Music (1) Spring

Prerequisite: MU015P. This course is an in-depth study of the forms and literature of keyboard music.

MU124/524 Choral Conducting (1) Fall, Spring *Prerequisites:* MU001A/B/C/D, MU008A/B/C/D. This course is a study of basic techniques required for choral conductors.

MU126A/B/526A/B History and Literature of Vocal Music (1/1) Spring

Prerequisite: MU015V. This course is an in-depth study of the forms and literature of solo vocal music.

MU140 Music Education Concepts (3) Spring This course offers a study of basic musical concepts and skills: playing of several instruments, singing, writing, and analyzing music. Required for students preparing for the California State Multiple Subject Teaching Credential. Fulfills the Core Curriculum Arts requirement.

MU149T/549T Teaching Assistant (1-3) This course offers an opportunity for outstanding Music majors to earn credit for assisting instructors.

MU192A/B/592A/B Piano Pedagogy (1-3) Fall, Spring *Prerequisite:* MU015P

This course explores the pedagogy of studio teaching for piano players.

MU199 Independent Study in Music (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32, for more details.

Musical Theatre

The BFA Musical Theatre program is designed to prepare talented students for careers as actors/singers/dancers in professional musical theatre, cabaret, or television performance. The program also prepares students to pursue graduate professional studies in musical theatre (MFA). The program is part of the School of Arts and Humanities.

The curriculum is rigorous because we believe that to achieve professional success in musical theatre, one must first excel in all three disciplines of acting, singing, and movement. Applicants for the program are carefully screened, and those who enter the program are retained only if they meet academic standards and continue to develop their professional potential.

The 124-unit program includes a minimum of 78 units of work in music, theatre arts and dance, and musical theatre.

In their first two years, students focus on the fundamentals of acting, singing, dance, musicianship, music theory, piano, oral interpretation, and theatre production. Emphasis is placed on the development of the artist's instrument and imagination. Students learn how to take personal responsibility for developing their musical and theatrical skills for the rest of their lives.

In their junior and senior years, students integrate their previous experiences through courses in theatre directing, musical theatre history and repertoire, musical theatre workshop, a professional internship, and an individualized final project. Emphasis is placed on the development and synthesis of personal working methodologies.

Throughout their four years, students take private singing lessons and participate in a variety of musical and theatrical performances. They become solo and ensemble performance specialists, ready for lifelong work in the musical theatre profession.

It is recommended that students in the program allow at least one extra semester (Fall, Spring, or Summer) to complete the course requirements.

The BFA Musical Theatre program is administered by the School of Arts and Humanities. Due to the interdisciplinary nature of the major, each student is assigned to a two-person advising team which consists of faculty members from music and theatre arts.

Bachelor of Fine Arts in Musical Theatre

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
DA035	Jazz Dance	2
DA036	Dance for Theatre	2
MU001A	Exploring Music at the Keyboard	3
MU001B/C/D	Comprehensive Musicianship	6*
MU008A/B/C/D	Music Skills Lab	3*
MU014V	Vocal Performance and Repertoire	2

		Units
MU015V	Individual Instruction in Voice	4
MU017	Class Piano	2
MU093/193	Computer Applications in Music	3
TA001	Introduction to the Theatre	3
TA002	Introduction to Oral Interpretation of Literature	3
TA010	Beginning Acting	3
TA021	Theatre Production and Stagecraft	3
TA090C/L/S	Theatre Production Lab	1
TA090R	Theatre Production: Rehearsal/Performance	2
Total Prerequisites		42
<i>*BFA students must take MU001A/B and MU008A/B. They must also take either MU001C and MU008C, or MU001D and MU008D.</i>		
Major Requirements		
	Six units of any Dance courses (prefix DA)	6
MT125A	Musical Theatre Workshop	2
MT125B	Musical Theatre History and Repertoire	3
MT125D	Musical Theatre Internship	2
	(satisfies two units of the Career Development requirement)	
MT125E	Musical Theatre Final Project	3
MU114V	Vocal Performance and Repertoire	2
MU115V	Individual Instruction in Voice	4
MU120A	Overview of Music Literature	3
TA100	Intermediate Acting	3
TA110	Advanced Acting	3
TA140	Directing	3
TA190R	Theatre Production: Rehearsal and Performance	2
Total Major Requirements		36
Other Degree Requirements* and General Electives		46
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124

See Theatre Arts listings for Dance (DA) and Theatre (TA) course descriptions; see Music listings for Music (MU) course descriptions.

A candidate must participate in an ensemble experience on campus each Fall and Spring semester of residency. At least four semesters of ensemble experience are to be in a large choral organization or musical theatre production. By the end of the undergraduate program, a candidate must show evidence of ensemble experiences varied in size and nature. In fulfilling this requirement, a candidate may register in an ensemble for credit or may participate in an ensemble for no credit; however, a candidate must earn a minimum of four units of ensemble credit to graduate.

Each candidate will attend a minimum of ten concerts per semester, including music from various historical periods and cultural traditions, on or off campus. For each concert attended, the student will submit a Concert Evaluation Form to the department chair, along with a printed program from the concert.

MUSICAL THEATRE COURSES

MT125A Musical Theatre Workshop (1-3) Fall, Spring Students are taught the skills and techniques required to prepare and perform individual and group musical numbers along with audition skills in singing, dancing, and acting. Cross-listed with MU525A and TA025/125.

MT125B Musical Theatre History and Repertoire (3) Spring Offers a survey of the individuals and organizations responsible for the creation and development of the modern musical. The course traces the beginnings of theatrical musicals from the 17th and 18th centuries and study the major innovations in structure, composition, and performance throughout the 20th and 21st centuries.

MT125D Musical Theatre Internship (2) Fall, Spring Students apply their accumulated skills and techniques in a performance position in an off-campus, professionally produced musical theatre production. Satisfies two units of the Career Development requirement.

MT125E Musical Theatre Final Project (3) Fall, Spring Students prepare and present a musical theatre program which may consist of several musical theatre numbers or a short musical play. Selection of the materials and production arrangements is planned and approved by the student with the theatre and music faculty.

Philosophy and Religious Studies

The Department of Philosophy and Religious Studies offers majors and minors in philosophy and religious studies, as well as an interdisciplinary major in both disciplines.

PHILOSOPHY

Philosophy is the critical examination and evaluation of our most fundamental beliefs, concepts and practices, with the aim of arriving at a comprehensive understanding of the nature of the world and the position of human beings within it.

Philosophers deal with many issues of fundamental human importance which other disciplines may raise, but do not themselves resolve. These range from the mind-body relation and the idea of God, to the nature of truth and knowledge, and the status and content of morality. Philosophers also raise questions about the fundamental methods and purposes of other disciplines (science, art, history, etc.).

The study of philosophy enhances analytical, critical, and interpretive skills that are applicable to any subject-matter and in any human context. It cultivates the capacities and appetite for self-expression and reflection, for exchange and debate of ideas, for lifelong learning, and for dealing with problems for which there are no easy answers. It broadens the range of things one can understand and enjoy. It can give one self-knowledge, foresight, and a sense of direction in life. A philosophical education also enhances the capacity to participate responsibly and intelligently in public life.

The Department of Philosophy and Religious Studies provides students with a variety of opportunities to pursue the study of philosophical issues:

1. The Department offers courses which satisfy the three-unit Core Curriculum requirement in Philosophy and Values. These courses are designed to help develop students' logical and critical thinking skills, to introduce them to some of the major figures and doctrines in the history of philosophy, and to allow them to consider for themselves a variety of enduring and contemporary philosophical questions.
2. Students who choose to major in philosophy are given both a sound historical background in the subject and an opportunity to develop and utilize philosophical skills in courses which examine contemporary issues and debates.
3. Students should also consider the possibility of pursuing a double major – combining a major in philosophy with a major in another subject (e.g., Communication, English, Religious Studies, Biology, Computer Science, Mathematics, History, Human Services, Political Science, Psychology, Sociology, Art, Music) – or minor in Philosophy.
4. All students who wish to enhance their knowledge of philosophy, improve their critical thinking skills, or explore specific issues, are encouraged to take elective courses in Philosophy.

Employers want, and reward, many of the capacities which the study of philosophy develops: for instance, the ability to solve problems, to communicate, to organize ideas and issues, to assess pros and cons, and to boil down complex data. Consequently, philosophy majors are well-prepared to find employment in numerous fields, including business, computers and technology, education, government, law, marketing, media, publishing, and technical writing. People trained in philosophy are not only prepared to perform many kinds of tasks, but they can also cope with change, and move into new careers, often more readily than others.

Bachelor of Arts: Philosophy

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
PL006	Introduction to Philosophy	
or		
PL007/107	Moral Problems	3
PL012/112	Formal Logic	
or		
PL013/113	Critical Thinking and Scientific Reasoning	3
Total Prerequisites		6
Major Requirements		
PL100	Ancient Philosophy	3
PL102	Early Modern Philosophy	3
PL103	Nineteenth Century Philosophy	3
PL149T	Teaching Assistant	
	(satisfies one unit of Career Development Requirement)	1
	Upper-division electives in Philosophy	15
Total Major Requirements		25
Other Degree Requirements* and General Electives		93
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124
MINOR REQUIREMENTS: PHILOSOPHY		
Fifteen units, three lower-division and twelve upper-division, distributed as follows:		
PL006	Introduction to Philosophy	
or		
PL007/107	Moral Problems	
or		
PL017/117	Philosophy of Science	
or		
PL018/118	Philosophy of Mind	3
PL012/112	Formal Logic	
or		
PL013/113	Critical Thinking	3
PL100	Ancient Philosophy	3
PL102	Early Modern Philosophy	3
Upper-division elective in Philosophy		3

PHILOSOPHY COURSES

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

PL001/100 Ancient Philosophy (3) Fall '04 Examines the origins of philosophical inquiry in the ancient world. Figures to be discussed may range from Confucius and Lao-Tzu to Plotinus and the Neo-Platonists. There is special emphasis on the writings of Plato and Aristotle and their continued influence.

PL006 Introduction to Philosophy (3) Fall, Spring Introduces some of the major figures and doctrines in the history of philosophy and to some enduring and contemporary philosophical questions.

PL007/107 Moral Problems (3) Fall After a brief introduction to some basic ideas in ethical theory, this course allows students to examine and discuss critically various contemporary moral problems, such as abortion, the death penalty, affirmative action, free speech, and civil disobedience.

PL012/112 Formal Logic (3) Fall '04 Gives a systematic introduction to modern formal logic, including the propositional and predicate calculus. Course includes extensive practice in executing proofs and applying the rules of logic to everyday examples.

PL013/113 Critical Thinking and Scientific Reasoning (3) Fall '05 This course is designed to give students the critical skills needed to read, understand, and evaluate the kind of reasoning commonly used in scientific activity, whether such activity is performed by a professional scientist, a political pollster, or informally in everyday life. Course includes extensive practice in analyzing popular reports of scientific research and applying critical thinking techniques to evaluate astrology, ESP, and other examples of "marginal science." The course will also consider how scientific knowledge may be combined with individual or social values to reach decisions about issues ranging from personal health to global warming.

PL017/117 Philosophy of Science (3) Spring '06 The philosophy of science addresses questions about the nature and methods of science, about conceptual and foundational issues within the various sciences, and about the broader implications of scientific research. Specific topics may vary, but students will be introduced to competing views of the nature of scientific reasoning, learn to think critically about important scientific developments, and consider some of the ethical, social, political, and religious questions which they raise.

PL018/118 Philosophy of Mind (3) Spring '05 The nature of mind and its relation to the physical world has been a perennial philosophical question. Can modern science offer a solution to this problem? This course will examine both traditional issues (such as the mind-body problem, personal identity, and free will) and contemporary variants of these issues raised by research into artificial intelligence and work in cognitive science.

PL023/123 Law, Morality, and Society (3) Spring '05 Introduces a variety of urgent moral, political, and social controversies that are closely connected with the law. The course will examine both general questions about the nature, justification, and boundaries of law, and specific issues such as free speech and the Internet, age discrimination, and international war crimes trials. There will be special emphasis on question of race, gender, and class.

PL102 Early Modern Philosophy (3) Fall '05 The seventeenth and eighteenth centuries were marked by the intellectual turmoil produced by the scientific revolution. This course introduces students to the ideas of some of the major philosophers of this period, from Descartes to Kant, and their efforts to come to terms with developments that remain crucial for us today. Topics to be discussed include the nature and limits of knowledge, science and religion, and freedom and determinism.

PL103 Nineteenth Century Philosophy (3) Spring '06 Offers detailed discussions of the philosophical work of such figures as Hegel, Schopenhauer, Kierkegaard, Marx, and Nietzsche. This course is essential background for anyone who wants to understand the contemporary intellectual scene.

PL114 Philosophy and Feminism [CDiv] (3) Spring '06 Examines philosophical questions related, or of special concern, to women. Topics may include the nature, status and role of women in influential religious, philosophical and cultural contexts, and theoretical and practical feminist issues addressed by traditional and contemporary philosophers. Emphasis is placed on ethical and political problems facing women today.

PL121 Political and Social Philosophy (3) Fall '04 This course raises basic questions about politics, society, and social change. Why is government necessary? What are the limits of government action? When is it permissible to disobey the law? When is revolution justified? Why is democracy a good thing? When are human beings genuinely free? Does capitalism promote or undermine democracy and freedom? Are there feasible alternatives to capitalism? Readings may be from historical figures (e.g., Plato, Hobbes, Locke, Marx, Mill) or contemporary sources or both. Cross-listed with SO123.

PL125 Environmental Ethics (3) Fall '04 Offers a philosophical examination of a variety of key environmental issues. Topics to be discussed may include the value of nature, property rights, world hunger, and the moral status of animals.

PL126 Business Ethics (3) Fall '05 This course introduces students to competing ethical theories and conceptions of economic justice, and applies them to specific moral and social issues raised by contemporary business practices. Cross-listed with GB126.

PL128 Ethics and Professional Responsibility (3) Fall, Spring, Summer
This course is open only to students admitted to the Intensive Evening Degree program. Examines major ethical theories and explores the application of those theories to current business, moral, and social issues. Illustrative case studies are used as well as other group exercises to enable the student to identify justice issues involved in specific problem areas of the work environment.

PL131 Bioethics (3) Fall '05 This course will consider some of the many ethical issues arising from the biological and medical sciences. Topics may include: reproductive rights, genetic research and engineering, ethical, social, and legal implications of the Human Genome Project, euthanasia and assisted suicide, resource allocation, organ donation, experimentation with humans and non-humans, and ethical issues in health care.

PL149T Teaching Assistant (1-3) Fall, Spring Philosophy majors are required to earn at least one unit of credit as a teaching assistant to an instructor. Satisfies one unit of Career Development Requirement.

PL184 Philosophy of Religion (3) Spring '05 Surveys traditional and modern problems associated with religion. Topics may include the nature of God, arguments for theism, the problem of evil, foreknowledge and freedom, science and religion, faith and the nature of religious belief, myths, symbols, and rituals, and spirituality. See PL121. Cross-listed with RS184.

PL199 Independent Study in Philosophy (1-3) Provides an opportunity for independent study or research in Philosophy under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Philosophy and Religious Studies Interdisciplinary Major

An interdisciplinary major in Philosophy and Religious Studies is also available, combining courses from these two areas to bring focus to the intersection of faith, reason, spirituality, and ethics. See the Department Chair for details on the Philosophy and Religious Studies major. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 27.

RELIGIOUS STUDIES

The Department of Philosophy and Religious Studies offers a Bachelor of Arts Degree in Religious Studies. The Department intends, in keeping with the mission of Notre Dame de Namur University, and with special consideration for the goals of the Second Vatican Council, to present systematically the meaning and relevance of Christian belief. The Religious Studies Department also aims to develop in students of whatever conviction an understanding of the essential nature of the religious dimensions of life as well as a knowledge and appreciation of the variety and richness of religious beliefs throughout our world. The central and essential dynamic common to all religious traditions is a special concern for justice, compassion, and community. Hence, many of the courses in religious studies are particularly suitable for interdisciplinary minors in Women's Studies and in Justice and Peace Studies.

Bachelor of Arts: Religious Studies

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites	Units
RS001 Introduction to the Old Testament	3
RS013 Introduction to the New Testament	3
Total Prerequisites	6
Major Requirements	
RS130 Church and Sacraments	3
RS133 Jesus: Myth and Reality	3
RS150 Challenged by Christian Ethics	3
RS154 Christian Prayer and Spirituality	3
Upper-division Electives in Religious Studies	12
Total Major Requirements	24
Other Degree Requirements* and General Electives	94
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>	
Total Unit Requirement	124

MINOR REQUIREMENTS: RELIGIOUS STUDIES

Fifteen units distributed as follows:

Electives in Biblical and Historical Studies	6
RS030/130 Church and Sacraments	3
RS050/150 Challenged by Christian Ethics	
or	
RS052/152 The Christian in Society	3
RS165 Religions of the World	
or	
RS184 Philosophy of Religion	3

Students interested in an interdisciplinary minor in Women’s Studies should contact the faculty advisor for Religious Studies.

SECOND MAJOR

Students interested in a second major in Religious Studies may qualify by completing 24 upper-division units or eight courses in Religious Studies.

RELIGIOUS STUDIES COURSES

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

RS001/100 Introduction to the Old Testament (3) Spring Reviews the Sacred Scriptures, which Jews and Christians share, as interpreted by the latest Biblical scholarship. Course includes guided reading of the Old Testament. Special attention is given to the role of women in the Bible and to issues of justice and peace.

RS013/113 Introduction to the New Testament (3) Fall Offers an overview of the New Testament in keeping with the document of Vatican II on Revelation. Special attention is given to the way in which the teaching of the historical Jesus was transmitted in preaching before the final production of the canonical gospels.

RS013A/113A The Study of the Gospel of Mark (3) Summer (Evening), Spring Explores the earliest Gospel and attempts to discern the purposes of Mark in creating the Gospel-genre. Interpretive approaches through modern critical and feminist scholarship are studied.

RS013C/113C Study of the Gospel of Luke and Acts (3) Summer An in-depth study of the two volume work known as the Gospel of Luke and the Acts of the Apostles. Luke is credited with being the first Christian historian and the only evangelist to carry the story of Jesus into the early Christian era. In addition to a verse-by-verse examination of Luke-Acts, a special effort will be made to discern Luke's purpose in writing this work, the sociological situation of the community for which he was writing, and his understanding of Salvation History.

RS014/114 The Pauline Letters (3) Fall Studies the letters of Paul to understand how the early Christians separated from Judaism and met the challenge of Hellenism.

RS015/115 Jesus and the Gospels (3) Spring Introduces the messianic activity and person of Jesus proclaimed in the synoptic gospels.

RS016/116 John, Gospel and Letters (3) Spring Explores the composition and structure of the Gospel of John and analyzes the Book of Signs and the Book of Glory, the relationship between the Gospel and the first Letter of John, and an introduction to a reading of the Apocalypse.

RS019A/119A Christianity: Beginnings to 1500 (3) Fall Covers Christianity during its formative early period, growth and reaction to "Imperial Church," rise of monasticism, development of scholastic theology, and origins of Protestantism. Emphasizes richness and diversity of life-giving faith within the Christian communities from first to 16th centuries.

RS019B/119B Modern Christianity (3) Spring Explores Christianity from Reformation to the present. Emphasizes richness and diversity of various Christian communities. Analyzes how developments in Christianity reflect needs of the times. Reflects on the Christian message in our day.

RS030/130 Church and Sacraments (3) Fall Explores the history and theology of the Christian sacramental life with special emphasis on contemporary understandings of Baptism and Eucharist.

RS033/133 Jesus: Myth and Reality (3) Fall Examines Jesus Christ as a person in the light of the questions “Who do people say that I am?” and “Who do you say that I am?” (Mark 8:27, 29), and in the light of the answers given to these questions from the beginning of Christianity down to our own day.

RS035/135 Rituals for a New Age (3) Spring Investigates the nature and experience of ritual, including the relationship between ritual and liturgy. Designed as a practicum. Students experience a variety of Christian and non-Christian liturgies. Students also read and critique liturgies of their own making.

RS050/150 Challenged by Christian Ethics (3) Fall Focuses on Christian ethical responsibility, including introductory moral foundations and selected contemporary issues of individual and social morality.

RS052/152 The Christian in Society (3) Spring Considers revolutionary forces in the fields of economics, politics, culture, and religion which have been and are still shaping the modern world, and the responses formulated and being formulated by Christian theologians.

RS053/153 Marriage and Friendship (3) Spring The human and religious dimensions of marriage, family and friendship. An exploration of the psychological, sociological, cultural and theological factors that impact the problems, challenges and possibilities of intimate relationships in the contemporary world.

RS125 The Holocaust [CDiv] (3) Fall Cross-listed with CM125. See Communication listings, page 163, for course description.

RS136A Women's Spirituality [CDiv] (3) Spring (Evening) Focuses on history and experience of women in Christian churches using women's writings to better understand how women view themselves and their spiritual development. Explores underlying questions: “How do women live within the Christian community and express their spirituality?” “What influences might Christian feminist views have on our world?”

RS137 Developments in Gender/Sexuality in the Church (3) Spring Images of masculinity and femininity, of what it means to be sexual as well as spiritual, have evolved and changed in history. This course will examine the evolution of these images in Christian history and how today's queer studies, feminist studies, and men's studies can be used to engender a more positive understanding of the self and others as full human beings.

RS138 Missions in the Catholic Church (3) Spring From Gregory the Great and his concept of mission, through the expansions of Christianity through Europe and into missions in the modern day, this course will examine the changing face and meaning of mission and conversion, its relationship to colonization and oppression as well as its strengths and the way in which the Church has grown and evolved due to its movement out into the world.

RS140A Liberation Theologies [CDiv] (3) Spring This class will focus on theologies which strive to liberate oppressed and marginalized peoples, including Liberation Theology in Latin America, Dalit Theology in India, Feminist and Black Theology.

RS142 Discovering Values (3) Spring (alternate years) The questions addressed by this course are two; namely, "What are the values running your life?" and "What difference does it make to have religious values?" The course will explore the origin of values, what is the valuing process, and how it affects behavior. Some values clarification techniques will be used to identify the values operating in the students. How "religious values" influence perceptions of life, suffering and death will be discussed. Perceptions of reality and the transcendent will be explored from the perspective of Christian, Jewish, and Islamic traditions. The objective of the course is to help students become aware of the origin of their own behavior and how it reflects their real values. Cross-listed with SO142 and PY142.

RS149T Teaching Assistant (1-3) Fall, Spring Offers an opportunity for outstanding Religious Studies majors to earn credit for assisting instructors may be arranged. Three units may be used as upper-division elective units in the major. Satisfies one unit of Career Development Requirement.

RS154 Voices in Christian Spirituality (3) Fall (Evening) Reading the Desert Mothers and Fathers, Augustine's Confessions, medieval mystics, Teresa of Avila, and modern spiritual leaders, this course will explore the evolution of a personal spirituality in the Christian life. How do these authors form their personal spirituality, their connection to God and a better understanding of themselves? How do they then relate this inner spirituality to the world around them?

RS165 Religions of the World [CDiv] (3) Fall, Spring Focuses on a critical survey of world religions, exploring the beliefs, rituals, sacred texts, and ethical ideals of representative religious manifestations of the past and present. Covers characteristic traits and patterns in tribal, imperial, naturalistic, mystical, and national religions. Examines the role assigned to women by world religions and the importance given to building a just and peaceful society.

RS168A Art History: Medieval (3) Spring '05 Cross-listed with AR168A. See Art listings, page 79, for course description.

RS168B Art History: Art and Religion of the Far East [CDiv] (3) Spring '06 Cross-listed with AR168B. See Art listings, page 79, for course description.

RS181 Islam and the West [CDiv] (3) Summer Cross-listed with HY181 and PS181. See History listings, page 249, for course description.

RS184 Philosophy of Religion (3) Spring '05 Cross-listed with PL184. See Philosophy listings, page 116, for course description.

RS196 Way of the Earth [CDiv] (3) Spring Explores the profound links between ecology and spirituality, between “Mother Nature” (Gaia concept) and conceptions of human/divine nature(s). The course aims to integrate perspectives on such topics as science and religion, the spirituality of indigenous peoples, ecofeminism, Creation Spirituality, and reverence for nature in the teachings of world religions.

RS197 Your Spiritual Path (3) Fall The course will weave together insights from various spiritual traditions and spiritual guides (e.g. “spiritual masters”/mystics), some of which represent major world religions. The course will also integrate the spiritual explorations, experiences, insights, and questions of the course participants. Life as journey, as odyssey, and as quest will be probed and shared.

RS199 Independent Study in Religious Studies (1-3) Provides an opportunity for independent study or research in Religious Studies, which may be arranged under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Theatre Arts

Benefiting from an optimum student/faculty ratio, the Theatre Arts Department offers opportunities for intensive study and performance in an ensemble style. The major or minor is for students interested in pursuing theatre as a vocation or avocation. Emphasis is placed on preparing students for active participation in theatre on a graduate study level or as working theatre artists. Its courses and most productions are open to all members of the student body who are interested in theatre as part of a liberal arts education. Through active participation in all aspects of theatre production, students learn the skills necessary to create the theatrical experience.

Students are taught to explore a variety of dramatic texts and to read and visualize the play as a stage production. They learn to understand theatre as a synthesis of many aspects of production used to reflect an author's intention and the theatre artists' interpretation. Theatre Arts majors participate in and study all aspects of stage production. This experience consists of a balance between acting, directing, production planning, and technical skills. One special feature of the major is an internship in which the student will work with one of several professional theatre organizations in the San Francisco Bay Area. Another feature of the major is the opportunity for seniors to produce and direct or design a short play as part of the Theatre Arts Department season.

Part of the School of Arts and Humanities, the Theatre Arts Department offers two pre-professional undergraduate degree programs: the Bachelor of Arts in General Theatre, for students seeking careers in teaching, production, directing, of management; and the Bachelor of Arts in Performance, for students seeking careers in acting/directing or entrance into graduate MFA performance programs. See the list of prerequisite and required courses for details on both of the programs.

Bachelor of Arts: Theatre Arts

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		General Theatre	Theatre Performance
TA001	Introduction to the Theatre	3	3
TA002	Introduction to Oral Interpretation of Literature	3	3
TA010	Beginning Acting	3	3
TA015	Makeup	1	1
TA021A/B or TA121A/B	Theatre Production and Stagecraft	6	6

		General Theatre	Theatre Performance
TA090L/190L	Theatre Production: Lighting and Sound Laboratory		
or			
TA090S/190S	Theatre Production: Stagecraft Laboratory	1	0
TA090R/190R	Rehearsal and Performance	0	1
Total Prerequisites		17	17
Major Requirements			
DA031/131	Hip-Hop		
or			
DA033/133	Dance for Choreographers	0	1
DA035/135	Jazz Dance		
or			
DA036/136	Dance for Theatre		
or			
TA025/125	Musical Theatre Workshop	1	0
DA036/136	Dance for Theatre	0	1
TA025/125	Musical Theatre Workshop	0	1
TA070/170	Scenic Design and Model Building	3	0
TA115	Stage Lighting and Electrics	0	3
or			
TA120	Costume Development and Design		(4)
TA100	Intermediate Acting	0	3
TA110	Advanced Acting	0	3
TA115	Stage Lighting and Electrics	3	0
TA117	Shakespeare	3	3
TA120	Costume Development and Design	4	0
TA130A/B/C	Development of the Drama and Theatre	9	9
TA140	Directing	3	3
TA141	Directing Practicum	2	2
TA198	Theatre Internship (Satisfies two units of the Career Development Requirement)	2	2
Total Major Requirements		30	31
Other Degree Requirements* and General Electives		77	76
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>			
Total Unit Requirement		124	124
MINOR REQUIREMENTS: THEATRE ARTS			
TA001	Introduction to the Theatre		3
TA010	Beginning Acting		3
TA021A	Theatre Production and Stagecraft		3
Upper-division electives in Theatre Arts			9

THEATRE ARTS COURSES

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

DA031/131 Hip-Hop (1-2) Fall Hip-Hop is a highly aerobic form of dance that draws from jazz, street, funk, and pop styles of movement. This course will focus on building a dance movement vocabulary and developing a student's individual style. May be repeated for credit.

DA033/133 Dance for Choreographers (1-2) Fall Presents the key elements of dance and choreography for successful stage performance in both dance productions and musical theatre. This experiential course focuses on dance psychology – understanding movement on a deeper level through improvisation, and refining technical ability to include a broader range of performance styles in dance – in order to have a greater impact on audiences. Discussions will also include the collaborative nature of choreography, particularly in theatre.

DA034A/134A Tap (1) Fall This course is designed for all levels of tap dancers. No prior dance experience is necessary although is welcomed. Dancers of all levels will learn basic tap technique and steps and be able to implement this information in combinations of various styles. This course aims to create a knowledge of and enthusiasm for tap dance as a popular art form. In addition to improving body awareness and rhythmic sensibility, students will develop a working vocabulary for various tap steps as well as dance technique. Each student is encouraged to explore both historical and popular culture examples of tap to aid in creating their own artistic style.

DA034B/134B Advanced Tap (1) Fall This course is designed for the experienced tap dancer and students who have an interest in teaching. Students will be able to both further their own growth as a tapper as well as examine their current teaching style. In addition to learning and refining tap technique, students will be asked to choreograph and teach combinations of various styles. This course aims to create a knowledge of and enthusiasm for teaching and choreography in tap. Students will continue to develop a working vocabulary and implement more advanced dance technique. Students will be asked to incorporate these elements in their own teaching and hold fellow students to their “own” standard. Each student is encouraged to explore both historical and popular culture examples of tap to aid in creating their own artistic style.

DA035/135 Jazz Dance (1-2) Spring Focuses on the study and application of the fundamentals of jazz dance techniques. Students will learn various styles of jazz from the lyrical and funk to Afro-Caribbean. May be repeated for credit.

DA036/136 Dance for Theatre (1-2) Fall Focuses on the exploration of dance and movement styles necessary for theatre performance. May be repeated for credit.

DA037/137 Intermediate/Advanced Jazz Dance (1-2) Fall, Spring A continuation of Jazz Dance 035/135, this course focuses on the study and application of advanced dance techniques. A strong foundation of technical skill is required for this course. Students will also have opportunity to choreograph their own dance pieces and refine their skills in the various forms of jazz dance style and composition.

DA038/138 Dance Technique (1-2) Spring In this performance-based course, students learn intermediate through advanced level technique in classical jazz, modern jazz, ballet, lyrical, theatrical, and popular styles of dance. The course provides unique opportunity to perform pieces learned in class and showcase student choreography. Students who take this course are eligible to audition for NDNU Dance Performance Team for athletic and campus events.

TA001 Introduction to the Theatre (3) Spring Provides a survey of artistic collaborations, materials, and processes used in the creation of theatre arts events through a study of the evolution of drama, comparisons of playwrights, actors, directors and performance styles, design processes, and stage technology. Fulfills the Core Curriculum Arts requirement.

TA002/102 Introduction to Oral Interpretation of Literature (3) Spring Gives intensive analysis and oral performance of a wide range of literary genre: prose, poetry, and Romantic literature. Fulfills the Core Curriculum Arts requirement.

TA010 Beginning Acting (3) Fall Develops student's awareness of the physical, intellectual, and emotional resources needed to prepare and perform roles authentically and accurately. Utilizes constant activity including structured exercise and sensory practice. Fulfills the Core Curriculum Arts requirement.

TA015 Makeup (1) Fall Focuses on theory and practice of using theatre makeup. Emphasis is placed on corrective, middle age, old age, and character makeup.

TA021A/121A Theatre Production and Stagecraft (3) Fall '04 Provides an introduction to theatre production principles and theories, including stage management, theatre architecture, and basic scenic design, drafting, and rendering processes. Classroom work is reinforced with hands-on practice in the Theatre Arts Department stage facilities. Coursework will center on individual projects and participation in departmental productions. Course requires a minimum of 15 hours of laboratory stagecraft time.

TA021B/121B Theatre Production and Stagecraft (3) Fall '04 Prerequisite: TA021A/121A. Provides an introduction to the tools, materials, techniques, and procedures utilized in scenic construction, stage operations, shop safety, properties, and scenic painting. Discusses the processes utilized to create scenic and properties components of stage productions. In-class work will include practice with tools and materials. Course requires a minimum of 15 hours of laboratory stagecraft time.

TA025/125 Musical Theatre Workshop (1-3) Fall Introduction to movement, technique, and style. May be repeated for credit. Cross-listed with MT125A and MU525A.

TA061/161 Theatre and Drama in the Schools (3) Spring Students and faculty will create a children's theatre touring production to be presented at elementary and middle schools throughout the Bay Area. Students will learn the skills and techniques needed to create play script. They will learn basic design and construction skills for costumes, properties, scenic elements, and musical components. Although some experience in theatre is preferred, there are no prerequisites for the course. Fulfills the Core Curriculum Arts requirement.

TA070/170 Scenic Design and Model Building (3) Fall *Prerequisites: TA001 and TA021A or TA021B.* Provides an in-depth study of the process of creating theatrical scenery through a study of historical staging techniques to the most current scenic technology. Students are taught drafting and model-building skills and are challenged through projects in drafting, perspective, life drawing, and faux painting to communicate design ideas and construction information. Fulfills the Core Curriculum Arts requirement. Cross-listed with AR070/170.

TA080/180 Introduction to Arts Management (3) Fall Introduces the administrative functions related to selection, planning, financing, promotion, and staffing of performing arts events. Study will include theory and practice of arts administration ranging from professional to amateur organizations; practical experience in the management functions of theatre arts productions. Fulfills the Core Curriculum Arts requirement. Cross-listed with MG180 and SL180.

TA090A/C/L/R/S and 190A/C/L/R/S Theatre Production (1-2) Fall, Spring
A Theatre Administration (1-2) Provides practical experience in ticketing, marketing, house and facility management, and special events.

C Costume Laboratory (1-2) Provides practical experience in building costumes or working on costume and/or make-up crews for Theatre Arts productions.

L Lighting and Sound Laboratory (1-2) Provides practical experience in working on light and sound crews for Theatre Arts productions.

R Rehearsal and Performance (1-2) Provides credit for participation as a performer in departmental productions. May be repeated for credit.

S Stagecraft Laboratory (1-2) Provides practical experience in working stage crews, scenic construction, painting, and lighting for Theatre Arts productions.

TA100 Intermediate Acting (3) Spring *Prerequisite: TA010 or permission of instructor.* Provides for intensive work in character analysis and development through exercises and scene study. Fulfills the Core Curriculum Arts requirement.

TA110 Advanced Acting (3) Spring *Prerequisites: TA001, TA010, TA100.* Provides an intensive study of period acting styles through monologue and ensemble scene work. Fulfills the Core Curriculum Arts requirement.

TA115 Stage Lighting and Electrics (3) Spring *Prerequisites:* TA001, TA021A or TA021B, and TA070. Provides an introduction to the art and technology of theatrical and stage lighting through a study of the nature and psychology of light and the principles of electrics, production, documentation, lighting control systems (including computers), and conceptualization. Hands-on practice and application will be highlighted in this course.

TA117 Shakespeare (3) Spring Cross-listed with EN117. See English listings, page 86, for course description.

TA120 Costume Development and Design (4) Fall *Prerequisites:* TA001 and TA021A or TA021B. Provides an introduction to the process of creating theatrical costumes, through a study of clothing style, historically and across cultures. Includes character and script analysis, conceptualization, patterning, and construction techniques. Sewing techniques and rendering skills will be taught and exercised.

TA130A Development of Drama and Theatre to 1600 (3) Spring *Prerequisite:* TA001. Traces the history of the theatre and its literature from ancient Greece to 1600. Fulfills the Core Curriculum Arts requirement.

TA130B Development of Drama and Theatre from 1600 to 1800 (3) Fall *Prerequisite:* TA001. Traces the history of the theatre and its literature from the 17th century to 1800. Fulfills the Core Curriculum Arts requirement.

TA130C Development of Drama and Theatre from 1800 to the Present (3) Spring *Prerequisite:* TA001. Provides a survey of modern theatre history and literature. Fulfills the Core Curriculum Arts requirement.

TA140 Directing (3) Fall *Prerequisite:* TA001, TA010 or by permission of instructor. Students examine the theories and practices of stage direction. Study includes the emergence of the position of the stage director, script selection and analysis, casting procedures, staging concepts, discussions of the relationship of the director to the cast, designers, and technicians.

TA141 Directing Practicum (2) Spring *Prerequisite:* TA140. Offers practical experience in play directing.

Teaching Assistant (1-3) Fall, Spring *Prerequisite:* Permission of instructor. Provides an opportunity for advanced Theatre Arts students to earn credit by assisting instructors in planning and conducting theatre courses and production activities.

TA160 Children's Theatre (3) Fall Introduces theory of theatre education in the elementary school with practical projects planned for specific developmental levels. Fulfills the Core Curriculum Arts requirement.

TA175 Acting for the Camera (3) Fall Explores specific techniques required for acting in television and film productions. Fulfills the Core Curriculum Arts requirement. Cross-listed with CM175.

TA195 Special Topics in Theatre (1-3) Special projects in theatre theory and design are available.

TA198 Theatre Internship (2) Fall, Spring, Summer *Prerequisite: Permission of instructor.* Provides practical theatrical experience with an off-campus theatre organization. Satisfies two units of the Career Development Requirement.

TA199 Independent Study in Theatre Arts (1-3) Fall, Spring Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Master of Arts in English

The Master of Arts in English program enhances students' awareness of every aspect of literature by emphasizing analytical, theoretical, and practical approaches to literary texts. A unique feature of the program is its requirement of core courses in writing, literary theory, and language and genre courses in lyric, drama, and narrative. Part of the English Department, the program presently offers two emphases: one in literature and one in creative writing.

This program is designed for working adults. An undergraduate major in English literature and language is not a condition of admission. Students in the program come from many diverse backgrounds, with a wide variety of interests and professional goals. All required courses are offered in the evenings, and enrollment is guaranteed. Class sizes are small and usually conducted in a seminar style, so that there is a rich exchange of viewpoints in discussions with colleagues and faculty. It is possible for a student to complete the degree in two and one-half to five years, depending on how many courses he or she takes each semester.

The MA-English program at Notre Dame de Namur University is an ideal choice for individuals already pursuing or considering careers in teaching, publishing, consulting, business, or writing. Many students have enrolled in our program who wish to further their understanding and appreciation of imaginative literature as a key to the ideas and values of cultures past and present.

MA-English students have an opportunity to take elective coursework in another discipline or create an interdisciplinary emphasis in an area of special interest.

The program's integral link with the annual **Creative Writers' Series**, sponsored by the English Department, enables students to interact with noted and diverse authors and scholars. Students interested in creative writing and publishing may also wish to become involved in the production of the University's literary journal, *The Bohemian*.

Each summer the Department sponsors the **Seminar in the Humanities**, a week-long intensive immersion in texts from diverse periods and cultures, critical theory, and pedagogy (including use of information technology). Visiting scholars, NDNU faculty, and students interact within an agenda of classroom presentations, panels, and practicums.

Students may also separately enroll in the Teaching English as a Second Language certificate program (TESL), a 90-day course scheduled conveniently on weekends, which provides practical skills training in teaching English in adult education programs or abroad.

Program Requirements

The MA-English program requires 30 semester units, not including the undergraduate foundation courses that vary with each individual's preparation. Students must have fulfilled all prerequisite requirements before advancement to candidacy (completion of 15 units). Graduate core courses are required of all students enrolled in the program. These nine units are usually taken during the first year and one half of study. The remaining 21 units are taken in an area of emphasis, which may be in either Literature or Creative Writing.

Genre courses permit intensive study of narrative, lyric, and drama. Content of the Period Course varies, but usually concentrates on contemporary British and American poetry and prose. Elective courses include undergraduate upper-division language, literature, theory, composition, creative writing, and teaching apprenticeship or assistantship courses.

Students have two ways to complete the emphasis. They may elect to write a Thesis for six units (Plan A) or take additional elective units (Plan B) plus an Exit Exam after completion of 24 units of coursework.

Prerequisites		Units
1 Undergraduate Lower-Division Composition Course		3
1 Undergraduate Upper-Division Composition Course		3
2 Undergraduate Upper-Division Literature Courses		6
Core Courses		
EN202	Writing: Theory and Practice	3
EN203	Seminar in Literature	3
EN204	Linguistics and Semiotics	3
Total		9
Literature Emphasis		
Plan A (Thesis)		
3 Core Courses		9
2 Genre Courses		6
1 Period Course		3
Elective Courses		6
Thesis		6
Total		30
Plan B (No Thesis)		
3 Core Courses		9
3 Genre Courses		9
1 Period Course		
Elective Courses		9
Exit Exam		0
Total		30

Creative Writing Emphasis	Units
Plan A (Creative Writing Project)	
3 Core Courses	9
2 Genre Courses	6
1 Period Course	3
Electives/Creative Writing Courses	6
Writing Project	6
Total	30
Plan B (No Creative Writing Project)	
3 Core Courses	9
2-3 Genre Courses	6 - 9
1 Period Course	3
Electives/Creative Writing Courses	9 - 12
Exit Exam	0
Total	30

COURSE DESCRIPTIONS

EN202 Writing: Theory and Practice (3) Fall '04, Spring '06 Investigates current writing theory and practice in various forms of writing, including fiction, article writing, and technical writing, with an emphasis on process and methodology.

EN203 Seminar in Literature (3) Spring '05, Fall '06 This is a methods and content course, involving reading of critical texts in conjunction with primary texts. Students entertain alternative interpretations of the selected literary works.

EN204 Linguistics and Semiotics (3) Spring '04, Fall '05 Introduces the study of linguistics and semiotics with emphasis on application to literary analysis. Topics include: gender differences in language and communication, semantics, pragmatics, sociolinguistics, ethnolinguistics, the brain and language, cognitive psychology, discourse theory and text analysis, and semiotics.

EN213 Narrative (3) Fall '04, Spring '06 Gives an advanced study of major forms of narrative (epic, romance, novel, short story) from antiquity to the present, with emphasis on theoretical understanding of the genre. Students evaluate selected literary masterpieces in terms of classical and contemporary critical approaches. May be repeated for credit.

EN214 Lyric (3) Spring '05, Fall '06 Focuses on study and critical assessment of lyric poetry with emphasis on the works of major poets who have contributed to the development of the genre in English.

EN215 Drama (3) Spring '04, Fall '05 Focuses on an understanding and appreciation of the dramatic genre, from its origins to the present, with special attention given to the development of British and American traditions.

EN216 Period Course (3) Summer Gives a study of major works of the post-modern period in poetry, drama, and narrative, including those of Pynchon, Fowles, Sontag, Stoppard, Pinter, Rich, Heaney, and others.

EN216B Medieval Period (Art, Music, and Literature in the Age of Chaucer) (3) Summer '04 Offers an interdisciplinary study of the artistic culture of the High Middle Ages (1350-1500) in England and Europe. Emphasis is on the reading of great literary texts accompanied by an overview of the advancements in the visual and musical arts. The course is taught online. May be repeated once for credit by permission of the instructor. Cross-listed with EN116E.

EN295 Special Topics (3) Fall, Spring, Summer Content varies as students' needs and interest require. Content may include approaches to expository, technical, and creative writing, or focus on specific authors or literary movements. Students should contact the English Department to learn the exact scheduling and content of this offering.

EN298A Thesis: Directed Research (3) Fall, Spring, Summer

EN298B Thesis: Directed Writing (3) Fall, Spring, Summer

Student writes an original, in-depth study in an area of his or her discipline using primary sources when available, demonstrating an awareness of the latest developments in the area, and presenting thorough research. Alternatively, a student may develop a creative project in poetry, narrative, playwriting, or other areas. The student consults regularly with a faculty member serving as a mentor.

EN349T Teaching Apprenticeship (3) Fall, Spring Supervised experience in college teaching in the Writing Center or in a lower-division or upper-division literature course at NDNU or a local community college is available.

EN592 Seminar in the Humanities (3) Summer Cross-listed with EN192. See English (UG) listings, page 86, for course description.

ADMISSION REQUIREMENTS

- A bachelor's degree in any field from an accredited four-year college or university
- A cumulative grade-point average of 2.5 or better
- Two academic and/or professional letters of recommendation
- Completion of at least two undergraduate courses in each area of writing and literature
- Representative writing sample of 500 to 1000 words in length

For further information contact the Master of Arts in English Office at (650) 508-3733 or srogers@ndnu.edu.

Master of Music

The Master of Music program, with specialization in Piano Performance, Piano Pedagogy, Voice Performance, or Voice Pedagogy, provides thorough preparation for a professional career in performance and studio teaching. As part of the School of Arts and Humanities, the MM program combines valuable educational experiences, taught by dedicated faculty, with significant performance opportunities in beautiful venues.

The Music Department maintains its own home page at www.music.ndnu.edu.

PROGRAM DESCRIPTION

The Master of Music program at Notre Dame de Namur University is recognized as one of the region's outstanding music programs. The MM program offers specialization in Piano Performance and Voice Performance, as well as Piano Pedagogy or Voice Pedagogy. This comprehensive degree program prepares students for a rewarding performance career and successful studio or classroom teaching.

The Music Department faculty hail from a wide variety of musical backgrounds and are dedicated to the education of the whole person. Besides developing musical knowledge and skills, courses throughout the MM curriculum are constructed to encourage the refinement of performance and pedagogical expertise. Students complete a series of courses in score analysis, performance, applied instruction on their major instrument, and additional courses related to their area of specialty or interest. All students research, prepare and deliver a Graduate Lecture Recital. Students also perform a Graduate Final Recital, or present a Graduate Final Project, depending on their area of specialization.

DISTINCTIVE FEATURES

Prestige – The Master of Music program at NDNU is fully accredited by the National Association of Schools of Music (NASM). NDNU is accredited by Western Association of Schools and Colleges (WASC).

Curriculum – The curriculum is comprehensive, yet flexible enough to be adapted to individual needs.

Performance – A full range of performance opportunities are available on campus, including recitals, performance classes, orchestra, chamber music opera, musical theatre, chorus, chamber singers, and an annual concerto competition.

Venues – Students perform in some of the most beautiful and acoustically satisfying facilities in the Bay Area, including historic Ralston Ballroom (seats 250), NDNU Theatre (seats 615), Herzo Recital room (seats 80), Taube Center (seats 100), and Cunningham Memorial Chapel (seats 300).

Scholarships – Music Assistance Grants and limited Teaching Assistantships are available.

Availability – Enrollment is possible on a part-time or full-time basis.

Location – Notre Dame de Namur University is located between San Francisco and San Jose, offering easy access to numerous musical experiences in the Bay Area. Students may attend or participate in a variety of musical events.

STUDENT PROFILE

The MM program attracts musicians from a broad spectrum of musical backgrounds and international cultures. Many students have recently completed Bachelor degrees in music, while others are returning adults who are seeking to further their educations, enhance their careers, or simply to enrich their lives. Students who have completed the MM program at NDNU have often gone on to distinguished careers in performance, studio and classroom teaching, recording engineering, or other related fields. Other students have successfully applied to universities and conservatories for doctoral degrees in music. Many professionals come to NDNU for an MM degree, while maintaining separate careers in medicine, law, or other fields.

Program Requirements

Specialization: Piano Performance

Courses	Units
MU200A/B Graduate Seminar in Analysis	6
MU215P Individual Instruction in Piano	8
MU298A Graduate Lecture Recital	1
MU298B Graduate Final Recital	1
MU514P Piano and Instrumental Performance and Repertoire	2
MU523A/B History and Literature of Piano Music	2
MU575 Ensemble (each semester)	1
Electives (including Music History, MU520/A/B/C/D)	9
Comprehensive Final Examination	0
Total	30

Specialization: Voice Performance

Courses	Units
MU200A/B Graduate Seminar in Analysis	6
MU215V Individual Instruction in Voice	8
MU298A Graduate Lecture Recital	1
MU298B Graduate Final Recital	1
MU513A/B Lyric Diction	4
MU514V Vocal Performance and Repertoire	2
MU526 History and Literature of Vocal Music	2
MU575 Ensemble (each semester)	1
Electives (including Music History, MU520A/B/C/D)	5
Comprehensive Final Examination	0
Total	30

Specialization: Piano Pedagogy

Courses		Units
MU200A/B	Graduate Seminar in Analysis	6
MU215P	Individual Instruction in Piano	8
MU298A	Graduate Lecture Recital	1
MU298B	Graduate Final Project	1
MU514P	Piano and Instrumental Performance and Repertoire	2
MU523A/B	History and Literature of Piano Music	2
MU575	Ensemble (each semester)	1
MU592A/B	Piano Pedagogy	6
PY556	Interpersonal Communication	3
Comprehensive Final Examination		0
Total		30

Specialization: Voice Pedagogy

Courses		Units
MU200A/B	Graduate Seminar in Analysis	6
MU215V	Individual Instruction in Voice	7
MU298A	Graduate Lecture Recital	1
MU298B	Graduate Final Recital	1
MU513A/B	Lyric Diction	4
MU514V	Vocal Performance and Repertoire	2
MU526	History and Literature of Vocal Music	2
MU527A/B	Vocal Pedagogy	6
MU575	Ensemble (each semester)	1
Comprehensive Final Examination		0
Total		30

COURSE DESCRIPTIONS

MU200A Graduate Seminar in Analysis (3) Fall Focuses on research methodology and analysis of music from the 14th to the early 19th centuries. Required in all graduate music programs.

MU200B Graduate Seminar in Analysis (3) Spring Continuation of MU200A. Intensive analysis of music from the 19th and 20th centuries is the focus.

MU215I Individual Instruction (1-4) Fall, Spring *Prerequisite: Consent of Instructor.* Individual weekly lessons in organ, strings, harp, winds, or conducting are available. Additional fees apply. May be repeated for credit.

MU215P Individual Instruction (1-4) Fall, Spring *Prerequisite: Consent of Instructor.* Individual weekly lessons in piano are available. Additional fees apply. May be repeated for credit.

MU215V Individual Instruction (1-4) Fall, Spring *Prerequisite: Consent of Instructor.* Individual weekly lessons in voice are available. Additional fees apply. May be repeated for credit.

MU298A Graduate Lecture Recital (1) Students give a public presentation including both lecture-analysis and performance of selected musical repertoire, planned, presented, and evaluated under the guidance of the Graduate Seminar in Analysis instructor.

MU298B Graduate Final Recital (1) Students give a public recital planned, presented, and evaluated under the guidance of the individual instruction teacher.

MU298C Graduate Final Project (1) Students work on a pedagogy project planned, presented, and evaluated under the guidance of the pedagogy instructor.

MU299 Independent Study in Music (1-3) Individual study or research under the direction of an instructor is available.

MU504 Form and Analysis (3) Spring Cross-listed with MU104. See Music (undergraduate) listings, page 106, for course description.

MU506 Composing and Improvising (1-3) Spring Cross-listed with MU006/106. See Music (undergraduate) listings, page 106, for course description.

MU511 Conducting (3) Spring Cross-listed with MU111. See Music (undergraduate) listings, page 106, for course description.

MU513A/B Lyric Diction (2/2) Fall, Spring Cross-listed with MU113A/B. See Music (undergraduate) listings, page 106, for course description.

MU514P Piano and Instrumental Performance and Repertoire (1) Fall, Spring, Summer Cross-listed with MU014P/114P. See Music (undergraduate) listings, page 106, for course description.

MU514V Vocal Performance and Repertoire (1) Fall, Spring, Summer Cross-listed with MU014V/114V. See Music (undergraduate) listings, page 106, for course description.

MU518 Viva la Musica! Chorus (0.5) Fall, Spring Cross-listed with MU018/118. See Music (undergraduate) listings, page 106, for course description.

MU520A Survey of Music in Western Civilization (3) Spring Cross-listed with MU120A. See Music (undergraduate) listings, page 106, for course description.

MU520B/C/D Survey of Music in Western Civilization (3/3/3)

B. Survey of Music to 1650 (3) Fall

C. Survey of Music from 1650 to 1850 (3) Spring

D. Survey of Music from 1850 (3) Fall

Cross-listed with MU120B/C/D. See Music (undergraduate) listings, page 106, for course description.

MU521 Chamber Singers (0.5) Fall, Spring Cross-listed with MU021/121. See Music (undergraduate) listings, page 106, for course description.

MU522 Opera Workshop (1) Spring Cross-listed with MU022/122. See Music (undergraduate) listings, page 106, for course description.

MU523A/B History and Literature of Piano Music (1/1) Fall Cross-listed with MU123A/B. See Music (undergraduate) listings, page 106, for course description.

MU524 Choral Conducting (1) Fall, Spring Cross-listed with MU024/124. See Music (undergraduate) listings, page 106, for course description.

MU525A Musical Theatre Workshop (1-3) Fall, Spring Cross-listed with MT125A and TA025/125. See Musical Theatre (undergraduate) listings, page 113, for course description.

MU526A/B History and Literature of Vocal Music (1/1) Spring Cross-listed with MU126. See Music (undergraduate) listings, page 106, for course description.

MU527A/B Vocal Pedagogy (1-3) Fall, Spring Graduate students in the MM in Pedagogy program will have a concentration in voice pedagogy. Cross-listed with MU027A/B and MU127A/B. See Music (undergraduate) listings, page 106, for course description.

MU541 Orchestra (0.5) Fall, Spring Cross-listed with MU041/141. See Music (undergraduate) listings, page 106, for course description.

MU549T Teaching Assistant (1-3) Cross-listed with MU149T. See Music (undergraduate) listings, page 106, for course description.

MU575 Ensemble (.5) Fall, Spring Cross-listed with MU075/175. See Music (undergraduate) listings, page 106, for course description.

MU580 Music Management (3) Spring Cross-listed with MU080/180. See Music (undergraduate) listings, page 106, for course description.

MU585 Music Management Internship (1-3) Fall Cross-listed with MU085/185. See Music (undergraduate) listings, page 106, for course description.

MU592A/B Piano Pedagogy (1-3) Fall, Spring Cross-listed with MU192A/B. See Music (undergraduate) listings, page 106, for course description.

MU593 Computer Applications in Music (1-3) Fall Cross-listed with MU093/193. See Music (undergraduate) listings, page 106, for course description.

MU Final Comprehensive Examination (0) Students take a written comprehensive examination before the final semester of residency. The examination consists of two areas: a) general analysis questions derived from printed scores of works representative of various musical styles, and b) essay questions in the student's area of specialization.

PY556 Interpersonal/Intercultural Communication Cross-listed with CM156, PY156, and SO156. See Sociology listings, page 278, for course description.

Music courses with 500-numbers are described under the equivalent 100-numbers. See a detailed explanation of the course numbering system on page 9.

Note: A candidate must participate in an ensemble each Fall and Spring semester of residency. In fulfilling this requirement, a candidate may register in an ensemble for a maximum of one half a unit per semester, or may participate in an ensemble for no credit. However, a candidate must earn a minimum of one unit of ensemble credit to graduate.

ADMISSION REQUIREMENTS

- A bachelor's degree in music as recommended by the National Association of Schools of Music
- A cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- A solo performance audition including works from three of the following style periods: Baroque, Classic, Romantic, Impressionist, and Twentieth Century
- A proficiency test of basic musicianship skills in the areas of ear training, vocal sight reading, keyboard skills, and conducting
- General admission requirements for graduate students.

For further information call the Music Department at (650) 508-3597.



School of Business and Management

Henry Roth, Dean

The School of Business and Management (SBM) at Notre Dame de Namur University is distinguished as the regional center for:

- Developing organizational collaboration and engagement;
- Studying the relationship among human capital, financial capital, and the evolution of social capital;
- Exploring “next generation” learning approaches.

The School has a strong commitment to the whole person, the collaborative community, and the just society.

SBM is forming strategic alliances with local organizations and major corporations. It has students from government agencies, entrepreneurial companies, and from such corporate giants as Oracle, Applied Materials, and Sun Microsystems.

SBM encompasses three undergraduate and four graduate-level programs. It emphasizes networking and the creation of common values and trust while focusing on the specific skillsets required for success in today's workplace. The School enrolls over 500 students.

Programs

Undergraduate Majors

Business Administration – Day
 Business Administration – Intensive Evening
 Communication

Master's Degrees

Business Administration
 Management
 Public Administration

Graduate Certificates

Business Skills
 Electronic Business Management
 Finance
 Marketing
 Project and Program Management
 Project Management Models
 and Metrics
 Team Management and Leadership

Program Contacts

Business Administration

Day

(650) 508-3601

George Klemic, Director

Business Administration

Intensive Evening

(650) 508-3724

Sylvia Shafto, Director

Career Development

(650) 508-3717

Robert Moon, Director

Communication

(650) 508-3734

Miriam Zimmerman, Director

Master of Business Administration

(650) 508-3782

Ted Stotlar, Director

Master of Public Administration

(650) 508-3782

James Kelley, Director

Master of Science in Management

(650) 508-3724

Sylvia Shafto, Director

Office of the Dean

(650) 508-3726

Frances Jacobson,

Administrative Assistant to the Dean

Business Administration – Day

The Business Administration program offers a Bachelor of Science in Business Administration to traditional day students. The prerequisite and major requirements develop ethical values and establish a foundation for additional study which can be focused in one of six areas of concentration: Accounting, Economics/Finance, International Business, Management, Marketing, or Sports and Leisure Management. Students who do not wish to concentrate their electives may select courses from a combination of areas.

The Business Administration major provides students with a comprehensive knowledge of the business environment as well as the opportunity to explore their particular interests. A range of skills and competencies is developed to equip students to enter business professions or to pursue advanced studies in the field. Students entering the program will be exposed to various computer applications as they relate to all fields of business.

Interdisciplinary majors in Marketing Communication and in Software Engineering and Management are also available. Marketing Communication combines courses from Communication and Business; Software Engineering and Management combines Computer Science and Business courses. See the Program Director or the Office of Admission for details on these majors. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 27.

Bachelor of Science: Business Administration

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
AC002	Accounting Procedures	3
AC003	Financial Accounting	3
AC004	Managerial Accounting	3
EC001A	Macroeconomics	3
EC001B	Microeconomics	3
GB001	American Business: Foundations and Practice	3
GB002/102	Deployment of Capital in the Modern World	3
MA014	College Algebra*	3
Total Prerequisites		24

**This prerequisite may be satisfied by achieving Math Placement Level 3.*

Major Requirements		
EC102/MA102	Statistics	3
FN131	Corporate Financial Management	3
GB161	Business Analysis Using Spreadsheets*	
or		
GB162	Program Evaluation*	3

	Units
GB183 Legal Environment of Business	3
GB192 Business Policies and Strategy	3
MG196 Management Principles and Organizational Behavior	3
MK160 Marketing Principles	3
Upper-division elective courses in the major or in an area of concentration.	9
<i>*GB161 is required for Accounting and Economics/Finance concentrations. GB162 is required for Management, Marketing, and Sports and Leisure Management concentrations. Either is acceptable for an International Business concentration.</i>	
Total Major Requirements	30
Other Degree Requirements* and General Electives	70
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>	
Total Major Requirement	124

AREAS OF CONCENTRATION

Students electing a concentration must complete four upper-division courses in any one of the following areas:

- Accounting*
- Economics/Finance
- International Business
- Management
- Marketing
- Sports and Leisure Management

Prerequisite courses and the core course which is the foundation course for the concentration must be completed before taking concentration electives.

**To qualify to take the CPA exam, additional accounting courses will be needed, as will courses beyond the 124 units needed for the BS degree. The State Board of Accountancy standards are subject to change and students are advised to confirm the requirements each semester. All upper-division accounting courses meet in the evening to accommodate both day and evening populations and some may be taken as Independent Study courses. It is strongly recommended that students take a course in calculus in addition to College Algebra, since calculus is a prerequisite for many MBA programs.*

MINOR REQUIREMENTS: BUSINESS ADMINISTRATION

AC002	Accounting Procedures	3
EC001A	Macroeconomics	
or		
EC001B	Microeconomics	3
GB001	American Business: Foundations and Practices	3
<i>Plus two courses chosen from the following:</i>		6
GB183	Legal Environment of Business (3)	
MG196	Management Principles and Organizational Behavior (3)	
MK160	Marketing Principles (3)	

For a sample four-year schedule for business majors, go to sbm.ndnu.edu/major.htm.

BUSINESS ADMINISTRATION - DAY COURSES

Accounting

AC002 Accounting Procedures (3) Fall *Prerequisite: GB008 recommended.* Gives an introduction to accounting, including the recording, classification, and reporting of business transactions in proper format according to Generally Accepted Accounting Principles. Emphasizes preparation and understanding of the income statement, balance sheet, statement of changes in stockholders' equity, and statement of cash flows to meet the information needs of lenders, stockholders, and other business decision-makers.

AC003 Financial Accounting (3) Fall, Spring *Prerequisite: AC002 or equivalent background.* Extends the study of accounting purposes and procedures begun in AC002. Emphasizes internal control as well as recording, reporting, and analysis of specific transactions for short-term and long-term assets and liabilities, and stockholders' equity. Some consideration is given to accounting for proprietorships and partnerships. Particular attention is paid to the statement of cash flows.

AC004 Managerial Accounting (3) Fall, Spring *Prerequisite: AC003 or equivalent background; (for Day Students, MA014 or the equivalent).* Extends the study of accounting to the preparation, analysis, and evaluation of information for internal managers to plan, budget, and control business operations.

AC101 Intermediate Accounting I (3) Fall (alternate years) *Prerequisites: AC003, AC004.* Focuses on accounting theory, practice, and problems.

AC102 Intermediate Accounting II (3) Spring (alternate years) *Prerequisite: AC101.* Continues study of accounting theory, practice, and problems.

AC120 Cost Accounting (3) Spring (alternate years) Focuses on accounting theory and problems: records, financial statements, elements of cost, process, job order, and standard cost.

AC121 Individual Income Tax (3) Fall (alternate years) Studies fundamentals of taxation and its effects on the plans and transactions of individuals.

AC122 Tax Accounting (3) Fall (alternate years) Studies fundamentals of taxation and its effects on the transactions of individuals, partnerships, and corporations.

AC124 Auditing (3) Spring (alternate years) *Prerequisite: AC101/102.* Focuses on principles, techniques, and procedures in auditing.

AC126 Advanced Financial Accounting (3) Spring (alternate years) *Prerequisite: AC101/102.* Provides an in-depth exploration of issues and problems inherent in the complex transactions of large corporations.

AC195 Special Topics in Accounting (1-3) Fall, Spring Selected timely issues in the forefront of accounting theory and practice are analyzed and discussed. Topics will be announced in each semester's schedule.

AC199 Independent Study (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Economics and Finance

EC001A Macroeconomics (3) Fall, Spring Gives an overview of the national economic structure and the relationships among the major aggregates. Includes national income accounting, monetary vs. fiscal policy, the banking system, and approaches to economic analysis.

EC001B Microeconomics (3) Fall, Spring Gives a detailed examination of a specific component of the national economic system (industry, firm, household) as each impacts the aggregate. Includes implications of the pricing process and contemporary issues.

EC102 Statistics (3) Fall, Spring, Summer *Prerequisite: Math Placement Level 2.* Cross-listed with MA102. See Mathematics listings, page 254, for course description.

EC102E Excel for Statistics (1) Cross-listed with MA102E. See Mathematics listings, page 254, for course description.

EC149T Teaching Assistant (1-3) Fall, Spring An opportunity for advanced Business students to earn credit for assisting instructors.

EC182 Comparative Economic Systems (3) Fall *Prerequisite: EC001A.* Gives an overview of the development, major theorists, and principles underlying the various economic systems. Includes capitalism, mercantilism, socialism, and communism. Cross-listed with IB182.

EC183 Economic Development of Less Developed Countries [CDiv] (3) Spring *Prerequisite: EC001A.* Introduces the concept and measurement of development, and some theories devised to explain it. Examines the culture and institutions of various less developed countries, their policies, strategies, and values. Cross-listed with IB183.

EC199 Independent Study (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

FN131 Corporate Financial Management (3) Fall, Spring *Prerequisites: AC003/AC004 (EC001A, EC001B for Day Students, MA014, or Math Placement Level 3).* Introduces the field of finance, including principles, techniques, and uses of finance as a business function. Studies financial analysis, planning and decision-making. Focuses on firm's balance of financial risk and return for the benefit of corporate stockholders.

FN135 Personal Financial Planning (3) Spring (alternating years) *Prerequisites: AC003, FN131; AC122 recommended.* Gives an overview of the fundamental concepts and practices of financial management and planning for the individual. Specific topics include: budgeting, goal setting with controls, asset management, tax planning, and portfolios.

FN137 Money, Markets, and Financial Institutions (3) Spring *Prerequisite: FN131.* Gives an introduction to the principles of money, banking, and financial markets. The course considers the processes and instruments by which transaction costs are minimized as financial institutions and markets create value by transferring funds from savers to users.

FN141 Intermediate Finance (3) Spring *Prerequisite:* FN131. Provides an in-depth analysis of specific problems that face the financial manager, including the agency problem, the risk/reward relationship, capital structure decisions, and capital budgeting under uncertainty.

FN149T Teaching Assistant (1-3) Fall, Spring An opportunity for advanced Business students to earn credit for assisting instructors.

FN180 International Finance (3) Fall *Prerequisite:* FN131. Examines international financial issues and operations, including balance of payments analysis, impact of tax policies, theories of trade, tariffs, quotas, bills of exchange, and short and long term international financing. Cross-listed with IB180.

FN195 Special Topics in Finance (1-3) Fall, Spring Selected timely issues in the forefront of finance theory and practice are analyzed and discussed. Topics will be announced in each semester's schedule.

FN199 Independent Study (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

General Business

GB001 American Business: Foundations and Practices (3) Fall, Spring Gives an overview of the development of American business, its history, traditions and major functional areas. Class activities examine current practice and develop group decision-making, analysis, and presentation skills.

GB002/102 Deployment of Capital [CDiv] (3) Fall, Spring Examines the creation of surplus needed to sustain the civilization of the twenty-first century using models of capital as the framework for discussion. Students will address capital as: physical, financial, environmental, human, intellectual, and social. Economic, financial, and managerial theories of capital will be examined with an eye towards deploying capital to justly meet the needs of the local, regional, national, and global communities.

GB008 Introduction to Computers (3) Spring Cross-listed with CS008. See Computer Science listings, page 245, for course description.

GB126 Business Ethics (3) Spring Cross-listed with PL126. See Philosophy listings, page 116, for course description.

GB140E Business French [CL] (3) Fall, Spring Cross-listed with CL140C/E, FR140E and IB140E. See French Studies listings, page 97, for course description.

GB149T Teaching Assistant (1-3) Fall, Spring An opportunity for advanced Business students to earn credit for assisting instructors.

GB161 Business Analysis Using Spreadsheets (3) Fall, Spring *Prerequisites:* AC004 and EC001A and B. Addresses critical business problems via quantitative routines and electronic spreadsheets.

GB162 Program Evaluation (3) Fall, Spring *Prerequisites: AC004 and EC001A and B.* Focuses on quantitative and qualitative methods for evaluating business and organizational programs.

GB183 Legal Environment of Business (3) Fall, Spring Explores how the law is used to resolve potential and actual conflicts of interest in society, including those between and among business, government, individuals, and private institutions. Evaluates the effectiveness of specific laws, including securities, consumer, employment, and environmental.

GB192 Business Policies and Strategy (3) Fall, Spring *Prerequisites: Completion of all core requirements and senior class standing* This capstone course integrates skills and knowledge attained through previous business courses in a case-method seminar that requires students to evaluate a firm's condition, formulate policy, and determine strategy to be pursued.

International Business

IB116 Comparative International Management [CDiv] (3) Fall Cross-listed with MG116. See Management listings, page 148, for course description.

IB140E Business French [CL] (3) Fall, Spring Cross-listed with CL140C/E, FR140E and GB140E. See French Studies listings, page 97, for course description.

IB165 International Marketing (3) Spring Cross-listed with MK165. See Marketing listings, page 150, for course description.

IB180 International Finance (3) Fall Cross-listed with FN180. See Economics and Finance listings, page 146, for course description.

IB182 Comparative Economic Systems (3) Fall Cross-listed with EC182. See Economics and Finance listings, page 146, for course description.

IB183 Economic Development: Less Developed Countries [CDiv] (3) Spring Cross-listed with EC183. See Economics and Finance listings, page 146, for course description.

IB199 Independent Study (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Management

MG100 Sports Leadership (3) Fall (alternate years) Cross-listed with SL100. See Sports and Leisure Management listings, page 151, for course description.

MG101 Sports Marketing Management (3) Spring Cross-listed with CM101 and SL101. See Sports and Leisure Management listings, page 151, for course description.

MG110 Principles of Recreation Management (3) Fall Cross-listed with SL110. See Sports and Leisure Management listings, page 151, for course description.

MG111 Recreational Organizations, Public and Private (3) Spring Cross-listed with SL111. See Sports and Leisure Management listings, page 151, for course description.

MG115 Change and Conflict Management: Theory and Practice (3) Fall
Prerequisite: MG196. Surveys the major theories, research, and resources on the origins, significance, and methods of managing and resolving change and conflict in the organization.

MG116 Comparative International Management [CDiv] (3) Fall *Prerequisite:* MG196. Studies the impact of cultural influences on management in multinational organizations. Examines factors which influence perceptions, communication, behavior, and decision-making in various geographical spheres of international business. Cross-listed with IB116.

MG117 Entrepreneurial Management and Marketing (3) Spring (alternate years) *Prerequisite:* MG196. Focuses on policy formulation and implementation in smaller firms. Covers theories of entrepreneurship, startup and acquisition analysis, financial, personnel, and marketing issues relevant to effective small business management.

MG120 Corporate Communication (3) Spring Cross-listed with CM120. See Communication listings, page 163, for course description.

MG149T Teaching Assistant (1-3) Fall, Spring An opportunity for advanced Business students to earn credit for assisting instructors.

MG151 Human Resource Management (3) Spring *Prerequisite:* MG196; *Corequisite:* CD190. Focuses on staffing functions of job analysis, recruitment, selection, compensation, performance appraisal, training and development, bargaining, negotiation, and equity issues relevant to effective human resource planning.

MG157 Women in Management [CDiv] (3) Spring *Prerequisite:* MG196. Studies contemporary issues and problems facing women in roles as organizational leaders and managers. Uses recent research and cases to explore personal and organizational barriers and success factors. Appropriate for both women and men.

MG161 Persuasion and Presentation (3) Spring Cross-listed with CM161. See Communication listings for course description.

MG180 Introduction to Arts Management (3) Fall Cross-listed with SL180 and TA080/180. See Theatre Arts listings, page 268, for course description.

MG181 Organizational Psychology (3) Fall (alternate years) Cross-listed with PY181. See Psychology listings, page 126, for course description.

MG186 Service Learning Internship (3) Fall, Spring *Prerequisite:* *Permission of the instructor.* Students apply business learning in the community through internships. Cross-listed with CD186 and MK186.

MG195 Special Topics (1-3) Short seminars/workshops of timely interest to managers.

MG196 Management Principles and Organizational Behavior (3) Fall, Spring

Studies contemporary organizations and management principles and practices and the application of behavioral and social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design, and management functions.

MG197 Management Planning and Decision-Making (3) Spring *Prerequisite:*

MG196; Corequisite: CD190. Studies planning and decision-making as rational processes. Examines the nature and kinds of organizational decisions, behavioral and organizational barriers to effective decisions, and models, tools, and techniques to improve decision-making performance.

MG199 Independent Study (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Marketing

MK122 Art in Business and Industry (3) Fall Cross-listed with AR122. See Art listings, page 79, for course description.

MK128 Media and Sports (3) Spring Cross-listed with CM128 and SL128. See Communication listings, page 163, for course description.

MK149T Teaching Assistant (1-3) Fall, Spring An opportunity for advanced Business students to earn credit for assisting instructors.

MK160 Marketing Principles (3) Fall, Spring Surveys the activities involved in transferring goods and services from producers to consumers. Strategic decisions concerning product, pricing policies, promotion, and channels of distribution are studied.

MK161 Sales and Sales Management (3) Fall *Prerequisite: MK160.* Addresses selling as a basic human behavior and studies techniques and methodologies to support this concept. Analyzes selling and customer buying cycles, relevant motivational factors, and management of the sales force.

MK164 Advertising (3) Fall, Spring *Prerequisite: MK160.* Examines the role of advertising in strategic promotional mix. Includes consumer, business-to-business, not-for-profit, and global advertising issues.

MK165 International Marketing (3) Spring *Prerequisite: MK160.* Studies strategic issues in marketing products and services across national borders. Examines cultural, legal, ethical, and economic constraints. Cross-listed with IB165.

MK167 Consumer Behavior (3) Fall *Prerequisite: MK160.* Covers in depth the culture, psychology, motivation, and decision process of the consumer.

MK169 Channel Marketing (3) Fall, Spring *Prerequisite: MK160.* Addresses issues in designing and managing marketing channels, including direct marketing. Explores channel conflict, slotting allowances, privacy of personal data, and new developments in retailing.

MK172 Public Relations (3) Spring Addresses aspects of promotion related to public relations, publicity, and non-advertising sponsorship for promotional purposes. Cross-listed with CM172.

MK185 Cooperative Education Internship (3) Spring Cross-listed with CD198. See Career Development listings, page 159, for course description.

MK186 Service Learning Internship (3) Fall, Spring *Prerequisite: Permission of the instructor.* Students apply business learning in the community through internships. Cross-listed with CD186 and MG186.

MK195 Special Topics in Marketing (3) Fall, Spring *Prerequisite: MK160.* Selected timely issues in the forefront of marketing theory and practice are analyzed and discussed. Topics will be announced in each semester's schedule.

MK199 Independent Study (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Sports and Leisure Management

SL100 Sports Leadership (3) Fall Examines effective leadership practices. Engages coaches, athletic directors, and other sports personnel. Topics include motivation, organization skills, and team management. Cross-listed with MG100.

SL101 Sports Marketing and Management (3) Spring Examines marketing techniques and vehicles used in promoting sports participation and sporting events and the management of marketing. Cross-listed with CM101 and MG101.

SL110 Principles of Recreation Management (3) Fall Studies the effective organization of recreation systems. Topic include: dealing with human resources, community interest groups, and management processes. Cross-listed with MG110.

SL111 Recreation Organizations: Public and Private (3) Spring Examines differences in operating systems between public and private recreation institutions. Topics include: Accounting issues, personnel, and consumer orientation. Cross-listed with MG111.

SL128 Media and Sports (3) Spring Cross-listed with CM128 and MK128. See Communication listings, page 163, for course description.

SL180 Introduction to Arts Management (3) Fall Cross-listed with MG180 and TA080/180. See Theater Arts listings, page 126, for course description.

Business Administration

Intensive Evening Degree Program

The Business Administration major is offered in the evening as an Intensive Evening Degree program. This upper-division program enables motivated working adults to complete their degrees in an abbreviated format without compromising academic quality. The seven-week intensive classes draw upon student experience and faculty expertise to foster collaborative learning in a challenging environment which supports a high standard of student achievement. Course content presumes familiarity with organizational life, recognizing students' maturity and their ability to manage effectively the learning process.

Students take a broad core curriculum in diverse business functions applicable to all organizational settings. Additional electives allow students to explore new areas or concentrate in a particular field: Accounting/Finance, Business Communications, International Business, Management, Marketing, or Technology Management.

All upper-division major requirements, with the exception of Accounting, can be met in the seven-week intensive format. A selection of upper-division Core Curriculum courses are also offered in the intensive format. Accounting concentration courses are offered in the 15-week format to accommodate both day and evening students. Only students admitted to the Intensive program may enroll in seven-week intensive classes.

Interdisciplinary majors in Marketing Communication and in Software Engineering and Management are also available. Marketing Communication combines courses from Communication and Business; Software Engineering and Management combines Computer Science and Business courses. See the Program Director or the Office of Admission for details on these majors. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 27.

Bachelor of Science: Business Administration

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
AC003	Financial Accounting	3
AC004	Managerial Accounting	3
EC001A	Macroeconomics	3
EC001B	Microeconomics	3
EC102	Statistics	3
Total Prerequisites		15
Major Requirements		
EN136	Professional Writing	3
FN131	Corporate Financial Management	3
GB183	Legal Environment of Business	3
GB192	Business Policies and Strategy	3
IB110	International Business	3

	Units
MG196 Management Principles and Organizational Behavior	3
MK160 Marketing Principles	3
PL128 Ethics and Professional Responsibility	3
Upper-division elective courses in the major or in an area of concentration	9
Total Major Requirements	30
Other Degree Requirements* and General Electives	76
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>	
Total Major Requirements	124

AREAS OF CONCENTRATION

Students electing a concentration must complete nine upper-division units in any one of the following areas:

- Accounting
- Business Communications
- Economics/Finance
- International Business
- Management
- Marketing
- Technology Management

The Business Communications concentration consists of CM107 Technical Writing, CM161 Persuasion and Presentation, and either MG115 Conflict Management or MK171 Public Relations and Marketing Communications. See Communication listings, page 163, for course descriptions of CM courses.

Intensive Business Administration students may use MA102 (cross-listed with the 15-week version of EC102) to satisfy the Core Curriculum requirement in Mathematics. See Mathematics listings, page 254, for course description.

Intensive students may use PL128 to satisfy the Core Curriculum Philosophy and Values requirement. See Philosophy listings for course description. Intensive students use EN106 Advanced Writing or EN107 Technical Writing to satisfy their Upper-Division Writing Proficiency requirement. See English listings, page 86, for course descriptions.

INTENSIVE EVENING BUSINESS ADMINISTRATION COURSES

AC003 Financial Accounting (3) Fall, Spring Cross-listed with BA201A. See Graduate MBA listings, page 169, for course description.

AC003A Preparation for Financial Accounting (1) Fall This workshop is designed for Intensive Business students only as a preparation for the course AC003, Financial Accounting. The workshop will address basic accounting fundamentals and principles including business transactions, double-entry accounting, and financial statements such as the balance sheet, income statement, and statement of cash flows. A self-paced text is expected to be reviewed prior to attendance.

AC004 Managerial Accounting (3) Fall Analysis, evaluation, and use of accounting information as a basis for managerial planning, control, and decision-making.

AC129 Accounting Analysis for Managers (3) Summer Reviews principal procedures and concepts utilized in contemporary financial accounting and reporting from a non-financial manager's perspective. Emphasizes use and interpretation of financial statement/reports.

CM107 Technical Writing (3) Spring (Evening) See Communication listings, page 163, for course description.

EC001A Macroeconomics (3) Fall Cross-listed with BA202A. See Graduate MBA listings, page 169, for course description.

EC001B Microeconomics (3) Fall Cross-listed with BA202B. See Graduate MBA listings, page 169, for course description.

EC102 Statistics (3) Fall, Spring, Summer *Prerequisite: Math Placement Level 2.* Cross-listed with BA201B in spring. See Graduate MBA listings, page 169, for course description.

EC/IB182 Comparative Economic Systems (3) Spring (alternate years) Gives an overview of the development, major theorists, and principles underlying various economic systems: capitalism, communism, and socialism. Incorporates considerations, analysis, and comparisons of economics efficiency, growth, and social welfare and implications for global business operations.

EC/IB183 Economic Development of Less Developed Countries [CDiv] (3) Spring (alternate years) *Prerequisite: EC001A.* Introduces the concept and measurement of development, and some theories devised to explain it. Examines the culture and institutions of various less developed countries, their policies, strategies, and values.

EN136 Professional Writing (3) Fall, Spring, Summer See English listings, page 86, for course description.

FN131 Corporate Financial Management (3) Fall, Spring, Summer *Prerequisites: AC003, EC102.* Introduces the field of finance, including principles, techniques, and uses of finance as a business function. Studies financial analysis, planning, and decision-making. Focuses on the firm's balance of financial risk and return.

FN135 Personal Financial Planning (3) Summer Gives an overview of the fundamental concepts and practices of financial management and planning for the individual. Specific topics include: budgeting, goal setting with controls, asset management, tax planning and portfolios.

FN136 Corporate Financial Analysis (3) Spring (alternate years) *Prerequisite: FN131.* In this course, the financial principles learned in FN131 are applied to the analysis of cases. Additional topics in short-term finance will also be considered.

FN137 Money, Markets, and Financial Institutions (3) Fall *Prerequisites:* EC001A, FN131. Gives an introduction to the principles of money, banking, and financial markets. The course considers the processes and instruments by which transaction costs are minimized as financial institutions and markets create value by transferring funds from savers to users.

FN/MK138 Finance and Marketing for a Developmental Stage Venture (3) Fall *Prerequisite:* FN131. Utilizes a business plan perspective to understand how to analyze the profit potential, to identify sources of capital and to determine the sales, marketing, and distribution channels needed for success. Applies to a variety of development stage enterprises including startups, expansion or change in product, and transition for sales or public offering.

FN141 Intermediate Finance (3) Spring *Prerequisite:* FN131. Provides an in-depth analysis of specific problems that face the financial manager, including the agency problem, the risk/reward relationship, capital structure decisions, and capital budgeting under uncertainty.

FN180 International Finance (3) Fall *Prerequisite:* FN131. Examines international financial issues and operations, including balance of payments analysis, impact of tax policies, theories of trade, tariffs, quotas, bills of exchange, and short and long term international financing. Cross-listed with IB180.

GB183 Legal Environment of Business (3) Fall, Spring, Summer Explores how the law is used to resolve potential and actual conflicts of interest in society, including those between and among business, government, individuals, and private institutions. Evaluates the effectiveness of specific laws, including securities, consumer, employment, and environmental.

GB192 Business Policies and Strategy (3) Fall, Spring *Prerequisites:* Completion of all core requirements and senior class standing. This capstone course integrates skills and knowledge attained through previous business courses in a case-method seminar that requires students to evaluate a firm's condition, formulate policy, and determine strategy to be pursued.

GB194 Senior Business Project (3) (by arrangement) *Prerequisites:* Completion of all core requirements and senior class standing. Students research, develop, and implement a business related project. See department publication for specific GPA and other requirements. (Undergraduate Business Director's permission only.)

GB195 Special Topics in Business (.5) Offers short seminars/workshops of timely interest to Business students. (May also be offered as a one-time special interest course for up to three units).

GB196 Preparation for Finance (.5) Fall, Spring, Summer *Prerequisite:* EC102. Gives an introduction to the use of a financial calculator and a review of the essentials of algebra, statistics, and accounting that are particularly relevant to success in FN131 Corporate Financial Management.

IB110 International Business [CDiv] (3) Fall, Spring, Summer Offers an overview of International Business. In this course, international finance and management, international trade, and international investments are considered within the framework of international economics and institutions.

IB/MG116 Comparative International Management [CDiv] (3) Fall Focuses on impact of cultural influences on management in multinational organizations. Examines factors which influence perceptions, communication, behavior, and decision-making in various geographical spheres of international business.

IB/MK165 International Marketing (3) Summer Studies strategic issues in marketing products and services across national borders. Examines cultural, legal, ethical, and economic constraints.

MG/CM115 Conflict Management: Theory and Practice (3) Spring Surveys the major theories, research, and resources on the origins, significance, and methods of managing and resolving conflict in the organization. Provides a framework to analyze and understand interpersonal and intergroup disputes and develop skills in mediation, negotiation, and conciliation. Cross-listed with HS115.

MG/MK117 Entrepreneurial Management and Marketing (3) Spring Focuses on policy formulation and implementation in smaller firms. Covers theories of entrepreneurship, startup and acquisition analysis, financial, personnel, and marketing issues relevant to effective small business management.

MG151 Human Resource Management (3) Summer Focuses on staffing functions of job analysis, recruitment, selection, compensation, performance appraisal, training and development, bargaining, negotiation, and equity issues relevant to effective human resource planning.

MG157 Women in Management [CDiv] (3) Fall Studies contemporary issues and problems facing women in roles as organizational leaders and managers. Uses recent research and cases to explore personal and organizational barriers and success factors. Appropriate for both women and men.

MG161 Persuasion and Presentation (3) Spring Cross-listed with CM161. See Communication listings, page 163, for course description.

MG162 Managing Cultural Diversity [CDiv] (3) Spring Cross-listed with HS162. See Intensive Human Services listings, page 193, for course description.

MG/TM176 Introduction to Information Technology Management (3) Summer Gives an overview of business information systems and technology from the perspective of the manager needing to work in this dynamic environment, providing a survey not only of the technical components of systems, but also their implications for business professionals.

MG/TM177 Telecommunications Management (3) Fall Surveys contemporary communications technology and the impact on the organization, including advances in integrated systems, regulatory challenges, networks, and the role of the manager in a telecommunications environment.

MG/TM178 Project Management (3) Spring Focuses on planning, organizing, and implementing complex projects: project initiation, planning, organizing, staffing, scheduling, monitoring and control, conflict management, cost effectiveness, quality, software tools for project management, team processes, and leadership styles. Students implement a team project.

MG190A Educational Management and Assessment (.5) Provides entering adult students with information and skills to manage more effectively their educational process. Covers adult learning theory, organizing learning activities, study habits and resources, dealing with numbers and math anxiety, developing support networks, and applying self-assessment skills.

MG190B Managing Group Processes and Project Development (.5) Assists adult students in developing skills and resources in project planning, research, management, and presentation. Includes techniques of group facilitation and guided discussions, negotiation of group responsibilities, and resources for presentation design.

MG190C Facilitation Skills (0.5) Summer/Fall In this interactive seminar, Intensive students will explore how facilitation skills differ from meeting leadership. Tips and techniques will be discussed to help students facilitate meetings and trainings either in school or at work.

MG190D Leadership Concepts (0.5) Spring/Summer Provides intensive students with an overview of personal and organizational leadership concepts. Through a variety of exercises, activities, and reading students will assess their own leadership strengths and learn different strategies to lead others in school projects or at work.

MG195 Special Topics (.5) Fall, Spring, Summer Short seminars/workshops of timely interest to managers. (May also be offered as a one-time special interest course for up to three units.)

MG196 Management Principles and Organizational Behavior (3) Fall, Spring, Summer Studies contemporary organizations and the evolution of management principles and practices. Applies behavioral and social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design, and management functions.

MK160 Marketing Principles (3) Fall, Spring, Summer Surveys the activities involved in transferring goods and services from producers to consumers. Strategic decisions concerning product, pricing policies, promotion, and channels of distribution are studied.

MK168 Marketing for Nonprofit Organizations (3) Spring Cross-listed with HS160. See Human Services listings, page 193, for course description.

MK171 Public Relations and Marketing Communication (3) Spring Integrates marketing communication theory, concepts, and research and applies the elements of promotion: public relations, publicity, advertising, sales promotions, point of purchase communications, and sponsorship/event marketing to both nonprofit and for-profit organizations.

MK/TM175 Business to Business Advertising in a Technology Environment (3) Summer Examines the role of the advertising of goods and services to business and institutions, using electronic tools to conduct research, identify objectives, and design strategy with a focus on the high technology environment in our community.

Career Development

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

Note: The Career Development Requirement does not apply to Intensive Students.

Options for meeting the requirement include:

1. Taking Career Development courses at NDNU (courses with CD prefix, e.g. CD182, CD198);
2. Doing an internship for credit at NDNU; the following courses count toward the Career Development requirement: AR108D (2), AR151 (2), CD198 (1-3), CM160 (3), ED136 (3), EN149C (3), MG186 (3), PL149T (1), PY174 (1), RS149T (1), SO190A (1), SO190B (2), and TA198 (2);
3. Pursuing relevant career development experiences designed in collaboration with a Department Chair/Program Director and the Director of Career Development.

CAREER DEVELOPMENT COURSES

CD098/198 Cooperative Education Internship (1-3) Fall, Spring *Prerequisite:* 2.5 overall GPA. This course provides students with the opportunity to gain career-related work experience. Internships are available in a variety of career areas including business, industry, community service, government, and the arts. Students work 50 hours per semester for each unit.

CD111 Careers in Sociology and Social Work (0.5) Fall Cross-listed with SO111. See Sociology listings, page 278, for course description.

CD166 Careers in Community and Criminal Justice (0.5) Fall Cross-listed with PY166 and SO166. See Sociology listings, page 278, for course description.

CD177 Time Management (0.5-1) Fall Cross-listed with PY177 and SO177. See Sociology listings, page 278, for course description.

CD182 Successful Job Search Strategies (3) Fall, Spring Students learn to articulate their strengths through a variety of assessment instruments. Students also learn the basics necessary to find jobs that utilize their college education with an emphasis on resume writing and job interviewing. Students learn to research and explore options to prepare them to find jobs and change careers throughout their work life.

CD186 Service Learning Internship (3) Spring Cross-listed with MG/MK186. See Business Administration listings, page 148, for course description.

CD190 Career Process and Decision-Making (1) Spring Students explore the Career Decision Process and Decision-Making Model. This includes Self Assessment in which students examine their values, skills, interests, and personality characteristics. Emphasis is on career decision-making utilizing what students have learned about themselves.

CD195 Special Topics in Career Development (0.5-3) Fall, Spring, Summer Students explore current issues in the workplace and/or continued professional development. May be repeated for credit. Grading is Pass/Not Pass.

CD196 Career Portfolio Development (2) Fall Through the portfolio process, students develop self-awareness and assess accumulated learning from their academic courses, work experience, and extracurricular and athletic activities. This process and the resulting portfolio help students to identify and obtain satisfying work and careers.

CD197 Etiquette for the College Graduate (0.5) Spring Students learn the key elements of basic professional etiquette and gain the knowledge to apply basic professional skills for the transition to the world of work. Included in this course is an invitation to a formal luncheon (Lunch with a CEO) hosted by Enterprise Rent-a-Car.

CD199 Independent Study in Career Development (1-3) Provides an opportunity for independent study under the direction of an instructor. See Undergraduate Policies and Procedures on Independent Study, page 32.

Communication

The Communication major at Notre Dame de Namur University is interdisciplinary and grounded in the liberal arts. Students learn to speak, think, and write clearly and concisely, and to express themselves critically and creatively. In today’s wired society, communication goes beyond thinking well and speaking well to include electronic information management. Graduates of the Communication program are prepared to manage the interface between information and people.

The Internship program provides supervised instruction in the specific career field of the student’s choice, such as corporate communication, marketing, media (including online media), public relations, and promotional or technical writing.

The Department of Communication faculty provides close interaction with students and supports their individual needs and goals. Grounded in the “marketplace of free ideas,” the faculty encourages the freedom of inquiry and expression of all students and helps them develop their full potential.

An interdisciplinary major in Marketing Communication is also available, combining courses from Communication and Business appropriate to entry-level public-relations management. See the Program Director or the Office of Admission for details on this major. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 27.

An interdisciplinary minor in Web Design is also available, combining courses from Art, Communication, and Computer Science. See below for details on this minor. For general information on Interdisciplinary Minors, see Undergraduate Academic Information, page 27.

Bachelor of Arts: Communication

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
CM010	Introduction to Communication	3
CM011/111	Oral Communication	3
CM012	Communication Technology	3
GB001	American Business: Foundations and Practice	3
Total Prerequisites		12
Major Requirements		
AR108A	Media Graphics	
or		
AR125	Photography	3
CM018/118	Writing for the Media (formerly Journalism)	3
CM/EN107	Technical Writing	3

		Units
CM109	Web Communication	3
CM120	Corporate Communication	3
CM130	Media, Politics, and Society	3
CM140	Video Production	4
CM160	Communication Internship	6
CM198	Senior Seminar	3
MK160	Marketing Principles	3
	One elective course in Communication	3
	Total Major Requirements	37
	Other Degree Requirements* and General Electives	75
	<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>	
	Total Unit Requirement	124

MINOR REQUIREMENTS: COMMUNICATION

The minor in Communication is designed to combine well with majors in English, Business, Psychology, Political Science, or Theatre Arts. Students are required to take a minimum of 12 units.

Required Courses	Units
CM010 Introduction to Communication	3
CM011/111 Oral Communication	3
<i>A minimum of two courses chosen from the following:</i>	6
CM109 Web Communication (3)	
CM118 Writing for the Media (formerly Journalism) (3)	
CM120 Corporate Communication (3)	
CM125 The Holocaust (3)	
CM128 Media and Sports (3)	
CM130 Media, Politics, and Society (3)	
CM140 Video Production (4)	
CM172 Public Relations (3)	
CM195 Special Topics in Communication (3)	

WEB DESIGN INTERDISCIPLINARY MINOR

This interdisciplinary minor is designed to prepare students for careers that depend on the web for specific purposes such as marketing, public relations, business to business communication, or simply for a web presence. The minor will enable students to be conversant with both graphic designers and computer science professionals.

AR109	Elements of Web Design	3
CM109	Web Communication	3
CS109	Advanced HTML and Scripting for the Web	3
ID109	Web Design Project	3
Total		12

COMMUNICATION COURSES

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

AR108A Media Graphics (3) Spring See Art listings, page 79, for course description.

AR109 Elements of Web Design (3) Fall See Art listings, page 79, for course description.

AR125 Photography (3) Fall, Summer See Art listings, page 79, for course description.

CM010 Introduction to Communication (3) Fall, Spring A survey of media including broadcast, print, radio, cable, film, and Internet. Includes the persuasive uses of communication in advertising, public relations, and corporate communication. Students learn critical approaches to media messages and media ethics. New developments in electronic media and communication law are studied.

CM011/111 Oral Communication (3) Fall, Spring Students develop as confident and effective speakers and learn organization of researched information from a variety of sources for informative or persuasive goals. Course methodology includes group discussions, extemporaneous presentation of prepared speeches, and critical analysis of outside speeches.

CM012 Communication Technology (3) Fall, Spring This hands-on course is taught in the Macintosh computer lab. Students learn desktop publishing skills and web page design using (graphics) software, such as PageMaker and Photoshop, for document design for internships, personal use, and on the job. Special attention is paid to the mechanics and psychology of design in print and web publications.

CM018/118 Writing for the Media (3) Fall (formerly Journalism) This intensive writing course, taught in the Mac computer lab, expands traditional journalism to include writing for other electronic media. This course covers the mechanics of effective writing for various media: identifying the story, collecting data, writing under deadline, and journalistic ethics and applications to media as they meld onto the Internet. This course is especially suitable for those interested in careers in public relations or marketing. Cross-listed with EN018/118.

CM018L/118L Journalism Lab *The Argonaut* (1-3) Fall, Spring Produces the campus newspaper, *The Argonaut*, which provides hands-on instruction in all aspects of newspaper production including news, editorial and feature writing, editing, layout, design, advertising design, and sales. May be repeated for credit. Cross-listed with EN018L/118L.

CM040L/140L TV Production Lab (1-3) Fall, Spring Provides students with a basic understanding of the technology behind video as an information medium and some of the ways in which it is created to achieve desired audience effect. Students will learn technical and professional skills required to design and edit a variety of video programs including features and news broadcasts. Students will work both in front of and behind the camera to produce programs that will be broadcast on NDNU Channel 43 to the residence halls. May be repeated for credit.

CM101 Sports Marketing Management (3) Spring Cross-listed with MG101 and SL101. See Business Administration listings, page 151, for course description.

CM107 Technical Writing (3) Spring (Evening) Emphasizes clear, succinct writing. Fundamentals of preparing technical documents are studied, such as memos, letters, and proposals. Analytical decision-making in the writing process and teamwork and oral presentation of ideas are developed. Cross-listed with EN107.

CM109 Web Communication (3) Fall Students create Web sites with text and graphics. Textual requirements of electronic media, principles of visual communication, basic HTML, models for project development, and implications of the World Wide Web as a communication medium are emphasized. This class is part of the Web Design Interdisciplinary Minor.

CM115 Conflict Management: Theory and Practice (3) Summer Cross-listed with HS115 and MG115. See Business Administration: Intensive Evening listings, page 153, for course description.

CM120 Corporate Communication (3) Spring (Evening) Provides in-depth study of internal and external communication in companies, including public relations, advertising, integrated marketing and media relations, and crisis and issue management. The course includes lectures, case studies and guest speakers. Cross-listed with MG120.

CM125 The Holocaust [CDiv] (3) Fall Provides a history of anti-Semitism, racist ideology of National Socialism, the death camp experience, propaganda analysis, and media usage of the Third Reich and psychological strategies of survivors, perpetrators, and bystanders. Responses of Christians, Jews, and the student's individual response are compared. Guest speakers include survivors and Jewish and Christian clergy. Applications are made to contemporary genocide. Cross-listed with RS125.

CM128 Media and Sports (3) Spring Focuses on producing, marketing, and advertising sports to the media. Impact of sports media on culture and society is studied. Advertising and public relations strategies in professional and collegiate sports and fitness industries are discussed. Cross-listed with MK128 and SL128.

CM130 Media, Politics, and Society (3) Fall Focuses on effects of mass media on society and the conflicts that arise in the political, social, legal, cultural and economic arenas. How the media presents political leaders and the national issues which shape society are examined. Emerging new media are critically analyzed for persuasive content.

CM140 Video Production (4) Fall Focuses on creative and technical requirements needed for planning a successful video production for broadcast, Webcasting, or CD-ROM. Final project can be a public service announcement for nonprofit agency. Also covered are production, setup, camera movements, composition, lighting and sound techniques, and nonlinear editing.

CM149T Teaching Assistant (1-3) Fall, Spring An opportunity for advanced Communication students to earn credit for assisting instructors.

CM156 Interpersonal and Intercultural Communication [CDiv] (3) Fall Cross-listed with PY156 and SO156. See Psychology listings, page 268, for course description.

CM160 Communication Internship (6) Fall, Spring The Communication Internship course is designed to prepare students for jobs in the workforce. This on-the-job practicum provides students with the opportunity to receive specialized training in the career field of their choice. Students put theories and skills to work on selected projects agreed upon by the student and her/his supervisor. Communication students will complete two three-unit internships of 150 hours each: one in a “for-profit” concern and one in a “nonprofit” concern.

CM161 Persuasion and Presentation (3) Spring Persuasion is understood both in its interpersonal and rhetorical dynamics. Focuses on advanced public speaking using presentation software to support persuasive presentations. Students learn effective persuasive strategies applicable to professional and corporate settings. Students integrate researched information from a variety of sources to create and present compelling presentations for a variety of persuasive purposes. Cross-listed with MG161.

CM172 Public Relations (3) Spring Cross-listed with MK172. See Business Administration listings, page 150, for course description.

CM175 Acting for the Camera (3) Fall Cross-listed with TA175. See Theatre Arts listings, page 126, for course description.

CM180 Foundations of Leadership and Teamwork (1) Fall Increasingly unpredictable environments now require leaders and teams to learn rapidly and change quickly. This course focuses on lateral and vertical leadership, team building and performance, and team leadership. We examine concepts and build skills through team projects, class discussions, problem solving, case studies, and role-playing.

CM195 Special Topics in Communication (3) Spring '05 Designed to address current issues in communication. May be repeated for credit.

CM198 Senior Seminar (3) Spring This capstone course helps students integrate and build on prior learning in communication for future application either in graduate school or in the workforce. Includes portfolios, senior research project, special event planning, and communication consulting. Seniors serve as mentors to students in either CM010 or CM011/111.

CS109 Advanced HTML and Scripting for the Web (3) Spring See Computer Science listings, page 245, for course description.

GB001 American Business: Foundations and Practice (3) Fall, Spring See Business Administration listings, page 147, for course description.

ID109 Web Design Project (3) Spring See Interdisciplinary listings, page 74, for course description.

MK160 Marketing Principles (3) Fall, Spring See Business Administration listings, page 150, for course description.

Master of Business Administration

The Master of Business Administration (MBA) program is a professional course of study which prepares men and women for career/position changes or advancement by enabling them to develop and apply skills in communication, leadership, teamwork, information technology, and quantitative analysis while evolving a particular skill applicable in the business environment (e.g. Marketing, Finance, International Business), focusing on the “whole person” and promoting a sense of community and service.

The program offers a distinctive series of courses in business and management. It is designed to meet the needs of a variety of students with a broad range of backgrounds and goals and is dedicated to quality and flexibility. It fosters the development of a future orientation and skills required for business leadership in the twenty-first century. The program is a member of the Association of Collegiate Business Schools and Programs.

DISTINCTIVE FEATURES

Location – Notre Dame de Namur University’s location between San Francisco and Silicon Valley serves as an educational “conduit” of current business practices and future policy, and enables the MBA program to attract high-caliber students and faculty across business specialties and organizations.

Character of Business – Besides teaching important professional “know-how,” the MBA program examines the nature and traits of postmodern business and prepares leaders and managers to think strategically about contemporary business organizations.

Interdisciplinary Opportunities – With some 18 graduate-level programs, Notre Dame de Namur University provides MBA students special opportunities to take coursework in another discipline or to customize an interdisciplinary course of studies around a business specialty.

Entrepreneurship – To inculcate an entrepreneurial orientation, the MBA program involves all students in certain key learning activities such as business case study, preparation of formal business plans, and creation and presentation of marketing plans.

Consultative Field Experience – To hone their business and organizational competencies, MBA students can take part in University-developed consultative field experiences, during which they are “retained” by a business or organization to form a business plan or consultation a business problem.

STUDENT PROFILE

The MBA program attracts business professionals from a broad variety of international corporations, medium-sized and small businesses, professional firms, entrepreneurial startups, and professional and nonprofit organizations situated in the metropolitan San Francisco-Silicon Valley area. This allows for lively and important exchanges on business and technology matters both inside and outside the classroom. Because of the international orientation of Northern California, the program’s student body is diverse and highly multicultural, reflecting the future professional workforce of an emerging global economy. Three-quarters of the students participate in company-sponsored tuition support programs.

Program Requirements

The MBA program requires 36 semester units of graduate course credit and completion of foundation courses or equivalents.

FOUNDATION COURSES

These courses provide students with a common body of knowledge in the major functional areas of Business Administration. Students who have not previously had these courses must complete them early in the program.

	Units
BA201A Financial Accounting	3
BA201B Statistics	3
BA202A Macroeconomics	3
BA202B Microeconomics	3

Foundation courses must be/have been completed with a grade of C- or better.

MBA CORE COURSES

These courses are designed to prepare students in the functional areas traditionally comprising the field of Business Administration. Students must enroll in all of the courses:

BA205 Information Technology Strategies	3
BA212 Legal and Ethical Dimensions of Business	3
BA230 Management Accounting	3
BA260 Marketing Planning and Analysis	3
BA280 Multinational Business and Economics	3
BA283 Corporate Financial Management	3
BA290 Business Management and Organizational Behavior	3
BA292 Business Policy	3
Total	24

AREAS OF EMPHASIS

The emphasis courses consist of twelve additional graduate units in one or a combination of the following areas:

Accounting	
eBusiness Management	
Finance	
Human Resource Management	
Information Technology (IT)	
Marketing	
Area Subtotal	12
Total	36

Accounting

The MBA program offers the Accounting emphasis. To qualify for this specialization, students take three elective accounting courses, plus one additional course which may be chosen from any MBA area. Examples of courses in the accounting area include:

		Units
BA213	Intermediate Accounting I	3
BA214	Intermediate Accounting II	3
BA218	Cost Accounting	3
BA222	Tax Accounting	3
BA226	Auditing	3

eBusiness Management

In order to qualify for a specialization in eBusiness Management, students will take three courses in this area and one elective that may be chosen from any MBA area. The courses comprising the eBusiness emphasis are:

EEB290	Management of Electronic Business I	3
EB295	Management of Electronic Business II	3
<i>One of the following:</i>		
BA253	Supply Chain Management	3
EB210	Fundamentals of Internet Architecture	3
EB265	Business Process Modeling	3

Finance

In order to qualify for a specialization in Finance, students will take at least three finance courses plus a fourth elective that may be chosen from any MBA area. All students emphasizing Finance must take BA223, Functions and Policies of Corporate Finance.

Examples of courses in the finance area include:

BA223	Functions and Policies of Corporate Finance	3
BA225	Risk Management and Derivatives	3
BA227	Money, Investments, and Securities Market	3
BA231	International Finance	3

Human Resource Management

The MBA program cooperates with the MPA program in offering the Human Resource Management area of emphasis. In order to qualify for a specialization in Human Resource Management, students will take BA220 Human Resource Management and at least two human resource management courses plus one elective that may be chosen from any MBA area. Examples of courses in Human Resource Management include:

BA215	Conflict Management	3
BA219	Managing Diversity	3
BA220	Human Resource Management	3
HR221	Labor Management Relations	3
HR235	Recruitment, Training, and Development	3

Information Technology

The MBA program cooperates with the Master of Science in Management program in offering the Information Technology (IT) area of emphasis. In order to qualify for a specialization in IT, students will take three Information Technology courses plus one additional course which may be chosen from any MBA area. Examples of courses in the IT area include:

		Units
BA206	System Dynamics Modeling	3
BA207	Decision Support: Forecasting and Optimization	3
BA208	Managing Information Systems	3
BA209	Global Management of Virtual Teams	3
BA210	Business Telecommunications: Data, Voice, Multimedia	3

Marketing

In order to qualify for a specialization in Marketing, students will take at least three marketing courses plus one elective that may be chosen from any MBA area. Examples of courses in the marketing area include:

BA256	Advertising Management	3
BA262	Marketing Research	3
BA264	Business to Business Marketing	3
BA266	International Marketing	3

COURSE DESCRIPTIONS

BA201A Financial Accounting (3) Spring Term 1 Introduces the field of accounting. Covers fundamental principles, emphasizing the preparation, interpretation, and uses of the balance sheet, income statement and statement of cash flow. Cross-listed with AC003 (Intensive).

BA201B Statistics (3) Spring Term 2 Focuses on statistical concepts and techniques likely to be most helpful to and used by business people in the twenty-first century. The concepts and techniques receiving attention may include: table and charts, regression and correlation models, time series forecasting, design of experiments, estimation procedures for enumerative studies and hypothesis testing. Cross-listed with EC102 (Intensive).

BA202A Macroeconomics (3) Fall Term 1 Examines forces and factors which impact overall performance of the national economic system. Includes national income accounting, monetary and fiscal policy, the banking system, and approaches to economic analysis. Cross-listed with EC001A (Intensive).

BA202B Microeconomics (3) Fall Term 2 Examines the behavior of industries, firms, and households as they relate to supply and demand. Profit maximization, equilibrium prices and outputs, competition and monopoly, and techniques of economic analysis are explored in detail. Cross-listed with EC001B (Intensive).

BA205 Information Technology Strategies (3) Fall, Spring, Summer Introduces the major technical and corporate issues encountered in information technology. The topics covered in the course include databases, networking, enterprise application software, and ethical issues. Attention is given to current vocabulary, products, and strategies for use.

BA206 System Dynamics Modeling (3) Spring Partial online course. Cross-listed with SY221. See MSM listings, page 181, for course description.

BA207 Decision Support: Forecasting and Optimization (3) Spring Partial online course. Cross-listed with SY225. See MSM listings, page 181, for course description.

BA208 Managing Information Systems (3) Summer Partial online course. Cross-listed with CS263 and SY263. See MSM listings, page 181, for course description.

BA209 Global Management of Virtual Teams (3) Fall Partial online course. Cross-listed with SY269. See MSM listings, page 181, for course description.

BA210 Business Telecommunications: Data, Voice, Multimedia (3) Fall, Summer Partial online course. Cross-listed with SY267. See MSM listings, page 181, for course description.

BA212 Legal and Ethical Dimensions of Business (3) Fall, Summer Studies the legal, ethical, and value dimensions of the business enterprise. Attention is given to such legal concerns as the court system, regulatory agencies, and specific topics affecting decision-making in commerce. The concept of ethics is viewed from a business perspective while focusing on issues of modern-day relevance. Cross-listed with CS212.

BA213 Intermediate Accounting I (3) Fall (alternate years) Focuses on accounting theory, practice, and problems.

BA214 Intermediate Accounting II (3) Spring (alternate years) Continues study of accounting theory, practice, and problems.

BA215 Conflict Management (3) Fall *Prerequisite:* BA290. Cross-listed with PA215. See MPA listings, page 177, for course description.

BA218 Cost Accounting (3) Spring (alternate years) Focuses on accounting theory and problems: records, financial statements, elements of cost, process, job order, and standard cost.

BA219 Managing Diversity (3) Spring Cross-listed with PA285. See MPA listings, page 177, for course description.

BA220 Human Resource Management (3) Fall, Summer Cross-listed with ED270 and PA270. See Education listings, page 216, for course description.

BA221 Labor/Management Relations (3) Summer *Prerequisite:* BA290. Cross-listed with PA221. See MPA listings, page 177, for course description.

BA222 Tax Accounting (3) Fall (alternate years) Studies fundamentals of taxation and its effects on the transactions of individuals, partnerships, and corporations.

BA223 Functions and Policies of Corporate Finance (3) Fall *Prerequisite:* BA283. Gives an in-depth study of selected topics in finance, including modern portfolio theory, capital structure and leverage, capital budgeting, external financing, reorganization and bankruptcy, and mergers and acquisitions. Particular attention is paid to the theoretical bases of financial concepts, including the Modigliani and Miller propositions and the Capital Asset Pricing Model. (Note: BA223 is required for the finance emphasis.)

BA225 Risk Management and Derivatives (3) Spring *Prerequisite:* BA283. Combines an in-depth understanding of published financial statements with the practical techniques of financial analysis of accounting information by outside parties, in order to make decisions to invest, lend money, or extend credit. This analysis includes critical decisions within the firm as well, and also considers accounting problems and conventions that are unique to selected industries.

BA226 Auditing (3) Spring (alternate years) Graduate course focuses on principles, techniques, and procedures in auditing.

BA227 Money, Investments, and Securities Market (3) Summer *Prerequisite:* BA283. Explores the principles, terms, techniques, and uses of finance within a multinational context. From a base of international economics, the course considers practical problems of international portfolio investment and capital investment. Elements of the measurement and management of foreign exchange exposure, particularly with the use of derivative assets for hedging and speculation, are analyzed.

BA230 Management Accounting (3) Fall, Summer *Prerequisite:* BA201A. Examines the vital elements of accounting as part of the management process. Topics include integrated financial statements, capital budgeting, standards and variance analysis, product costing, activity-based costing, and relevant costing in financial decision-making. (Note: This is a prerequisite to BA283 Corporate Financial Management.)

BA231 International Finance (3) Summer *Prerequisites:* BA280, BA283. Considers the international monetary systems and the development of international financial transactions, including: international payments, balance of payments, international liquidity, international portfolios, direct investments, and international financial institutions.

BA235 Recruitment, Training, and Development (3) Summer *Prerequisite:* BA290. Cross-listed with PA235. See MPA listings, page 177, for course description.

BA253 Supply Chain Management (3) Spring Partial online course. Cross-listed with SY253. See MSM listings, page 181, for course description.

BA256 Advertising and Integrated Marketing Management (3) Fall *Prerequisite:* BA260. Gives an in-depth analysis of advertising management and execution processes. The advertising campaign, project planning strategies, and tactics are considered in detail. The processes of account, manufacture, retail, and consumer management are reviewed. The course carefully analyzes the role that the advertising team plays in purchasing, marketing, budgeting, and sales promotions.

BA257 Project Management (3) Spring Partial online course. Cross-listed with CS257 and SY257. See MSM listings, page 181, for course description.

BA260 Market Planning and Analysis (3) Fall, Spring Studies the application of marketing as an integrative process. Topics include analysis of markets, planning and product strategies, and developing a balance in marketing decisions that considers prices, channels of distribution, physical movement of goods, communications, advertising, sales force, and other factors. Techniques of instruction include case studies and a group marketing plan presentation. (Note: This is a prerequisite to enrollment in Marketing electives.)

BA262 Marketing Research (3) Summer *Prerequisite:* BA260. Focuses on the management of the research process. This course provides an in-depth understanding of the methods and procedures involved in research and its role in the decision support system. Emphasis is placed on special market research projects, student discussion, and research team presentations.

BA264 Business-to-Business Marketing (3) Spring *Prerequisite:* BA260. Considers individual and corporate buying behavior from a management perspective. The key differences between business and consumer markets including market structure and demand, the nature of the buying unit, and the types of decisions and the decision processes are explored. These topics are addressed in detail: the organization of buying centers, buying decision processes, problem recognition, need descriptions and prioritization, producer specifications, supplier relationships, and performance and standards requirements.

BA266 International Marketing (3) Summer *Prerequisites:* BA260, BA280. Concentrates on the development and application of the knowledge and skills required to manage the marketing process effectively in various cultural environments. Among the topics covered are: organizational frameworks for developing international marketing strategies, sources of competitive advantage in the international arena, sustainability of an international competitive advantage, and international market structure analysis. The relationship among the international marketing trading blocks and other functional strategies in the corporation receive attention.

BA280 Multinational Business and Economics (3) Summer, Fall Analyzes the strategy, structure, modes of entry into international markets, and business operations of the multinational firm. Topics include the transaction of business in differing cultural, legal, and political environments, the identification of export opportunities, factors affecting the global location of manufacturing activities, and the determination of the marketing mix in international markets. R&D strategy, Human Resource Management policy, accounting techniques, and financial management in international business receive attention. (Note: This is a prerequisite to enrollment in International Business electives.)

BA283 Corporate Financial Management (3) Fall, Spring *Prerequisite: BA230.* Considers the valuation of assets and general problems of asset acquisition, financing, and evaluation of corporate financial performance. Provides application of theory to financial decisions involving cash flow management, capital structure planning, capital costs and risks involved in short-term and long-term financial decisions. (Note: This is a prerequisite to enrollment in Finance electives.)

BA285 Entrepreneurship (3) Spring *Prerequisites: BA260 and BA283.* Evaluates new venture ideas and their conversion into operating entities. Examines the various stages of development of a new firm from concept to establishment. Explores innovation and the use of entrepreneurship within the established, larger organization. Integrates the disciplines of marketing, finance, operations, and organizational behavior to achieve a focused businesses strategy and plan. Provides a structured approach to understanding the same value of new ventures.

BA290 Business Management and Organizational Behavior (3) Fall, Spring, Summer Focuses on developing oral and written as well as interpersonal communication skills through extensive individual and team presentations. Among the topics considered are: leadership, decision-making, macro- and micro-organization analysis, conflict resolution, and the global-cultural dimensions of organizational behavior. (Note: BA290 should be taken as one of the first two classes in the program.)

BA292 Business Policy (3) Fall, Spring *Prerequisites: BA 205, 212, 230, 260, 280, 283, and 290.* This Capstone course integrates the information and different skill-sets developed in the MBA program. Principal considerations include strategic planning, strategy formulation and implementation, analysis of industry and competitive firms, assessment of internal strengths and weaknesses, and the formulation of alternative strategies. Case studies, business simulations, and real-life experience encourage analysis and the development of supportive rationales for choice and actions. (Enrollment requires completion of the other Core Courses.)

eBUSINESS MANAGEMENT COURSES

EB210 Business Telecommunications: Data, Voice, Multimedia (3) Summer, Fall Cross-listed with SY267. See MSM listings, page 181, for course description.

EB265 Business Process Modeling (3) Fall Term 2 Students use business process re-engineering and use case modeling software to analyze common problems faced by business managers in today's global, competitive environment and plan an effective IT architecture to create a brand image strategy and Web presence that supports business objectives. Cross-listed with CS265E.

EB290 Management of Electronic Business I (eBusiness) (3) Spring Term 1

EB295 Management of Electronic Business II (e-Transformation) (3) Spring

Term 2 Prerequisite for EB295: EB290. These two integrated courses address creation of an organization's comprehensive ebusiness strategy: vision, business framework, technical framework, and implementation roadmap. Case studies of successful business transformations address management practices for a successful ebusiness initiative, emerging business models for Business to Business and Business to Consumer, value chain analysis, mapping business requirements to a technical strategy, back-office systems and integration, the relationships among people, processes, and technology in organizations, startup issues, and venture capital acquisition. Includes Web site development in conjunction with Establishing a Web Presence. Partial online courses.

ADMISSION REQUIREMENTS

Students may enter the program at the beginning of any term and should meet the following requirements:

- A bachelor's (The major field need not have been Business Administration.)
- A cumulative grade point average of 2.5 or better
- The Graduate Management Admission Test (GMAT)
- Two academic and/or professional recommendations
- Work experience preferred
- For all international students, a minimum score of 550 on the Test of English as a Foreign language (TOEFL) examination. (After admission and before beginning the program, international students must also take the English as a Second Language (ESL) placement examination administered by Notre Dame de Namur University. Additional work in English may be required.)

Note: Once admitted, students may be required to take a math placement examination administered by the University.

For further information, contact the Master of Business Administration Department at (650) 508-3782 or mba@ndnu.edu.

Master of Public Administration

The Master of Public Administration program is recognized for its dedication to preparing professional men and women to work effectively in management positions in public, nonprofit, and service-related organizations. The program provides for broad study in functional areas of public administration and for concentrated study in one of the following specialized fields:

- Educational Administration
- Human Resource Management
- Public Affairs Administration
- Gerontology

The richness of the Master of Public Administration program is in the diversity of its faculty, curriculum, and student body. Besides content knowledge, courses throughout the Master of Public Administration program are constructed to encourage the development of professional skills recognized as essential in today's environment. These include interpersonal communications, organizational leadership and team building, assessment and analysis of quantitative information, strategic thinking, information management technologies, and working in diverse cultures.

DISTINCTIVE FEATURES

Location – Notre Dame de Namur University's location between San Francisco and Silicon Valley serves as an educational "conduit" to provide students with knowledge of current administrative practices and future insights, and to enable the Master of Public Administration program to attract high-caliber students and faculty from different specialties and organizations.

Coursework – Besides teaching important professional "know how" and development of skills, the Master of Public Administration program examines the nature and traits of postmodern organizations and prepares its students to think strategically. Graduates of the program are well prepared for increasingly responsible positions.

Interdisciplinary Opportunities – Notre Dame de Namur University provides Master of Public Administration students with special opportunities to take coursework in other disciplines or to customize an interdisciplinary course of studies as their area of emphasis. This allows students to explore new areas or develop depth by concentrating in a particular field.

Presentation and Delivery – To instill a sense of greater confidence, the Master of Public Administration program involves students in specific key learning activities to enhance presentation, communication, and articulation skills.

Students may enroll in the program on a part-time or full-time basis and may begin the program in fall, spring, or summer. Most classes are scheduled in the evening or weekends to accommodate students who work full-time.

Program Requirements

The program requires 30 semester units not including the undergraduate foundation courses that vary with preparation. Students must complete all foundation courses before 15 units of graduate coursework are completed. See course descriptions, page 177, for detail.

FOUNDATION COURSES		Units
Introduction to Financial Accounting (AC003 or equivalent)		3
Introduction to Political Science (any PS course or equivalent)		3
Introduction to Psychology (PY001 or equivalent)		3
Introduction to Sociology (SO001 or equivalent)		3

CORE COURSES		
PA230	Financial Management	3
PA250	Research Methodology	3
PA270	Human Resource Management	3
PA280	Leadership Concepts	3
PA290	Management and Organization	3
PA292	Public Policy and Administration	3
Area of Emphasis		12
Total		30

AREAS OF EMPHASIS

Educational Administration/Administrative Services Credential*		
ED351	School-Community Relations	3
ED353	School Law, Governance, and Politics	3
ED355	Program Initiation and Implementation	3
Elective in Educational Technology		3

**Qualification for the California Preliminary Administrative Services Credential requires a valid California teaching credential and three years of experience.*

Human Resource Management		
PA215	Conflict Management	3
PA221	Labor Management Relations	
or		
PA235	Recruitment, Training, and Development	3
PA285	Managing Diversity	3
Elective		3

Public Affairs Administration		Units
PA255	Administrative Law	3
PA265	Contemporary Issues in Administration	3
PA285	Managing Diversity	3
Elective		3
Gerontology		
PY260	Advanced Human Development	2
PY262	Health Aspects of Aging	2
PY264	Ethnicity and Aging	1
PY266	Pre-Retirement Planning	1
PY267	Counseling Techniques for Elders	2
PY268	Administration of Geriatric Programs	3
PY269	Legal and Ethical Issues in Gerontology	1

COURSE DESCRIPTIONS

PA215 Conflict Management (3) Fall Focuses on theoretical and practical analysis of principles and processes for the management of conflict in employment relationships. Provides a framework for understanding and developing skills and techniques for the identification, prevention, and resolution of conflict in workplace relationships; explores the design of effective conflict management systems in the workplace. Cross-listed with BA215.

PA221 Labor/Management Relations (3) Summer Stresses the managerial perspective. Labor law, union organizing, campaigns, and negotiations are studied with a view to the development of labor policies. The case method and lecture/discussions are used. Cross-listed with BA221.

PA230 Financial Management (3) Fall, Spring *Prerequisite: AC003 or equivalent.* Cross-listed with ED230. See Education listings, page 216, for course description.

PA235 Recruitment, Training, and Development (3) Summer Focuses on staffing needs and how to meet them, interview techniques, assessment of candidate potential and placement, assessment of training needs and means of developing effective training programs, and career planning and management. Cross-listed with BA235.

PA250 Research Methodology (3) Fall Develops concepts and procedures relating to decision-making to achieve organizational objectives. Includes application of quantitative and non-quantitative methods to organizational situations, survey analysis, research techniques, and the use of computers and information systems in program development and evaluation.

PA255 Administrative Law (3) Summer Examines court decisions affecting administrative law. Topics include jurisdiction, venue, judicial ethics and discretion, abuses, and contemporary problems.

PA265 Contemporary Issues in Administration (3) Fall This course examines the role of the administrator who must be aware of differing systems of values and be prepared to work with and supervise a diverse workforce. Contemporary issues such as allocations, consolidation of services, affirmative action, diversity, or violence in society are discussed and analyzed.

PA270 Human Resource Management (3) Fall, Summer Cross-listed with BA220 and ED270. See Education listings, page 216, for course description.

PA280 Leadership Concepts (3) Fall, Summer Cross-listed with ED280. See Education listings, page 216, for course description.

PA285 Managing Diversity (3) Spring Considers the specific issues concerned with managing a diverse workforce and clientele; ethnicity, class, religious beliefs, age, gender, sexual orientation, and learning or physical disabilities will be considered. Emphasis will be placed on recruitment, retention, and the culture of the workplace. Cross-listed with BA219.

PA290 Organization and Management (3) Spring, Summer Cross-listed with ED290. See Education listings, page 216, for course description.

PA292 Public Policy and Administration (Capstone Course) (3) Spring A case study method is used to integrate and apply the knowledge gained from previous courses. Public administration environments, management strategies, ethical decision-making in public agencies, and public policy-making strategies are emphasized.

ED351 School - Community Relations (3) Spring See Education listings, page 216, for course description.

ED353 School Law, Governance, and Politics (3) Fall See Education listings, page 216, for course description.

ED355 Program Initiation and Implementation (3) Spring See Education listings, page 216, for course description.

ADMISSION INFORMATION

Students may apply to enter the MPA program for the Fall, Spring, or Summer semesters and should meet the following requirements:

- A bachelor's degree in any field from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- A personal interview with the Program Director

For further information contact the Master of Public Administration Program at (650) 508-3782 or e-mail mpa@ndnu.edu.

Master of Science in Management

The Master of Science in Management (MSM) has a strong history of advancing professionals through its outstanding management education. The program offers working professionals the broad-based tools and perspective of systems management to produce results creatively and effectively. Managers in today's high-technology organizations, research labs, and development industries face rapidly increasing complexity as the goals, people, projects, and use of information technology continually change. Systems thinking provides the philosophical foundation for effective management in this environment.

The MSM program combines project management, people management, and knowledge management to address the challenges of meeting organizational and programmatic goals. The curriculum includes the critical areas of: systems thinking, individual and team management, social capital, forecasting, optimization, decision support, organizational learning and knowledge management, systems finance, and project analysis and implementation. The courses emphasize leadership, collaborative work, virtual team processes, and professional level communication.

Each student develops the skills, knowledge, values, and philosophy to lead as a global manager of people, projects, and sustainable systems. As a working professional, the MSM student can integrate coursework with professional work, allowing the student to demonstrate enhanced competencies beginning with the first course experience. Each student shapes the program to meet professional goals, choosing from courses in information technology, project and program management, eBusiness, or from many alternatives in other NDNU graduate programs. The student's final capstone project is designed to meet individualized professional goals and results in a paper which demonstrates personal management achievements.

A working professional student can typically complete the program within two years. With a minimum of prerequisite undergraduate courses, most people can begin courses during any of six terms extending over the full calendar year.

Visit the MSM Department's Academic Web Site at msm.ndnu.edu.

DISTINCTIVE FEATURES

Location – Notre Dame de Namur University's location between San Francisco and Silicon Valley serves as an educational "conduit" of current management practices and future strategy, enabling the MSM program to attract high caliber students and faculty from across different industries and organizations.

Sustainability – The MSM program examines the nature and traits of the learning organization and prepares leaders and managers to think strategically about contemporary organizations in the context of local and global environments and community.

Real World Competencies – Course projects and the capstone experience create opportunities for students to immediately apply what they learn to real world challenges, producing high-quality analyses as evidence of professional management capabilities.

Customized Programs and Learning – Students can manage their degree program experience to best develop their individual management interests and needs. Coursework and the capstone experience create regular avenues for self-directed learning. With 25 graduate programs, NDNU provides graduate students the special opportunity to take coursework in other disciplines.

Convenient Class Meetings – MSM courses are offered using a half-in-class/half-online teaching environment. Courses meet in a classroom half as much as traditional classes; students then do additional work at their convenience during the week in an integrated, World Wide Web accessible, learning environment.

Convenient Schedule – Each course is completed during a seven-week term, which is often important for students dealing with special professional time demands.

Program Requirements

The 36-unit M.S. in Management degree requires the satisfactory completion of nine courses in the core curriculum and a three-course emphasis, including the Capstone Project.

FOUNDATION COURSES	Units
Physical/Natural Science	3
Social Science	3
Mathematics (college-level algebra or above)	3

Foundation courses must be/have been completed with a grade of C- or better.

CORE COURSES		
SY213	Organizational Theory and Learning	3
SY217	Individual Actions and Team Dynamics	3
SY218	Systems Management	3
SY221	System Dynamics Modeling	3
SY223	Sustainability: Local and Global Management	3
SY225	Decision Support: Forecasting and Optimization	3
SY231	Usability in Management Systems	3
SY247	Enterprise Performance Management	3
SY265	Project Systems Analysis	3
Total		27

AREAS OF EMPHASIS		
	Project and Program Management	
SY253	Supply Chain Management	
SY257	Project Management	
SY283	Innovation Strategies	9

Managing with Information Technology		Units
SY263	Managing Information Systems	
SY267	Business Telecommunications: Data, Voice, Multimedia	
SY269	Global Management of Virtual Teams	9
eBusiness Management		
EB290	Management I	
EB295	Management II	
<i>And choice of one:</i>		
EB210	Business Telecommunications: Data, Voice, Multimedia	
or		
EB265	Business Process Modeling	9
General		
Any three non-core courses; may include courses from other NDNU graduate programs selected in consultation with the student's academic advisor.		9
Total		36

CAPSTONE PROJECT

All students complete the capstone project while enrolled in SY265. The student applies systems management to a real world project and contributes to organizational learning through the capstone report. Typically, a student identifies a project that is of major importance to the student and employer. Working with a faculty mentor, the student completes a systems analysis and project plan, carries out the project, and submits a final report demonstrating application of systems management theory to practice.

COURSE DESCRIPTIONS

EB265 Business Process Modeling (3) Fall Term 2 See MBA listings, page 174, for course description.

EB290 and EB295 Management I and II (3, 3) Spring Term 1 and 2 See MBA listings, page 174, for course descriptions.

SY213 Organizational Theory and Learning (3) Summer, Spring (alternate years) Focuses on structures and processes to set and exceed organizational quality and performance goals. Studies how to integrate individuals into organizational groupings/teams/units, organization of groups/teams/units into articulated systems, and structural integration with external environments. Discusses servant-leader, self-managed teams, and sociotechnical teams, knowledge management and valuing intellectual capital, and privacy and communication. Partial online course. Cross-listed with CS213.

SY217 Individual Actions and Team Dynamics (3) Spring Focuses on individual responsibility for team success using foundational team models and theories. Personality, development, motivation, power and influence, learning styles, communications, individual and group growth and development, virtual groups, learning groups, leadership, conflict, and privacy are considered. Partial online course.

SY218 Systems Management (3) Fall (alternate years) Focuses on how to identify important system elements of a project, including how to clarify boundaries, relations, and dynamics of organization systems. Operations research, systems thinking, learning organization, strategic planning, organizational structure, systems dynamics, and socio-technical design are considered. Partial online course. Cross-listed with CS218.

SY221 System Dynamics Modeling (3) Spring Focuses on how to design, model, and simulate systems to forecast behavior based on business and organizational strategies, policies, and procedures. Develops insight into the relationship of system structures such as queues, inventories, goal-seeking, and feedback process loops, to system behaviors such as oscillations, overshoot, and S-shaped growth. Students practice techniques for working with client teams and create simulations of real systems. Partial online course. Cross-listed with BA206.

SY223 Sustainability: Local and Global Management (3) Summer, Spring Focuses on how to manage teams in the local and global environment, including how to create and strengthen human relations and organizational sustainability. Virtual teams that study diversity in culture, ethnic identity, race and gender, local and global community service, and economically sustainable systems are utilized. Students participate in a team service learning project. Partial online course.

SY225 Decision Support: Forecasting and Optimization (3) Fall, Spring (alternate years) Focuses on how to enrich project decision-making through project forecasting and organizational numeric outcomes. Operations research topics including probability and statistics of mean, forecasting, decision trees, linear programming solutions for network, project schedules, and resource optimization are studied. Through applied projects, students learn data selection, software tools, and information interpretation. Partial online course. Cross-listed with BA207.

SY231 Usability in Management Systems (3) Fall, Summer Focuses on how to evaluate usability of human computer systems for project work flow. Students consider human performance systems, work processes, human computer interface design and usability (web site, software, communication devices), ergonomic design, process analysis, system reliability, maintainability, and enhancement. Partial online course. Cross-listed with CS231.

SY247 Enterprise Performance Management (3) Fall Focuses on managing corporate project budgets and operational performance in real-time enterprise, using holistic practice aligned with business goals and strategy. Adaptive enterprise system process management and decision-making in private/public sector organizations, including business case analysis with a Balanced Scorecard performance measurement system is emphasized. Partial online course.

SY253 Supply Chain Management (3) Spring Focuses on how to manage resources throughout the supply chain using flexible strategies. Students consider resource capability, decision options for purchase, in-house development, contract, and corporate partnerships, acquisitions and mergers, financial sustainability, performance measures, controlling subsystems, integrated logistics, and electronic procurement. Partial online course. Cross-listed with BA253.

SY257 Project Management (3) Spring Focuses on how to plan, organize and implement complex projects. Project initiation, planning, organizing, staffing, scheduling, monitoring and control, conflict management, cost effectiveness, quality, software tools for project management, team processes, and leadership styles are emphasized. Students implement a team project. Partial online course. Cross-listed with BA257 and CS257.

SY263 Managing Information Systems (3) Summer Focuses on how to evaluate, design, and select information systems that support an organization's knowledge management goals. Includes knowledge management, information system analysis, design, and implementation, selection criteria, current and advancing technology, strategic objectives, business processes, reengineering systems, database management systems, decision support, and data mining. Partial online course. Cross-listed with BA208 and CS263.

SY265 Project Systems Analysis (3) Fall, Spring, Summer Focuses on how to analyze and plan a project and how to select and use systems management methods and tools on a professional project. Project planning, analysis, and design, organization, project, and individual goals, processes, and performance, data/information flow and system structure, and measurement of project quality and success are emphasized. Partial online course. Cross-listed with CS265M.

SY267 Business Telecommunications: Data, Voice, Multimedia (3) Summer Focuses on how to research, evaluate, and select telecommunication technology and processes to manage complex, dynamic projects. Students review how to analyze, design, architect, and implement telecommunications systems. Current and advancing network technology, distributed processing, global communications, security, and legacy system reengineering are discussed. Partial online course. Cross-listed with BA210 and EB210.

SY269 Global Management of Virtual Teams (3) Fall Focuses on how to evaluate and select appropriate groupware to manage global virtual teams. Examines groupware for collaborative work, decision support systems, computer mediated communication, virtual communities, and workflow. Partial online course. Cross-listed with BA209.

SY283 Innovation Strategies (3) Spring Focuses on how to support product innovation through research and development strategy implementation. Strategic investment, managing scientists and engineers, and case studies in aerospace, telecommunications, computer, biotechnology, and other industries are considered. Partial online course.

ADMISSION REQUIREMENTS

Students may enter the program at the beginning of any term and should meet the following requirements:

- A baccalaureate degree, in any field, from an accredited institution
- Three years' previous work experience
- Cumulative undergraduate grade point average of 2.5 or better
- Two academic and/or professional letters of recommendation
- The satisfactory completion of undergraduate prerequisite courses in three areas: physical/natural science, social science, and college-level algebra or above in math
- An interview with faculty may be required

THE MSM CALENDAR

The MSM program offers almost all courses over seven-week terms. A student who is professionally employed may expect to complete the program in two years. Classes are offered weekday evenings or Saturdays. Courses are offered as half online/half in-classroom.

COMPUTER ACCESS

Each student must provide his or her own access to personal computers and access to the Internet.

The MSM program maintains its own home on the web at msm.ndnu.edu. For further information contact the Master of Science in Management program at (650) 508-3782 or msm@ndnu.edu.

Business and Management Graduate Certificates

Advanced Fundamentals in Business Management

Graduate Business and Management Certificates are offered in three fundamental areas:

- Finance
- Marketing
- Basic Business Skills

These certificates offer skills and competencies for business professionals to upgrade their knowledge in areas such as finance, marketing, and basic business management. A participant applies directly for a certificate program and enrolls in courses after acceptance without needing to apply to a master’s degree program. Students can later choose to apply these courses to an appropriate graduate degree program at the University. After completing courses required for one certificate program, a student would need to apply and be admitted into one of the business and management degree programs at the University before taking additional graduate courses in certificate or degree programs.

Full graduate tuition is charged for courses in this certificate program. For current tuition information, please see Tuition and Fees, page 321. See the Master of Business Administration (MBA) listings, page 169, for course descriptions.

CERTIFICATE REQUIREMENTS

The following courses must be taken in the order listed.

Finance Certificate		Units
BA201	Financial Accounting (or undergraduate course equivalent)	3
BA225	Financial Analysis and Decision-Making	3
BA230	Management Accounting	3
BA283	Corporate Financial Management	3
Total		12
Marketing Certificate		
BA260	Marketing Planning and Analysis	3
BA262	Marketing Research	3
BA264	Business-to-Business Marketing	3
BA266	International Marketing	3
Total		12

Basic Business Skills Certificate		Units
BA201	Financial Accounting (or undergraduate course equivalent)	3
BA205	Information Technology Strategies	3
BA230	Management Accounting (Prerequisite: Financial Accounting)	3
BA260	Marketing Planning and Analysis	3
BA290	Business Management and Organizational Behavior	3
Total		15

BUSINESS MANAGEMENT GRADUATE CERTIFICATE ADMISSION REQUIREMENTS

- Transcript of highest degree from an accredited institution
- Cumulative grade point average of 2.5 or better
- Application and fee

For additional information, please contact Graduate Admissions at (650) 508-3600 or grad.admit@ndnu.edu.

Electronic Business Management

This certificate offers the latest skills for developing businesses in the new economy and providing eSolutions for traditional businesses. A participant applies directly for a certificate program and enrolls in courses after acceptance without needing to apply to a master's degree program. Students can later choose to apply these courses to an appropriate graduate degree program at the University. After completing courses required for one certificate program, a student would need to apply and be admitted into one of the business and management degree programs at the University before taking additional graduate courses in certificate or degree programs.

Full graduate tuition is charged for courses in this certificate program. For current tuition information, please see Tuition and Fees, page 321. See the Master of Business Administration (MBA) listings, page 169, for course descriptions.

CERTIFICATE REQUIREMENTS

Electronic Business Management Certificate		Units
EB290	Management of Electronic Business I	3
EB295	Management of Electronic Business II	3
<i>One of the following:</i>		3
BA253	Business Telecommunications: Data, Voice, Multimedia	
EB210	Business Process Modeling	
EB265	Supply Chain Management	
Total		9

GRADUATE BUSINESS MANAGEMENT CERTIFICATE ADMISSION REQUIREMENTS

- Transcript of highest degree from an accredited institution
- Cumulative grade point average of 2.5 or better
- Application and fee

For additional information, please contact the School of Business and Management sbm.ndnu.edu, or Graduate Admission at (650) 508-3600 or grad.admit@ndnu.edu.

Project and Team Management

Graduate Business and Management Certificates are offered in three project and team management areas:

- Project and Program Management
- Team Management and Leadership
- Project Management Models and Metrics

These certificates offer specific skills and competencies for leadership in team and project management. A participant applies directly for a certificate program and enrolls in courses after acceptance without needing to apply to a master’s degree program. Students can later choose to apply these courses to an appropriate graduate degree program at the University. After completing courses required for one certificate program, a student would need to apply and be admitted into one of the business and management degree programs at the University before taking additional graduate courses in certificate or degree programs.

Full graduate tuition is charged for courses in this certificate program. For current tuition information, please see Tuition and Fees, page 321. See the Management (MSM) listings, page 181, for course descriptions.

CERTIFICATE REQUIREMENTS

Project and Program Management Certificate		Units
<i>Prerequisite:</i> Three years prior professional work experience.		
SY213	Organizational Theory and Learning	3
SY247	Project Financial Management	3
SY253	Supply Chain Management	3
SY257	Project Management	3
SY283	Innovation Strategies	3
Total		15

Team Management and Leadership Certificate

Prerequisite: Three years prior professional work experience and one undergraduate social science course or equivalent.

SY213	Organizational Theory and Learning	3
SY217	Individual Actions and Team Dynamics	3
SY218	Systems Management	3
SY223	Sustainability: Local and Global Management	3
Total		12

Project Management Models and Metrics Certificate		Units
Prerequisite: College level Algebra and three years prior professional work experience.		
SY218	Systems Management	3
SY221	System Dynamics Modeling	3
SY225	Decision Support: Forecasting and Optimization	3
SY247	Project Financial Management	3
Total		12

GRADUATE BUSINESS MANAGEMENT CERTIFICATE ADMISSION REQUIREMENTS

- Transcript of highest degree from an accredited institution
- Cumulative grade point average of 2.5 or better
- Application and fee

For additional information, please contact the Project and Team Management Certificate and MS in Management Director, Dr. Sylvia Shafto at (650) 508-3724 or sshafto@ndnu.edu, or Graduate Admission at (650) 508-3600 or grad.admit@ndnu.edu.



School of Education and Leadership

Judith Maxwell Greig, Ph.D., Dean

The School of Education and Leadership aspires to develop community leaders, teacher leaders, and administrative leaders. We expand each student's capacity to reflect our core values: development of the whole person, ability to work in a collaborative community, and commitment to a just society.

These core values involve developing our students' ability to communicate with others, to collaborate with others, and to reach out to others. They reflect our goal of developing our own talents and drawing out the talent of others. They focus on social issues, equity issues, and self-development.

In keeping with the NDNU Mission Statement, we commit ourselves to building a student-centered environment that respects the richness of diversity in the human population. We value each student as a person, respect each student as a lifelong learner, and appreciate each student as a rich resource for other learners.

We seek to highlight the centrality of the social dimension of learning, particularly for teachers and administrators who work in schools and other areas of public service.

Programs

Undergraduate Majors

Human Services – Intensive Evening

Liberal Studies – Day

Liberal Studies – Intensive Evening

Credentials

Education Specialist

Multiple Subject – Elementary School

Preliminary Administrative Services

Reading Specialist

Single Subject – Middle and High School

Graduate Certificates

Certificate in Educational Technology

Reading Certificate

Master's Degrees

Master of Arts in Reading

Master of Arts in Special Education

Master of Arts in Teaching

Master of Education in Curriculum
and Instruction

Master of Education in Curriculum and
Instruction with Emphasis in Literacy

Master of Education in Educational
Technology

Master of Science in Educational
Technology Administration

Department Contacts

Human Services

(650) 508-3598

Deborah Cash, Chair

Education

(650) 508-3703

Lu Chang, Chair

Liberal Studies

(650) 508-3769

Vince Fitzgerald, Chair

Office of the Dean

(650) 508-3701

Sumitra Krishnan, Executive
Administrative Assistant

Human Services

Intensive Evening Degree Program

Dr. Deb Cash, Chair, (650) 508-3598, dcash@ndnu.edu

The Bachelor of Science Degree in Human Services is designed to prepare individuals working in management or counseling positions in both the public and nonprofit employment sectors and also in private industry for career success. Recent federal and state legislation encouraged the development of new career positions that expand the scope of the Human Services field beyond the more traditionally recognized positions in Human Services. Corporations have renewed commitment to addressing the broader needs of workers by increasing hiring and staffing in Human Resources, Benefits Administration, and Employee Assistance Departments. Human Services positions are in mental health, law enforcement, health-care, and community advocacy programs. These areas have also increased in scope beyond those that focus only on serving clients with basic assistance needs.

Human Services is one of several Intensive Evening Degree programs at NDNU designed for working professionals twenty-five years of age or older. All major courses in Human Services are offered in the evening and receive upper-division units. The 31-unit curriculum includes seven Core courses and an elected Emphasis in Administration or Counseling. Students follow a course sequence that introduces the current Human Services theoretical foundations and requires field-based project work in agencies or organizations to encourage integration and practical application of knowledge.

Major courses are offered in the seven-week intensive format unless otherwise noted, and only students who meet the admission requirements of the Intensive Evening Degree programs may enroll in Intensive classes. Psychology courses selected in the Counseling Emphasis are often taken to satisfy the foundation course requirements for NDNU's graduate programs in Clinical Psychology and Gerontology.

The Undergraduate Human Services degree offers special articulated programs with Graduate Clinical Psychology and Gerontology. Articulated programs allow qualified students in their last semester of undergraduate work to study for a master's degree while completing the bachelor's degree. Undergraduate students in articulated programs are allowed to enroll in up to six units in selected graduate courses that fulfill undergraduate major requirements while also counting towards the master's degree.

Articulated programs have great appeal for students planning to continue their education beyond the bachelor's degree, since these programs allow them to save time and money. An application and an interview with the specific graduate program director are required. For more information on admission requirements, program restrictions, or an application, please see Graduate Admission or the Intensive Human Services Program Director.

Bachelor of Science: Human Services

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites	Units
<i>Credits from accredited colleges or through CLEP tests, equivalent to the following:</i>	
PY001 Introduction to Psychology*	3
SO001 Introduction to Sociology*	3
Total Prerequisites	6

**In community colleges, these courses are often titled General Psychology and General Sociology.*

Major Requirements

Major Core Courses

EN136	Professional Writing	3
HS100	Human Services	3
HS101A	Transformative Learning*	.5
HS101B	Professional Development**	.5
HS102	Social Research Methods	3
HS110	Communication Skills	3
HS150	Financial Management	3
HS190	Human Services Senior Seminar	3
PL128	Ethics and Professional Responsibility	3

**Taken at beginning of Major Study*

***Taken at the end of Major Study*

Emphasis Requirements	9
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Total Major Requirements	31
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Other Degree Requirements* and General Electives	87
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**Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).*

Total Unit Requirement	124
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Note: A total of 124 semester units is required for the bachelor's degree. These must include a minimum of 46 units in upper-division courses. Students may transfer in up to 78 lower-division units.

Intensive Human Services students may use PL128 to satisfy the Philosophy and Values Core Curriculum requirement and EN136 or EN137 to satisfy the College Writing Core Curriculum requirement. Also, HS162 may be used to satisfy three units of the Cultural Diversity requirement.

Human Services Counseling Emphasis		Units
<i>Three courses (nine units) chosen from the following:</i>		9
HS156	Human Services Counseling Skills (3)	
HS162/MG162	Managing Cultural Diversity (3)	
HS165/MG165	Managing Employee Assistance Programs (3)	
HS169	Stress in the Workplace (3)	
HS171	Women's Health Issues (3)	
PY101	Personality Theory* (3)	
PY161	Developmental Psychology* (3)	
PY168	Abnormal Psychology* (3)	

Human Services Administration Emphasis		9
<i>Three courses (nine units) chosen from the following:</i>		
HS115/MG115	Conflict Management: Theory and Practice* (3)	
HS155	Human Relations in Organizations (3)	
HS160/MK168	Marketing for Nonprofit Organizations (3)	
HS162/MG162	Managing Cultural Diversity (3)	
HS165/MG165	Managing Employee Assistance Programs (3)	
HS169	Stress in the Workplace (3)	
HS171	Women's Health Issues (3)	
HS198	Internship (3-6)	
MG157	Women in Management* (3)	
MK160	Marketing Principles* (3)	

**The descriptions for these courses are in other departmental sections of this catalog. Some of these courses may be taken in the 15-week semester format.*

MINOR REQUIREMENTS: HUMAN SERVICES

HS100, HS102, and two courses from the areas of concentration are required for a total of 12 units. Only students admitted to an Intensive Evening Degree program may minor in Human Services. Courses for the minor must be approved by the Program Director.

INTENSIVE EVENING HUMAN SERVICES COURSES

HS100 Human Services (3) Fall, Spring, Summer Examines the human service industry – its evolution, role in contemporary society, and anticipated future in relation to the changing society and the restructuring of community and work organizations. Discussions of theory and practice of professional management strategies, clientele characteristics and reactions, as well as future directions for human service program planning and design are presented by area speakers and analyzed by students in written and group presentation format.

HS101A Transformative Learning (.5) Fall, Spring, Summer Provides students with a seminar focused on assessing and examining current individual learning strengths, styles, and areas for personal development. Written logs, journals, completed personal inventories, and classroom dialogue with other human services students, faculty, and alumni of the program are used to facilitate learning.

HS101B Professional Development (.5) Fall, Spring Provides intensive students with an interactive seminar exploring career management techniques including self-assessment, researching the world of work, decision-making and goal setting, and job search strategies. Students develop an individualized career management plan. HS101A and HS101B are combined to make a one unit requirement in the Human Services program. HS101B may be taken as an elective in the Business program.

HS102 Social Research Methods (3) Fall, Summer Introduces the major techniques of social research to demystify the research process and increase competence in student's ability to investigate ideas, concepts, and statistical data or literature. Proficiency is measured by performance in individual and collaborative group projects, individual written assignments, and a final research presentation.

HS110 Communication Skills (3) Fall, Summer This highly participative course focuses on analyzing and applying techniques of effective communication in organizational and interpersonal situations. Includes the use of personal assessment instruments that reflect students' preferred communication styles. All class participants make formal and informal presentations and practice utilizing fundamentals in active listening, self-esteem building, and conflict negotiations.

HS115 Conflict Management: Theory and Practice (3) Spring, Summer Cross-listed with CM115 and MG115. See Intensive Business Administration/Management listings, page 153, for course description.

HS141 Grant Writing (3) Fall This course examines the basic concepts and skills for identifying funding sources and writing convincing grants and business proposals. Proposal writers can bring their project ideas and draft proposals to class for small group evaluations and technical assistance. Ongoing grant writing support will be available during the semester.

HS149T Teaching Assistant (0-4) Fall, Spring, Summer This is an opportunity for advanced student to earn credit by special arrangement with the Human Services Department Chair. The required work will vary and may include conducting student surveys, tutoring research students, or creating reports for Human Services professors.

HS150 Financial Management (3) Fall, Spring Introduces financial management for nonprofit organizations, focusing on the key principles and terminology needed by managers. Emphasizes financial accounting, budgeting, financial reports, and reporting cycles. Coursework includes case studies and a final project analyzing the fiscal status of a non-profit agency or organization.

HS155 Human Relations in Organizations (3) Fall Studies formal and informal organizations in terms of individual, group, and organizational perspectives with a focus on leadership, motivation, and general management concepts. Discussions and group practice sessions are alternated with individual projects and examinations to assess student proficiency and skill building.

HS156 Human Services Counseling Skills (3) Spring Reviews fundamental skills in counseling. Special emphasis is on the development of effective counselor competencies in helping relationships found primarily in human services organizations.

HS160 Marketing for Nonprofit Organizations (3) Spring *Prerequisite: HS100 or permission of Program Director.* Presents the principles of marketing, marketing strategy, and the marketing mix (product, place, price, and promotion) as applicable in a nonprofit setting. Cross-listed with MK168.

HS162 Managing Cultural Diversity [CDiv] (3) Spring Theoretical and practical approaches to the complexities of issues of diversity will be examined by reviewing typical values, habits, interactions, and concerns of different cultural groups in the workplace. Students will identify and practice strategies to overcome barriers and conflict in the workplace. Cross-listed with MG162.

HS165 Managing Employee Assistance Programs (3) Summer Surveys all aspects of managing EAP's as they relate to employers, unions, human resources, and the workplace. Special attention is given to administration and implementation of strategies for special work groups.

HS169 Stress in the Workplace (3) Summer Provides a theoretical and interactive analysis of the physiological, psychological, and emotional effects of stress. Examines cognitive and behavioral coping strategies that will be used to create a personal wellness plan for each student. Particular emphasis will be on early detection of organizational factors that create effects of personal and professional burnout.

HS171 Women's Health Issues [CDiv] (3) Spring This course provides both a theoretical and interactive analysis of the various issues surrounding women and specifically women's health. Topics range from societal influences on women's socialization/role identification and development. Contributing factors examined relative to women's health include psychosocial, psychological, spiritual, emotional, legal, and physiological.

HS190 Human Services Senior Seminar (3) Fall, Spring *Prerequisites: Completion of core requirements and senior class standing.* This capstone course utilizes all key Human Services theories, concepts, and methods acquired through the coursework. Successful demonstrations of competencies are exhibited in case studies, analysis, group discussion, individual presentations, and community project work.

HS195 Special Topics (0.5 - 3) Selected Summers Workshops offered periodically on contemporary issues of special interest to Health and Human Services professionals.

HS198 Internship (3) Spring Human Services students will participate in supervised internships in service organizations to enhance individual career skillset and portfolio. The internship will be in a Human Services agency over a semester with designated mandatory class meetings.

HS199 Independent Study in Human Services (1-3) Provides an opportunity for independent study or research in Human Services under the direction of the instructor and department chair. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Liberal Studies – Day

Dr. Vince Fitzgerald, Chair, (650) 508-3769, vfitzgerald@ndnu.edu

The Bachelor of Arts degree in Liberal Studies is interdisciplinary in nature, involving coursework from the humanities, the arts, and the sciences. It is especially recommended for students intending a career in elementary education; nonetheless, candidates for the Multiple Subject Credential must now establish subject matter competence by passing the CSET exam.

Required coursework for the major is drawn from the areas of language, literature, mathematics, natural science, social science, history, humanities, the arts, physical education, and human development. At least 30 units of the courses taken in these areas must be upper-division units. The major is constructed so that students who satisfy all of the requirements for the major also satisfy most NDNU Core Curriculum Requirements.

Although we encourage students to pursue graduate study at NDNU, earning a BA degree in Liberal Studies does not guarantee admission into NDNU's teacher training programs. Students who seek an elementary teaching credential must apply to Graduate Admission and, as with all applicants, undergo screening for admission.

Students who do not intend to pursue an elementary teaching credential may complete the major by substituting advisor-approved elective courses for the required credential-related courses (e.g., ED115, ED136, EN143, HY189, PY161). Each elective course should be in the same discipline as is the credential-related course which it replaces.

Bachelor of Arts: Liberal Studies

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Courses satisfying Core Curriculum Requirements are indicated by “(CC)” after the course title.

Area Requirements		Units
1. Language Studies (9 units)		
EN106	Advanced Writing	3
EN110	Linguistics	3
CM011/111	Oral Communication	
or		
TA002/102	Introduction to Oral Interpretation of Literature (CC)	3
2. Mathematics (6 units)		
MA106A	Mathematics for Elementary Teachers I (CC)	3
MA106B	Mathematics for Elementary Teachers II	3

Area Requirements		Units
3. Natural Science and Technology (7 units)		
<i>Physical Science</i>		
PH009	Introduction to Physical Science (CC)	3.5
<i>Life Science</i>		
BY005	Introduction to Biology	3.5
4. Social Science (6 units)		
PS001	Introduction to American Government (CC)	3
PS160	World Geography	3
5. History (6 units)		
HY117A	Survey of American History I	3
HY189	California History	3
6. Arts and Humanities (9 units)		
<i>Literature</i>		
EN143	Children's Literature	3
<i>Religious Studies</i>		
RS165	Religions of the World (CC)	3
<i>The Arts* (For Credential Students: three units from one of the following:)</i>		3
AR116	Art Education Concepts (CC)	
MU140	Music Education Concepts (CC)	
TA160	Children's Theatre (CC)	
<i>*For Non-Credential Students: three units within the Visual and Performing Arts consisting of one (1) content course (three units) or three units in studio/performance or concepts (CC)</i>		
7. Human Development (15 units)		
ED115	Physical Education in the Elementary School	3
ED136	Introduction to Education: Practicum in Teaching	3
ED191	Senior Seminar in Liberal Studies	3
PY001	Introduction to Psychology (CC)	3
PY161	Developmental Psychology: Child and Adolescent	3
Total Major Requirements		58
Other Degree Requirements* and General Electives		66
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124

LIBERAL STUDIES COURSES

ED115 Physical Education in the Elementary School (3) Fall Focuses on acquiring knowledge and skills necessary to teach physical education activities to elementary age children and understanding the elementary school physical education curriculum, including movement, fitness and health, growth and development, games, dance, administrative considerations, and evaluation techniques. Also, new concepts of teaching physical education including adaptive P.E. are covered. Cross-listed with PE110.

ED136 Introduction to Education: Practicum in Teaching (3) Fall, Spring Assists students in examining the role of the teacher at the preschool through grade 12 level. Students are placed as classroom teacher aides at the grade level of their choice for three hours per week and attend an on-campus seminar. This three-unit course satisfies the Career Development Requirement. Permission of the instructor is required. Course is required for admission to credential programs.

ED191 Senior Seminar in Liberal Studies (3) Fall, Spring This capstone course for Liberal Studies major integrates skills and knowledge from previous coursework with the career perspective of the elementary classroom teacher. The value of liberal education will be considered. Students develop portfolios which sample their best work and which show the relevance of that work to teaching. Students also develop a resource unit or other project in collaboration with concentration advisor. Senior standing required.

Liberal Studies: Foundations for Teaching Intensive Evening Degree Program

Dr. Vince Fitzgerald, Chair, (650) 508-3769, vfitzgerald@ndnu.edu

Liberal Studies: Foundations for Teaching is an Intensive Evening Degree program within the Liberal Studies major. The major engages students in a broad liberal arts education that may be applied to a teaching career and prepares students for entry into graduate programs leading to the California Multiple Subject (K-8) teaching credential. The major also serves as a degree completion option for students who want a broad liberal arts background, but who do not necessarily wish to pursue a teaching credential. Our Liberal Studies advisors can tailor a program to fit the particular interests and goals of each student.

Demand for teachers in California and the nation should increase over the long-term due to expected changes in the educational marketplace over the next decade. These changes include rising student enrollments, the movement for class size reduction, and the imminent retirement of a large part of the current workforce. In response to this need for certified teachers, NDNU offers a Bachelor of Arts degree in Liberal Studies that is uniquely designed to accelerate the process for adult students whose ultimate educational goal is a teaching credential. Through this Intensive Evening Degree program, working students can complete a bachelor's degree in the evening and simultaneously satisfy prerequisites in the NDNU graduate education program, the next step in becoming state-certified for teaching kindergarten through eighth grade.

The Liberal Studies: Foundations for Teaching program is interdisciplinary in nature and provides students with knowledge of subjects commonly taught in K-8 grades as well as practical fieldwork experience. The Intensive program's combination of seven and fifteen week courses enables students to complete their degrees in a timely manner without compromising academic quality. Classes are designed to draw upon the varied life and work experiences of class members. Both course content and schedule emphasize self-directed, out-of-classroom learning, while small class sizes allow students to participate collaboratively as team members.

Notre Dame de Namur University has an outstanding reputation in the field of teacher preparation. In addition to the academic quality of the undergraduate and graduate programs, the Liberal Studies/School of Education and Leadership advisors provide step-by-step guidance to the student in choosing the course of study that best fits the individual's background and interests and state credentialing requirements.

Although we encourage students to pursue graduate study at NDNU, earning a BA degree in Liberal Studies does not guarantee admission into NDNU's teacher training programs. Students who seek an elementary teaching credential must apply to Graduate Admission and, as with all applicants, undergo screening for admission.

INTENSIVE LIBERAL STUDIES: FOUNDATIONS FOR TEACHING

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
BY005	Introduction to Biology	3
PY001	Introduction to Psychology	3
PH009	Introduction to Physical Science	3
PS001	Introduction to American Government	3
Total Prerequisites		12

Major Requirements

AR116	Art Education Concepts	3
ED136	Introduction to Education: Practicum in Teaching	3
ED191	Senior Seminar in Liberal Studies	3
EN106	Advanced Writing	3
EN110	Linguistics	3
HY108	World History	3
PY161	Developmental Psychology	3
RS165	Religions of the World	3
SM102	Development of Scientific Thinking	3
<i>Electives from the following (or as approved by advisor):</i>		9
EN143	Children's Literature	
HY189	California History	
MA005	Math and the Imagination	
MA006	Mathematics for Elementary Teachers	
PH001	Physical Geology	
PS160	World Geography	
Total Major Requirements		36

Other Degree Requirements* and General Electives 76

*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).

Total Unit Requirement 124

Intensive Liberal Studies students may use PL128 to satisfy the Philosophy and Values Core Curriculum requirement, EN106 to satisfy the College Writing Core Curriculum requirement, and RS165 towards the Religion and Spirituality Core Curriculum requirement.

LIBERAL STUDIES COURSES

See the various departmental listings in the Catalog for descriptions of courses within the Intensive Evening Liberal Studies major. Course descriptions for ED136 and ED191 can be found in the Liberal Studies section, page 198.

CREDENTIAL PROGRAM

The Liberal Studies Degree satisfies the following NDNU Credential program prerequisites:

- U.S. Constitution
- Early Fieldwork Experience

Students are not guaranteed admission; they must apply to Graduate Admission and undergo screening, as with other applicants.

Credentials

DEPARTMENT OF EDUCATION

Dr. Lu Chang, Chair, (650) 508-3703, lchang@ndnu.edu

For over fifty years, Notre Dame de Namur University has maintained a reputation for excellence in teacher education. Personalized attention and individualized counseling for students, field orientation of programs, and successful placement of credential graduates have characterized the Department of Education since its inception in 1953. The California Commission on Teacher Credentialing reaccredited NDNU's credential programs in 1998. The Department of Education continues to prepare competent teachers, specialists, and administrators through professional programs that reflect current trends. A credential from NDNU provides maximum employment opportunities as well as strong preparation for classrooms of the 21st century. California maintains credential reciprocity with most states.

Education courses are taught by faculty representing diverse academic and practical expertise. All Department of Education supervisors are selected because of previous experience as teachers and administrators in public and private schools.

The Department of Education offers programs leading to the following credentials:

- Education Specialist
- Multiple Subject (Elementary School)
- Preliminary Administrative Services
- Reading Specialist
- Single Subject (Middle School and High School)

Education Specialist Credential

Dr. Barbara Kammerlohr, Program Director, (650) 508-3627, bkammerlohr@ndnu.edu

NDNU's Education Specialist Credential program prepares students to teach in special education programs in public and private schools. Mild/Moderate credential holders will be able to teach students in Resource Specialist program classes (K-12) and students in special day classes for learning disabilities. Moderate/Severe credential holders will be able to teach students in grades K-12 whose needs are more severe. Many candidates are hired by school districts to serve as paid interns while earning the credential.

Students may obtain an Education Specialist Credential without a prior teaching credential. This requires 29 credits. (**Note:** Revisions to this program have been submitted to the California Commission on Teacher Credentialing. Check the on-line catalog for the latest requirements.) Work toward an Education Specialist Credential may be simultaneous with work toward a regular credential (either Multiple Subject or Single Subject). This requires between 37 and 51 units depending on previous preparation. It is expected that students will come with a variety of backgrounds. A program plan is arranged for each student when he or she meets with the program director.

Transfer students must complete a minimum of fifteen (15) semester units of credit at Notre Dame de Namur University, including at least one semester of student teaching in the teacher preparation program in order to be recommended for a teaching credential.

To qualify for an Education Specialist Credential, candidates must fulfill the following requirements:

1. Prerequisite: Completion of NDNU's course ED136 with field experience. If this is not done, other verification of 40 hours experience with children or youth of appropriate age in a school setting is required prior to student teaching.
2. Pass the California Basic Educational Skills Test (CBEST).
3. Complete an approved undergraduate program of subject matter preparation or pass the appropriate specialty area test of CSET or pass the appropriate specialty area test of Praxis and/or SSAT. The examination required is established periodically by the California Commission on Teacher Credentialing and varies by subject matter.
4. Take an approved course or pass a test that includes detailed study of the U.S. Constitution. At NDNU, HS165B The New Nation fulfills this requirement.
5. Obtain a Certificate of Clearance (fingerprint clearance) from the California Commission on Teacher Credentialing.
6. Successfully complete student teaching and required courses (see below).

REQUIRED COURSES		Units
ED330Q	Student/Intern Teaching and Seminar in Special Education	5
ED334A	Elementary Reading/Language Arts Primary Grades*	3
ED348	Strategies for English Learners*	3
ED349	Special Education Program Management	3
ED350	Curriculum and Instruction Adaptations (Mild/Moderate)	
or		
ED356	Curriculum and Instruction Adaptations (Moderate/Severe)	3
ED361	Clinical Assessment	4
ED362	Technology - Special Education	3
ED363	Counseling - Special Education	3
ED389	Special Education for the Classroom Teacher*	2
Total		29

**Foundation course in Multiple or Single Subject Credential*

Students may complete coursework in addition to the Education Specialist Credential in order to earn a master's degree. See Master of Arts in Special Education, page 210, for further information.

Multiple Subject Credential (Elementary School)

Dr. Robert Ferrera, Program Director, (650) 508-3531, rferrera@ndnu.edu

The Department of Education offers a program of professional preparation for the California Multiple Subject Credential, approved by the California Commission on Teacher Credentialing. This credential authorizes service in self-contained classrooms, usually in an elementary school setting. NDNU's Multiple Subject Credential program is post-baccalaureate and requires a full fifth year, or 33 semester units, of study. The concurrent program at NDNU offers students the opportunity to complete the professional coursework and two student teaching experiences within a calendar year.

Multiple Subject Credential (elementary) candidates spend one semester of student teaching at the primary level and one semester in the intermediate grade level. These student teaching experiences are in culturally diverse schools with students from a variety of socioeconomic backgrounds, and take place at two of the many public school districts with which we have contracts.

School districts occasionally offer qualified Multiple Subject candidates the opportunity for a paid internship, in lieu of student teaching. One semester of internship may be at a WASC-accredited private school, if desired. Transfer students must complete a minimum of fifteen (15) semester units of credit at Notre Dame de Namur University, including at least one semester of student teaching in the teacher preparation program in order to be recommended for a teaching credential.

To qualify for a Preliminary Multiple Subject Credential candidates must fulfill the following requirements:

1. Prerequisite: Completion of NDNU's course ED136 with field experience. If this is not done, other verification of 40 hours experience with children of appropriate age in a school setting is required prior to student teaching.
2. Pass the California Basic Educational Skills Test (CBEST).
3. Pass the California Subject Examinations for Teachers (CSET) in Multiple Subjects.
4. Take an approved course or pass a test that includes detailed study of the U.S. Constitution. At NDNU, HS65B The New Nation fulfills this requirement.
5. Obtain a Certificate of Clearance (fingerprint clearance) from the California Commission on Teacher Credentialing.
6. Successfully complete student teaching and required courses (see page 204).
7. Pass the Reading Competency Assessment (RICA) at the end of the program, prior to applying for the credential.
8. Successfully meet the Teaching Performance Expectations.
9. Pass the Teaching Performance Assessment.

REQUIRED COURSES		Units
ED210	Psychological/Developmental Foundations	3
ED220	Assessment in the Classroom	1
ED250	Sociological/Multicultural Foundations	3
ED330A/B	Student/Intern Teaching/Seminar	8
ED331M/Z	Curriculum (Elementary Math and Social Studies/Science)	4
ED334A/B	Elementary Reading/Language Arts: Primary/Upper Grades	6
ED340	Health Education	1
ED348	Strategies for English Learners	3
ED389	Special Education for the Classroom Teacher	2
ED393	Technology Applications in Education	2
Total		33

NDNU students enrolled in its credential programs after spring 1999 may articulate up to five specific credential courses toward a master's degree. Candidates should contact the program director of the master's degree of interest for more information. NDNU is currently seeking approval for coursework for the Professional Clear Multiple Subject Credential and hopes to make this available soon.

Preliminary Administrative Services Credential

Dr. Diane Guay, Program Director, (650) 508-3702, dguay@ndnu.edu

The Department of Education offers a program of professional preparation for the Preliminary Administrative Services Credential, approved by the California Commission on Teacher Credentialing. This credential authorizes the holder to perform administrative services ranging from superintendent to assistant principal or administrative positions at county offices of education.

NDNU offers two innovative programs that allow the students in this program to earn a Master of Science in Educational Technology Administration (MSETA) or a Master of Public Administration (MPA) degree by adding a few courses to the requirements for the credential. Both of these master's degrees may be pursued concurrent with the Preliminary Administrative Services Credential. See the requirements for the MSETA in the master's degree section and MPA degree in the School of Business and Management section, page 213. A paid administrative internship may be arranged on an as-needed basis in coordination with the student's school district.

To apply for the Preliminary Administrative Services Credential program, students must fulfill the following requirements:

1. Show proof of a bachelor's degree.
2. Possess a teaching credential plus three years' teaching experience.
3. Complete introductory courses in Psychology, Sociology, Political Science, and Accounting.
4. Interview with Administrative Services Program Director.

To qualify for the Preliminary Administrative Services Credential, students must successfully complete all required courses.

REQUIRED COURSES		Units
Core Courses		
ED230	Financial Management	3
ED270	Human Resource Management	3
ED280	Leadership Concepts	3
ED290	Organization and Management	3
Practica-based Courses		
ED351	School Community Relations	3
ED353	School Law, Governance, and Politics	3
ED355	Program Initiation and Implementation	3
ED397	Contemporary Topics in Technology Leadership	3
Total		24

Reading Specialist Credential

Dr. Joanne Rossi, Program Director, (650) 508-3613, jrossi@ndnu.edu

The Reading Specialist Credential authorizes reading and literacy instruction and program development at the classroom, school, district, or county level. This program involves five courses beyond the five courses of the Reading Certificate; this additional instruction includes program management and interface with Special Education.

Candidates must possess a valid California Multiple Subject, Single Subject, or Education Specialist Credential and must document three years of teaching experience in order to apply for the Reading Specialist Credential.

The following courses are required for the Reading Specialist Credential:

REQUIRED COURSES		Units
ED380	Current Research and Practice in Literacy Education*	3
ED381	Assessment-based Instruction in Reading and Language Arts: Early Literacy*	3
ED382	Assessment-based Instruction in Reading and the Language Arts: Intermediate and Advanced Learners*	3
ED383	Clinical Application I: Early Literacy*	3
ED384	Clinical Application II: Intermediate and Advanced Literacy*	3
ED362	Technology and Special Education	3
ED363	Counseling in Special Education	3
ED385	Current Issues in Literacy: Research and Practice	3

		Units
ED386	Program Development and Inservice Leadership in Literacy Education	3
ED387	Clinical Application III: Advanced	3
Total		30

**The Reading Certificate courses, ED380 –384, are prerequisites for the additional credential courses, ED362, ED363, and ED385 –387.*

Single Subject Credential

Dr. Nicholas Gennaro, Program Director, (650) 508-3710, ngennaro@ndnu.edu

The Department of Education offers a program of professional preparation for the California Single Subject Credential, approved by the California Commission on Teacher Credentialing. This credential authorizes service in departmentalized settings, usually in middle, junior high, and senior high schools. NDNU's Single Subject Credential program is post-baccalaureate and requires a full fifth year, or 31 semester units, of study. The concurrent program at NDNU offers students the opportunity to complete the professional coursework and two student teaching experiences within a calendar year.

Single Subject Credential (secondary) candidates spend one semester of student teaching at the junior high school or middle school and one semester at the senior high school in departments where they will be credentialed. These student teaching experiences are in culturally diverse schools with students from a variety of socioeconomic backgrounds, and take place at two of the many public school districts with which we have contracts.

School districts sometimes offer qualified Single Subject candidates the opportunity for a paid internship, in lieu of student teaching. One semester may be at a WASC-accredited private school if desired. Transfer students must complete a minimum of fifteen (15) semester units of credit at Notre Dame de Namur University, including at least one semester of student teaching in the teacher preparation program in order to be recommended for a teaching credential.

To qualify for a Preliminary Single Subject Credential candidates must fulfill the following requirements:

1. Prerequisite: Completion of NDNU's course ED136 with field experience. If this is not done, other verification of 40 hours experience with children or youth of appropriate age in a school setting is required prior to student teaching.
2. Pass the California Basic Educational Skills Test (CBEST).
3. Complete an approved undergraduate program of subject matter preparation OR pass the appropriate specialty area test of CSET or pass the appropriate specialty area test of Praxis and/or SSAT. The examination required is established periodically by the California Commission on Teacher Credentialing and varies by subject matter.
4. Take an approved course or pass a test that includes detailed study of the U.S. Constitution. At NDNU, HS65B New Nations fulfills this requirement.

5. Obtain a Certificate of Clearance (fingerprint clearance) from the Commission on Teacher Credentialing.
6. Successfully complete student teaching and required courses (see below).
7. Successfully meet the Teaching Performance Expectations.
8. Pass the Teaching Performance Assessment.

REQUIRED COURSES		Units
ED210	Psychological/Developmental Foundations	3
ED220	Assessment in the Classroom	1
ED250	Sociological/Multicultural Foundations	3
ED330A/B/C/D	Student/Intern Teaching/Seminar	8
ED331	Secondary Curriculum	2
ED332	Teaching and Pedagogy	3
ED334S	Language and Literacy in Content Areas	3
ED340	Health Education	1
ED348	Strategies for English Learners	3
ED389	Special Education for the Classroom Teacher	2
ED393	Technology Applications in Education	2
Total		31

NDNU students enrolled in its credential programs after spring 1999 may articulate up to five specific courses toward a master's degree. Candidates should contact the program director of the master's degree of interest for more information. NDNU is currently seeking approval for coursework for the Professional Clear Multiple Subject Credential and hopes to make this available soon.

Master's Degrees

DEPARTMENT OF EDUCATION

Dr. Lu Chang, Chair, (650) 508-3703, lchang@ndnu.edu

Master's degree programs in the Department of Education are designed to serve teachers, administrators, and other educators working with and on behalf of schools. As educators, we are engaged in a wonderful and complex profession. How will we grapple with the complexity of curriculum, instruction, and assessment in ways that improve student learning and achievement? How will we continue to develop the skills necessary to support every student to learn and achieve at high levels? How will we know if our values, beliefs, and practices promote justice and equity? How will we share our experiences, our stories, and our insights to inform others who care about improving education? How will we know what is "working" in our classrooms, our schools, and our communities? Attending to these questions requires ongoing learning and personalized support. NDNU's master's degree programs in education and leadership are designed to address these questions.

Notre Dame de Namur University's location between San Francisco and Silicon Valley provides a unique setting in which committed educators representing diverse school and community contexts come together with highly qualified faculty. Collectively, they build their capacity to improve the quality of teaching and learning in the Bay Area. Each program of study grounds students in the foundations (e.g., psychological, sociological, administrative) and invites them to envision new possibilities. Personalized learning and mentoring ensure that students develop the knowledge, skills, and habits needed to move classrooms, schools, and communities from "what is" to "what could be". Each master's program includes coursework, fieldwork, and mentoring in the areas of teaching, learning, technology, social justice, diversity, equity, and leadership. Once students are admitted to a graduate program in the School of Education and Leadership, their advisors will assist them in designing a plan that meets their personal and professional goals.

PROGRAM OPTIONS

Seven possible master's degree options are described below:

- Master of Arts in Reading
- Master of Arts in Special Education
- Master of Arts in Teaching
- Master of Education in Curriculum and Instruction
- Master of Education in Curriculum and Instruction with Emphasis in Literacy
- Master of Education in Educational Technology
- Master of Science in Educational Technology Administration

ARTICULATION WITH CREDENTIAL PROGRAMS

Recent graduates of NDNU's credential programs (1999 or later) have a unique opportunity to count up to five of their credential courses toward certain master's degrees, significantly reducing the time and financial resources required to earn a degree. Contact

Dr. Kim Tolley, Program Director, (650) 508-3464, ktolley@ndnu.edu, for additional information regarding this opportunity.

MASTER'S THESIS AND CAPSTONE PROJECT

Advanced studies are characterized by the reflexive integration of theory and practice. Each master's program culminates with a thesis or capstone project that integrates research, practice, and personal reflection. The type of project that is associated with each degree is noted in the program descriptions (e.g., thesis, teacher research portfolio, capstone statement). Each project invites students to demonstrate scholarly knowledge, skills, and habits of inquiry in the context of a particular area of expertise.

It is important to note that the required courses associated with each advanced degree program support students in the completion of their thesis or capstone projects. Through the thesis or capstone experience, students demonstrate their ability to ask thoughtful questions, collect information, analyze information, and reflect on issues regarding teaching, learning, and schooling that will enable them to improve their practice throughout their careers.

Instructions for preparing the thesis can be found in the *Thesis Handbook* available from the School of Education and Leadership office.

ADMISSION INFORMATION

Students may apply to enter programs in the Department of Education for the Fall, Spring, or Summer semesters and should meet the following requirements:

- A bachelor's degree in any field from an accredited institution
- Undergraduate cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- Personal interview with the program director

For details on admission processes, see Graduate Admission.

Master of Arts (MA) in Reading

Dr. Joanne Rossi, Program Director, (650) 508-3613, jrossi@ndnu.edu

This degree program prepares students to teach in and administer reading programs in public and private schools. Building upon the Reading Specialist Credential, this program enables students to complete an additional three-unit course in order to earn a master's degree. See the Reading Specialist Credential, page 205, for the list of required courses.

In addition to coursework, a capstone project in the form of a practitioner researcher portfolio is required to complete the MA program. ED359P is designed to support students in completing this requirement.

Courses	Units
Reading Specialist Credential	30
ED359P Educational Research Capstone	3
Total	33

Master of Arts (MA) in Special Education

Dr. Barbara Kammerlohr, Program Director, (650) 508-3627, bkammerlohr@ndnu.edu

This degree program prepares students to teach in special education programs in public and private schools. Building upon the Education Specialist Credential, this program enables students to complete an additional three-unit course in order to earn a master's degree. See the Education Specialist Credential, page 201, for the list of required courses.

In addition to coursework, a capstone project in the form of a practitioner researcher portfolio is required to complete the MA program. ED359P is designed to support students in completing this requirement.

Courses	Units
Education Specialist Credential	29
ED359P Educational Research Capstone	3
Total	32

Master of Arts in Teaching (MAT)

Dr. Kim Tolley, Program Director, (650) 508-3464, ktolley@ndnu.edu

The MAT program is designed for secondary school teachers interested in deepening their knowledge and appreciation of a chosen subject area. Coursework in this program also prepares students to increase their effectiveness in teaching, mentoring, curriculum development, and assessment.

A Multiple Subject Credential holder may also consider pursuing a MAT if he or she is interested in serving as a school- or district-level resource teacher in a particular discipline (e.g., music, art, science, religious studies, theatre arts, English/language arts) and would like to pursue advanced study in that discipline to prepare for this role.

Individuals with a significant amount of knowledge and experience in a particular discipline may also be interested in this degree program in order to prepare themselves to teach in a private school or community college setting.

In addition to required courses, a master's thesis is required to complete the MAT program. ED359 and ED360 are designed to support students in completing this requirement.

Required Courses	
ED359 Educational Research	3
ED360 Introduction to Educational Research	3
Four education electives, to be selected in collaboration with the program director	12
Four electives from the discipline of emphasis, to be selected in collaboration with the department chair in the discipline of emphasis	12
Total	30

Master of Education (M.Ed.) in Curriculum and Instruction

Dr. Kim Tolley, Program Director, (650) 508-3464, ktolley@ndnu.edu

The goal of this degree program is to build the capacity of educators to engage in improved teaching practice, curriculum development, program planning, professional development, professional mentoring, and educational leadership. Individuals with a significant amount of knowledge and experience in a particular discipline may also be interested in this degree program in order to prepare themselves to teach in a private school or community college setting. The program includes coursework, fieldwork, and mentoring in the areas of teaching, learning, technology, social justice, diversity, equity, and leadership. Once students are admitted, their advisors will assist them in designing plans that meet their personal and professional goals.

In addition to required courses, a master's thesis is required to complete the M.Ed. program. ED359 and ED360 are designed to support students in completing this requirement.

Required Courses		Units
ED344	Trends in Curriculum Development	3
ED345	Educational Assessment and Evaluation	3
ED346	Social Justice, Diversity, and Equity	3
ED359	Educational Research	3
ED360	Introduction to Educational Research	3
One of the five graduate-level courses in educational technology:		3
ED362	Technology - Special Education (3)	
ED394	Learning, Technology, and Curriculum (3)	
ED395	Networking and Telecommunications Media (3)	
ED396	Media, Medium, and Method (3)	
ED397	Contemporary Topics in Technology Leadership (3)	
Four education electives, to be selected in collaboration with the program director		12
Total		30

Students enrolled in the M.Ed. in Curriculum and Instruction program may choose to earn a certificate in Educational Technology by completing a total of four courses in educational technology. See the Certificate in Educational Technology section, page 214, for detailed requirements.

Master of Education (M.Ed.) in Curriculum and Instruction with Emphasis on Literacy

Dr. Joanne Rossi, Program Director, (650) 508-3613, jrossi@ndnu.edu

Success in reading is one of the most critical goals of students and their teachers. Many teachers, at all levels from elementary through community colleges, would like additional information and skill development in literacy instruction. The purpose of this degree program is to upgrade the skills of professionals in public and private school systems. It is designed for those who seek to expand their ability to teach literacy strategies in-depth and to differentiate instruction in order to promote learning and achievement to a wide variety of diverse learners. Teachers interested in an advanced degree in literacy, who intend to remain in the regular classroom, may be best served in this program.

Coursework for the degree explores the conceptual, theoretical, and practical knowledge base related to the changing needs of the California schools regarding trends in curriculum, assessment, instruction, and literacy. It also includes study in the theory and methodology of teaching literacy skills and strategies to a diverse population of all ages and capabilities (children, adolescents, and adults, struggling readers and gifted readers and writers). Candidates use a case study approach to assessment and instruction that involves extensive reading, discussions, modeling, and practice through field experiences.

In addition to required courses, a master's thesis is required to complete the M.Ed. program. ED359 and ED360 are designed to support students in completing this requirement.

Required Courses		Units
Requirements for Reading Certificate Program		15
ED346	Social Justice, Diversity, and Equity	3
ED348	Strategies for English Learners	3
ED359	Educational Research	3
ED360	Introduction to Educational Research	3
ED394	Learning, Technology, and Curriculum	3
Total		30

NDNU also offers a Reading Certificate for those who are only interested in obtaining supplementary authorization in this area and a Reading Specialist Credential for those interested in more extensive preparation. See the Reading Certificate section, page 215, or the Reading Specialist Credential section, page 205, for details.

Master of Education (M.Ed.) in Educational Technology

Dr. Nancy Richardson, Program Director, (650) 508-3783, nrichardson@ndnu.edu

The Master of Education in Educational Technology builds on the Certificate in Educational Technology. This program prepares educators to serve as school- and district-level educational technology leaders. Graduates of the M.Ed. in Educational Technology program may work with the credential analyst in the School of Education and Leadership to apply for a supplementary authorization on their multiple subject or single subject teaching credential for computer applications.

In addition to required courses, a capstone project is required to complete the M.Ed. program. ED398 is designed to support students in completing this requirement.

Required Courses		Units
ED362	Technology and Special Education	3
ED394	Learning, Technology, and Curriculum	3
ED395	Networking and Telecommunications Media	3
ED396	Media, Medium, and Method	3
ED397	Contemporary Topics in Technology Leadership	3
ED398	Educational Technology Capstone	3
Four electives, to be selected in collaboration with the program director		12
Total		30

Master of Science (MS) in Educational Technology Administration

Dr. Diane Guay, Program Director, (650) 508-3702, dguay@ndnu.edu

Building upon the Preliminary Administrative Services Credential, this program enables students to complete three additional educational technology courses in order to earn a master's degree. This degree program prepares school administrators (including but not limited to superintendents, principals, assistant principals, and county office leaders) to design, supervise, implement, and evaluate innovative and effective educational technology integration in classrooms, schools, and districts.

For more information on the courses associated with the Preliminary Administrative Services Credential, please refer to the program description in the Credentials section. In addition to required courses, a capstone project in the form of a capstone statement is required to complete the MS program.

Required Courses		Units
Requirements for Preliminary Administrative Credential		24
<i>Three courses chosen from the following:</i>		9
ED362	Technology and Special Education (3)	
ED394	Learning, Technology, and Curriculum (3)	
ED395	Networking and Telecommunications (3)	
ED396	Media, Medium, and Method (3)	
Total		33

Certificates

DEPARTMENT OF EDUCATION

Dr. Lu Chang, Chair, (650) 508-3703, lchang@ndnu.edu

Certificates in the Department of Education provide a pathway for lifelong learning without the full commitment to a master's degree. They involve full-fledged academic coursework; however, fewer units are required for completion of a certificate. At this time two certificates are available. For those holding a California base teaching credential as specified below, completion of the certificates entitles the candidate to apply for a supplementary authorization on the credential. The two certificates currently available are a Reading Certificate (below) and a Certificate in Educational Technology (below).

Certificate in Educational Technology

The Certificate in Educational Technology qualifies educators to serve as school- and district-level educational technology leaders. Upon completion of the four courses required for the certificate, graduates will be prepared to improve their own teaching practice through the integration of technology, to teach computer and/or technology courses to K-12 students, to engage in the planning and budgeting associated with implementing technology programs (K-12), and to design and implement professional development and mentoring of K-12 faculty in the area of educational technology. Additionally, these graduates will be ready to create and maintain on-line networks, including the infrastructure for such networks, and/or support school and district efforts to meet newly mandated teacher credentialing technology standards at the professional level.

The Certificate in Educational Technology requires 12 semester units (four classes).

Required Courses		Units
ED362	Technology and Special Education	
or		
ED396	Media, Medium, and Method	3
ED394	Learning, Technology, and Curriculum	3
ED395	Networking and Telecommunications Media	3
ED397	Contemporary Topics in Technology Leadership	3
Total		12

Graduates of the Certificate in Educational Technology program may work with the credential analyst in the School of Education and Leadership to apply for a supplementary authorization on their multiple subject or single subject teaching credential for computer applications. This supplementary authorization further qualifies the certificate holder for technology support positions.

Graduates of the Certificate in Educational Technology program may also apply their certificate coursework toward a master's degree in education (M.Ed./MAT) at NDNU.

Reading Certificate

The Reading Certificate program provides in-depth training and practica in assessment-based literacy instruction, focused at the classroom level. This program involves five courses (15 units) in the area of literacy theory and practice:

Courses		Units
ED380	Current Research and Practice in Literacy Education	3
ED381	Assessment-based Instruction in Reading and Language Arts: Early Literacy	3
ED382	Assessment-based Instruction in Reading and the Language Arts: Intermediate and Advanced Learners	3
ED383	Clinical Application I: Early Literacy	3
ED384	Clinical Application II: Intermediate and Advanced Literacy	3
Total		15

Upon successful completion of the coursework, the candidate may apply to the California Commission on Teacher Credentialing for a Reading Certificate. Candidates must possess a valid California Multiple Subject, Single Subject, or Special Education Credential and must document three years of teaching experience in order to apply for the Reading Certificate.

The Reading Certificate coursework can be extended in three possible ways. The coursework can be used towards the Reading Specialist Credential or it can be embedded in a Master of Education in Curriculum and Instruction with Emphasis in Literacy or Master of Arts in Reading.

Course Descriptions: Education

UNDERGRADUATE COURSES

See Human Services listings, page 193, and Liberal Studies listings, page 198.

GRADUATE COURSES

Note: Some courses require additional payment of a Supervisor Fee.

ED210 Psychological and Developmental Foundations (3) Fall, Spring, Summer Investigates and critically appraises insights derived from psychology, especially as they pertain to the teaching-learning process for diverse classrooms of today. Explores theories from behavioral, humanistic, developmental, and cognitive psychology that are relevant for education. Considers effects on student learning, teacher expectations, classroom climate (affective and cognitive), classroom management, planning, diversity factors, learning styles, individual differences, motivation, and evaluation.

ED220 Assessment in the Classroom (1) Fall, Spring, Summer Introduces measurement concepts needed by teachers in order to meet their instructional objectives. Students learn how to create and use assessments that guide instruction and measure results. They also learn how to communicate with students, families, and other audiences about student progress.

ED230 Financial Management (3) Fall, Spring Focuses on financial administration in public, nonprofit, and service-related institutions and studies principles and concepts in public fiscal management, budgeting, taxation, borrowing, and fiscal controls. The nature of public expenditures, the development of budgets and budget cycles are studied including ethical, legal, and political concerns in financial decisions. Cross-listed with PA230.

ED250 Sociological and Multicultural Foundations (3) Fall, Spring, Summer Analyzes major influences on American education, including social, cultural, historical, political and economic influences. Explores contemporary issues in education, such as the nature of culture, the purposes of public schooling, the profession of teaching, the social structure and education, equality of opportunity, and multicultural education.

ED270 Human Resource Management (3) Fall, Spring, Summer Offers an overview of the full personnel function, emphasizing professional responsibilities for employment, compensation, employee and labor relations, benefits administration, legal compliance matters, and human resources planning. Cross-listed with BA220 and PA270.

ED280 Leadership Concepts (3) Fall, Summer Gives an historical and philosophical approach to leadership, identification of personal goals and leadership behaviors in administration, and understanding of group dynamics and group leadership. Techniques in time management, stress management, and resume writing are developed. The course is organized as laboratory for self-study of the individual as a leader and for development of leadership strategies. Cross-listed with PA280.

ED290 Organization and Management (3) Spring Explores the history of management theory including principles and concepts of management such as functions of planning, organizing, motivating, and controlling. Discusses how execution of these functions may be facilitated by communication skills and decision-making techniques. Use of authority, effect of environmental variables, organizational development, and the process of change are studied. Focuses on organizational problem-solving. Cross-listed with PA290.

ED330A/C Student/Intern Teaching/Seminar (Multiple/Single Subject, first semester) (4/4) Fall, Spring Focuses on orientation to and observation of realities of teaching through weekly seminars and on-site assignments in public and private schools. As candidates take charge of classes under the direction of master teachers, seminar sessions, enriched by guest speakers, stress class management and control, lesson planning, curriculum development, and organization and use of class time. Heavy emphasis is placed on examining solutions for the day-to-day problems that candidates are experiencing. Single-subject first semester interns take ED330C.

ED330B/D Student/Intern Teaching/Seminar (Multiple/Single Subject, second semester) (4/4) Fall, Spring *Prerequisite:* ED330A/C. Continuing candidates are provided with an opportunity to reflect upon and improve the field experience. Candidates are encouraged to discuss problems and reactions to their field experiences. Normally, at least one-half of the class is focused on candidates' concerns. Preparation of a professional portfolio is required for both Multiple Subject and Single Subject candidates. ED330B is the capstone course for the Multiple Subject Credential program.

ED330Q Student/Intern Teaching Seminar (Special Education) (1-5) Fall, Spring *Corequisite:* ED361. This course has the same focus as ED330A, but in a special education setting. Heavy emphasis is placed on exploring and examining solutions for day-to-day problems encountered in teaching students in special education classes, including issues such as planning, instructional problems, and evaluation.

ED331 Secondary Curriculum (2) Fall, Spring Develops expertise in curriculum planning applied to the subject area and presents strategies and techniques that provide for teaching a diverse population. Direct instruction, questioning techniques, small group discussions, and higher order thinking skills are included and used by the student in designing a unit of instruction.

ED331M Curriculum – Elementary Math (2) Fall, Spring Emphasizes content and method of teaching elementary math concepts. This course includes all eight strands of the state mathematics framework. Students learn hands-on methods designed for prospective teachers.

ED331Z Curriculum – Social Studies/Science (2) Fall, Spring Students develop expertise in planning, implementing, and assessing integrated science and social studies curriculum and experiment with a variety of strategies and techniques designed to promote higher-level thinking and provide for differences in teaching a diverse, multilingual, and multicultural population.

ED332 Teaching and Pedagogy (3) Fall, Spring *Corequisite: ED330A.* This course is coordinated by a NDNU faculty member and jointly taught by teachers and administrators from local school districts. Teacher candidates are oriented into the teaching profession, develop their capacity to teach the state adopted academic content standards, and develop effective strategies in a specific discipline. Topics include but are not limited to teaching and learning in a standards-based environment, the principal's perspective on teaching and learning, classroom management, reading across the curriculum, setting high expectations for all students, mainstreaming, and content-specific pedagogy.

ED334A Elementary Reading/Language Arts: Primary Grades (3) Fall, Spring Surveys the teaching of beginning reading and language arts in diverse elementary classrooms. Introduces current research, principles, issues, strategies, and materials/resources for developmental processes of learning to read and write for all students. Presents theories concerning language acquisition and language development for first- and second-language learners. Constructs a literacy model with a multicultural/multilingual perspective. Concurrent coursework and field placement are required to ensure application and reflective practice.

ED334B Elementary Reading/Language Arts: Upper Grades (3) Fall, Spring *Prerequisite: ED334A.* Continues examination of current research, principles, issues, strategies, and materials/resources, focusing on upper elementary students of diverse backgrounds. Explores language acquisition issues in upper elementary grades. Facilitates connections between students, literature, and response in a multicultural perspective. Introduces literacy in content areas and SDAIE techniques for understanding literature. Concurrent coursework and field placement are required to ensure continued reflection/application.

ED334S Language and Literacy in Content Areas (3) Fall, Spring Introduces current research, principles, issues, strategies, and resources, with respect to language and literacy in Single Subject content areas. Focuses on Specially Designed Academic Instruction in English (SDAIE) for language minority students. Field experience in public school is required.

ED339 Advanced Curriculum Design (3) Summer Explores the work of Wiggins and McTighe in the integration of curriculum, instruction, and assessment. Examining what is essential in subject matter is a major thrust of the course. Students learn how to determine the essential understandings of a unit, course, or discipline. Based on these understandings, students learn how to select instructional materials and resources and how to determine teaching strategies and student activities with built-in processes and tasks for gathering evidence and evaluating student progress along the way.

ED340 Health Education (1) Fall, Spring, Summer Studies current literature and teaching tools in the health sciences with reference to areas of the state framework including alcohol, drugs, tobacco, nutrition, and venereal disease.

ED344 Trends in Curriculum Development (3) Fall Considers curriculum development and influential factors. Reviews current and historical trends. Discusses planning and decision-making processes. Examines the concept of integrated/integrating approaches, with particular emphasis on integration of subject matter and multicultural resources, thinking skills, communication skills, and technology.

ED345 Educational Assessment/Evaluation (3) Spring Introduces strategies of assessing student performance through norm-referenced and criterion-referenced tests. Performance based assessment is discussed. Involves students in construction and selection of appropriate assessment activities.

ED346 Social Justice, Diversity, and Equity (3) Spring This course examines the function of schooling within a culturally diverse, democratic society. Students examine the current context of schooling and the ways in which schools currently perpetuate inequities. They explore exemplary practices and visions of what school could be like for all students and develop strategies for renewing practices in ways that promote equity.

ED348 Strategies for English Learners (3) Fall, Spring, Summer Examines theories of second language acquisition and historical perspectives of bilingual education. Explores factors affecting first and second language acquisition and bilingual education with an emphasis on instructional strategies. Includes class participation demonstrating knowledge of the content and field observations whenever possible. Covers Specially Designed Academic Instruction in English (SDAIE) competencies.

ED349 Special Education Program Management (3) Fall This course is designed as a seminar focusing on the coordination procedures and implementation of laws, regulations, and other requirements related to special education. The focus is on ethics, policies, and related issues for teachers of students and adults with disabilities. Topics also include training and supervision of instructional aides, staff development/in-service functions, coordination and scheduling of IEP and ITP meetings, monitoring the referral process, inclusion of special education students in the regular education classroom, record keeping, and familiarity with student and parent rights.

ED350 Curriculum and Instruction Adaptations (Mild/Moderate Section) (3) Spring Involves adaptations and methods of curriculum and instruction to meet the needs of students with identified mild/moderate disabilities. This course explores services to support students with special needs in and out of the regular classroom and how additional support services, such as speech, nurse, and adaptive physical education can be utilized. The role of the special education teacher as a support for children with 504 Plans are also discussed.

ED351 School-Community Relations (3) Fall '04 Identifies and analyzes community resources and the implications of social changes affecting schools. Addresses procedures and techniques for the administrator in working with parents, community agencies, and underrepresented minority groups.

ED353 School Law, Governance, and Politics (3) Fall '05 Focuses on the historical legal framework of American education, current federal and state laws affecting education, their impact upon schools, knowledge of agencies whose functions affect governance and policy making, and the legal responsibilities of the school administrator, including assignment/mis-assignment of faculty.

ED355 Program Initiation and Implementation (3) Spring '06 Studies curriculum theories, trends, and new program development. Familiarizes the student with current legislation affecting curriculum programs and diversity issues. Studies technology, planning, and evaluation processes as well as organizational patterns of schools and multi-cultural social, political, and economic forces affecting education. Includes administrative competencies for the Special Education Mandate.

ED356 Curriculum and Instruction Adaptations (Moderate/Severe Section) (3) Spring Studies adaptations and methods of curriculum and instruction to meet the needs of students with identified moderate/severe disabilities. This course explores current issues and research in special education instructional methods. Topics include the role of the special day class teacher in a school setting, the coordination of services to support students with special needs in and out of the classroom, and how additional support services such as speech therapist, nurse, school psychologist, and adaptive physical education teacher can be utilized. The role of the teacher in referring to outside agencies, working with parents, and developing IEP and ITP are also discussed.

ED357C Models of Teaching and Supervision (3) Students learn and apply the skills, strategies, and maps of cognitive coaching to coach and mentor colleagues at all levels – beginning to experienced, incompetent to highly effective. Through readings, practice, discussions, personal reflections, and collaborative work, students become knowledgeable about and understand the Cognitive Coaching model. They learn to mediate thinking and states of mind (inner resources) in self and others, to identify and develop a leadership stance that is focused on equity, to recognize and model effective teaching and leadership, and to use the California Standards for the Teaching Profession (CSTP) to support their coaching and mentoring activities. Students also identify and engage in professional and personal applications of Cognitive Coaching.

ED359 Educational Research (1-3) Fall, Spring Prior to enrolling in ED359, students must successfully complete ED360. ED359 specifically assumes that students have a completed and approved thesis proposal. Coursework guides students through data collection, analysis, and completion of the final thesis. Students must file their thesis before the end date of the course; students who do not file their thesis before the end of the course will need to repeat the course the following semester.

ED359P Educational Research Capstone (3) Fall, Spring *Prerequisite: All other coursework in the master's degree program; MA Special Education students may be concurrently enrolled in ED330Q.* This is the capstone course for students completing the Master of Arts in Reading and the Master of Arts in Special Education. In lieu of a thesis, students

develop a portfolio based on the California Standards for the Teaching Profession. The portfolio demonstrates that the student has the capacity to integrate research and practice in his/her classroom work with students with disabilities.

ED360 Introduction to Educational Research (3) Fall, Spring This is the first course of a two course series (ED359 is the second course) designed to support students in writing the master's thesis. Course readings, discussions, and activities engage students in developing the skills, habits, and knowledge needed to engage in inquiry that is both scholarly and action-based. Students develop a sense of what it means to be engaged simultaneously in research and practice. They identify a research question, review, analyze, and synthesize the literature pertaining to the question, and explore the relationship between learning, inquiry, action, and justice. Students complete their thesis proposal in the context of this course.

ED361 Clinical Assessment (4) Fall This course is designed as a survey course of diagnostic assessment tools used by special education teachers. Competencies and understanding of the historical perspective, terminology, administration procedures and interpretation, cognitive assessments, academic achievement assessments, current research in learning styles, and adaptation to Individualized Educational programs are addressed. Students are expected to administer and interpret various assessment instruments.

ED362 Technology – Special Education (3) Spring, Summer Introduces developmental and methodological foundations for the use of current technologies and practical application to the special education classroom. The use of low tech to high tech devices as assistive technology in meeting IEP needs of students are emphasized. Emphasis is also placed on learning the tools to enhance communication, information access, use of adaptive devices, use of current software/hardware, and problem-solving for the special education and regular education classroom.

ED363 Counseling – Special Education (3) Spring This course surveys the various support systems that can be used with special education children and families. An understanding of in-district and community agencies are examined. Effective communication techniques for counseling students and families with special needs are emphasized. Current research and publications that deal with assisting students' families are explored. Developing behavior plans for classrooms and individuals and the use of questionnaires, health histories, and other related information are also explored.

ED380 Current Research and Practice in Literacy Education (3) Spring, Summer This first course in the Reading Certificate series is a survey of current research, principles, issues, concepts, and approaches, for both developmental and remedial factors involved in learning to read and write and the efficacy of each. The course also gives students an historical perspective of the development of different approaches. Finally, it is designed to give students a construct of an effective literacy model in order to analyze assessment and instruction that exist in different school settings.

ED381 Assessment-based Instruction in Reading and the Language Arts –

Early Literacy (3) Fall This second course in the Reading Certificate series emphasizes language arts assessment and instruction for students in the stages of early literacy, both younger and older students. The assessments studied range from formal, standardized group tests to formal, standardized individual tests to authentic, informal assessments. Students practice with the various types of assessments both in class and through field experiences outside of class. Students use a case-study approach not only to become familiar with the assessments, but also to decide on appropriate instructional methods and techniques based on assessment data.

ED382 Assessment-based Instruction in Reading and the Language Arts – Intermediate and Advanced Learners Literacy (3) Spring *Prerequisite: ED381.*

This third course in the Reading Certificate series emphasizes language arts assessment and instruction for students in the intermediate and advanced stages of literacy. The assessments studied range from formal, standardized group tests to formal, standardized individual tests to authentic, informal assessments. Students practice with the various types of assessments both in class and through field experiences outside of class. Students use a case-study approach not only to become familiar with the assessments, but also to decide on appropriate instructional methods and techniques based on assessment data.

ED383 Clinical Application I – Early Literacy (3) Summer *Prerequisite: ED381.*

This fourth course in the Reading Certificate series is a practicum in the field dealing with students at the early stages of literacy (either younger or older students). The candidates are required to spend 60 hours teaching in a small group setting, with preparation time for each session, and 15 hours in the practicum seminar. The candidates utilize the various appropriate standardized and informal methods of assessment for the students in this stage of literacy, design appropriate instruction based on those assessments, teach the individuals in the group, and do ongoing assessments and final evaluations.

ED384 Clinical Application II – Intermediate and Advanced Literacy (3)

Summer *Prerequisite: ED382.* This final course in the Reading Certificate series is a practicum in the field dealing with students at the intermediate to advanced stages of literacy (either younger or older students). The candidates are required to spend 60 hours teaching in a small group setting, with preparation time for each session, and 15 hours in the practicum seminar. The candidates utilize the various appropriate standardized and informal methods of assessment for the students in these stages of literacy, design appropriate instruction based on those assessments, teach the individuals in the group, and do ongoing assessments and final evaluations.

ED385 Current Issues in Literacy: Research and Practice (3) Summer

Prerequisites: ED380, ED381, ED382, ED383 This course on current issues deals with such topics as balance in reading/language arts curricula, the role of phonemic awareness, phonics and spelling in literacy instruction, instruction for struggling readers, literacy materials, the transformation of assessment procedures, the nature of reading at different

levels (e.g., emergent, early learners, developing, and independent readers), content literacy, process writing, multicultural diversity, and the study of a common ground for research and practice.

ED386 Program Development and Inservice Leadership in Literacy Education

(3) Fall Prerequisites: ED384, ED385. This course will prepare candidates to design reading programs on various levels K-Adult, as well as to provide inservice to teachers regarding these programs. Topics include such elements as the factors involved in effective literacy programs at different levels (that include standards-based programs), roles and responsibilities of reading specialists, models for professional development and inservice, selection of program materials, program assessment, community involvement, interconnections of all language arts, the use of technology in program design, and the inclusion of special curricula for students with special needs, including those with cultural diversity.

ED387 Clinical Application III – Advanced (3) Spring Prerequisite: ED386. This practicum course in the field deals with students who are severely disabled in the area of literacy (either younger or older students). The candidates are required to spend 60 hours teaching in a small group setting, with preparation time for each session, and 15 hours in the practicum seminar. The candidates will learn and utilize the various appropriate formal and informal methods of assessment appropriate for the students with severe problems in literacy, design appropriate instruction based on those assessments, teach the individuals in the group, and do on-going assessments and final evaluations.

ED389 Special Education for the Classroom Teacher (2 or 3) Fall, Spring, Summer This course is designed to provide information, resources, and materials related to the education of students with disabilities in the general education classroom. It includes a description of the categories of disabilities as defined by the Federal law, current regulations, and the IEP/ITP process. Emphasis is placed on the strategies for modifications and accommodations necessary to provide an appropriate learning environment. Attention focuses on the support system available at the school site level.

ED393 Technology Applications in Education (2) Fall, Spring, Summer Focuses on assisting teacher credential candidates to successfully infuse computers and allied technology into classroom curriculum, organization, and their teaching practices. Students who complete this course will have knowledge of the educational principles used in selection and implementation of instructional technologies for a variety of subjects, grade levels, and special needs. Includes a hands-on overview of hardware, operating system basics, authoring and content specific software, digital media, networking, telecommunications, and presentation tools.

ED394 Learning, Technology, and Curriculum (3) Spring, Summer This survey course expands and extends the content of ED393. It provides students with an overview of and practice with a variety of technologies used in education. Course content includes K-12 curricular uses of camcorders, videodiscs, digital media tools, simulation and problem-solving applications, multimedia authoring tools, and telecommunications. Emphasis

is placed upon determining appropriate use of technology, managing the learning process in the classroom, and setting and assessing student outcomes utilizing the performance standards recommended by the State of California for adoption at the district level.

ED395 Networking and Telecommunications Media (3) Fall This course introduces contemporary methods used by educators to promote learning for all children using Internet resources. Emphasis is placed upon the integration of networking and telecommunications media in the subject areas. Student projects include research into current classroom practices and materials, World Wide Web page design, and discussion of the implications for legal, ethical, and moral use of the Internet and telecommunications media.

ED396 Media, Medium, and Method (3) Fall, Summer This applied course examines the appropriate use of multimedia technology as a tool for implementing curriculum. Students learn to discern the appropriate media to meet a specific curriculum objective and to evaluate the merits of using various educational software programs as the medium to create a product. Through guided hands-on practice with the technologies, students demonstrate how to address the needs of individual learning styles in a diverse cultural environment through multimedia. Teams of students apply theories of learning, methods of teaching, and principles of multimedia design to the creation of interdisciplinary curriculum projects.

ED397 Contemporary Topics in Technology Leadership (3) Spring '05 This course surveys a broad range of contemporary topics in educational technology and communications. Topics may include: cultural and societal factors affecting technology use in education, issues of equity and ethics, curriculum reform, institutional change, professional development, school-community relations, and the ongoing development of new technologies. With permission of the instructor, students may arrange to conduct advance product development or an internship as part of this course.

ED398 Educational Technology Capstone (3) Fall, Spring This is the Capstone Course for students completing the Master of Education in Educational Technology degree. Course readings, discussions, and activities will engage students in developing a portfolio that demonstrates their capacity to integrate research and technology in the service of ongoing professional learning and improved practice in the field of education.



School of Sciences

Lizbeth Martin, Ph.D., Dean

The School of Sciences represents the behavioral, social, natural, and computational sciences. The word “science” means having knowledge, to know. The disciplines in the School of Sciences focus on the knowing of the individual and society, history and nature and their laws, and the methods and technology used to understand these phenomena. This knowledge empowers students to be inquiring, insightful, informed critical thinkers, responsible citizens, and successful professionals.

The mission of the School of Sciences is to provide the highest quality of education, training, research, and service. We provide students with a breadth of knowledge and the skills necessary for further careers in the sciences and in life. We hope to instill an appreciation for all forms of life and a sense of social responsibility, awakening a sense of wonder through both analysis and synthesis in the student. The school strives to improve the quality of life by addressing major contemporary social and scientific issues through problem-solving and logical inquiry.

Our faculty are committed to exhibiting the highest personal, professional, and ethical standards. We foster respect for diversity in a multicultural society and we actively combat discrimination in all its forms. Our programs strive to instill a personal and professional appreciation and commitment to community, global service, and justice. We foster tolerance and acceptance for individual and group differences.

Our school focuses on the personal as well as the professional development of the University community. An important element of our core curriculum is the education and training of students in the development of interpersonal skills, empathy, and respect for others as well as self-reflection and self-awareness.

Programs

Undergraduate Majors

Biochemistry
Biology
Computer Science
History
Kinesiology
Political Science
Psychology
Social Science
Sociology

Undergraduate Certificate

Web Programming with Java

Master's Degrees

Art Therapy
Clinical Psychology
Computer Science
Gerontology
Marital and Family Therapy

Graduate Certificates

Art Therapy
Gerontology
Postbaccalaureate Premedical

Department Contacts

Art Therapy Psychology

(650) 508-3556
Richard Carolan, Chair

Clinical Psychology and Gerontology

(650) 508-3557
Nusha Askari, Chair

History/Political Science

(650) 508-3610
Ali Ferdowsi, Chair

Mathematics and Computer Science

(650) 508-3472
Eugen Radian, Chair

Natural Sciences:

Biology

Chemistry

Environmental Science

Kinesiology

Physics

Postbaccalaureate Premedical

(650) 508-3496
Isabelle Haithcox, Chair

Physical Education

(650) 508-3638
Josh Doody, Director

Psychology/Sociology

(650) 508-3547
Jean Nyland, Chair

Office of the Dean

(650) 508-3771
Lili Zhang,
Executive Administrative Assistant

Biochemistry

The Natural Sciences Department offers a Bachelor of Science in Biochemistry, both a Bachelor of Science and a Bachelor of Arts in Biology, and minors in Environmental Studies, Environmental Issues, Biology, Biochemistry, and Chemistry. A Master of Arts in Teaching Biology is available in collaboration with the School of Education and Leadership.

Degrees in the Department lead directly to employment, graduate study, or entrance into professional schools in medicine, pharmacy, dentistry, veterinary medicine, allied health, or education. Part of the School of Sciences, the Department offers a selection of courses satisfying Core Curriculum requirements and encourages students in other majors to pursue a minor in the Natural Sciences.

The program is structured to provide interdisciplinary study in the Natural Sciences and to promote interaction among faculty and students in all fields. The Biochemistry major aims to provide students with the breadth of knowledge and strong skills necessary for careers in biochemistry. Students develop a portfolio of their work that assists them in making connections across the disciplines and in gradually increasing their problem solving and thinking abilities as they progress through the program. Faculty members in the Department work closely with each student, in coursework and as advisors, to help each student to reach his or her potential. Classes are small, fostering individualized instruction geared to each student's needs.

The Department attempts to instill an appreciation for all forms of life and a sense of the social responsibility of the scientist. Opportunities for service include tutoring, environmental clean-up, laboratory assistance, and internships in a medical clinic. The major provides much practical laboratory work, including hands-on experience with instruments such as IR and UV-Vis spectrophotometers and a high-speed centrifuge. Students also gain experience with gas chromatography (GC) and high performance liquid chromatography (HPLC), gel electrophoresis, Western blotting, PCR, and molecular modeling programs. A senior research project is required of all majors under the direction of individual faculty members who conduct investigations in biochemistry, bioanalytical chemistry, cellular and molecular biology, genetics, developmental biology, environmental analysis, and microbiology.

The undergraduate degree in Biochemistry is a foundation for careers in laboratories either in industry such as biotechnology or in the academic world. The major prepares the student for graduate study directed toward biochemistry, microbiology, pharmacy, or other biomedical areas of specialization. Pre-medical, pre-dental, and pre-pharmacy students will also find that the Biochemistry major provides a good preparation for most medical schools. See section on Pre-professional Preparation in Medicine, page 261.

Bachelor of Science: Biochemistry

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
BY001A/B	General Biology	8
CH002A/B	General Chemistry	8
CH117A/B	Organic Chemistry	8
MA020A	Calculus I	4
MA020B	Calculus II (recommended)	
MA102	Statistics	3
PH004A/B	Physics for Scientists	8
Total Prerequisites		39
Major Requirements		
BY116	General Microbiology	5
BY152	Cellular and Molecular Biology	4
CH105	Chemical Analysis and Instrumental Methods	5
CH150A/B	Biochemistry	8
CH198	Research	3
Upper-division elective in Chemistry or Biology approved by the advisor		4
Total Major Requirements		29
Other Degree Requirements* and General Electives		56
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124

MA020B Calculus II, MA030 Calculus III, CH132 Physical Chemistry for Life Sciences, and courses in Computer Science are strongly recommended, especially for students planning graduate study. CH198 may be fulfilled by a CD198 internship involving laboratory work and an additional elective. CH149L Laboratory Assistant and SM085/185 Divisional Seminar are recommended. Students anticipating graduate study or pharmacy school should consult the individual schools to which they intend to apply for specific undergraduate course requirements.

MINOR REQUIREMENTS: BIOCHEMISTRY

BY001A/B	General Biology	8
CH002A/B	General Chemistry	8
CH117A/B	Organic Chemistry	8
CH150A/B	Biochemistry	8

MINOR REQUIREMENTS: CHEMISTRY		Units
CH002A/B	General Chemistry	8
Plus 11-13 upper-division units in Chemistry from the following, with the approval of the Program Advisor:		
CH105	Chemical Analysis and Instrumental Methods (5)	
or		
CH132	Physical Chemistry for Life Sciences (3)	3-5
CH117A/B	Organic Chemistry	8

CHEMISTRY COURSES

Courses may be taken as lecture only or laboratory only for the appropriate units with permission of instructor. A chemistry placement exam is administered to verify preparation for CH002A/B. All courses are open to non-majors who have fulfilled the prerequisites. See Placement and Diagnostic Tests, page 28, for an explanation of the Math Placement Levels.

CH001/401 Introductory Chemistry (3) Spring *Prerequisite: Math Placement Level 2.* Three hours lecture. Gives an introduction to the principles of chemistry. Topics include elements, molecules, chemical reactions, stoichiometry, acids and bases, and energy. Stresses mathematical skills required for General Chemistry.

CH002A/402A General Chemistry (4) Fall *Prerequisites: Math Placement Level 2. High School Chemistry or CH001 and satisfactory score on Chemistry Placement exam.* Three hours lecture, three hours laboratory. This is the first course in a two-semester sequence on fundamentals of chemistry. Subjects include nomenclature, atomic and molecular theory, chemical reactions, bonding, solutions, stoichiometric calculations, and kinetic theory.

CH002B/402B General Chemistry (4) Spring *Prerequisites: Math Placement Level 2, CH002A.* Three hours lecture, three hours laboratory. This is the second course in a two-semester sequence on fundamentals of chemistry including qualitative analysis. Subjects include acids and bases, oxidation and reduction, chemical equilibrium, and thermodynamics.

CH005 Summer Reading Program (1) Summer Students read from books, journals, and reprints selected in consultation with Program Advisor. May be repeated for credit.

CH105 Chemical Analysis and Instrumental Methods (5) Spring *Prerequisites: Grade of C or better in CH002A/B and CH117A. MA102 recommended.* Three hours lecture, six hours laboratory. Introduces the study of methods of quantitative analysis, instrumental design, and applications. Topics include gravimetric, volumetric, chromatographic (HPLC), spectroscopic, and potentiometric methods.

CH117A/417A Organic Chemistry (4) Fall *Prerequisites:* CH002A/B. Three hours lecture, three hours laboratory. This is the first course of a two-semester sequence. Introduces the study of organic compounds and their reactions: acyclic and cyclic aliphatic hydrocarbons, alkenes, alkynes, and alkyl halides. Emphasizes hybridization, isomers, conformational analysis, stereochemistry, optical activity, reaction mechanisms, and structure determination using IR and NMR spectroscopy. Laboratory includes techniques in synthesis, isolation (extraction, recrystallization, distillation), and analysis by GC, UV-Visible, and IR.

CH117B/417B Organic Chemistry (4) Spring *Prerequisite:* CH117A. Three hours lecture, three hours laboratory. This is the second in a two-semester sequence studying compounds and their reactions: aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, and carboxylic acids and their derivatives with an emphasis on biological applications to carbohydrates, lipids, proteins, and DNA. Introduces additional methods of structure determination including ultraviolet and mass spectroscopy. Laboratory includes further techniques in isolation and synthesis with emphasis on microscale and advanced projects.

CH132/432 Physical Chemistry for Life Sciences (4) Fall *Prerequisites:* Grade of C or better in CH117A/B, MA020A or MA022, or permission of instructor (PH004A recommended). Three hours lecture, three hours laboratory. Introduces elements of physical chemistry most useful for students of life sciences: thermodynamics, heterogeneous equilibria, chemical kinetics, macromolecular solutions, electrolytes. Laboratory includes centrifugation, electrophoresis, viscosity measurement, and spectroscopy.

CH149L/449L Laboratory Assistant (1-3) Fall, Spring *Prerequisites:* CH002A and permission of instructor. Provides an opportunity for Natural Science majors to earn credit assisting instructors. Recommended as an upper-division elective in the Biochemistry major.

CH150A/450A Biochemistry (4) Fall *Prerequisites:* Grade of C or better in CH117A/B and BY001A/B. Three hours lecture, three hours laboratory. Examines protein structure and function in detail, including enzyme mechanisms and kinetics, lipids and membrane structure, carbohydrates, the enzymes, chemical reactions and regulation of metabolic pathways (primarily the catabolic processes involving carbohydrates and lipids), and gives an overview of nucleic acids, the flow of genetic information, and molecular modeling. Emphasizes the experimental bases of our knowledge of biochemistry. Laboratory includes buffer preparation, protein purification and analysis, enzyme assays, UV/Visible spectrometry, liquid column chromatography, centrifugation, gel electrophoresis, and Western blotting.

CH150B/450B Biochemistry (4) Spring *Prerequisites:* CH150A. Three hours lecture, three hours laboratory. Focuses on study of the enzymes, chemical reactions and regulation of glycogen, amino acid, nucleotide and lipid metabolism, including DNA replication and repair, RNA synthesis and splicing, protein synthesis, chromosome structure,

and control of gene expression. Emphasizes the experimental bases of our knowledge of biochemistry. Laboratory includes ion exchange chromatography, study of the use of radioactive tracers, molecular modeling, and methods of recombinant DNA.

CH198/498 Research (1-3) Fall, Spring, Summer *Prerequisites: CH117A/B.*

Provides practical experience with biochemical research carried out under close supervision of a faculty member. Includes experimental design, library research, laboratory work, and presentation of results. May be repeated for credit.

CH199 Independent Study in Biochemistry (1-3) Fall, Spring, Summer Provides an opportunity for individual study or research under direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

CD198 Cooperative Education - Internship in Biochemistry Provides students with opportunity to gain career related experience. See Career Development section, page 159, for details.

Biology

The Natural Sciences Department offers both a Bachelor of Science and a Bachelor of Arts in Biology, a Bachelor of Science in Biochemistry, and minors in Environmental Studies, Environmental Issues, Biology, Biochemistry, and Chemistry. A Master of Arts in Teaching Biology is available in collaboration with the School of Education and Leadership. Degrees in the Department lead directly to employment, graduate study, or entrance into professional schools in medicine, pharmacy, dentistry, veterinary medicine, allied health, or education. Part of the School of Sciences, the Department offers a selection of courses satisfying Core Curriculum requirements and encourages students in other majors to pursue a minor in the Natural Sciences.

The program is structured to provide interdisciplinary study in the Natural Sciences and to promote interaction among faculty and students in all fields. The Biology major aims to provide students with the breadth of knowledge and strong skills necessary for careers in the biological sciences. Students develop a portfolio of their work that assists them in making the connections across the disciplines and in gradually increasing their problem-solving and thinking abilities as they progress through the program. Faculty members in the Department work closely with each student, in coursework and as advisors, to help each student reach his or her potential. Classes are small, fostering individualized instruction geared to each student's needs.

The Department attempts to instill an appreciation for all forms of life and a sense of the social responsibility of the scientist. Opportunities for service include tutoring, environmental clean-up, laboratory assistance and internships in a medical clinic. The major provides much practical laboratory work, including hands-on experience with instruments such as IR and UV-Vis spectrophotometers, gas chromatography (GC) and high performance liquid chromatography (HPLC), and a high-speed centrifuge. Students also gain experience with gel electrophoresis, Western blotting, PCR, and molecular modeling programs. Biology majors have the opportunity to conduct research under the direction of individual faculty members who conduct investigations in genetics, developmental biology, microbiology, environmental field studies, biochemistry, chemistry, and cellular and molecular biology.

The undergraduate degree in Biology is a foundation for careers in allied health fields such as physical therapy and medical technology, in laboratories in industry such as biotechnology, or in the academic world. The major prepares the student for graduate study directed toward genetics, microbiology, environmental toxicology, physiology, pharmacy, or other biomedical areas of specialization. Premedical, pre-dental, pre-veterinary and pre-pharmacy students will also find that the biology major provides the required or recommended preparatory program of most medical and pre-professional schools. See section on Pre-professional Preparation in Medicine, page 261.

Bachelor of Science: Biology

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
BY001A/B	General Biology	8
CH002A/B	General Chemistry	8
CH117A/B	Organic Chemistry	8
MA015	Trigonometry and Analytic Geometry	4
MA020A	Calculus I (4)	
or		
MA022	Applied Calculus (4)	
or		
MA102	Statistics (3)	3-4
PH002A/B	General Physics	
or		
PH004A/B	Physics for Scientists	8
Total Prerequisites		39-40
Major Requirements		
BY100	Developmental Biology	4
BY102	Human Physiology	5
BY114	Genetics	4
BY116	General Microbiology	5
BY142	Immunology	
or		
CH150A	Biochemistry	4
Upper-division electives in Biology approved by the advisor		8
Total Major Requirements		30
Other Degree Requirements* and General Electives		54-55
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124
Biology Elective Courses		
BY109	Contemporary Environmental Issues (3-4)	
BY132	General Ecology (4)	
BY138	Environmental Toxicology (4)	
BY141	Vertebrate Zoology (recommended) (4)	
BY149L	Laboratory Assistant (1-3)	
BY152	Cellular and Molecular Biology (4)	
BY198	Research (1-3)	
BY199	Independent Study in Biology (1-3)	
BY199H	Honors Thesis Research (2-4)	

CH105	Chemical Analysis and Instrumental Methods (5)
CH132	Physical Chemistry for Life Sciences (4)
CH150A	Biochemistry (4)
CH150B	Biochemistry (4)
NS105	Introduction to Nutrition (3)
SM085/185	Natural Sciences Seminar (1)

Future medical, dental, veterinary medicine, or graduate students are advised to take PH004A/B and MA020A. Biology majors are encouraged to fulfill the Career Development requirement with an appropriate internship. Students anticipating graduate study should consult the individual schools to which they intend to apply for specific undergraduate course requirements.

Bachelor of Arts: Biology

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
BY001A/B	General Biology	8
CH002A/B	General Chemistry	8
CH117A/B	Organic Chemistry	8
MA014	College Algebra	3
MA102	Statistics	3
PH002A/B	General Physics (recommended)	
Total Prerequisites		30
Major Requirements		
BY100	Developmental Biology	4
BY102	Human Physiology	5
BY114	Genetics	4
BY116	General Microbiology	5
BY142	Immunology	
or		
CH150A	Biochemistry	4
Upper-division electives in Biology approved by the advisor		8
Total Major Requirements		30
Other Degree Requirements* and General Electives		64
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124

MINOR REQUIREMENTS: BIOLOGY		Units
BY001A/B	General Biology	8
CH001		
or	Introductory Chemistry	3
CH002A/B	General Chemistry (recommended)	8
Upper-division units in Biology, approved by Department Chair		12
MINOR REQUIREMENTS: ENVIRONMENTAL STUDIES		
Prerequisites		
BY001A/B	General Biology	8
CH002A/B	General Chemistry	8
MA015	Trigonometry and Analytic Geometry	4
PH001	Physical Geology	3
PH002A/B	General Physics	8
Minor Requirements		
BY132	General Ecology	4
BY138	Environmental Toxicology	4
CD198	Cooperative Education Internship - Environmental Studies	1-3
GB183	Legal Environment of Business	3
MINOR REQUIREMENTS: ENVIRONMENTAL ISSUES		
BY005	Introduction to Biology	3.5
BY109	Contemporary Environmental Issues (3-4)	
or		
BY132	General Ecology (3-4)	3-4
PH001	Physical Geology	3
PH009	Introduction to Physical Science	3.5
<i>Six units, advisor approved, chosen from the following groups:</i>		6
CD198	Cooperative Education Internship – Environmental Studies (2-3)	
CH001	Introductory Chemistry (3)	
or		
CH002A	General Chemistry (4)	
GB183	Legal Environment of Business (3)	
or		
MG196	Management Principles and Organizational Behavior (3)	
PL124	Environmental Ethics (3)	
or		
SM101	Science and Technology in Developing Countries (3)	
PS160	World Geography (3)	

BIOLOGY COURSES

Courses may be taken as lecture only (three units) or laboratory only (one unit) with permission of instructor. All courses are open to non-majors who have fulfilled the prerequisites.

BY001A/401A General Biology (4) Fall *Prerequisite: High School Biology.* Three hours lecture, three hours laboratory. General Biology is a foundation course dealing with cellular and molecular biology, with emphasis on structure and function of cells as the basic unit of life, including cellular metabolism, enzyme energetics, molecular genetics, Mendelian genetics, and concepts of speciation and evolution. Laboratory introduces basic laboratory techniques, light microscopy, enzyme kinetics, calorimetry, and population genetics.

BY001B/401B General Biology (4) Spring *Prerequisite: High School Biology.* Three hours lecture, three hours laboratory. Focuses on the study of microorganisms, fungi, higher plants and animals, their diversity and unity, structure, development, physiology, and classification. Laboratory develops observational skills using prokaryotes and eukaryotes.

BY004 Human Biology (3) Fall, Spring *Prerequisite: High School Biology.* Three hours lecture. Covers the basic structure and function of the human body. Surveys structure of cells, anatomy and physiology of several organ systems (e.g. reproductive, circulatory, nervous, muscular, immune), human genetics, nutrition, and our relationship with the environment. Scientific method and principles of biology are emphasized. May include laboratory demonstrations and activities.

BY005 Introduction to Biology (3.5) Fall Three hours lecture, one and one-half hours laboratory. Provides a general introductory study of plants and animals. Required for liberal studies majors.

BY024/124 Forensic Science (4) Fall Three hours lecture. Focuses on the mysterious and exciting world of forensic science and forensic psychology, with an emphasis on the techniques, skills, tools, and procedures used in the discovery process and their limitations. The nature of physical evidence is studied, along with the limitations that technology, knowledge, and human behavior impose. Class discussions cover DNA analyses, fingerprint, hair, fiber, and bullet comparisons, footwear impressions, crime-scene search and investigation as well as discussion of the psychological domains of eyewitness testimony, the malleability of memory, the fallibility of judgments, and decision-making.

BY100/400 Developmental Biology (4) Spring *Prerequisites: BY001A/B.* Three hours lecture, three hours laboratory. Covers development of living organisms from the fertilized egg to establishment of organ systems. Topics include fertilization, gastrulation, neurulation, regulation of development, cell commitment, morphogenesis, induction, and laying down of organ systems. Laboratory includes morphological observations and individual experimental projects.

BY101 Human Anatomy (4) Spring *Prerequisite:* BY001. This is the study of the structure of the human body, including muscles, bones, heart, brain, ear, eye, and other systems, as well as a short look at development of the fetus. Lab work entails dissection of the cat and study of the human skeleton.

BY102/402 Human Physiology (5) Spring *Prerequisites:* BY001A/B and CH002A/B. Three hours lecture, three hours laboratory, one hour seminar. Focuses on functional aspects of the human organism at the subcellular, cellular, and tissue levels and on causes and effects at organ level. Topics include nerve impulse transmission, muscle contraction, circulatory, respiratory, digestive, immune, and endocrine systems. Laboratory includes use of oscilloscope, computerized measurements of cardiac, muscle, and respiratory function, biochemical assays, and basic histology. Results are discussed in seminar.

BY109 Contemporary Environmental Issues (3-4) Summer *Prerequisites:* Math Placement Level 2 and permission of instructor. Three hours lecture, one hour laboratory. Surveys earth's biomes and gives an overview of where humans live, with a concentration on how human activities affect biomes. Major themes are population growth and concomitant demands on energy and resources. Addresses pollution and consumer society links with the crisis of biodiversity loss. Optional laboratory exemplifies the dominant issues in the course topics by means of field studies and selected site visits.

BY114/414 Genetics (4) Fall *Prerequisites:* BY001A/B and CH002A/B. Three hours lecture, three hours laboratory. Focuses on the physical and chemical basis of heredity. Topics include: Mendelian genetics; mapping; structure, organization, and replication of DNA; mutation; transcription, translation, and regulation; and extrachromosomal inheritance and population genetics. Laboratory may include Mendelian and population genetics, cytogenetics, DNA analysis, electrophoresis, PCR, and mapping techniques.

BY116/416 General Microbiology (5) Fall *Prerequisites:* BY001A/B, CH002A/B. Three hours lecture, six hours laboratory. Comprises the study of microorganisms and viruses, including the structure, physiology, genetics, systematics, and evolution of bacteria, fungi, protista, and parasitic metazoans. Emphasizes medical, veterinary, and agricultural microbiology, along with microbial ecology and industrial microbiology.

BY132 General Ecology (3-4) Fall *Prerequisites:* BY001B or BY109, Mathematics Placement Level 2 and either PH002A or PH009 or CH002A or CH001 or permission of instructor. Lecture and laboratory. Investigates Earth's physical structure and place in the solar system, global climate patterns, evolution of biomes, energy flow, and biotic and abiotic components of ecosystems. Also investigates cycling of chemical elements in ecosystems and trophic relationships within ecosystems. Presents selected ecosystems exemplify unifying concepts of ecology. Discusses the impact of human activity on ecosystems. Laboratory concentrates on field study of concepts.

BY138 Environmental Toxicology (4) Spring *Prerequisites:* BY001A/B, CH002A/B and BY132 or permission of instructor. Three hours lecture, three hours laboratory. Examines toxins in the environment due to natural causes and human effects. Covers sampling and survey techniques, risk assessment, and legal regulations.

BY141/441 Vertebrate Zoology (4) Fall *Prerequisites: BY001A/B recommended.* Three hours lecture, three hours laboratory. Emphasizes the unique structural and functional adaptations of vertebrates. Focuses on the anatomy and physiology of representative vertebrates including Agatha, cartilaginous and bony fishes, amphibians, reptiles, birds, and mammals. Laboratory includes dissection of lamprey, dogfish shark, and cat as representative vertebrates provides for study of functional anatomy.

BY142/442 Immunology (4) Spring *Prerequisites: BY001A/B, CH002A/B.* Three hours lecture, three hours laboratory. Covers cellular immune response, biochemical mechanisms of immunity, immune disorders, hypersensitivities, and genetics of immunity. Laboratory introduces techniques including electrophoresis, immunoelectrophoresis, in vitro systems, ELISA, and plaque assay.

BY149L/449L Laboratory Assistant (1-3) Fall, Spring *Prerequisites: BY001A and permission of instructor.* Provides an opportunity for Natural Science majors to earn credit assisting instructors. Three units may be used as upper-division units in the major.

BY152/452 Cellular and Molecular Biology (4) Spring '04 *Prerequisites: BY001A/B and CH117A/B and CH150 or BY114 or permission of instructor.* Three-hours lecture, three hours laboratory. Focuses on the structural and biochemical basis of cellular function. Emphasizes cell substructure, cell membranes, cell-surface phenomena, and the storage and transfer of biological information at the biochemical level. Laboratory presents methods of biotechnology.

BY198/498 Research (1-3) Fall, Spring, Summer *Prerequisites: BY001A/B.* Provides practical experience with biological research carried out under close supervision of a faculty member. Includes experimental design, library research, laboratory work, and presentation of results. May be repeated for credit.

BY199 Independent Study in Biology (1-3) Fall, Spring, Summer Provides an opportunity for individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

BY199H Honors Thesis Research (2-4) Fall, Spring, Summer Provides a research opportunity for undergraduates who have completed all requirements for the biology major and have demonstrated outstanding promise.

CD198 Cooperative Education-Internship in Life Science Fall, Spring Provides students with the opportunity to gain career-related experience. Consult with Career Development Department for details.

An annotated list of all courses in this major, including courses not listed in this Catalog, is available from the Department Office.

Computer Science

The Computer Science major provides sound preparation for graduate study or for a career as a computer professional. It combines a comprehensive theoretical foundation with the pragmatic aspect of designing and implementing computer-based solutions to practical problems. The program also emphasizes the current trends in software engineering through an object-oriented approach and Internet/networking applications using Java, Perl, C++, and other Web related software systems, tools, and technologies.

The major is offered by the Department of Mathematics and Computer Science and is available to both day and evening students. Evening students who qualify as intensive students may take intensive courses to satisfy their Core Curriculum requirements.

Small classes facilitate easy interaction with faculty. The program is supported by a SUN/Unix network of workstations (located in the Computer Science Lab), and a full complement of programming languages and systems software. Access to PC and Mac labs is also available.

An interdisciplinary major in Software Engineering and Management is also available, combining courses from Computer Science and Business appropriate to entry-level technical management. See the Department Chair or the Office of Admission for details on this major. For general information on Interdisciplinary Majors, see Undergraduate Academic Information, page 27.

Students graduating with a degree in Computer Science or in Software Engineering and Management may also obtain, with no additional effort, the Certificate in Web Programming with Java by selecting electives within the major that satisfy the requirements for this certificate. This certificate is also available to all undergraduate NDNU students enrolled in other majors.

An interdisciplinary minor in Web Design is also available, combining courses from Art, Communication, and Computer Science. See the Communication section, page 162, for details on this minor. For general information on Interdisciplinary Minors, see Undergraduate Academic Information, page 27.

Bachelor of Science: Computer Science

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
CS030A/B	Foundations of Computer Science I and II	6
CS030L	Programming Laboratory (recommended)	
CS040	Data Structure and Abstraction	3
CS050	Computer Organization I	4
CS060	UNIX System Programming	3
MA020A/B	Calculus I and II	8
MA030	Calculus III (recommended)	

		Units
MA119	Discrete Mathematics	4
MA122	Probability and Statistics (4)	
or		
MA150	Linear Algebra (4)	4
Total Prerequisites		32
Major Requirements (Upper-division Core)		
CS110	Analysis of Algorithms	3
CS120	Programming Languages	3
CS130	Computer Operating Systems	3
CS185	Software Engineering	3
CS196	Software Development: Methodology and Project	3
Upper-division electives in Computer Science (five courses).		15
<i>Fifteen units (five courses) from the list of Computer Science Electives (see below). Within these 15 units, 12 units must be fulfilled by completing two courses from each of the following two groups of courses:</i>		
1. CS155, CS183, CS191		
2. CS161, CS177A/B, CS192		
Total Major Requirements		30
Other Degree Requirements* and General Electives		62
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124
Computer Science Electives (15 units required)		
CS151	Numerical Methods (3)	
CS155	Computer Graphics (3)	
CS161	Object-Oriented Design and Programming (3)	
CS177A	Web Programming I – Client Side (3)	
CS177B	Web Programming II – Server Side (3)	
CS183	Database Management Systems (3)	
CS191	Computer Networks (3)	
CS192	Network Programming (3)	
CS195	Special Topics in Computer Science (3)	
CS199	Independent Study in Computer Science (1-3)	

Students beginning the Computer Science sequence (CS30A) are required to have passed Math Placement Level 4 and be ready for Calculus. Deficiencies in mathematics may be corrected by taking appropriate courses suggested by an advisor. Transfer students are recommended to have taken as many courses as possible from the prerequisites (Lower-division Foundation).

Students with no background in programming with a high level programming language should concurrently enroll in CS030L when taking CS030A.

Students enrolled in the Computer Science major must successfully complete the Calculus and the Discrete Mathematics prerequisites before enrolling in most upper-division Computer Science courses. (See specific prerequisites for each course.)

MA030 is strongly recommended to be taken as a general elective.

For the purpose of gaining practical experience, full-time Computer Science students are strongly recommended to apply for internships (concurrent enrollment in CD198), and to participate in Computer Science Club projects/activities.

Students are advised to satisfy the Core Curriculum requirement for Philosophy and Values by taking PL126/GB126 Business Ethics or PL128 Ethics and Professional Responsibility.

MINOR REQUIREMENTS: COMPUTER SCIENCE

Prerequisites		Units
CS030A/B	Foundations of Computer Science I and II	6
MA020A	Calculus I	4
MA119	Discrete Mathematics	4
Minor Requirements		
CS040	Data Structure and Abstraction	3
Upper-division units in Computer Science*		6
Elective units in Computer Science*		3

**NOTE: None of these nine units may be used to fulfill requirements or electives for another major or minor. They may, however, be used to fulfill prerequisites. Courses recommended for the Computer Science minor are as follows:*

CS060	Unix System Programming (3)
CS161	Object-Oriented Design and Programming (3)
CS177A	Web Programming I – Client Side (3)
CS177B	Web Programming II – Server Side (3)
CS183	Database Management Systems (3)
CS185	Software Engineering (3)
CS191	Computer Networks (3)
CS192	Network Programming (3)

COMPUTER SCIENCE COURSES

See *Technological Competency*, page 245, for courses for non-majors.

CD198 Cooperative Education - Internship See Career Development listings, page 159, for course description.

CS030A Foundations of Computer Science I (3) Fall (Evening) *Prerequisite: Math Placement Level 4, or concurrent enrollment in MA020A or permission of instructor.*

Covers structured problem-solving (steps in building software applications: problem analysis, structures, flowcharts, pseudocode, algorithm design, and modularity), number systems and data representation, and an overview of computer organization. Includes data

types, Boolean expressions and operators, applications and applets, conditional and repetitive structures, methods, recursion, arrays, strings, and characters. Emphasis is placed on a modular approach to programming methodology. Beginning level of programming with Java is included.

CS030B Foundations of Computer Science II (3) Spring (Evening) Prerequisites: *CS030A and MA020A or permission of instructor. Concurrent enrollment in MA020B and MA119 is recommended.* This is the continuation of CS030A. Topics include object-oriented design and programming, packages, strings and characters, exception handling, files and streams, elementary data structures and algorithms, graphical user interface components, and development tools. Emphasis is placed on software development techniques for more complex applications. Intermediate level of programming with Java is included.

CS030L Programming Laboratory (1) Fall (Day/Evening), Spring (Day, Evening) Prerequisites: *Permission of instructor. This course is highly recommended to be taken concurrently with CS030A, CS030B, and CS040.* May also be taken by students in other Computer Science courses. Students are introduced to general Unix commands and interface facilities and receive individualized assistance with programming assignments. Consultation and feedback concerning a student's approach to design and implementation of computer programs are offered. May be repeated for credit. Does not satisfy any Core Curriculum Requirement.

CS040 Data Structure and Abstraction (3) Fall (Evening) Prerequisites: *CS030B, MA020B, and MA119 or permission of instructor.* Focuses on object-oriented approach with Java to a variety of abstract data types and their associated algorithms. Topics include algorithm analysis, recursion, stacks, queues, lists, trees, binary trees, AVL trees, recursive techniques for implementing generic data structures, sorting algorithms, divide and conquer, complexity analysis for some search and sort algorithms, and hashing.

CS050 Computer Organization (4) Fall '05 (Evening) Prerequisites: *CS040, MA020B, and MA119 or permission of instructor.* Introduces digital design and computer architecture. Topics include Boolean algebra, digital and logic circuits, arithmetic-logic unit design, microarchitecture, implementation, management and interrelationship of processors, memory systems, and I/O subsystems. Instruction sets, registers, addressing modes, and assembly language programming are included.

CS060 UNIX System Programming (3) Fall (Evening) Prerequisite: *CS030B or permission of instructor.* Covers basic UNIX commands, UNIX processes, file system, vi editor, mail and communication, shell environments, regular expressions, shell scripts, UNIX utilities (grep, awk, sed, find), intro to system calls, and security and administration.

CS110 Analysis of Algorithms (3) Spring '05 (Evening) Prerequisites: *CS040, MA020B, and MA119 or permission of instructor. MA030 and MA122 are recommended.* Covers algorithm analysis/complexity, divide and conquer algorithms, searching and sorting algorithms, dynamic programming, Greedy approach, backtracking, complexity analysis for searching and sorting algorithms, P and NP classes of algorithms, and parallel algorithms.

CS120 Programming Languages (3) Fall '04 (Evening) *Prerequisites:* CS040, CS050, and MA119 or permission of instructor. Basic elements of programming language design, organization, and implementation are studied. Topics include: comparison of imperative, functional, and object-oriented programming, plus an overview of methods for parsing, compiling, interpretation, and optimization, as well as language design, BNF notation, and grammars. Elements of programming languages such as data types, expressions, assignment, control structures, subprograms, parameter passing, ADT, OOP, exception handling, functional languages, and LISP programming are covered. The student project for this course is to design and implement an interpreter/simple language.

CS130 Computer Operating Systems (3) Fall '05 (Evening) *Prerequisites:* CS040, CS050, and MA119 or permission of instructor. CS060 and MA122 are recommended. Focuses on operating systems design and implementation. Topics include: process scheduling, management and protection, concurrency, deadlock control, synchronization, communication plus memory and virtual memory management, I/O processing, disk management, file system, protection, security and performance issues, distributed systems, projects, and applications.

CS149L/T Laboratory/Teaching Assistant (1-3) Fall (Day/Evening), Spring (Day/Evening) *Prerequisite:* Permission of instructor. Provides an opportunity for Computer Science majors to gain practical experience and earn credit by assisting instructors or by participating in systems management activities or in Computer Science Program/Lab project.

CS151 Numerical Methods (3) Spring '06 (Evening) *Prerequisites:* CS040, MA030, MA119, and MA150 or permission of instructor. Focuses on the theory and programming of numerical methods. Studies sources of computational error, methods of solving nonlinear equations, direct and iterative methods for solving linear systems of equations, interpolation and curve fitting, approximation of functions, numerical differentiation, and numerical integration.

CS155 Computer Graphics (3) Fall '04 (Evening) *Prerequisites:* CS040, MA030, and MA119 or permission of instructor. CS060, MA122, and MA150 are recommended. Focuses on graphics hardware, fundamental graphical algorithms, two and three dimensional representation, transformations, viewing parameters, hidden line/surface removal, shading, intensity and color, animation techniques, splines, and surface creation.

CS161 Object Oriented Design and Programming (3) Fall '05 (Evening) *Prerequisites:* CS030B or permission of instructor. CS040 and CS060 are recommended. Focuses on major principles of object-oriented design and analysis including data abstraction, encapsulation, inheritance, and polymorphism. Concepts are illustrated in the context of C++ programming. Topics include: classes, data abstraction, templates, function and operator overloading, friends, derived classes, virtual functions, C++ I/O and Standard Template Library, and object-oriented design with UML.

CS177A Web Programming I – Client Side (3) Spring (Evening) Prerequisites: CS030 or permission of instructor. CS040 and CS060 are recommended. Focuses on design and implementation of real-world client-side Web applications. Topics include: HTML, creating images, web design software to create web pages, scripting language (JavaScript) to enhance the functionality and appearance of web pages, Dynamic HTML (CSS - Cascading Style Sheet, object model and collections, event model), multimedia (audio, video) Macromedia Flash, XML form processing, Perl, and CGI.

CS177B Web Programming II – Server Side (3) Fall (Evening) Prerequisites: CS030B and CS177A or permission of instructor. CS040 and CS060 are recommended. Focuses on design and implementation of real-world server-side applications using JSP/Servlets/JDBC and Oracle or MySQL. Topics include: JavaBeans, tag libraries, tracking sessions, servlets, creating databases with Java, querying data bases with Java and Database Connectivity (JDBC), handling e-mail, Struts framework, and security.

CS183 Database Management Systems (3) Spring '05 (Evening) Prerequisites: CS040 and MA119 or permission of instructor. CS060 is recommended. Focuses on file organization and storage management, access methods, logical versus physical organization, and relational, network, and hierarchical models. Topics include database architecture, schemas and query facilities, transaction processing, recovery, concurrency, distributed systems, and issues of performance, integrity, and reliability. The student project is to design and implement an Oracle DBMS application.

CS185 Software Engineering (3) Spring (Evening) Prerequisites: Junior or senior standing in Computer Science or other CS related program or permission of instructor. Focuses on software development phases: analysis, specification, modularization of a problem, module implementation and testing, interface implementation, integration and testing, documentation, reviews, and post-distribution support, plus object-oriented methods. Software metrics and computer-aided software engineering tools are studied. A team approach to developing and implementing software projects using the SE phases and methods is emphasized.

CS191 Computer Networks (3) Spring '06 (Evening) Prerequisites: CS040 or permission of instructor. CS050, CS060, and/or CS130 are recommended. Focuses on methodologies for interconnecting computers. Topics include: network architectures, topologies, and protocols and their associated algorithms, plus local and wide area networks. Hardware and software aspects of the layered approach to computer networks, LAN technology, and applications are included.

CS192 Network Programming (3) Summer '05 (Evening) Prerequisites: CS030B or permission of instructor. CS050, CS060 or CS130, CS177A/B, CS191 are recommended. Focuses on the design and implementation of network-based applications and interaction with a variety of common servers. Topics include: processes, pipes, and signals, multi-threading and synchronization, socket programming, TCP Protocol, use of common modules to perform file transfer (FTP), getting e-mail (POP), sending e-mail (SMTP), Telnet connection, Web clients, forking servers and daemons, performance, data integrity, and security.

CS195 Special Topics in Computer Science (3) Summer '06 (Evening)

Prerequisite: Permission of instructor. Designed to address evolving areas in computer science. May be repeated for credit.

CS196 Software Development: Methodology and Project (3) Spring (Evening)

Prerequisites: Senior standing in Computer Science or other CS related program and permission of instructor. This is the senior capstone course and project. The course emphasizes methodology and implementation of a team approach to management, analysis, design, development, implementation, and testing of a software application. The project will follow the software engineering specific phases. Modular approach, coordination techniques, object-oriented and/or other software development methods are included. May be repeated for credit.

CS199 Independent Study in Computer Science (1-3) Fall (Day/Evening),

Spring (Day/Evening) *Prerequisite:* Permission of instructor. Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Technological Competency

Computer Science offers several courses and modules designed to train NDNU students to achieve technological competency, in order to prepare them with the computer skills and knowledge needed to facilitate their success in their future careers. In addition, students are trained and assisted in developing their own online portfolios demonstrating their accomplishments and learning experiences at NDNU.

NON-MAJOR COMPUTER SCIENCE COURSE DESCRIPTIONS

CS002T Word Processing (0.5) Fall (Day), Spring (Day) Offers a hands-on approach to basic through advanced word processing functions using Microsoft Word. Topics include: editing, formatting, headers and footers, endnotes, footnotes, mail merge options, tables, columns, desktop publishing features, import chart/graph, and export to HTML format.

CS003T Introduction to Excel (.5) Fall (Day), Spring (Day) Topics include creating electronic worksheets for such business activities as accounting reports, tracking and reporting sales, payroll, billing, inventory lists, as well as producing eye-catching charts.

CS005T Web Design and HTML (1) Fall (Day), Spring (Day) *Prerequisite:* CS002T or permission of instructor. Takes a hands-on approach to Web page design using HTML (HyperText Markup Language). Students use HTML, the major language of the Internet's World Wide Web, to develop Web sites and Web pages, by bringing together text, pictures, sounds, and video. Students learn how to design various pages for their portfolios by using HTML tags in an interactive environment, and how to publish their Web sites on a server.

CS006T Online Portfolio (0.5) Fall (Day), Spring (Day) *Prerequisite:* CS005T or permission of instructor. Gives a hands-on approach to developing an online portfolio for organizing and displaying students' academic accomplishments at NDNU. Templates for each department will be provided to students to organize their resume, coursework, papers, presentations, and projects. Students will have their own web sites that they can access, update, and use to publish their portfolios.

CS008 Introduction to Computers (3) Spring (Day) Introduces a full range of computer and information systems concepts, including social and economic implications of computers in contemporary society. Provides training in the fundamentals of personal computing, with students participating in word processing, spreadsheet, and database management projects. Students will be introduced to web page design using standard software and HTML. Cross-listed with GB008.

CS104S Applications of Statistical Software in Behavioral Science Research (1) Fall, Spring (Day) *Prerequisite:* MA102 or permission of instructor. *Corequisite:* Concurrent enrollment in HY101, PS101, PY104, or SO104. Reviews basic statistical concepts and procedures (hypothesis testing: z and t tests, nonparametric tests, correlations, chi-square test, analysis of variance and covariance, power analysis) through a software approach with examples from the behavioral and social sciences. Hands-on applications of statistical software (i.e., SPSS) are integrated with the design analysis of various research paradigms. Students receive individualized assistance to develop and implement the statistical design, analysis, interpretation, and reporting appropriate to their research projects. Cross-listed with HY101S, PS101S, PY104S, and SO104S.

CS105T Geographic Information Systems and Public Health (4) Spring Cross-listed with SM105T. See Natural Science Interdisciplinary listings, page 260, for course description.

CS109 Advanced HTML and Scripting for the Web (3) Spring (Evening) *Prerequisite:* CM109 or permission of instructor. This is a project-based course in which students learn to create more advanced Web sites. Students learn the information architecture of the World Wide Web, Web standards and protocols, and advanced searching. Building on their previous mastery of basic HTML, students incorporate framesets, Javascript and CGI scripts, and multimedia features into their Web sites. This course is part of the Web Design Interdisciplinary Minor.

Certificate in Web Programming with Java

The certificate provides solid preparation and hands-on experience with software development in the fast growing area of Web applications. Students develop Web software applications with Java for real-world problems. The certificate is available to both day and evening students and to both degree and non-degree students at NDNU. A high school diploma or the equivalent is required to enroll in the program.

Small classes facilitate easy interaction with faculty. The program is supported by a SUN/Unix network of workstations (located in the Computer Science Lab) and a full complement of programming languages and systems software. Access to PC and Mac Labs is also available. This program is offered through the Department of Mathematics and Computer Science in the School of Sciences.

Prerequisites		Units
MA020A	Calculus I	4
MA119	Discrete Mathematics	4
Requirements		
CS030A	Foundations of Computer Science I	3
CS030B	Foundations of Computer Science I	3
CS030L	Programming Lab (Recommended)	
CS060	Unix System Programming	3
CS177A	Web Programming I - Client Side	3
CS177B	Web Programming II - Server Side	3
CS183	Database Management Systems	3
CS196	Software Development: Methodology and Project	3

Students with no background in programming with a high level programming language should concurrently enroll in CS030L when taking CS030A.

WEB PROGRAMMING COURSES

The full description of each course can be found under the Computer Science section, page 241, or under the Mathematics and Statistics section, page 254.

History

The Department of History and Political Science offers a Bachelor of Arts degree in History. This major familiarizes the student with the political, economic, social, intellectual, and artistic experiences of peoples all over the world, and develops personal skills of research, organization, writing, and analysis. It is excellent preparation for graduate study in law, education, and public administration. The Department offers courses which may be applied toward the interdisciplinary minor in Justice and Peace.

Bachelor of Arts: History

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites	Units
HY004A/B Western Civilization*	6
PS001 Introduction to American Government	3
PS002 Introduction to Comparative Government	3
<i>* This prerequisite can also be satisfied by completion of ID021A/B.</i>	
Total Prerequisites	12
Major Requirements	
United States History	
<i>Six units chosen from HY165A/B/C and HY170</i>	6
European History	
<i>Six units chosen from HY134A/B, HY136, and HY150</i>	6
Area Studies (Latin America, Asia, Africa, Middle East)	
<i>Six units chosen from HY162, HY180, HY184, and HY190</i>	6
HY101 Methods and Methodology	3
HY101S Statistical Software in Behavioral Science Research	1
Upper-division History Electives	6
Total Major Requirements	28
Other Degree Requirements* and General Electives	84
<i>* Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>	
Total Unit Requirement	124

The distribution of units evenly among U.S., European, and Area Studies (6, 6, and 6) is only a recommended, not a required distribution. Because of the large number of general elective units available, the Department usually recommends a double major.

MINOR REQUIREMENTS: HISTORY

HY004A/B Western Civilization*	6
PS001 Introduction to American Government	3
PS002 Introduction to Comparative Government	3
Upper-division units in History, approved by Department Chair	9
<i>*This requirement can also be satisfied through completion of ID021A/B.</i>	

HISTORY COURSES

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

HY004A/104A Western Civilization (3) Fall Surveys Western Civilization from the prehistoric period to the Renaissance and Reformation. Not open to Freshmen.

HY004B/104B Western Civilization (3) Spring Surveys Western Civilization from the Renaissance to the contemporary world. HY104B requires permission of Department Chair. Not open to Freshmen.

HY017 United States History (3) Fall Introduces American history and political institutions; especially designed for international students whose native language is not English.

HY101 Methods and Methodology (3) Spring Cross-listed with PS101. See Political Science listings, page 265, for course description.

HY101S Statistical Software in Behavioral Science Research (1) Spring
Prerequisite: MA102 or permission of instructor. *Corequisite:* Concurrent enrollment in HY101. Cross-listed with CS104S and PS101S. See Computer Science listings, page 245, for course description.

HY102 History of Western Culture (3) Fall, Spring Surveys the ideas, people, and movements that have shaped the modern western world. Does not satisfy an upper-division History requirement for History majors.

HY108 World History [CDiv] (3) Summer Gives a brief survey of major civilizations, their evolution, and mutual influence. This special course is designed for Intensive Liberal Studies students. Others may take it for credit as well.

HY118 History of Political and Social Thought (3) Fall Analyzes various political philosophies in their specific historic context. Cross-listed with PS118.

HY128B Modern Western Thought (3) Spring Surveys the intellectual history of the Western world from the Renaissance to the 20th century. Cross-listed with PS128.

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

HY136 Soviet Russia [CDiv] (3) Fall Gives a history of the Soviet experiment in socialism from the revolutions of 1917 to its collapse in 1991. Cross-listed with PS136.

HY149T Teaching Assistant (1-3) Fall, Spring Provides an opportunity for outstanding history majors to earn credit for assisting instructors.

HY150 Nazi Germany (3) Spring Investigates the development of Nazism in Germany with special emphasis upon the historical/cultural roots in the 19th century as well as the personality of Adolf Hitler. Cross-listed with PS150.

HY152 Sex and Myth in History (3) Spring Surveys Western attitudes toward love and sexuality and their relationship to myth and religion from prehistoric times to present. Cross-listed with PS152.

HY156 Novels as History (3) Fall Explores the interplay between the “facts of fiction” and the “fiction of facts.” Introduces some of the recent theories on reading novels as valuable and legitimate historical narrative. Selected novels, from different historical settings, are read and analyzed in light of these theories. Cross-listed with EN156 and PS156.

HY158 Modern Times (3) Spring Provides a panoramic history of political, social, and cultural developments in the 20th century world. Cross-listed with PS158.

HY159 History and Politics in Films (3) Fall Introduces some of the basic concepts and categories in film theory along with an exploration of how historical facts and narratives translate into cinematic images. Cross-listed with PS159.

HY162 Latin American Area Studies [CDiv] (3) Spring Reviews geography, history, and politics in light of colonialism and independence of the states of Latin America with emphasis on current international relations. Cross-listed with PS162.

HY165A Colonial America, 1607-1776 (3) Fall Surveys social and political factors affecting the founding and growth of the thirteen American Colonies. Analyzes economic and diplomatic issues leading to the Revolution of 1775.

HY165B The New Nation, 1776-1836 (3) Spring Traces the constitutional and political development of the United States from its birth through its formative years. Cross-listed with PS165B.

HY166C Modern America, 1932-Present (3) Fall Causes and results of the Great Depression, World War II, Cold War, Korea, and Vietnam are included in this study of 20th century America. Cross-listed with PS166C.

HY170 The Constitution (3) Spring Cross-listed with PS170. See Political Science listings, page 265, for course description.

HY173 Political Psychology (3) Fall Cross-listed with PS173 and PY173. See Political Science listings, page 265, for course description.

HY174 Gender and the Law [CDiv] (3) Fall Cross-listed with PS174. See Political Science listings, page 265, for course description.

HY177 History and Politics of the Civil Rights Movement in the United States [CDiv] (3) Fall Traces the history of the social and political movement for achieving justice and equality in the United States. Although the course’s focal point is the struggle of African-American people to end racial injustice, it discusses a number of other movements, including women’s rights, freedom of speech, environment, and labor, which together made the middle decades of the twentieth century the crucible for the emergence of a new vision for a more diverse and just United States. Cross-listed with PS177.

HY178 America's Ethnic History (3) Spring In contradistinction to other courses on U.S. History, this course explores the histories of subaltern racial and ethnic minorities in the U.S. The course emphasizes the struggles of subaltern people to achieve a just solution to the American project of forging a nation out of diverse people. Cross-listed with PS178.

HY180 African Area Studies [CDiv] (3) Fall Surveys African events in the light of precolonial, colonial, and modern developments. Cross-listed with PS180.

HY181 Islam and the West [CDiv] (3) Summer Gives a brief survey of the encounters between Islam and the West in four periods: the early Age of Islam, the Crusades, the Renaissance, and the recent decades. Cross-listed with PS181 and RS181.

HY184 Asian Area Studies [CDiv] (3) Fall Cross-listed with PS184. See Political Science listings, page 265, for course description.

HY189 California History (3) Fall Surveys California history and institutions. Meets state teaching credential requirement. Cross-listed with PS189.

HY190 Middle East Area Studies [CDiv] (3) Spring Studies the geography, history, politics, economics, and culture of the states of the Middle East with emphasis on Islam and its impact on the region; familiarizes the student with a key geopolitical region. Cross-listed with PS190.

HY195 Special Topics in History (3) Current issues or special courses may be offered periodically.

HY199 Independent Study in History (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

An annotated list of all history courses, including courses not listed in this Catalog, is available from the Office of the Dean of Sciences.

Kinesiology

Kinesiology is the study of human motor performance and those physical activities yielding exercise benefits and/or satisfying a person's competitive nature. Such study includes an investigation into the nature of motor performance, how it is assessed, what its effects are upon the rest of the system, and how motor performance is learned. The kinesiology curriculum provides the necessary foundation for students who wish to pursue fields in teaching, coaching, or physical therapy, or to continue to graduate school.

The Bachelor of Science in Kinesiology is offered by the Natural Sciences Department within the School of Sciences in cooperation with several other departments.

Bachelor of Science: Kinesiology

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
BY001A/B	General Biology	8
CH002A/B	General Chemistry	8
PY001	Introduction to Psychology	3
Total Prerequisites		19
Major Requirements		
BY101	Human Anatomy	4
BY102	Human Physiology	5
KN101	Structural Kinesiology	3
KN107	Exercise Physiology	3
KN110	Mechanical Kinesiology	3
MA102	Statistics	3
PY120	Social Psychology	3
PY161	Developmental Psychology	3
<i>Six upper-division units approved by advisor, chosen from the following:</i>		6
ED115	Physical Education in the Elementary School (3)	
ED136	Introduction to Education: Practicum in Teaching (3)	
KN104	Care and Prevention of Athletic Injury (3)	
MG100	Sports Leadership (3)	
MG101	Sports Marketing (3)	
MG110	Principles of Recreation Management (3)	
MG115	Conflict Management: Theory and Practice (3)	
MK128	Media and Sports (3)	
Total Major Requirements		33
Other Degree Requirements* and General Electives		72
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124

See Biology (BY), page 236, Chemistry (CH), page 229, Education (ED), page 198, Management (MG), page 148, Mathematics (MA), page 254, Marketing (MK), page 150, and Psychology (PY), page 268, listings for course descriptions.

KINESIOLOGY COURSES

KN101 Structural Kinesiology (3) This course covers basic anatomical principles concerned specifically with human performance analysis. Students discover types of muscular contractions and how they effect human movement.

KN104 Care and Prevention of Athletic Injury (3) The policies and treatment procedures for athletic injuries are addressed, including recognition, management, prevention, and therapeutic conditioning.

KN107 Exercise Physiology (4) *Prerequisite: BY102.* Exercise Physiology teaches how the body responds, adjusts, and adapts to exercise, including muscular, circulatory, respiratory, energy, and endocrine systems.

KN110 Mechanical Kinesiology (3) *Prerequisite: KN101.* Mechanical Kinesiology is the analysis of human motor performance, kinematic and kinetic. Students use theoretical models to evaluate motor performance skills.

Mathematics and Statistics

The Department of Mathematics and Computer Science offers courses satisfying the Core Curriculum requirements in Mathematics, required courses for other majors, and a Minor in Mathematics. The Department is part of the School of Sciences.

The Mathematics and Statistics curriculum at Notre Dame de Namur University provides solid preparation to meet career and life goals. Students in mathematics and statistics classes build their analytical and computational competences and engage in active learning as they learn to link mathematical and statistical concepts with practical problems. While they enhance their abilities to analyze and solve problems, organize data, and understand number relationships, students are developing their critical thinking skills and creativity.

All undergraduate students must satisfy the Core Curriculum requirements in Mathematics and many students have additional mathematics and statistics requirements in their majors. Before enrolling in any Mathematics or Statistics course, except MA001, all students must demonstrate appropriate preparation. See Placement and Diagnostic Tests: Mathematics, page 28, for further information.

Minor Requirements: Mathematics		Units
MA020A	Calculus I	4
MA020B	Calculus II	4
MA030	Calculus III	4
<i>Plus two courses chosen from the following:</i>		7-8
CS155	Computer Graphics (3)	
MA119	Discrete Mathematics (4)	
MA122	Probability and Statistics (4)	
MA150	Linear Algebra (4)	
MA189	Research/Project in Mathematics/Statistics (4)	
Total		19-20

All programs must be approved by the Department Chair.

MATHEMATICS AND STATISTICS COURSES

MA001 Mathematics Laboratory – Arithmetic (1) Fall (Day/Evening) Spring (Day/Evening) This is a course designed to prepare students for college-level mathematics courses. Topics include operations with whole numbers, integers, fractions, decimals, percents, and ratios, as well as applications and word problems involving measurement, percent, average, and proportional reasoning. Grading is Pass/No Pass and is not included in GPA. Up to three units may be required to attain arithmetic competency (Level 1). Upon completion of one unit, a student may enroll in a second unit in the same semester. Note: Does not fulfill a Core Curriculum requirement; units do not apply toward the baccalaureate degree.

MA005 Mathematics and Life (3) Spring (Day) Prerequisite: *Math Placement Level 1.*

This is an informal course for non-science majors designed to introduce students to the role and usefulness of mathematics in everyday life. The focus is on understanding the process of applying mathematical analysis to current and real problems. With only simple mathematical tools, students get a glimpse of the power of mathematical thinking. Satisfies the Core Curriculum Mathematics requirement.

MA006 Mathematics for Elementary Teachers (3) Fall (Day) Prerequisite: *Math Placement Level 3 or MA014 or equivalent with a grade of C or higher.* This course is required for the Multiple Subject Credential subject matter preparation program in Liberal Studies. Topics include the nature of modern mathematics and school mathematics, numeration systems, sets, aspects of logic, factors, primes, divisibility, fractions and decimals, and discrete probability.

MA010 Mathematics Laboratory - Algebra (1) Fall (Day/Evening) Spring (Day/Evening) Prerequisite: *Math Placement Level 1.* This is a course designed to prepare students for college-level mathematics courses. Students gain proficiency in topics from introductory algebra. Topics include solving and graphing linear and quadratic equations and inequalities; exponents, roots and radicals; polynomials, factoring, and rational expressions; and exponential and logarithmic functions. Grading is Pass/No Pass and is not included in GPA. May be repeated for credit. Up to three units may be required to attain elementary algebra competency (Level 2). Upon completion of one unit, a student may enroll in a second unit in the same semester. Does not fulfill a Core Curriculum requirement, but units apply toward the baccalaureate degree.

MA011 Statistical Concepts (3) Fall (Evening) Prerequisite: *Math Placement Level 1.* This is a one semester course covering basic statistical concepts leading to an understanding of experimental design, mean, median, and mode, standard deviation, correlation, and regression analysis. Also gives an introduction to hypothesis testing. Satisfies the Core Curriculum Mathematics requirement.

MA011E Excel for Statistical Concepts (1) Fall (Evening) Corequisite: *Concurrent enrollment in MA011 or instructor's permission.* Offers hands-on learning of Excel procedures for solving basic statistical problems. Topics are compatible with MA011 content: experimental design, mean, median, and mode, standard deviation, correlation and regression analysis, and an introduction to hypothesis testing.

MA013 Introduction to College Algebra (3) Fall, Spring (Day) Prerequisite: *Math Placement Level 1B or MA010.* This course is a review/extension of elementary algebra through some topics of intermediate algebra including sets of real numbers, intervals, absolute values, linear equations and functions, inequalities, polynomials, factoring, and rational expressions. Satisfies the Core Curriculum Mathematics requirement.

MA014/414 College Algebra (3) Fall, Spring (Day) Prerequisite: *Math Placement Level 2 or MA013 or equivalent with a grade of C or higher.* Includes a brief review of intermediate algebra: sets of real numbers, intervals, absolute value, quadratic equations, and inequalities. College algebra topics include: functions and their inverses, techniques of graphing functions, linear and quadratic functions, polynomial and rational functions, min-max problems, exponential and logarithmic functions, properties of logarithms, and exponential growth and decay. Emphasis is placed on developing conceptual understanding and problem-solving skills.

MA015 Trigonometry and Analytic Geometry (4) Fall, Spring (Day)

Prerequisites: *Math Placement Level 3 or MA014 or equivalent with grade of C or higher.* Covers trigonometric functions of angles and real numbers, graphs of trigonometric functions, trigonometric equations and inequalities, inverse trigonometric functions, the law of sines and cosines, conic sections in Cartesian coordinates (parabola, ellipse, and hyperbola), vectors in the plane, polar coordinates, and complex numbers. Additional precalculus topics if time permits include systems of equations, division of polynomials, and remainder and factor theorems for polynomials.

MA020A/420A Calculus I (4) Fall (Day) Prerequisites: *Math Placement Level 4 or*

MA015 or equivalent with a grade of C or higher. Functions, limits, continuity, rates of change, derivatives and their applications, the mean value theorem, curve sketching, min-max problems, antiderivatives, finite sums and sigma notation, double and triple finite sums, and arithmetic and geometric series and sums are studied. The course also includes sequences and limits of sequences, definite integrals, the fundamental theorem of calculus, and integration by substitution. Intended for students with a strong precalculus background.

MA020B/420B Calculus II (4) Spring (Day) Prerequisites: *MA020A or equivalent with*

grade of C or higher. Covers applications of definite integrals, areas and volumes, derivatives and integrals of transcendental functions, techniques of integration, and improper integrals. The course also includes more on sequences and limits of sequences, overview of simple, double, and triple finite sums, arithmetic and geometric series, induction method, infinite series, series of functions, power series, and Taylor and Maclaurin series.

MA022 Applied Calculus (4) Spring 2004 (Day) Prerequisites: *Math Placement Level 3*

or MA014 or equivalent with grade of C or higher. This course is designed for students in social or life sciences or business. Covers basic notions of derivative and integral, along with standard techniques of differentiation and integration with a focus on application rather than theory and rigor.

MA030 Calculus III (4) Fall (Day) Prerequisites: *MA020B or equivalent; PH004A/B*

recommended. Covers parameterized curves and polar coordinates, vectors and 3-D analytic geometry, cylindrical and spherical coordinates, and topics in functions of two or more variables, including continuity, differentiability, partial derivatives, directional derivatives, gradient vectors, tangent planes, min-max and saddle points, and Lagrange multipliers. Double and triple integrals in various systems of coordinates and substitutions in multiple integrals are included.

MA102/402 Statistics (3) Fall (Day/Evening), Spring (Day/Evening), Summer (Evening) *Prerequisites:* Math Placement Level 2; MA014 or Math Placement Level 3 recommended. Studies descriptive statistics, measures of central tendency and dispersion, probability concepts, normal distribution, sampling distributions, confidence intervals and hypothesis tests, chi-square procedures, correlation and regression, and analysis of variance. Emphasis is on understanding statistical concepts and their use in analyzing and interpreting data. Cross-listed with EC102 (15 weeks).

MA102E/MA402E Excel for Statistics (1) Fall (Day/Evening), Spring (Day/Evening), Summer (Evening) *Corequisite:* Concurrent enrollment in MA102 or EC102 or MA402 or instructor's permission. Offers hands-on learning of Excel procedures for solving statistical problems. Topics are compatible with MA102/EC102/MA402 content: descriptive statistics, measures of central tendency and dispersion, probability concepts, normal distribution, sampling distributions, confidence intervals and hypotheses tests, chi-square procedures, correlation and regression, analysis of variance. Cross-listed with EC102E.

MA119 Discrete Mathematics (4) Spring (Evening) *Prerequisites:* MA020A and concurrent enrollment in MA020B, or permission of instructor. Covers logic and propositional calculus, sets, functions, sequences and summations, complexity of algorithms and big-O notation, methods of proof, matrices, induction, arithmetic and geometric progressions, recursion, program correctness, basic combinatorics, recurrence relations and algorithms, divide-and-conquer, inclusion-exclusion, relations, representing relations, equivalence relations and classes, boolean algebra, introduction to graphs and trees, and tree traversals.

MA122 Probability and Statistics (4) Spring 2006 (Evening) *Prerequisites:* MA020A/B or permission of instructor; MA030 and/or MA119 are recommended. Uses a calculus-based approach to probability and statistics for natural and computational sciences. Topics include descriptive statistics, probability concepts, counting, independence, conditional probability, Bayes' theorem, random variables, probability distributions, expectation, variance and covariance, univariate and multivariate distributions, joint and conditional distributions, transformations, sampling, central limit theorem, inferences and hypothesis tests, nonparametric tests, correlation, simple and multiple regression, analysis of variance and covariance, quality control, and reliability.

MA149T Teaching Assistant (1-3) Fall, Spring (Day/Evening) *Prerequisite:* Permission of the instructor. Provides an opportunity for outstanding mathematics students to earn credit by assisting instructors.

MA150 Linear Algebra (4) Spring 2005 (Evening) *Prerequisites:* MA020B, MA119 and concurrent enrollment in MA150L, or permission of instructor; MA030 is recommended. Studies linear systems of equations, matrices, determinants, techniques of inverting matrices. Topics include finite dimensional vector spaces, linear independence, basis and dimension, change of basis, orthonormal bases and the Gram-Schmidt process, linear transformations and matrices, kernel and range, eigenvalues and eigenvectors, diagonalization, and the Jordan canonical form. Applications of Linear Algebra are also studied.

MA150L MATLAB Software Laboratory (1) Spring (Day/Evening) *Corequisite:* Concurrent enrollment in MA122, MA150 or CS151, or permission of instructor. Introduces mathematical software using MATLAB. Applies software to Linear Algebra and/or Numerical Methods problems. May be repeated for credit.

MA189 Research/Project in Mathematics/Statistics (4) Fall (Day/Evening), Spring (Day/Evening) *Prerequisite:* Permission of instructor. Provides an opportunity for students to produce original research, participate in projects and/or write a paper under the supervision of an instructor. Topics may be selected from Math/Stat theory or applications in Biology, Finance, Business, Social and Behavioral Sciences, Arts, or another area. May be repeated for credit.

MA199 Independent Study in Mathematics (1-4) Fall (Day/Evening), Spring (Day/Evening) *Prerequisite:* Permission of instructor. Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Natural Sciences

NUTRITIONAL SCIENCE COURSES

If a course is listed as both lower-division and upper-division, the amount of work required for upper-division credit differs in both quantity and quality from that required for lower-division credit.

NS005/105 Introduction to Nutrition (3) Spring *Prerequisite: Math Placement Level 1.*

Three hours lecture. Studies the major nutrients and their functions. Includes digestion, metabolism, disorders, food fads, obesity, and proper diet for health.

NS009/109 Nutrition and Health in Developing Countries [CDiv] (3) Fall

Prerequisite: Math Placement Level 1. Three hours lecture, discussion. Studies nutrition and health issues in developing countries, including a critical look at causes and solutions to world hunger. Introduces the major nutrients and proper diet for health. Not recommended for students who have taken NS005 or SM001/101.

PHYSICS & EARTH SCIENCES COURSES

PH001 Physical Geology (3) Summer *Prerequisites: High school chemistry or CH001 or PH009; Math Placement Level 1.* Studies the structure of the earth and the agents of its dynamic changes: global plate tectonics, weathering, mass wasting, and glaciation, within the context of mineral formation, the rock cycle, and geologic time. Included will be a consideration of human activity in regards to mineral and energy resources and land use. The format will consist of lectures, discussion, demonstrations, laboratories, and field trips.

PH002A/402A College Physics (4) Fall *Prerequisite: Math Placement Level 4 or MA015 or equivalent; high school physics or PH009 recommended.* Three hours lecture, three hours laboratory. This is a non-calculus-based physics course, the first course in a two-part sequence. Topics include kinematics, dynamics, properties of solids, liquids, gasses, heat, wave motion, and sound. Laboratory emphasizes error calculations for objective evaluation of data. Standard equipment and air tracks are used extensively.

PH002B/402B College Physics (4) Spring *Prerequisite: PH002A.* Three hours lecture, three hours laboratory. This course is a continuation of PH002A covering optics, electricity, and magnetism. Laboratory uses basic electronic measuring devices in electrical circuits, meters, pulse generators, and oscilloscopes.

PH004A/404A Physics for Scientists (4) Fall '04 *Prerequisites: MA020A or MA022 and two semesters high school physics or PH009, or permission of instructor.* Three hours lecture, three hours laboratory. This is a calculus-based course in general physics, the first part of a two-course sequence. Topics include mechanics, properties of matter, heat and thermodynamics, and simple harmonic motion including sound. Laboratory emphasizes error calculations for objective evaluation of data. Standard equipment and air tracks are used extensively.

PH004B/404B Physics for Scientists (4) Spring '05 *Prerequisite: PH004A.* Three hours lecture, three hours laboratory. This course is calculus-based, the second part of a

two-course sequence in general physics. Topics include electricity, magnetism, and optics. Laboratory uses basic electronic measuring devices in electrical circuits, meters, pulse generators, and oscilloscopes.

PH009 Introduction to Physical Science (3.5) Fall *Prerequisite: Math Placement Level 2.*

Three hours lecture, one and one-half hours laboratory. Introduces topics selected from physics, astronomy, chemistry, and meteorology. Emphasizes the nature of discovery and the formation of concepts, laws, and theories in science. Laboratory exercises demonstrate lecture topics. Required for Liberal Studies majors.

PH149L Laboratory Assistant (1-3) Fall, Spring *Prerequisite: Permission of instructor.*

Provides an opportunity for Natural Science majors to earn credit assisting instructors.

PH199 Independent Study in Physics (1-3) Fall, Spring Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

INTERDISCIPLINARY COURSES

If a course is listed as both lower-division and upper-division, the amount of work required for upper-division credit differs in both quantity and quality from that required for lower-division credit.

SM001/101 Science and Technology in Developing Countries [CDiv] (3)

Spring Three-hours lecture, discussion. Studies the effects of information from and methodology of modern science in developing countries. Investigates the impact of technological advances such as computers, genetic engineering, pesticides, and fertilizers on the environment, values, and social institutions of these countries. Not recommended for students who have taken NS009/109 or BY109.

SM085/185/485 Natural Sciences Seminar (1) Spring Offers presentations and discussions of selected topics in natural sciences. Speakers are scientists from other institutions and from the NDNU faculty and student body. May be repeated for credit.

SM102 Development of Scientific Thinking (3) Summer - Evening Intensive

Students Only Lecture, discussion. Explores the nature of scientific thinking processes in the context of child development. Studies the roles of direct experience, technology, and conceptual changes in scientific learning with reference to values and ethical principles.

SM105T Geographical Information Systems and Public Health (4) Spring

Introduces the essentials of GIS and the fundamentals of epidemiology. Lectures and laboratories use GIS software to develop skills in database management, graphical display, and mapping, incorporating epidemiological methods to develop maps exemplifying a range of public health issues including infectious and vector-borne disease patterns, epidemic investigation, environmental hazards, and health services access. Cross-listed with CS105T.

SM183 Animals, People, and the Environment [CDiv] (3) Fall Cross-listed with SO183. See Sociology listings, page 278, for course description.

Pre-Professional Preparation in Medicine and the Allied Health Fields

MEDICINE

Students planning post-graduate application to medical, dental, pharmacy, or veterinary schools should consult, at an early date, the individual schools to which they plan to apply for specific undergraduate course requirements. Any baccalaureate program can be acceptable, however certain courses are either required or recommended and cover topics included on the Medical College Admissions Test (MCAT). Generally these include:

Courses		Units
	English	6
BY001A/B	General Biology (one year with laboratory)	8
CH002A/B	General Chemistry (one year with laboratory)	8
CH117A/B	Organic Chemistry (one year with laboratory)	8
PH002A/B	Physics (one year with laboratory)	8
	Statistics, calculus, or other math (consult individual school catalog)	8
Additional Courses		
CH150A/B	Biochemistry	
BY100	Developmental Biology	
BY102	Human Physiology	
BY114	Genetics	
BY141	Vertebrate Zoology	
	Humanities and Social Science	

Admissions committees of the medical schools look for persons of high ability in science demonstrated in coursework and independent investigations. In addition, students should show strong analytical skills and motivation, as well as a practical exposure to the field of medicine.

ALLIED HEALTH PROFESSIONS

Preparation for the allied health professions depends heavily upon the particular area of healthcare involved; a wide range of baccalaureate programs may meet requirements. In general, however, the minimum preparation for these professions consists of the following courses:

CH002A/B	General Chemistry (one year with laboratory)	8
CH117A/B	Organic Chemistry (one year with laboratory)	8
PH002A/B	Physics (one year with laboratory)	8
	Biology (two years with laboratory, to include BY001A/B)	16
	Mathematics	8

Certain of the allied health professions may require preparation closely resembling the requirements for pre-medical programs. Students are advised to consult at an early date the catalogs of the schools to which they intend to apply to be certain of requirements.

Physical Education

Courses in physical education help students to develop basic physical skills through sports and offer opportunities for exercise and physical development in a way that benefits the individual participant and promotes a community spirit at the University. These courses are complemented by intercollegiate competition. The recreational aspect of the courses aims to increase the capacity of students to enjoy and share life. The team experience is intended to help students function in a competitive society while being a productive member of the larger community.

PHYSICAL EDUCATION COURSES

PE033 Badminton (Coed) (1) Fall, Spring Covers instruction of fundamentals and practice of badminton.

PE034A Intercollegiate Men's Lacrosse (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE035A Intercollegiate Men's Golf (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE035C Intercollegiate Women's Golf (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE039A Intercollegiate Men's Soccer (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE039B Soccer (Coed) (1) Spring Covers theory and practice of fundamentals.

PE039C Intercollegiate Women's Soccer (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE040 Intercollegiate Men's Basketball (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE041 Basketball (Coed) (1) Fall, Spring Covers theory and practice of fundamentals.

PE042 Weight Training (Coed) (1) Fall, Spring Covers conditioning through the use of weight machines and free weights.

PE043 Intercollegiate Women's Volleyball (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE047 Intercollegiate Women's Basketball (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE048 Volleyball (Coed) (1) Spring Covers theory and practice of fundamentals.

PE049A Intercollegiate Men's Cross-Country (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE049C Intercollegiate Women's Cross-Country (1) Fall, Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE050 Intercollegiate Women's Softball (1) Spring Covers theory and practice of fundamentals. Intercollegiate competition.

PE053 Aerobics (Coed) (1) Fall, Spring Covers conditioning through aerobic exercise.

PE054 Step Aerobics (Coed) (1) Fall, Spring Covers conditioning through aerobic exercises using step equipment.

PE061 Tai Chi (Coed) (1) Fall, Spring Covers the study of 20 simple moves designed to relieve stress and promote health. Movement and meditation are included.

PE062 Yoga (Coed) (1) Fall, Spring Covers the techniques of breathing and stretching. This class will reduce stress and increase flexibility through breathing and postures.

PE110 Physical Education in the Elementary School (3) Fall Cross-listed with ED115. See Liberal Studies listings, page 198, for course description.

Political Science

The Department of History and Political Science offers a Bachelor of Arts degree in Political Science. The program provides an understanding of important political ideas and ideologies as well as the workings of basic political processes and institutions. Part of the School of Sciences, it also serves as an excellent preparation for advanced study and careers in law, politics, business, public administration, and education.

Bachelor of Arts: Political Science

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
HY004A/B	Western Civilization*	6
<i>*This prerequisite can also be satisfied through completion of ID021A/B.</i>		
Total Prerequisites		6
Major Requirements		
PS001	Introduction to American Government	3
PS002	Introduction to Comparative Governments	3
PS101	Methods and Methodology	3
PS101S	Statistical Software in Behavioral Science Research	1
PS118	History of Political and Social Thought	3
PS119	State and Local Government	3
PS120	Parties, Politics, and Campaigning	3
PS123	International Relations	3
Upper-division Electives in Political Science		9
Total Major Requirements		31
Other Degree Requirements* and General Electives		87
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124

Because of the large number of elective units available, the department usually recommends a double major.

MINOR REQUIREMENTS: POLITICAL SCIENCE

HY004A/B	Western Civilization*	6
PS001	Introduction to American Government	3
PS002	Introduction to Comparative Government	3
Upper-division units in Political Science, approved by Department Chair		9
<i>*This requirement can also be satisfied through completion of ID021A/B.</i>		

POLITICAL SCIENCE COURSES

PS001 Introduction to American Government (3) Fall Introduces American government and institutions.

PS002/102 Introduction to Comparative Governments (3) Spring Surveys comparative governments and institutions.

PS101 Methods and Methodology (3) Spring Introduces qualitative and quantitative methods used in history and political science and briefly discusses the epistemological foundations of these methods. Cross-listed with HY101.

PS101S Statistical Software in Behavioral Science Research (1) Spring
Prerequisite: MA102 or permission of instructor. *Corequisite:* Concurrent enrollment in PS101. Cross-listed with CS104S and HY101S. See Computer Science listings, page 245, for course description.

PS118 History of Political and Social Thought (3) Fall Cross-listed with HY118. See History listings, page 249, for course description.

PS119 State and Local Government (3) Spring Introduces the functions and services of government on the state and local levels.

PS120 Parties, Politics, and Campaigning (3) Fall Surveys the history of the development of political parties in the United States and examines their current ideologies and functions. Cross-listed with SO119.

PS123 International Relations (3) Spring Examines the history and values out of which nations have devised ways of relating to one another.

PS128B Modern Western Thought (3) Spring Cross-listed with HY128B. See History listings, page 249, for course description.

PS136 Soviet Russia [CDiv] (3) Fall Cross-listed with HY136. See History listings, page 249, for course description.

PS150 Nazi Germany (3) Spring Cross-listed with HY150. See History listings, page 249, for course description.

PS152 Sex and Myth in History (3) Spring Cross-listed with HY152. See History listings, page 249, for course description.

PS156 Novels as History (3) Fall Cross-listed with EN156 and HY156. See History listings, page 249, for course description.

PS158 Modern Times (3) Spring Cross-listed with HY158. See History listings, page 249, for course description.

PS159 History and Politics in Film (3) Fall, Spring Cross-listed with HY159. See History listings, page 249, for course description.

PS160 World Geography [CDiv] (3) Spring Introduces the cultural and physical geography with special emphasis upon the relationship between geography and social/political and economic developments.

PS162 Latin American Area Studies [CDiv] (3) Spring Cross-listed with HY162. See History listings, page 249, for course description.

PS165B The New Nation, 1776-1836 (3) Spring Cross-listed with HY165B. See History listings, page 249, for course description.

PS166C Modern America, 1932 to Present (3) Fall Cross-listed with HY166C. See History listings, page 249, for course description.

PS170 The Constitution (3) Spring Surveys the history of the U.S. Constitution. Includes article by article analysis, study of outstanding Supreme Court cases related to the document, and research in constitution-making processes. Cross-listed with HY170.

PS173 Political Psychology (3) Fall Studies the psychological roots of political behavior and decision-making as well as theories relating to political activism and violence. Cross-listed with HY173 and PY173.

PS174 Gender and the Law [CDiv] (3) Fall Introduces the question of gender relations and the law, with particular emphasis on recent developments in law and on issues of sexual harassment. Particularly recommended for pre-law students. Cross-listed with HY174.

PS177 History and Politics of the Civil Rights Movement in the United States (3) Fall Cross-listed with HY177. See History listings, page 249, for course description.

PS178 America's Ethnic History (3) Spring '05 Cross-listed with HY178. See History listings, page 249, for course description.

PS180 African Area Studies [CDiv] (3) Fall Cross-listed with HY180. See History listings, page 249, for course description.

PS181 Islam and the West [CDiv] (3) Summer Cross-listed with HY181 and RS181. See History listings, page 249, for course description.

PS184 Asian Area Studies [CDiv] (3) Fall Surveys the geography, history, culture, ethics, politics, and economics of the Asian countries with special emphasis on current geopolitical relations. Cross-listed with HY184.

PS189 California History (3) Fall Cross-listed with HY189. See History listings, page 249, for course description.

PS190 Middle East Area Studies [CDiv] (3) Spring Cross-listed with HY190. See History listings, page 249, for course description.

PS195 Special Topics in Political Science (3) Current issues and special courses may be offered periodically.

PS199 Independent Study in Political Science (1-3) Provides an opportunity for individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

An annotated list of all Political Science courses, including courses not listed in this Catalog, is available from the Office of the Dean of Sciences.

Psychology

Psychology is that branch of science which studies human behavior and mental processes. The Department offers a strong general psychology curriculum as recommended by the American Psychological Association.

The core curriculum consists of basic coursework spanning the different subfields of psychology, ranging from the clinical to the experimental. Students are then encouraged to develop their own personal curriculum, with the help of their advisor, to equip them either to go to work immediately with their BA or to go on to further graduate work.

Emphasis is placed on helping the psychology major to develop critical thinking skills and interdisciplinary perspectives, and to gain research and community-based learning experience.

Psychology is offered as both a day and an evening major. Some evening courses are offered in Intensive format, for qualified evening students.

Undergraduate Psychology offers special articulated programs with NDNU's graduate programs in Art Therapy, Psychology, and Gerontology and with NDNU's Special Education Credential and Master's programs.

Articulated programs allow qualified students in their last semester of undergraduate work to begin study for a master's degree while completing the bachelor's degree. They are allowed to enroll in up to six units in selected graduate courses that fulfill undergraduate major requirements while also counting towards the master's degree.

Bachelor of Arts: Psychology

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
PY001	Introduction to Psychology	3
MA102	Statistics	3
BY004	Human Biology (highly recommended)	
Total Prerequisites		6
Major Requirements		
PY101	Personality Theory	3
PY104	Research Methods	4
PY106	Psychobiology	3
PY108	Cognitive Psychology	3
PY120	Social Psychology	3
PY161	Developmental Psychology (3)	
or		
PY163	Developmental Psychology in the Classroom and Community (4)	3-4
PY168	Abnormal Psychology	3

	Units
PY178 History and Systems of Psychology (Capstone class)	3
Upper-division Psychology courses (electives)	9
Total Major Requirements	34-35
Other Degree Requirements* and General Electives	83-84

*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).

Total Unit Requirement	124
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Note: Certain psychology courses help fulfill the Career Development Requirement, e.g., PY190A/B, PY174, PY163. See course descriptions for the number of units satisfying the Career Development Requirement.

MINOR REQUIREMENTS: PSYCHOLOGY

PY001 Introduction to Psychology	3
Upper-division units in Psychology (PY101 Personality Theory recommended)	12

PSYCHOLOGY COURSES

Psychology courses listed as both lower-division and upper-division require a separate syllabus for each level. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

PY001 Introduction to Psychology (3) Fall, Spring Surveys the content and method of psychology, the scientific study of behavior and mental processes. The course provides an overview of topics such as how the brain impacts behavior, how we develop, personality, psychopathology, and group and individual behavior.

PY015/115 The Inner City: The Good, the Bad, and the Ugly [CDiv] (4) Fall (alternate years) Cross-listed with SO015/115. See Sociology listings, page 278, for course description.

PY016/116 Exploring the Inner World of the Inner City [CDiv] (4) Spring (alternate years) Cross-listed with SO016/116. See Sociology listings, page 278, for course description.

PY017/117 Lifestyles of the Poor and Infamous [CDiv] (4) Fall (alternate years) Cross-listed with SO017/117. See Sociology listings, page 278, for course description.

PY018/118 The Promise of the Inner City [CDiv] (4) Spring (alternate years) Cross-listed with SO018/118. See Sociology listings, page 278, for course description.

PY035/135 Human Sexuality (3) Spring (alternate years) *Prerequisite: PY001.* Explores personal, interpersonal, and transpersonal dimensions of sexual experience: awareness, attitudes, meaning, expression, response, and different sexual orientations.

PY098/198 Cooperative Education Internship (1-3) Provides students with the opportunity to gain career-related work experience in Psychology. See Career Development listings, page 159, for course description.

PY101 Personality Theory (3) Fall, Spring *Prerequisite: PY001.* Surveys classic and modern theories of personality development in their biographical and historical context, e.g. Sigmund and Anna Freud, Carl Jung, Alfred Adler, Karen Horney, Margaret Mahler, Melanie Klein, D.W. Winnicott, Heinz Kohut, Abraham Maslow, and Rollo May.

PY102 Survey of Psychotherapy (3) Summer (alternate years) *Prerequisite: PY001.* Reviews the theoretical foundations and clinical techniques of a wide variety of psychotherapeutic approaches, including psychoanalytic, behavioral, cognitive, humanistic, existential, Gestalt, group, and family therapy.

PY104 Research Methods (4) Fall (Evening) Spring (Day) *Prerequisites: PY001 and MA102.* Introduces empirical, quantitative, and qualitative research in the behavioral sciences. Cross-listed with SO104.

PY105 Psychological Assessment (3) Spring *Prerequisite: PY001.* Introduces the design, validation, and use of different kinds of psychological tests: ability, personality, psychopathology, interests, attitudes, and intelligence.

PY106 Psychobiology (3) Fall, Spring *Prerequisite: PY001.* Studies the brain and its functions as they relate to behavior. This course explores topics such as learning and memory, the rhythms of the brain, emotions, and the senses. Some disorders such as epilepsy, Alzheimer's, Huntington's Chorea, and memory defects are reviewed.

PY108 Cognitive Psychology (3) Fall, Spring This course is designed to provide a general overview of the field of cognitive psychology. Topics will include sensation and perception, learning, thinking, problem-solving, inductive and deductive reasoning, creativity, language and memory, and cognitive neuroscience. Both theory and research will be discussed.

PY111A Introduction to Clinical Art Therapy (1) Spring

PY111B Introduction to Clinical Art Therapy (2) Spring Cross-listed with PY411A and PY411B. See Art Therapy listings, page 287, for course description.

PY112 Cultures, Communities, and Criminality (1) Fall Cross-listed with SO112. See Sociology listings, page 278, for course description.

PY113 Society through Film [CDiv] (3) Fall (alternate years) Cross-listed with SO113. See Sociology listings, page 278, for course description.

PY120 Social Psychology (3) Fall, Spring *Prerequisite: PY001.* Gives an overview of the classic research areas in social psychology, including conformity, group influence, persuasion, prejudice, aggression, altruism, and interpersonal attraction. In addition, the newer approaches of social cognition, gender and cross-cultural factors, and applied social psychology are discussed. Cross-listed with SO120.

PY121 Careers in Sociology and Social Work (.5) Fall Cross-listed with CD111 and SO111. See Sociology listings, page 278, for course description.

PY124 Forensic Science (3) Fall Cross-listed with BY024/124. See Biology listings, page 236, for course description.

PY129 Love and Violence (3) Spring Cross-listed with SO129. See Sociology listings, page 278, for course description.

PY133 The Family [CDiv] (3) Fall (alternate years) Cross-listed with SO130. See Sociology listings, page 278, for course description.

PY142 Discovering Values (3) Spring (alternate years) Cross-listed with SO142 and RS142. See Religious Studies listings, page 120, for course description.

PY145 Crime in American Society (3) Summer Cross-listed with SO145. See Sociology listings, page 278, for course description.

PY147 Deviant Behavior (3) Fall Cross-listed with SO147. See Sociology listings, page 278, for course description.

PY155 Counseling Skills (3) Spring (alternate years) *Prerequisite: PY101 or permission of instructor.* Provides an exploration and practice of the basic skills necessary for the development of an effective counselor/client relationship.

PY156 Interpersonal/Intercultural Communication [CDiv] (3) Fall (alternate years) Cross-listed with CM156 and SO156. See Sociology listings, page 278, for course description.

PY161 Developmental Psychology (3) Summer *Prerequisite: PY001.* Studies human growth and development from prenatal stages through adolescence. Attention is given to various developmental theories, interdisciplinary research, interconnected roles of biological and environment, and practical applications.

PY163 Developmental Psychology in the Classroom and Community (4) Fall, Spring Studies human growth and development from prenatal stages through adolescence. Attention is given to various developmental theories, interdisciplinary research, interconnected roles of biological and environment, and practical applications. PY163 allows students to choose a particular area of interest and participate in the community some way exploring that interest. May be used to satisfy one unit of the Career Development Requirement.

PY166 Careers in Community and Criminal Justice (.5) Fall Cross-listed with CD166 and SO166. See Sociology listings, page 278, for course description.

PY168 Abnormal Psychology (3) Fall, Spring *Prerequisite: PY001.* Focuses on introduction to mental disorders: classification, causes, diagnosis, and treatment. Emphasizes diagnosis using the Diagnostic and Statistical Manual.

PY172 Jungian Psychology (3) Fall (alternate years) *Prerequisite: PY001.* Surveys the basic concepts in Jungian psychology, or Analytic Psychology, including the persona, shadow, anima and animus, the Self, the process of individuation, as well as the application of the Jungian system in the analysis of case histories, literature, film, and the political process.

PY173 Political Psychology (3) Fall Cross-listed with HY173 and PS173. See Political Science listings, page 265, for course description.

PY174 Community Psychology (3) Fall (alternate years) *Prerequisite: PY001.* Studies a wide variety of forces and structures in the community which affect the positive growth, development, and functioning of its members. Being a service learning course, this class includes community work, theoretical discussions, and reflection activities. May be used to satisfy one unit of the Career Development Requirement.

PY176 Women, Shakespeare, and Psychoanalysis [CDiv] (3) Fall (alternate years) Examines some of the sophisticated ways in which Shakespeare explores the feminine psyche across the stages of psychological development. The course incorporates into this investigation the concepts of certain modern psychologists, including C. G. Jung, D.W. Winnicott, and Heinz Kohut. Cross-listed with EN176.

PY177 Time Management (.5-1) Fall Cross-listed with CD177 and SO177. See Sociology listings, page 278, for course description.

PY178 History and Systems of Psychology (3) Spring (Capstone Course) *Prerequisite: PY001.* Taken by graduating seniors, this course provides an overview of the field of psychology from a historical perspective. The course examines the major systems, theoretical models, and personalities that have shaped the field since its inception.

PY179 Youth, Crime, and Society (3) Fall Cross-listed with SO173. See Sociology listings, page 278, for course description.

PY180 Animals in Society (1) Fall Cross-listed with SO180. See Sociology listings, page 278, for course description.

PY181 Organizational Psychology (3) Fall (alternate years) This course provides an overview of the basic concepts and principles of the field of organizational psychology, otherwise referred to as psychology in the workplace. The course aids students in understanding individual and group dynamics in the workplace, and in integrating topics such as decision making, psychological assessment, organizational structure and culture, training and development, performance appraisal, motivation, diversity, and leadership. Cross-listed with MG181.

PY182 The Animal-Human Bond (3) Spring Cross-listed with SO182. See Sociology listings, page 278, for course description.

PY183 Psychology of Aging (3) Fall (alternate years) This course provides an overview of the basic concepts and principles in the field of aging. Recent research, practices, and myths of aging will be discussed. The course helps students to understand the cognitive, emotional, physical, social, and psychological developmental processes in middle and late adulthood from a multidisciplinary and multicultural perspective.

PY190A Social Change Through Social Service (3) Fall Cross-listed with SO190A. See Sociology listings, page 278, for course description.

PY190B Social Change Through Social Service (3) Spring Cross-listed with SO190B. See Sociology listings, page 278, for course description.

PY195 Special Topics in Psychology (3) Fall, Spring Various topics are offered, providing elective opportunities for psychology majors.

PY199 Independent Study in Psychology (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

Social Science

This major is intended for two types of students: 1) those who seek a broad introduction to the social sciences, perhaps in preparation for a career in law; and 2) those who plan to teach high school social studies.

To meet the needs of these two groups, the major provides two tracks. One stresses interdisciplinary breadth in History, Economics, Sociology, or Political Science. It leads to a BA in Social Science/Interdisciplinary Studies. The second leads to a BA in Social Science/Social Studies Teaching Emphasis. See the Department Chair for complete information on requirements. The Psychology/Sociology Department is part of the School of Sciences.

Bachelor of Arts: Social Science, Interdisciplinary Studies Emphasis

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
EC001A/B	Macro and Microeconomics	6
HY004A/B	Western Civilization*	6
PS001	Introduction to American Government	3
PY001	Introduction to Psychology (recommended)	3
SO001	Introduction to Sociology	3
SO004	Cultural Anthropology	3
<i>*This prerequisite can also be satisfied through completion of ID021A/B.</i>		
Total Prerequisites		24
Major Requirements		
Upper-division courses in History, Political Science, Sociology, or Economics:		24
<i>At least 12 of the 24 upper-division units must fall within one of the four areas of History, Political Science, Sociology, or Economics. At least three upper-division units must be taken in each of the other three areas (total nine units). The final three upper-division units of the required 24 may be taken in any of these four areas or in upper-division Psychology.</i>		
Total Major Requirements		24
Other Degree Requirements* and General Electives		76
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124

Bachelor of Arts:

Social Science, Social Studies Teaching Emphasis

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
EC001A/B	Macro and Microeconomics	6
HY004A/B	Western Civilization*	6
PS001	Introduction to American Government	3
PY001	Introduction to Psychology (recommended) (3)	
SO001	Introduction to Sociology	3
SO004	Cultural Anthropology	3
*This prerequisite can also be satisfied through completion of ID021A/B.		
Total Prerequisites		21
Major Requirements		
Upper-division courses selected from focus areas A through E below.		21
Must include at least one course from each group.		
Two courses chosen from the following:		6
EC182	Comparative Economic Systems	
HY166C	Modern America, 1932 to Present	
SO130	The Family	
Total Major Requirements		27
Other Degree Requirements* and General Electives		76
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124
Focus Areas		
A. U.S. History Focus:		
HY165A	Colonial America, 1607-1776	
HY165B	The New Nation, 1776-1836	
HY166C	Modern America, 1932-Present	
B. California History Focus:		
HY/PS189	California History	
C. U.S. Government Focus:		
PS119	State and Local Government	
PS170	The Constitution	

D. World History Focus:

HY158	Modern Times
PS162	Latin American Area Studies
PS180	African Area Studies
PS184	Asian Area Studies
PS190	Middle East Area Studies

E. World Geography Focus:

PS160	World Geography
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Sociology

Sociology strives to understand the relationships between human behavior and the social and physical worlds that we live in. First and foremost, it is a way of perceiving reality. What is the network of relationships that produce values and beliefs and actions? How and why do people make the choices that they do and what can or should be done to influence outcomes? How can this way of thinking prepare us for the “real” world corporations, civic responsibility, human service, education, and the day-to-day interactions of everyday life? How can it help us make a difference in a world that needs all the help it can get? Underlying sociology, as taught at NDNU, is working for the common good. We encourage direct involvement in communities of all kinds and develop our curriculum to ensure that ample opportunities to use sociology in community-based programs exist in our courses and in extracurricular activities throughout the University. The Psychology/Sociology Department is part of the School of Sciences.

The Sociology major offers four areas of emphasis:

- **Sociology/Social Action** – Prepares the student for careers in community service and social work.
- **Sociology/Behavioral Science** – Allows the student to develop a traditional (general) sociology course of study or an interdisciplinary concentration, such as Women’s Studies or Culture and Film, by selecting courses from Sociology and related disciplines.
- **Sociology/Community and Criminal Justice** – Designed for the student interested in professional work related to the social dynamics of crime causation, prevention, victimization, and rehabilitation.
- **Sociology/Animals in Human Society** – Focuses on the social relationship that humans share with other animals along with the implications and potential of this unique bond.

Sociology/MPA Articulated Program

Students in the Sociology/Animals in Human Society emphasis or in the Sociology/Community and Criminal Justice emphasis may apply for admission to a special program that articulates with the Master of Public Administration program. Articulated programs allow qualified students in their last semester of undergraduate work to study for a master’s degree while completing the bachelor’s degree. Undergraduate students in articulated programs are allowed to enroll in up to six units in selected graduate courses that fulfill undergraduate major requirements while also counting towards the master’s degree.

Articulated programs have great appeal for students planning to continue their education beyond the bachelor’s degree, since these programs allow them to save time and money. An application and an interview with the graduate program director are required. For more information on admission requirements, program restrictions, or an application, please see Graduate Admission or the MPA Program Director.

Bachelor of Arts: Sociology

In addition to major requirements, students must meet Core Curriculum Requirements and General Degree Requirements.

Prerequisites		Units
PY001	Introduction to Psychology (required for Behavioral Science and Animals in Human Society emphases; recommended for Social Action and Community and Criminal Justice emphases)	3
SO001	Introduction to Sociology	3
SO004/114	Cultural Anthropology	3
Total Prerequisites		6-9
Major Requirements		
Major Core Courses		
SO101A	Classical Sociological Theory	
or		
SO101B	Contemporary Sociological Theory	3
SO102	Analyzing Social Settings	3
SO120	Social Psychology	3
<i>Note: MA102 Statistics and SO104 Research Methods are highly recommended for all students continuing on to graduate study.</i>		
Emphasis Requirements		18-21
Total Major Requirements		27-30
Other Degree Requirements* and General Electives		88
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124
REQUIREMENTS FOR EMPHASES		
Sociology/Social Action		
SO190A/B	Social Change Through Social Service	6
Upper-division Sociology courses (electives)		12
Sociology/Behavioral Science		
Concentration courses, chosen from a variety of disciplines, selected in consultation with the advisor. Examples of concentrations include: Sociology (general), Women's Studies, Ethnic Studies, Politics and Society, Culture and Film, Deviance and Social Control, Society and the Arts, and Organizational Behavior.		12
Upper-division Sociology courses (elective)		6
Sociology/Community and Criminal Justice		
SO105	Criminology	3
SO147	Deviant Behavior	3
SO190A/B	Social Change through Social Service	6

<i>Upper-division courses chosen from the following:</i>		Units
BY124, EN107, PL121, PL123, PS166C, PS170, PS174, PY155, SO103, SO122, SO125, SO129, SO146, SO156, SO162, SO173, SO195 (selected with advisor), SO199		9
Sociology: Animals in Human Society		
SO182	The Animal-Human Bond	3
SO190A	Social Change through Social Service	3
SO190B	Social Change through Social Service	3
<i>Upper-division Sociology courses chosen from the following:</i>		9
BY141 (without lab), SO129, SO130, SO146, SO156, SO162, SO180, SO181, SO183, SO195 (selected with advisor), SO199		
MINOR REQUIREMENTS: SOCIOLOGY		
SO001	Introduction to Sociology	3
SO004/114	Cultural Anthropology	3
Upper-division units, approved by the Advisor		9
MINOR REQUIREMENTS: SOCIOLOGY: ANIMALS IN HUMAN SOCIETY		
SO001	Introduction to Sociology	3
SO182	The Animal-Human Bond	3
Upper-division units, approved by the Advisor		9

CERTIFICATE IN INNER CITY STUDIES

The Sociology major offers a series of classes leading to a Certificate in Inner City Studies. The Certificate in Inner City Studies Program is a 16-unit course of study (four four-unit classes), offered in San Francisco's Tenderloin neighborhood. The classes include Tenderloin residents as regularly enrolled students, and utilize inner city resources and the expertise of community leaders.

SOCIOLOGY COURSES

SO001 Introduction to Sociology (3) Fall, Spring Introduces the general principles of sociology, focusing on the individual, groups, and the wider society. Examines the impact of culture, socialization, technology, social class, and other social inequalities on human behavior. Discusses the uses of sociology in today's society and tomorrow's world.

SO004/114 Cultural Anthropology [CDiv] (3) Fall, Spring Introduces the principles of anthropology, focusing on the biological and technological roots of group life, the origin and development of culture, the ideas and ways of contemporary societies, and implications for the future.

SO015/115 The Inner City: The Good, the Bad, and the Ugly [CDiv] (4) Fall (alternate years) An exploration of the complex nature of San Francisco's inner city neighborhood, the Tenderloin. Why is it that street crime exists here? Why do the poor live here? Why do so many children love living here? How is this a place of both crime and creativity? What is the history of the Tenderloin? What is its connection to such artistic luminaries as Dashiell Hammett, Mark Twain, Robert Louis Stevenson, Truman Capote, Alice B. Toklas, Isadora Duncan, Billie Holiday, and Miles Davis? How is the art and literary world part of this community today? What are the physical and cultural boundaries of the Tenderloin and how are they maintained? What is the relationship of the Tenderloin, and inner city tenderloins everywhere, to the rest of American society? A community-based course. Cross-listed with PY015/115.

SO016/116 Exploring the Inner World of the Inner City [CDiv] (4) Spring (alternate years) What is the structure of the inner city? What is its culture? What is its economy? What legal and illegal businesses take resources in and out of San Francisco's inner city Tenderloin district? How many children live here? How many families? How many homeless people? What ethnic groups live here? Who else lives here? What is the crime rate here? What kinds of crime? How many theaters? What kinds of theaters? How many art galleries? How many murals? What about graffiti? Who are the taggers? What do they have to say? What else is here? Students in this course will conduct qualitative and quantitative studies of patterns of behavior that characterize the inner city, assessing and explaining them and the greater community's response to the world of the inner city. A community-based course. Cross-listed with PY016/116.

SO017/117 Lifestyles of the Poor and Infamous [CDiv] (4) Fall (alternate years) What groups live in the inner city? How are their lives organized? What is the lifestyle of the Tenderloin sex worker? What is the community of drug dealers, users, and abusers? What is the criminal subculture? Is there really a code of honor among thieves? Are there gangsters here? Gangbangers? Is there a subculture of the homeless? What is it like to be a youth living here? What about homeless teenagers? How do immigrant families get by? Transgender people? The mentally ill? Old people? What other subcultures characterize the inner city? A community-based course. Cross-listed with PY017/117.

SO018/118 The Promise of the Inner City [CDiv] (4) Spring (alternate years) A discovery of reasons to celebrate life in the Inner City. Includes an examination of the inner city as fertile ground for personal and social development. Areas of interest include the positive impact of government services, human service organizations, the art community, and social activism on the lives of the people of the inner city. Looks at the inner city as a model and catalyst for broad-based social change. Studies methods and opportunities for inner city youth, and others, to learn skills such as democratic leadership, community organizing, and cross-cultural communication, and to develop empathy, sensitivity, and the appreciation of others – abilities and attitudes that are significant in building meaningful lives anywhere. A community-based course. Cross-listed with PY018/118.

SO101A Classical Sociological Theory (3) Fall Surveys ideas and impact of social theorists from the Enlightenment Period up to World War I. Includes both European and U.S. sociologists with focus on Durkheim, Weber, Marx, Dubois, and selected early feminists. Considers the relevance of theory to modern life. (Alternates with SO101B.)

SO101B Contemporary Sociological Theory (3) Fall Surveys ideas of social theorists from World War I to the present and examines their impact on our lives today. Focuses on the Frankfurt and Chicago schools, Veblen, Mills, Merton, Foucault, Goffman, Smith, and Collins. Also examines non-Western and Third World theorists like Nakane, Freire, and Fanon. (Alternates with SO101A.)

SO102 Analyzing Social Settings (3) Spring Introduces the use of qualitative methods in the study of community issues. Uses such research techniques as participant observation, the interview, and focus groups. The class, acting as a research team, will select some aspect of a social setting to study. Past subjects have included social services in San Francisco's Tenderloin district, gay youth in San Francisco's Castro district, the Mexican-American community in the "Little Michoacan" neighborhood of Redwood City, and pathways for youth in the City of East Palo Alto.

SO103 Streetwise Sociology [CDiv] (3) Fall Streetwise Sociology is designed to familiarize the student with the inner city culture by becoming a part of it. We do this by participating in projects that benefit the community and, in so doing, learn from individuals who live and work there. The goal is to use sociological theory and practice to understand and contribute to the resolution of urban social problems. Instruction involves on-campus classes and workshops and off-campus community activities. Current projects include Halloween in the Tenderloin, College Night in the Tenderloin, and Miracle on 6th Street (a Christmas event for residents in a hotel for the formerly homeless). May be repeated for credit.

SO104 Research Methods (4) Fall (Evening), Spring (Day) *Prerequisite: PY001.* Cross-listed with PY104. See Psychology listings, page 268, for course description.

SO105 Criminology (3) Spring Examines the sociological study of crime, criminal behavior, and society's reaction to perceived crime. The historical roots of criminology and controversial issues in the field today are studied. Theories of criminal behavior are analyzed and related to the broader social picture. Criminal law and the criminal justice system are discussed, as are modern methods of punishment, rehabilitation, prevention, and social reform.

SO111 Careers in Sociology and Social Work (.5) Fall Explores career options open to sociologists and social workers along with the characteristics of these careers. Effective career techniques are also examined. Cross-listed with CD111 and PY121.

SO112 Cultures, Communities, and Criminality (1) Fall Considers the relationships between a variety of subcultures and kinds of criminal behaviors ranging from street crime to suite crime. Cross-listed with PY112.

SO113 Society Through Film [CDiv] (3) Fall (alternate years) Through classic and contemporary films, the course explores modern social issues, diverse social realities, and a variety of subcultures and marginalized groups. Awareness of worlds outside of mainstream culture is promoted and critical thinking about perceptions of these cultures is enhanced. Cross-listed with PY113.

SO119 Parties, Politics, and Campaigning (3) Fall Cross-listed with PS120. See Political Science listings, page 265, for course description.

SO120 Social Psychology (3) Fall, Spring *Prerequisite: PY001.* Cross-listed with PY120. See Psychology listings, page 268, for course description.

SO122 Social Class, Social Inequality (3) Spring (alternate years) Explores the social class structure in the United States: its roots, trends, and effects of inequality. Values and characteristics of various social classes are explored. Comparisons to stratification systems in other countries are addressed.

SO123 Political and Social Philosophy (3) Fall Cross-listed with PL121. See Philosophy listings, page 116, for course description.

SO125 Urban Sociology [CDiv] (3) Spring (alternate years) Using a global and historical perspective, examines urban lifestyles, social organization, urban problems, and trends. Classroom work compares characteristics of cities around the world; out-of-class work focuses on Bay Area cities with independent field trips as part of class experience.

SO129 Love and Violence (3) Spring Studies biological, psychological, and cultural forces that encourage or inhibit the expression of love and its antithesis, violence, within the structure of the greater community and intimate social relationships. Cross-listed with PY129.

SO130 The Family [CDiv] (3) Fall Gives a systematic and comparative analysis of the family structure and its relationship to other social institutions. History and evolution of the family are discussed, as are contemporary issues such as violence in the family, intimacy, and the future of the family. Cross-listed with PY133.

SO142 Discovering Values (3) Spring (alternate years) Cross-listed with PY142 and RS142. See Religious Studies listings, page 120 for course description.

SO145 Crime in American Society (3) Summer Focuses on a variety of issues dealing with why crime occurs in the United States. The course looks at deviant behavior, the social and psychological causes of crime, and how they are related. It provides a conceptual understanding of what crime is, who commits crime, how crime is studied, and why it occurs, and distinguishes between white collar and traditional crime. Cross-listed with PY145.

SO146 Social Problems [CDiv] (3) Fall This course studies the social roots of such contemporary community issues as poverty, homelessness, drugs, inequality, HIV/AIDS, domestic abuse, alienation, and institutionalized violence. A significant part of class time is spent in the field, learning from community agencies and individuals involved in the problems that we are studying.

SO147 Deviant Behavior (3) Fall Studies the identification of certain behavior and states of being as deviant, from ancient to modern times. Examines the social forces that create definitions of deviance, contribute to patterns of “deviant” behavior, and attempt to confine, control, and change identified deviants. Specific issues explored include crime, “mental illness,” “normal deviants,” social control, and social change, including emerging social trends that are redefining what is “normal” and “deviant.” Cross-listed with PY147.

SO156 Interpersonal/Intercultural Communication [CDiv] (3) Fall (alternate years) Focuses on the individual as the link in effective communication as well as the impact of culture on personal interactions. Through experiential exercises and group discussions, such areas as self awareness, emotions, self concept, perception, body language, and assertiveness are explored. Cross-listed with CM156 and PY156.

SO160 Political Sociology (3) Fall (national election years) Examines political power, activism, and change in workplaces, labor unions, elections, social movements, and local communities. Political attitudes and behavior will be analyzed with respect to social class, economic trends, minority/majority status, and media influence.

SO162 Cross-cultures and Subcultures [CDiv] (3) Spring (alternate years) Analyzes the nature of majority/minority in U.S. society. Explores characteristics of various subcultures particularly as they relate to the processes of acculturation, assimilation, and accommodation. The nature and effects of prejudice and discrimination are also addressed.

SO166 Careers in Community and Criminal Justice (.5) Fall Uses the insights and experiences of professionals working in crime prevention, rehabilitation, community safety, and community advocacy to explore the characteristics of these and related careers. Effective career search techniques are also discussed. Cross-listed with CD166 and PY166.

SO173 Youth, Crime, and Society (3) Fall Explores the history and social psychological context of juvenile crime in the United States. The course is designed to give the student an understanding of who commits delinquent acts and why, the rate of delinquency, societal reaction to it, and what can be done to prevent juvenile crime.

SO177 Time Management (.5-1) Fall Examines sociological and psychological issues underlying time utilization. Presents a management plan in which daily schedules hinge on life goals. Study techniques that enhance learning and minimize study time are also presented and practiced. Cross-listed with CD177 and PY177. Units vary with semester in which class is offered.

SO178 Halloween in the Tenderloin (1) Fall Halloween in the Tenderloin is a service-learning course designed to involve the student in the lives of inner city children and community activists and to learn from that service about the community and the people who work and reside there. This course is developed in collaboration with students in SO103 Streetwise Sociology and members of the Tenderloin community to organize and implement the annual Halloween Festival and Safe Trick or Treat event.

SO180 Animals in Society (1) Fall Uses the social scientific approach to explore the capabilities of many other-than-human animals along with the implications of these attributes. Examines the link between cruelty and compassion toward animals and the treatment of humans. Ways that animal presence can benefit people and people can enrich the lives of other animals are also considered. Cross-listed with PY180.

SO181 Animals in Literature (3) Fall Through fiction, poetry, drama, and literate nonfiction, this course examines the varied and significant roles that animals have played in human life throughout history and continue to play in contemporary society. Works by U.S. authors as well as some from other cultures are read to explore the ways in which literature uses companion animals and wildlife, real as well as imagined, to shape and reflect social values. Readings are approached from sociological, psychological, and literary perspectives. Students are asked to develop creative writing exercises with animals as theme and/or character along with a small literary body of their own. Cross-listed with EN181.

SO182 The Animal-Human Bond (3) Spring Using both sociological and psychological perspectives, this course explores the unique social relationship that humans share with other animals along with the implications of this bond. Focus is not directed at animals per se, but at the mutual impact humans and animals have on each other both micro- and macroscopically. The human-animal bond is examined historically and culturally within the context of such social systems as the family, economics, politics, religion, science, health, and recreation. The social construction of our attitudes toward other animals is studied and the role of animal domination in maintaining racism, sexism, ageism, and social class privilege is probed. Attention is given to advocacy techniques for promoting animal welfare and animal-related professions for sociology majors. Cross-listed with PY182.

SO183 Animals, People, and the Environment [CDiv] (3) Fall This course examines interactions between humans and other animals by focusing on differing attitudes toward the value of animal life in specific areas such as biological conservation and research, food production, recreational activities, laboratory research, and environmental protection. Emphasis is on western perspectives expressed through science and popular culture. Field trips are included in class content. Cross-listed with SM183.

SO190A Social Change Through Social Service (3) Fall Provides students with the knowledge, skills, and encouragement to assist communities in need while learning from their service experiences. Students learn about the histories and functions of various human service agencies in San Mateo/San Francisco Counties as well as the characteristics and needs of the clients they serve. Students are required to volunteer, on their own time, with a nonprofit organization of their choice for the duration of the semester. May be used to satisfy one unit of Career Development Requirement.* Cross-listed with PY190A.

SO190B Social Change Through Social Service (3) Spring Students can either continue the volunteer service they began in SO/PY190AB or start service anew. Supervised community service will provide valuable insights into social need response as well as career opportunities in the social services. Working with professionals, students will put theories and skills into practice. One hour of class time per week will focus on specific situations that students encounter in their field work. Communications skills, assertiveness, conflict resolution, and coping techniques are typical topics explored in this class. May be used to satisfy two units of Career Development Requirement.* Cross-listed with PY190B.

SO195 Special Topics in Sociology (1-3) Various courses will be offered providing elective units in Sociology.

SO199 Independent Study in Sociology (1-3) Provides an opportunity for independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study, page 32.

**Career Development Requirement: The University's Career Development Requirement for the Sociology major should be deferred until the senior year when the student may either take (a) SO190A and SO190B, the two-semester internship; (b) take non-internship classes offered by the Career Development Department; or (c) combine (a) and (b) above.*

An annotated list of all Sociology courses, including courses not listed in this Catalog, is available from the Department Office.

Art Therapy Psychology

The Art Therapy Psychology Department at Notre Dame de Namur University is the only one of its kind in northern California and one of two in the United States. It is unique because it provides two courses of study, both of which emphasize theoretical and experiential learning. It is part of the School of Sciences.

Course of Study I leads to a Master of Arts in Marital and Family Therapy. This course of study consists of 56 units (not including foundation courses) and is designed to prepare a Marriage and Family Art Psychotherapist whose education is intended to fulfill the requirements for the Marriage and Family Therapist (MFT) in California. This can often satisfy certification or licensure in other states. This is in addition to Registration by the American Art Therapy Association (ATR).

Course of Study II leads to a Master of Arts in Art Therapy. This course of study consists of 45 units (not including foundation courses) and prepares students who wish to be eligible for the ATR, but who are not intending to pursue clinical licensing as an MFT in California or any other state. Both courses of study are taught and supervised by Registered Art Therapists and licensed professionals.

Advancement to candidacy is not automatic. The Professional Evaluation Committee (PEC) provides ongoing professional and academic evaluation of students as they progress throughout the program. Both Master's studies in the Art Therapy Psychology Department at Notre Dame de Namur University are approved by the American Art Therapy Association, Inc.

The Art Therapy Psychology Department also offers a Graduate Art Therapy Certificate (GATC) program for those holding a graduate degree in a related field (Art, Education, and Behavioral Science), granted by an accredited institution, wishing to meet the American Art Therapy Association requirements for registration as an ATR. See the Graduate Art Therapy Certificate, page 291.

SPECIAL FEATURES OF THE ART THERAPY PSYCHOLOGY DEPARTMENT

- Close relationship with professional organizations such as American Art Therapy Association, California Association of Marriage and Family Therapy, and the Art Therapy Credentials Board
- Community Service Awards to 30 agencies over a 25 year period
- Practicum Faire for 35 agencies
- Advisory Council of Agency Supervisors
- Advisory Council of Graduate Alumni
- University supervision and seminars for Art Therapy and MFT students; one faculty member per eight students
- Summer Art Show in Wiegand Gallery
- 30% student body from out of state
- Training for clinicians, researchers, and leaders in the field
- Graduate Art Therapy Student Association

Program Requirements

FOUNDATION COURSES

A Bachelor's degree in art, psychology, or behavioral science is preferred.

Three units are required in each of the following foundation areas:

- General Psychology
- Developmental Psychology
- Personality Theory
- Abnormal Psychology

Additionally, fifteen units or equivalent are required in the foundation content areas of two and three dimensional studio art and design. All foundation areas must be completed within the first year.

COURSES OF STUDY I & II

		Units	
Core Courses		Course I	Course II
PY205A/B	Psychological Assessment	2/1	2/1
PY210	Psychopathology*	3	–
PY213	Methods of Group and Family Therapy	3	3
PY214A	Child Abuse	–	1
PY214B	Substance Abuse: Assessment and Treatment	1	–
PY214C	Substance Abuse: Counseling	1	–
PY225A/B	Psychopharmacology*	1/1	–
PY230	Cross-cultural Issues	3	3
PY235	Human Sexuality*	2	2
PY255	Communication and Counseling Skills	3	3
PY260	Advanced Human Development	3	3
PY280	Principles of MFT	3	3
PY290	Professional Ethics and Law	3	1
PY300A/B	Practicum (nine month, 700 hour practicum with an ATR supervisor; for Course I the supervisor must also be state licensed)	3/3	3/3
PY333A/B	Seminar	3/3	3/3
PY302A	Art Therapy Techniques: Group Experience	1	1
PY302B	Art Therapy Techniques: Special Populations	1	1
PY302C	Art Therapy Techniques: Integrating Creative Arts	1	1
PY304A	Metaphors in Psychopathology: Children	1	1
PY304B	Metaphors in Psychopathology: Adolescents	1	1
PY304C	Metaphors in Psychopathology: Adult	1	1
PY359A	Research: Methodology	2	2
PY359P	Research: Project	3	3
PY359T	Research: Thesis Completion	3	–
Total		56	45

**All courses taught by Registered Art Therapists except those designated with an asterisk.*

Note: PY400 Supervised Field Experience (12 units) may be required for MFT licensure, but is not part of either degree program.

Orals: Thesis/Grant must be satisfactorily completed before graduation. Orals Guidelines are available in the Art Therapy Office.

LICENSING OPTIONS AFTER GRADUATION

Course of Study I
MA in Marital and Family Therapy
 (56 units)

MFT/ATR Internship
 Register for an MFT Intern License
 3000 Licensed Supervised Hours
 Includes 1200 Hour Practicum
 500 of these hours must be supervised by a Registered ATR

Course of Study II
MA in Art Therapy
 (45 units)

ATR Internship
 +1000 Paid Work Experience
 Hours must be supervised by a Registered ATR

MFT Exams

Art Therapy Registration and Board Certification (BC) Exam

Primary Family Therapist and Art Therapist

Art Therapy Registration and Board Certification (BC) Exam

Adjunctive Art Therapist Part of a Therapeutic Milieu Team

COURSE DESCRIPTIONS

All classes are offered every other semester unless otherwise noted.

PY205A/B/405A/B Psychological Assessment (2/2/2/1) Fall, Spring Studies the design and use of psychological tests of ability, personality, interests, and attitudes. The major intelligence tests and projective tests are emphasized, along with family and art-based assessment.

PY210 Psychopathology (3) Fall, Spring *Prerequisite: PY168.* Systematically examines major paradigms of mental distress including medical, behavioral, and psychosocial models. Primary emphasis is on familiarity with and differential diagnosis of conditions covered by the current DSM.

PY213/413 Methods of Group and Family Therapy (3/3) Fall, Spring Explores the composition, development, and process of the family and the larger group as a vehicle for individual and social change, including a cursory survey of current group methodologies using verbal and nonverbal modalities. Development of effective interventions and leadership skills is emphasized.

PY214A/414A Child Abuse (1/1) Summer The laws for reporting child abuse are covered. Assessment and treatment are studied and family approaches explored.

PY214B Substance Abuse: Assessment and Treatment (1) Spring, Summer Issues within the physiological, psychological, social, and familial context are explored using both verbal and nonverbal modalities.

PY214C Substance Abuse: Counseling (1) Spring, Summer *Prerequisite: PY214B.* Treatment interventions appropriate to individuals and families in various phases of recovery are explored through both verbal and nonverbal modalities.

PY225A/B/425A/B Psychopharmacology (1/1/1/1) Spring, Summer PY225A/B satisfies the requirements of AB253 for MFT licensure for those beginning graduate study on or after January 1, 2001. Participants are provided with an overview and working knowledge of current common psychopharmacological interventions. PY425A/B may be taken in the certificate program.

PY230/430 Cross-cultural Issues (3/1) Summer Studies the effects of ethnicity in the counseling process with attention to the unique cultural traits and symbols of each individual within family structures. Addresses historical, ethical, and socioeconomic issues and their verbal and visual psychological impact.

PY235 Human Sexuality (2) Fall, Spring Analyzes normal and dysfunctional sexual behavior with attention to diagnosis of sexual problems and to the major approaches to sex therapy using both verbal and nonverbal modalities.

PY255/455 Communication and Counseling Skills (3/3) Fall, Spring Systematically studies communication skills and the major approaches to family counseling and psychotherapy. Through experiential exercises and group discussions, such areas as self awareness, feelings, self-concepts, perception, nonverbal communication, and resolving interpersonal conflicts are covered.

PY260 Advanced Human Development (3) Fall, Spring *Prerequisite: PY161.* Analyzes major approaches to the study of human development throughout the lifespan. Ability to recognize and understand theoretical presuppositions of various approaches to human development from a systemic point of view is emphasized.

PY280/480 Principles of MFT (3/3) Fall, Spring Provides an overview of the theoretical concepts from the major theories of family systems therapy with an emphasis on assessment and treatment planning. Assessment and consultation skills are explored. Domestic violence and its effects on the family system are reviewed. Integrates art as a second language in family diagnosis, communication, and treatment.

PY290/490 Professional Ethics and Law (3/1) Fall, Spring Focuses on the laws related to marriage, family, and child counseling and the ethical issues that pertain to the practice of Art Therapy.

PY300A/B Practicum (3/3) Fall, Spring *Prerequisites: Completion of all prerequisites in art and psychology and at least two courses of the required Art Therapy Master's Core.* Internship is a 700-hour nonresident period in which the student works with clients in an institutional or community setting. Schedule may be worked out to the advantage of the student and the agency.

PY302A/402A Art Therapy Techniques: Group Experience (1/1) Summer

Provides an opportunity for members to explore group membership and dynamics using art therapy techniques.

PY302B/402B Art Therapy Techniques: Special Populations (1/1) Summer

Focuses on the specific adaptations of art activities for special needs populations.

PY302C/402C Art Therapy Techniques: Integrating Creative Arts (1/1)

Summer Emphasizes integration of creative arts therapies.

PY304A/B/C/404A/B/C Metaphors in Psychopathology (1/1/1/1/1)

Summer Emphasizes the dynamics, metaphors, and DSM classification of abnormal characteristics, disorders, and behavior. Class is offered in three sections: children, adolescents, and adults.

- A. Children: The class offers a comprehensive overview of art therapy approaches for children with abnormal characteristics, disorders, and behaviors.
- B. Adolescents: The class offers a comprehensive overview of art therapy approaches for adolescents. Emphasis is on understanding major highlights of normal and pathological developments.
- C. Adults: The class offers a comprehensive overview of art therapy approaches for adults with mental disorders or psychiatric diagnosis as classified in DSM-IV. Emphasis is on acute inpatient treatment from both an individual and group perspective.

PY333A/B/433A/B Seminar (3/3/3/3) Fall, Spring Provides an opportunity for presentation of cases from the field and feedback from a faculty member and students.

PY333A/B taken in conjunction with PY300A/B.

PY359A/P/T Research: Methodology, Project, and Thesis Completion (2/3/3)

Fall, Spring, Summer This course is taken near the end of the program. Students have up to one year after the end of the course (semester of registration) to complete the research project or the course must be repeated. The research is completed in three segments. In the first segment students examine methods and tools of scientific research and the interpretation of research reports; in the second segment students submit a proposal of an in-depth investigation of a clinical topic utilizing an appropriate research methodology or a grant they submit for funding. In the final phase (thesis completion) the student submits the formal written presentation.

PY400 Supervised Field Experience (1-3) Fall, Spring, Summer Supervised practicum hours for MFT licensure which are not part of the degree program. Approval is required.

PY405C Explorations in Sandplay (1) Summer This course reviews the basic tenets of sandplay and its use in psychotherapy. The work of founder Dora Kalff is viewed and discussed. Students study sandplay figures and their meaning, especially in the sequencing of trays, with a variety of patients. Experimentals and the deepening of symbols are included.

PY411A/B Introduction to Clinical Art Therapy (1/2) Spring Explores the uses of art therapy in schools, special education, and psychiatric settings as well as in personal growth.

PY415 Explorations in Art Therapy Literature (1) Fall, Spring, Summer An independent study review of classic and recently published literature in the field of art therapy.

PY441A Trauma and Art Therapy Treatment (1) Spring Students explore history and verbal and graphic narratives of theory and practice in Trauma. The course features a variety of proven art therapy interventions including “externalized” dialogues and self-soothing clay experience.

PY495 Special Topics in Clinical Art Therapy (1-3) Fall, Spring, Summer One-unit classes that are offered periodically in the GATC provide students an opportunity to investigate topics in clinical art therapy.

ADMISSION REQUIREMENTS

- Completed application materials are due by April 1, August 1, or December 1 for entrance in summer, fall, or spring, respectively
- A bachelor's degree from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- An autobiographical statement which discusses the applicant's interests
- A portfolio of 12 color pictures or slides of personal art work

For further information contact the Art Therapy Psychology Department at (650) 508-3556 or arttherapy@ndnu.edu or Graduate Admission at (800) 263-0545.

Graduate Art Therapy Certificate

The Art Therapy Psychology Department offers a unique program for those who wish to meet the educational requirements of the American Art Therapy Association (AATA) as a Registered Art Therapist (ATR) and who already hold a graduate degree in a related field. The Graduate Art Therapy Certificate program consists of 24 semester units. Students cannot complete the program in less than 15 months. (Official verification is required.) Seven hundred (700) hours of supervised clinical practicum are required during the 15 months.

Part of the School of Sciences, the curriculum is taught, supervised, and advised by local and national ATR faculty. Notre Dame de Namur University will issue a Graduate Art Therapy Certificate upon completion of all coursework and practicum experience. Applicants desiring the ATR must, after completing the program, complete an additional 2000 hours of supervised art therapy experience. One thousand (1000) hours must be supervised by an ATR and 1000 hours may be supervised by a licensed professional.

The cost of each certificate unit is one-half of standard graduate tuition. See the Art Therapy Psychology listings, page 287, for course descriptions.

CERTIFICATE REQUIREMENTS

24 semester units are required from the following sets of courses:

Set A Certificate

All 15 units required

PY402A	Art Therapy Techniques: Group Experience	1
PY402B	Art Therapy Techniques: Special Populations	1
PY402C	Techniques in Art Therapy-Integrating Creative Arts	1
PY404A	Metaphors in Psychopathology-Children	1
PY404B	Metaphors in Psychopathology-Adolescents	1
PY404C	Metaphors in Psychopathology-Adults	1
PY405B	Psychological Assessment	1
PY411A	Introduction to Clinical Art Therapy I	1
PY414A	Child Abuse	1
PY430	Cross-Cultural Issues	1
PY433A/B	Seminar	3
PY490	Professional Ethics and the Law	1
PY499	Final Project (Independent Study)	1

Nine additional units are required from Set B or C depending on your preparation:

Set B Certificate

Units

Course options for students holding graduate degrees in the state licensure track include the courses listed below. Emphasis is on the **Art** in Art Therapy Psychology

PY405A	Psychological Assessment	2
PY405C	Explorations in Sandplay	1
PY495	Special Topics in Art Therapy	1-9

Set C Certificate

Course options for students holding graduate degrees that are not in the state licensure track include the courses listed below. Emphasis is on the **Therapy** in Art Therapy.

(Courses must be in the Master of Arts in Marital and Family Therapy program).

Three to nine units from the following three courses:

PY413	Methods of Group and Family Therapy	3
PY455	Communication and Counseling Skills	3
PY480	Principles of MFT	3

Three to six units may be taken from the following courses:

PY405A	Psychological Assessment	2
PY405C	Explorations in Sandplay	1
PY495	Special Topics in Art Therapy	1-6

Graduate Art Therapy Certificate Admission Requirements

- Transcript of graduate degree from an accredited institution and transcripts showing the following prerequisites:
 - 12 units in Psychology: General Psychology, Personality Theory, Developmental Psychology, Abnormal Psychology
 - 15 units or equivalent in studio art
- Twelve (12) slides or color pictures of personal artwork
- Autobiographical statement which discusses the applicant's interests in the field
- Two letters of recommendation
- Personal Interview and Individualized Program Planning (IPP) by appointment with Department Faculty
- Application and fee

For additional information, please contact the Art Therapy Psychology office (650) 508-3556 or arttherapy@ndnu.edu, or Graduate Admission at (650) 508-3600 or grad.admit@ndnu.edu.

Master of Arts in Clinical Psychology

This exciting master's program is based upon the scientist-practitioner model. The program provides training, research, and personal growth in the field of Clinical Psychology and Marital and Family Therapy (preparation for MFT licensure). Part of the School of Sciences, it emphasizes both theoretical and experiential learning, and acquaints students with the major approaches to clinical psychology, counseling, and psychotherapy. The Department also offers a Master's degree in Gerontology. Five prerequisite undergraduate foundation courses may be obtained at Notre Dame de Namur University, or transferred from other accredited institutions. Two program options are offered:

Option I: The Master of Arts in Clinical Psychology This degree program consists of 35 units. This option prepares students for doctoral studies in the field of psychology, or may serve as a terminal degree for master's level mental health professionals in a broad range of clinical or administrative settings. Courses review those skills and topics most useful to the beginning mental health practitioner. See the MACP program home page, www.ndnu.edu/graduate-programs/mft-macp.

Option II: The Master of Arts in Clinical Psychology/Marital and Family Therapy This degree program consists of 58 units. The program meets the educational requirements for MFT licensure as defined by the California Board of Behavioral Sciences (BBS). For MFT licensure, the BBS presently requires 3000 hours of field practicum experience. A maximum of 1300 hours may be acquired prior to graduation. The 58 unit MACP/MFT program provides 500 hours of field practicum experience, to be gained concurrently with enrollment in Case Seminar. Approved training sites include government agencies, nonprofit agencies, schools, and licensed health facilities. Additionally, personal psychotherapy is strongly recommended during the program. See the MACP/MFT program home page, www.ndnu.edu/graduate-programs/mft-macp.

Courses review the highly specific range of skills required by the beginning practitioner, prepare the student for the MFT licensing exams, and also address the needs of any students who desire to continue study in a doctoral psychology program. Unique Elective Tracks in Psychodynamic Psychotherapy, Cognitive Behavioral Psychology, Health Psychology, and Clinical Gerontology provide opportunities for further student specialization.

CLINICAL TRACKS

These areas of specialization include the following 3 unit courses:

Psychodynamic Psychology: Psychodynamic Psychotherapy, Advanced Analytical and Psychoanalytical Psychotherapy, and Depth Psychology

Clinical Health Psychology: Lifespan Development, Brain Science and Emotion, and Principles of Clinical Health Psychology

Cognitive Behavioral: Cognitive Behavioral Therapy, Psychotherapeutic Techniques of Brief Therapy, and Behavioral Medicine

Clinical Gerontology: Psychopathology, Brain Science and Emotion, and Principles of Clinical Health Psychology

These courses may be taken through special arrangement with the Program Director.

Program Requirements

MASTER OF ARTS IN CLINICAL PSYCHOLOGY (OPTION I)

Prerequisites (may be taken at NDNU)

A grade of C- or better in the following (undergraduate) courses is required:

- General Psychology
- Abnormal Psychology
- Personality Theory
- Statistics
- Developmental Psychology

Core Courses		Units
CP210A/B	Psychopathology	3/3
CP232	Neurophysiology/Psychopharmacology	2
CP235	Human Sexuality	1
CP256	Psychodynamic Psychotherapy	3
CP259	Lifespan Development	3
CP290	Professional Ethics and Law	3
CP320A	Clinical Practicum*	3
CP321A	Clinical Case Seminar*	3
CP359A	Research: Methodology	3
CP359P	Research: Proposal	3
CP359T	Research: Completion	3

Elective Course(s)**

Two elective units that may be chosen from any of the following courses: 2

CP204	Group Psychotherapy (1)
CP230	Cross-cultural Issues (2)
CP273	Diagnosis and Treatment of Addictions (1)
CP280	Principles of Marital, Family, and Child Therapy (3)
CP285	Psychotherapeutic Techniques of Brief Therapy (2)
CP286	Couples Psychotherapy (3)
CP291	Clinical Child Assessment and Treatment (3)
CP298	Abuse in Family Systems (2)
CP320B	Clinical Practicum* (3)
CP321B	Clinical Case Seminar* (3)
CP400	Field Supervised Experience (3)
GR253	Biosocialspiritual Aspects of Aging (2)
GR254	Psychotherapeutic Techniques in Aging (2)
GR271	Dying, Death, and Bereavement (1)
GR292	Clinical Assessment of Adults (3)

Total 35

*Students must complete all core courses except CP359A/P/T prior to taking this two semester sequence. The Fall semester of Practicum/Clinical Case Seminar (six units) is required for students prior to or during any field work.

**The two unit elective may be in a specialized area of interest such as drug and alcohol treatment or systems theories.

Requirements for the Master's degree are qualitatively and quantitatively higher than that of Certificate requirements. Master's candidates cannot take courses at the 400 level (certificate courses) to satisfy any course requirements for a Master's degree. However, students in a Master's program may apply to take a certificate in addition to their Master's degree program. Requirements are differentiated on the syllabus. Certificate courses (400 series) are taken as Pass/Fail; no letter grade is given.

Research Guidelines

CP359A Research: Methodology, CP359P Research: Proposal, and CP359T Research: Completion must be completed during the semester that the course is taken. Students must attend all three courses at Notre Dame de Namur University while completing the Research track. No Incompletes or arrangements for an Independent Study are accepted. Failure to complete the Research within the semester the course is taken will result in a NP (No Pass) grade and the student will be required to repeat the course. Students must have completed all Research courses prior to graduation, displaying academic competence and meeting all of the requirements.

MASTER OF ARTS IN CLINICAL PSYCHOLOGY (MARITAL AND FAMILY THERAPY/MFT) (OPTION II)

Prerequisites

Same as Master of Arts in Clinical Psychology (Option 1), page 294.

Required Core Courses		Units
CP204	Group Psychotherapy	1
CP210A/B	Psychopathology	3/3
CP230	Cross-cultural Issues	2
CP232	Neurophysiology/Psychopharmacology	2
CP235	Human Sexuality	1
CP256	Psychodynamic Psychotherapy	3
CP259	Lifespan Development	3
CP273	Diagnosis and Treatment of Addictions	1
CP280	Principles of MFT	3
CP285	Psychotherapeutic Techniques of Brief Therapy	2
CP286	Couples Psychotherapy	3
CP290	Professional Ethics and Law	3
CP291*	Clinical Child Assessment and Treatment	
or		
GR292*	Clinical Assessment of Adults	3
CP298	Abuse in Family Systems	2
CP320A/B	Clinical Practicum**	3/3
CP321A/B	Clinical Case Seminar**	3/3
CP322	Advanced Clinical Seminar	2
CP359A	Research: Methodology	3

		Units
CP359P	Research: Proposal	3
CP359T	Research: Completion	3
Total		58
Elective		
CP400	Field Supervised Experience	3

**Students may take either CP291 or CP292 to fulfill degree requirements.*

***Students must complete all core courses except CP359P/T prior to taking this two semester sequence. The Fall semester of Practicum/Clinical Case Seminar (six units) is required for students prior to or during any field work.*

Requirements for the master's degree are qualitatively and quantitatively higher than that of Certificate requirements. Master's candidates cannot take courses at the 400 level (certificate courses) to satisfy any course requirements for a master's degree. However, students in a master's program may apply to take a certificate IN ADDITION TO their master's degree program. Requirements are differentiated on the syllabus. Certificate courses (400 series) are taken as Pass/No Pass no letter grade is given.

MASTER OF ARTS IN CLINICAL PSYCHOLOGY / MFT COURSE DESCRIPTIONS

The following course descriptions are accompanied by the legal statute numbers which govern the licensing of Marital and Family Therapists in California by the Board of Behavioral Sciences, and which therefore control the course content of any qualifying Masters or Doctoral programs that train students to be licensed MFTs.

CP204 Group Psychotherapy (1) Fall, Spring Explores the composition, development, and process of the group as a vehicle for individual and social change including a cursory survey of current group methodologies. The development of effective group membership and leadership skills is emphasized. BBS 4980.40 (2)

CP210A/B Psychopathology (3/3) Fall/Spring *Prerequisite: PY168.* This two-semester course focuses upon the diagnostic system of psychological disorders outlined in the Diagnostic and Statistical Manual of Mental Disorders IV-TR. The major paradigms of mental distress are thoroughly reviewed and students are trained in the use of Mental Status Exams, five axis diagnostic criteria, and differential diagnoses. BBS 4980.37 (a-1)

CP230 Cross-cultural Issues (2) Summer Explores the effects of ethnicity on the counseling process, with attention to the unique cultural traits of various minority groups, focusing upon culturally appropriate interventions and an awareness of multi-cultural dynamics in a larger society. BBS 4980.37 (a-7)

CP232 Neurophysiology and Psychopharmacology (2) Spring, Summer This course introduces the basic components of the brain and the central nervous system, focusing upon the role of sensation, perception, learning, mood, and memory in mental health. A review of the range of psychotropic medications used in the management of psychological health is included. BBS 4980.81 (g)

CP235 Human Sexuality (1) Fall, Summer Analysis of normal and dysfunctional sexual behavior with attention to diagnosis of sexual problems and to the major approaches to sex therapy. BBS 4980.81 (c)

CP256 Psychodynamic Psychotherapy (3) Fall, Spring *Prerequisite: PY101.*

Provides a clinical survey of psychodynamic psychotherapy, addressing the nature of the psychotherapeutic relationship, transference, counter-transference, and conscious and unconscious processes. Psychodynamic perspectives including Freudian, Jungian, Ego Psychology, Object Relations, and Self Psychology are introduced as the integrative foundations of other major schools of psychotherapy including cognitive- behavioral psychology and humanistic psychology. BBS 4980.37 (a-5)

CP259 Lifespan Development (3) Fall, Summer *Prerequisite: PY161.* Analysis of major approaches to the study of human development from infancy to old age, reviewing specific family life events and the psychological implications of developmental milestones such as childbirth, childrearing, childhood, adolescence, adulthood, marriage, divorce, blended families, parenting, and gero-psychology. BBS 4980.40 (3)

CP273 Diagnosis and Treatment of Addictions (1) Spring, Summer Identifies and defines the addiction syndrome, examines the physiological, psychological, and social variables considered in making a diagnosis and discusses the legal, ethical, and financial constraints involved in making a referral. BBS 4980.81 (d)

CP280 Principles of MFT (3) Fall, Summer In-depth study of marital and family therapy, focusing on salient theories, problems, and critical issues from all major psychotherapeutic orientations, including family systems therapy and behavioral-cognitive therapy. BBS 4980.37 (a-3), 4980.40 (1,2)

CP283 Advanced Analytical and Psychoanalytical Psychotherapy (3) Spring Utilizing classical and contemporary works, this course examines advanced topics in analytic and psychoanalytic psychotherapy. It emphasizes deepening one's understanding of the human psyche (of self and other) to enrich psychotherapeutic practice and to alleviate suffering. It focuses on treating individuals with complex issues that have thwarted development and individuation. Topics germane to practice are surveyed and may include: character styles, trauma, infant and adult development, affect, symbols, attachment, addiction, therapeutic impasses, and the use and misuse of transference and counter-transference. BBS 4980.37 (a-4,6)

CP284 Depth Psychology (3) Fall This course orients students to core dimensions of depth psychology and related topics. As such, it emphasizes understanding and experiencing the complexity and mystery of the human psyche and its myriad cultural, biological, anthropological, spiritual, philosophical, and psychological dimensions. Contributions from the sciences and humanities are integrated to illuminate aspects of the psyche, the unconscious, and the human condition, inside and outside of the clinical setting. Related topics may include: creativity and the imagination, ancient and contemporary healing arts, the mind-body-spirit-soul relationship, dreams, spirituality, nature, and culture. BBS 4980.37 (a-4,6)

CP285 Psychotherapeutic Techniques of Brief Therapy (2) Fall Prerequisite:

PY280. Describes a non-normative model of behavior focusing on the presenting problem of the client. Discusses strategic therapy: problem-and-solution-focused approaches to behavior change derived from communications theory and family systems theory. Demonstrates techniques to achieve significant change swiftly through use of a one-way mirror lab. BBS 4980.40 (1)

CP286 Couples Psychotherapy (3) Spring, Summer Introduction to psychotherapy with couples. A review of effective couples therapy techniques including object relations theory. Predictors of successful relationships, developmental aspects of couples relationships, cross-cultural issues, and the concerns of nontraditional couples are explored. Identifying domestic violence and spousal abuse and exploring techniques for preventing violence in the home, as well as necessary interventions to insure domestic safety are discussed. BBS 4980.81 (e), 4980.40 (2) (3)

CP290 Professional Ethics and Law (3) Fall, Summer This course examines ethical and legal standards, codes, and issues within the mental health professions, and their relevant professional, clinical, and personal dimensions. While covering legal and ethical issues requisite for licensure, it also emphasizes personal and professional development as an integral part of cultivating an ethical attitude within the field of psychology. BBS 4980.81 (a,1-5)

CP291 Clinical Child Assessment and Treatment (3) Fall Focuses on developmental theories and intervention techniques in the clinical diagnosis and treatment of the child in distress or the child who may have been abused. Addresses the concept of the individuality of the child in the context of both a developmental and familial-social framework. Introduces the use of the clinical interview, and some of the basic objective and projective assessment tools, and provides initial experience in psychological testing with children. BBS 4980.40 (4), 4980.81 (b, f)

CP293 Brain Science and Emotion (3) Summer This course examines the mysterious underpinnings of human emotional life and links the analysis of the brain mechanisms of emotion and motivation to the wider context of the nature and functions of emotion, how emotions evolve, and how the reward and punishment systems in the brain govern behavior. Addressed here are the wider issues of what emotions are, why we have emotions and pleasure, and why emotions may not always appear to be adaptive in humans. BBS 4980.37 (2, 6), 4980.40 (3)

CP294 Principles of Clinical Health Psychology (3) Summer This course focuses upon the holistic psychological factors related to health, illness, and alternative approaches to health care. Emphasis is upon the important psychological, behavioral, social, and environmental concomitants of physical symptoms, chronic and life threatening illnesses, and therapeutic treatment and rehabilitation. Psychology's role in primary care, consultation-liaison psychology, and the role of psychology in the prevention and treatment of specific illnesses is examined. BBS 4980.40 (1) 4980.37 (5)

CP296 Cognitive Behavioral Therapy (3) Spring Reviews the most commonly used approaches to psychotherapy, focusing upon the quality of mental representations held by the individual, and how these representations initiate and control both behavior and affect. Students explore the specific range of cognitive-behavioral interventions that have proved most successful in alleviating distress. BBS 4980.40 (1)

CP297 Behavioral Medicine (3) Summer Students are introduced to the most exciting of the new behavioral medicine techniques in this rapidly evolving field, learning practical approaches that promote health, prevent illness, and restore functioning. Emphasis is on developing competence in psychophysiology, biofeedback, and other practical techniques that apply technology and psychological principles to help individuals gain voluntary control over their physiological processes. BBS 4980.37 (5)

CP298 Abuse in Family Systems (2) Summer This course meets the legal requirements of the Board of Behavioral Sciences for seven class hours devoted to the diagnosis and treatment of child abuse and 15 class hours devoted to the study of the diagnosis and treatment of domestic violence.

CP320A/B Clinical Practicum (3/3) Fall, Spring This two semester sequence of supervised practicum in the field provides 20 hours weekly (250 hours per semester) of face-to-face counseling experience with children, adolescents, adults, couples, and families in community agencies, schools, detention centers, and hospitals throughout the Bay Area. This clinical field placement meets the requirements of the Board of Behavioral Sciences for ongoing experience in the use of applied psychotherapeutic techniques, assessment, diagnosis, crisis intervention, and the treatment of individuals in need. BBS 4980.40 (b,1,2, B, f, g) 4980.42, 4980.43

CP321A/B Clinical Case Seminar (3/3) Fall, Spring *Prerequisites: CP204, CP235, CP210A/B, CP256, CP259.* This two-semester sequence accompanies PY300 A/B and provides an intensive small, group seminar setting within which students may discuss their field placement experiences and their cases. Students focus on the personal issues involved in transference and counter-transference in their cases, learn to integrate theory with practice, benefit from feedback from their colleagues and instructor, learn how to construct and present case analyses, and explore this opportunity for profound professional growth. BBS 4980.42, 4980.43, 4980.40, 4980.37 (a,1-7,b), 4980.81 (a-5)

CP322 Advanced Clinical Seminar (2) Fall, Spring, Summer This course provides a series of topical lectures and discussions in a seminar setting that range across the broad spectrum of clinical practice and research in the field of Psychology, bringing students into contact with the most recent and sometimes controversial clinical issues. BBS 4980.37 (2)

CP359A Research: Methodology (3) Fall, Summer *Prerequisite: PY104.* Provides an overview of research design and methodology. Special emphasis is placed on helping the student understand conceptually the principles of psychosocial research. Topics include Observation and Measurement, Study Design and Implementation, and Descriptive and Inferential Statistics. Course grades are determined by midterm and final exams, as well as a first draft of a research proposal. BBS 4980.37 (2,6), 4980.81 (a-2)

CP359P Research: Proposal (3) Fall, Spring This course is designed as a workshop to help students develop and implement their Master's Thesis research projects. Lectures involve a more pragmatic application of the material presented in CP359A. Writing assignments facilitate students' completing their proposals in a timely fashion. Students are expected to finish their research proposals by the end of the semester. Theses may be completed by the end of the year.

CP359T Research: Completion (3) Fall, Spring This course enables the student to complete the data collection, discussion, and conclusion sections of the thesis, in reference to the hypothesis.

CP400 Supervised Field Experience (3) Fall, Spring, Summer *Prerequisites: CP210A/B, CP290.* Offers supervised practicum hours which are not part of the degree or certificate program, but that provide the opportunity for the collection of extra MFT field placement hours after the completion of 12 graduate units. Students meet with their University Field Supervisor by appointment after obtaining an approved field placement. Requires written approval by advisor. BBS 4980.40 (b-g), 4980.42, 4980.43

GR253/453 Biosocialspiritual Aspects of Aging (2/2) Summer See Gerontology listings, page 307, for course description. BBS 4980.40 (3)

GR254/454 Psychotherapeutic Techniques in Aging (2/2) Fall See Gerontology listings, page 307, for course description. BBS 4980.37 (3,5,6)

GR271/471 Dying, Death, and Bereavement (1/1) Fall See Gerontology listings, page 307, for course description. BBS 4980.37 (2), 4980.40 (3)

GR292 Clinical Assessment of Adults (3) Spring See Gerontology listings, page 307, for course description. BBS 4980.81 (f)

ADMISSION REQUIREMENTS

- Students may enter Fall, Spring, or Summer semesters
- A bachelor's degree from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two academic and/or professional recommendations which include a written statement describing the applicant and his/her qualifications for the intended degree
- An autobiographical statement which discusses the applicant's interest in becoming a psychotherapist
- A personal interview may be required

Master of Science in Computer Science

The Master of Science in Computer Science (MSCS) offered by NDNU's Department of Mathematics and Computer Science is designed for active professionals at the forefront of the greater Bay Area's information technology industry who wish to further their educational and professional goals. This is an applied graduate program degree and our emphasis is on software systems and web services with special attention to development, quality assurance, and testing. NDNU's courses are geared for the working professional, each usually meeting for one evening per week.

The focus of the NDNU MSCS is on creating strong professional skills and developing hands-on experience with tools that are utilized in leading computer companies. The program also responds to the growing need of the industry for qualified professionals with technological experience and strong knowledge and skills in planning, managing, and implementing software-based applications. Our focus distinguishes the NDNU degree from other MSCS programs that concentrate on theoretical aspects of the field.

We focus on technology not as a separate goal, but rather as a set of tools that enables all of us to find easier solutions to problems in a complex society and work environment. Learning how to manage information in an efficient way will be one of the major challenges in the years to come. At NDNU we aim to develop highly skilled technology professionals who also understand and respond to social and community-related needs.

In general, graduates with an MS degree receive higher starting salaries and quicker advancement than students with BS degrees. Some companies prefer employees with MSCS degrees in IT-related jobs. The MS degree also qualifies graduates to be hired as faculty members at community colleges and four-year colleges, or to work as adjunct instructors at larger institutions of higher education.

Program Requirements

MASTER OF SCIENCE IN COMPUTER SCIENCE (MSCS)

Prerequisites

Bachelor of Science in Computer Science or completion of these courses:

CS030A/B	Foundations of Computer Science I and II
CS040	Data Structure and Abstraction
CS060	UNIX System Programming
CS177A	Web Programming I – Client Side
CS177B	Web Programming II – Server Side
CS183	Database Management Systems
CS185	Software Engineering
MA115	Probability and Statistics
MA119	Discrete Mathematics

The MSCS program requires 10 courses comprising 34 units.

Core Courses		Units
CS215	Quality Assurance and Testing	4
CS261	Advanced Object- and Service-oriented Technologies	4
CS277	XML Processing and Web Services	4
CS283	Advanced Database Systems	4
CS396A	Graduate Computer Science Project I	3
CS396B	Graduate Computer Science Project II	3

Elective Courses:

Two courses shared with Business/Management graduate programs as follows: 6

One course from:

CS212 Legal and Ethical Dimensions of Business (3)

CS250 Legal and Ethical Internet Issues (3)

One course from:

CS218 Systems Management (3)

CS231 Usability in Management Systems (3)

CS257 Project Management (3)

CS263 Managing Information Systems (3)

CS265E Business Process Modeling (3)

CS265M Project Systems Analysis (3)

Two Computer Science courses from: 6

CS210 Analysis of Algorithms (3)

CS255 Computer Graphics (3)

CS291 Computer Networks (3)

CS292 Network Programming (3)

CS295 Special Topics in Computer Science (3)

Total 34

COMPUTER SCIENCE COURSES

CS210 Analysis of Algorithms (3) Spring '05 This course covers algorithm analysis/complexity, divide and conquer algorithms, searching and sorting algorithms, dynamic programming, Greedy approach, backtracking, complexity analysis for searching and sorting algorithms, P and NP classes of algorithms, and parallel algorithms. Special graduate work is required.

CS212 Legal and Ethical Dimensions of Business (3) Fall, Summer Cross-listed with BA212. See MBA listings, page 169, for course description.

CS215 Quality Assurance and Testing (4) Fall '05 This course covers testing of software systems, software verification, symbolic execution, software debugging, quality assurance, measurement and prediction of software reliability, project management, software maintenance, software reuse, and reverse engineering.

CS218 Systems Management (3) Fall Cross-listed with SY218. See MSM listings, page 181, for course description.

CS231 Usability in Management Systems (3) Fall, Summer Cross-listed with SY231. See MSM listings, page 181, for course description.

CS250 Legal and Ethical Internet Issues (3) Provides an overview of computer, high technology, and intellectual property law and of ethical constructs which underlie Internet issues. Topics include patent, copyright, trade secret, contractual arrangements, technology licensing, technology failure liability, computer crime, and privacy. Ethical principles and the application of these principles to current business and technological issues are addressed by case study.

CS255 Computer Graphics (3) Fall '06 Topics covered include graphics hardware, fundamental graphical algorithms, two and three dimensional representation, transformations, viewing parameters, hidden line/surface removal, shading, intensity and color, animation techniques, splines, and surface creation. Special graduate work is required.

CS257 Project Management (3) Spring Cross-listed as BA257 and SY257. See MSM listings, page 181, for course description.

CS261 Advanced Object and Service Oriented Technologies (4) Spring '06 This course concentrates on systems design and software engineering from the object-oriented perspective. Using an object-oriented approach with UML, students model real-world objects and build language-independent designs around these objects. Current development processes, such as the Capability Maturity Model (CMM), the Unified Software Development Process, Patterns, and Team Management are analyzed. Special consideration is given to the impact of the object-oriented paradigm on software development organizations.

CS263 Managing Information Systems (3) Summer Cross-listed with BA208 and SY263. See MSM listings, page 181, for course description.

CS265E Business Process Modeling (3) Fall Cross-listed with EB265. See MBA listings, page 169, for course description.

CS265M Project Systems Analysis (3) Fall, Spring, Summer Cross-listed with SY265. See MSM listings, page 181, for course description.

CS277 XML Processing and Web Services (4) Fall '04 The main goal of this course is to develop understanding and skills that allow the XML professional to access, format, and manipulate XML data. The course provides in-depth knowledge in each of the core XML standards, including DOM, SAX, Xpath/Xpointer, XSLT, Xlink, and XML Schema. Students achieve hands-on experience with tools and techniques for processing XML and use of SOAP, WSDL, and UDDI to build Web services functionality.

CS283 Advanced Database Systems (4) Spring '05 Topics covered by this course include advanced SQL and SQL *Plus concepts and PL/SQL procedures, functions and packages, including extended statements to incorporate Set Operators, and building correlated sub queries and hierarchical queries. Students create and manage PL/SQL program units and database triggers as a basis for complex application development. Special consideration is given to database servers from the perspective of optimization and performance, focusing on techniques for improving data access and storage, emphasizing performance diagnosis and resolution using real-world scenarios. A Web database application is developed using Java/JDBC/Oracle and XML.

CS291 Computer Networks (3) Spring '06 This course concentrates on methodologies for interconnecting computers. Topics include: network architectures, topologies, and protocols and their associated algorithms plus local and wide area networks. Hardware and software aspects of layered approach to computer networks, LAN technology, and applications are included. Special graduate work is required.

CS292 Network Programming (3) Summer '05 The focus of this course is on the design and implementation of network-based applications and interaction with a variety of common servers. Topics include: processes, pipes, and signals, multithreading and synchronization, socket programming, TCP Protocol, use of common modules to perform file transfer (FTP), getting e-mail (POP), sending e-mail (SMTP), Telnet connection, Web clients, forking servers and daemons, performance, data integrity, and security. Special graduate work is required.

CS295 Special Topics in Computer Science (3) Summer '06 This course is designed to address evolving areas in computer science. Special graduate work is required.

CS396A/B Graduate Computer Science Project I – II (3+3) Spring, Summer This is a capstone two-semester project sequence. Specific software engineering phases, software management and development tools, and quality assurance procedures are used in order to develop a complex software project.

Master's Programs in Gerontology

The Master of Arts in Gerontology is based on the scholar-practitioner model. This program provides graduate level education, clinical training, research, and personal growth in the field of gerontology. Part of the School of Sciences, it emphasizes both theoretical and experiential learning, acquaints students with the research on aging, and prepares them to meet the challenges created by a rapidly changing demographic society. The four or five undergraduate prerequisite courses may be obtained at Notre Dame de Namur University or transferred from other accredited institutions.

Two program options are offered, the Master of Arts in Clinical Gerontology and the Master of Arts in Gerontology/Administration, which require 37 and 38 units of graduate coursework, respectively.

Both require a master's thesis. Gerontology courses provide state-of-the-art knowledge in the aging process, health and mental health issues, the aging network, and social policies. Clinical and administrative internships provide students with individualized, in-depth, and specialized training in the field. Examples of internship opportunities may include: area agencies on aging, nonprofit organizations, startup entrepreneurial ventures, healthcare and residential facilities, community senior centers, research affiliations at Stanford, and centers on aging.

Graduates will be qualified to assume professional clinical and leadership positions in the delivery of services to older adults and their families.

An Evaluation Committee associated with the Master of Arts in Clinical Psychology and the Master of Arts in Gerontology/Administration programs provides ongoing professional and academic evaluation of students in order to assure clinical competency and appropriateness for the field. Personal psychotherapy is strongly encouraged during the program.

Program Requirements

MASTER OF ARTS IN CLINICAL GERONTOLOGY

Prerequisites

A grade of C- or better is required in the following (undergraduate) courses:

- General Psychology
- Personality Theory
- Developmental Psychology
- Abnormal Psychology

Core Courses

	Units
GR210A Psychopathology	3
GR252 Assessment in Clinical Gerontology	2
GR253 Biosocialspiritual Aspects Aspects of Aging	2
GR254 Psychotherapeutic Techniques in Aging	2
GR257 Program Development and Administration	3

		Units
GR258	Professional Ethics and Law in Gerontology	2
CP259	Lifespan Development	3
GR264	Ethnicity and Aging	1
GR266	Pre-retirement Planning	1
GR271	Dying, Death, and Bereavement	1
GR359A	Research: Methodology	3
GR359P	Research: Proposal	3
GR359T	Research: Completion	3
GR376	Gerontology Internship	3
GR377	Gerontology Internship Seminar	3
Two elective units (advisor approved)		2
Total		37

MASTER OF ARTS IN GERONTOLOGY/ADMINISTRATION

Prerequisites

A grade of C- or better is required in the following (undergraduate) courses:

General Psychology
 Personality Theory
 Developmental Psychology
 Abnormal Psychology
 Statistics
 Financial Accounting

Core Courses

GR254	Psychotherapeutic Techniques in Aging	2
GR257	Program Development and Administration	3
GR258	Professional Ethics and Law in Gerontology	2
CP259	Lifespan Development	3
GR264	Ethnicity and Aging	1
GR359A	Research: Methodology	3
GR359P	Research: Proposal	3
GR359T	Research: Completion	3
GR376	Gerontology Internship	3
GR377	Gerontology Internship Seminar	3

Required MPA Courses

PA230	Financial Management	3
PA270	Human Resource Management	3
PA280	Leadership Concepts	3
PA290	Organization and Management	3
Total		38

RESEARCH GUIDELINES

GR359A Research: Methodology, GR359P Research: Proposal, and GR359T Research: Completion must be completed during the semester that the course is taken. Students must attend all three courses at Notre Dame de Namur University while completing the Research track. No Incompletes or arrangements for an Independent Study are accepted. Failure to complete the Research within the semester the course is taken will result in a NP (No Pass) grade and the student will be required to repeat the course. Students must have completed all Research courses prior to graduation displaying academic competence and meeting all of the requirements.

GERONTOLOGY COURSES

CP256 Psychodynamic Psychotherapy (3) Fall, Spring *Prerequisite: PY101.*

See Clinical Psychology listings, page 296, for course description. BBS 4980.37 (a-5)

CP259 Lifespan Development (3) Fall, Summer *Prerequisite: PY161.* See Clinical Psychology listings, page 296, for course description. BBS4980.40 (3)

CP400 Supervised Field Experience (3) Fall, Spring, Summer See Clinical Psychology listings, page 296, for course description. BBS 4980.40 (b-g), 4980.42, 4980.43

GR210A Psychopathology (3) Fall/Spring Focuses upon the diagnostic system of psychological disorders outlined in the Diagnostic and Statistical Manual of Mental Disorders IV-TR. The major paradigms of mental distress are thoroughly reviewed and students are trained in the use of Mental Status Exams, five axis diagnostic criteria, and differential diagnoses. BBS 4980.37 (a-1)

GR252/452 Assessment in Clinical Gerontology (2/2) Spring Presents research relating behavior to the neurobiological bases of aging. Data on neural and hormonal systems is used in examining such complex behaviors as memory, learning, perception, and motivation along with the impact of aging on the brain processes. Topics studied include neuroanatomical structures and functions, neuroendocrine regulation of behavior, neuronal basis of perception, and attention.

GR253/453 Biosocialspiritual Aspects of Aging (2/2) Summer 1 Applied gerontology in the public and private sector is developed. Studies current conditions involving the physical, social, and psychological aspects of aging. Examines health concerns of the elderly, including medical care, long term care, nutrition, elder abuse, and Medicare and Medicaid. Exercise, stress, health, nutrition, and aging will be discussed. BBS4980.40 (3)

GR254/454 Psychotherapeutic Techniques in Aging (2/2) Fall Explores issues of aging including spirituality, using major approaches to psychotherapy and comparative analysis of theories of change and the psychotherapeutic process. BBS4980.37 (3, 5, 6)

GR257/457 Program Development and Administration (3/3) Spring Studies application of administrative concepts and skills in the geriatric health system. Highlights administration of health personnel, health economics, funding, insurance budgeting, and management of geriatric settings.

GR258/458 Professional Ethics and Law in Gerontology (1/1) Summer 1

Examines the ethical and legal codes of mental health professionals with emphasis on the geriatric population.

GR264/464 Ethnicity and Aging (1/1) Summer 1 Examines the characteristics and needs of various ethnic and minority aging groups and how government and other social institutions can respond to them.

GR266/466 Pre-retirement Planning (1/1) Summer 2 Investigates basic issues related to pre-retirement and planning techniques commonly employed by labor, business, education, and other sectors.

GR271/471 Dying, Death, and Bereavement (1/1) Fall Addresses the psychological reactions of terminally ill people and their families and examines appropriate therapeutic interventions related to the grief process. BBS4980.37 (2), 4980.40 (3)

GR292 Clinical Assessment of Adults (3) Spring A review of the basic principles of psychological measurement of adults, providing an introduction to, and experience with, the most commonly used projective and objective psychological testing instruments. BBS 4980.81 (f)

GR359A Research: Methodology (3) Summer 2 Provides an overview of research design and methodology. Special emphasis is placed on helping the student understand conceptually the principles of psychosocial research. Topics include Observation and Measurement, Study Design and Implementation, and Descriptive and Inferential Statistics. Course grades are determined by midterm and final exams, as well as a first draft of a research proposal.

GR359P Research: Proposal (3) Fall, Spring This course is designed as a workshop to help students develop and complete their Master's Thesis research projects. Lectures involve more pragmatic application of the material presented in GR359A. Writing assignments facilitate students' completing their research projects in a timely fashion. The thesis involves a critical and complete review of the literature related to the chosen topic and a proposed study, which would serve to further the current knowledge base. Students are expected to finish their research projects by the end of the semester in which the course is taken. If projects are not completed, then the student is required to retake the course. Students must complete their theses while in residence at Notre Dame de Namur University. Theses may not be completed at a distance.

GR359T Research: Completion (3) Fall, Spring This course enables the student to complete the data collection, discussion, and conclusion sections of the thesis, in reference to the hypothesis.

GR376/476 Gerontology Internship (3/3) Spring Offers supervised field experience in a setting appropriate for gerontology practicum. The field internship is done in settings enabling students to acquire competencies and experiences in working with the geriatric population.

GR377/477 Gerontology Internship Seminar (3/3) Spring Seminar for students in Gerontology internship. Topics include clinical issues of aging and legal and ethical dynamics. Students apply gerontological theory to field experiences.

ADMISSION REQUIREMENTS

- A bachelor's degree from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Two academic and/or professional recommendations which include a written statement describing the applicant and his/her qualifications for the intended degree
- An autobiographical statement which discusses the applicant's interest in becoming a gerontologist
- A personal interview with the program director is required

Students may enter Fall, Spring, or Summer semesters.

For further information, call the department at (650) 508-3557 or e-mail them at clinpsych.ger@ndnu.edu.

Clinical Gerontology Certificate

This certificate is geared toward professionals in the field who wish specific training in Gerontology. This certificate program prepares graduates to assume professional leadership positions in the delivery of service to older people and their families. Gerontology courses include state-of-the-art knowledge regarding the aging process, most recent research on aging, clinical and administrative skills in managing the aging population, and social policies affecting the older adult and their families. The program is part of the School of Sciences.

Graduates may work in a wide range of settings serving the elderly. These settings include senior centers, agencies on aging, intergenerational programs, health care services, community-based support programs and long-term care programs.

The cost of each certificate unit (400 level courses) is one-half of standard graduate tuition. Courses are graded on a Pass/No Pass basis.

Certificate Requirements

Core Courses		Units
GR452	Assessment in Clinical Gerontology	2
GR453	Biosocialspiritual Aspects of Aging	2
GR454	Psychotherapeutic Techniques in Aging	2
GR457	Program Development and Administration	3
GR458	Professional Ethics and Law in Gerontology	2
GR464	Ethnicity and Aging	1
GR466	Pre-Retirement Planning	1
GR471	Dying, Death, and Bereavement	1
GR476	Gerontology Internship*	3
GR477	Gerontology Internship Seminar*	3
Total		20

**Prerequisites: GR452, GR454, GR458.*

See Gerontology listings, page 307, for course descriptions.

ADMISSION REQUIREMENTS

- Official transcript of highest degree from an accredited institution
- A cumulative grade-point average of 2.5 or better
- Application and fee
- Interview with the Program Director

For additional information, please contact the Gerontology Certificate Program Director, Denise Hughes at (650) 508-3723 or clinpsych.ger@ndnu.edu, Graduate Admission.

Postbaccalaureate Premedical Graduate Certificate

The purpose of the Postbaccalaureate Premedical Program at Notre Dame de Namur University is to prepare students whose undergraduate background lacks the necessary science and mathematics requirements for entrance into medical, veterinary, or dental school or into programs such as pharmacy or physical therapy.

The Postbaccalaureate Premedical Program takes approximately two years and the coursework receives academic credit. Part of the School of Sciences, the curriculum is taught by experienced faculty in natural sciences and mathematics. An individualized program is planned to meet the needs of each student. Upon completion of 16 units with a GPA of 3.0 or higher in the curriculum listed below, a Postbaccalaureate Premedical Certificate is awarded.

Most of the program consists of day classes and students may work part-time while completing the program. Individual assistance with the application process for specific professional schools is provided.

CURRICULUM

Courses in the following subject areas (numbered 400-499) are adjusted to individual needs. (All prerequisites for these courses must be met.)

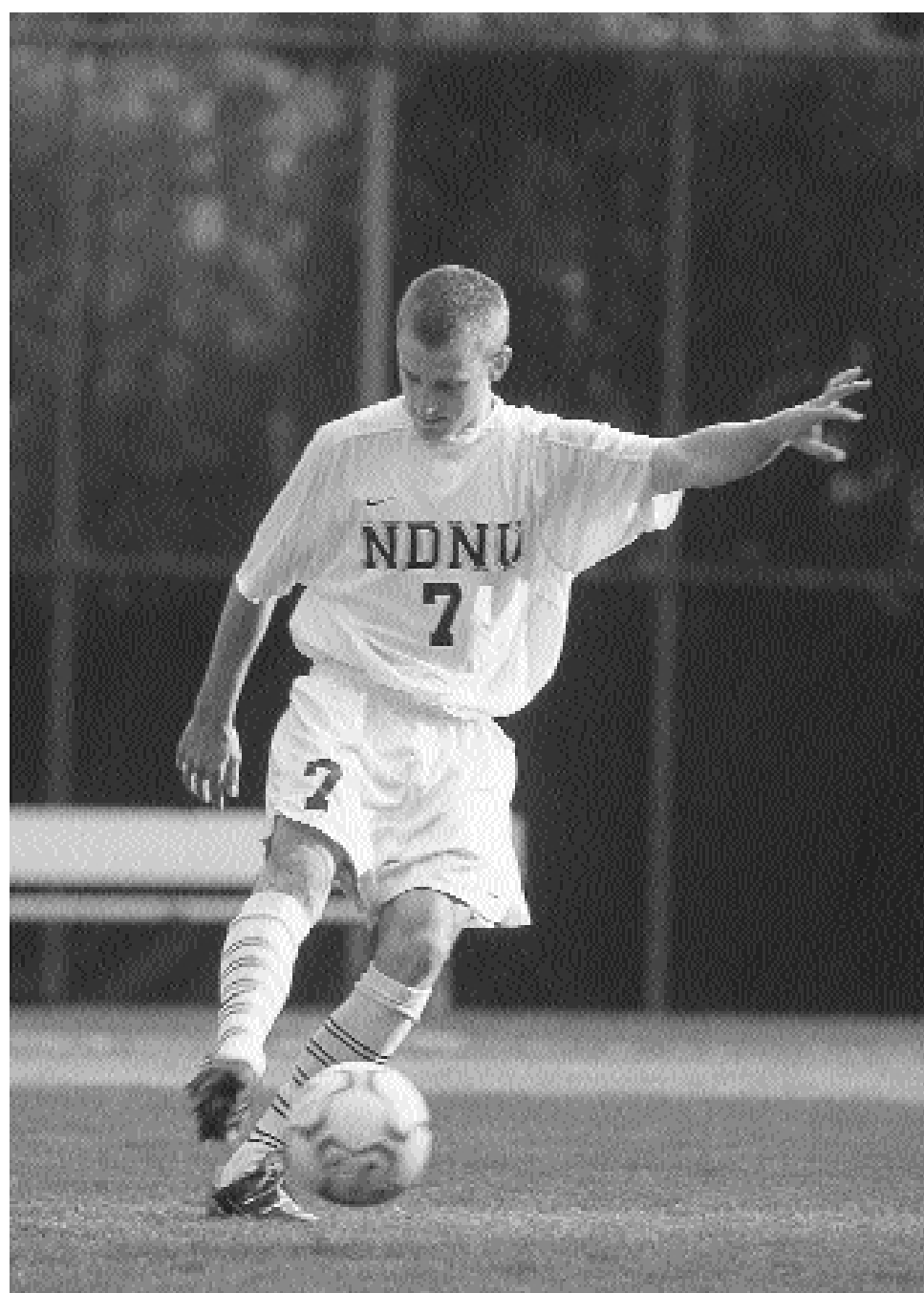
- | | |
|---------------------------|--|
| • General Chemistry | • Developmental Biology |
| • Organic Chemistry | • Vertebrate Zoology |
| • Biochemistry | • Genetics |
| • Physics | • Physiology |
| • Calculus or Statistics | • Microbiology |
| • Precalculus Mathematics | • Additional Natural Sciences or Mathematics Courses |
| • General Biology | |

See the undergraduate programs in Biology, page 236, Biochemistry, page 229, Natural Sciences, page 259, and Mathematics and Statistics, page 254, for course listings. Courses taken for certificate credit are numbered 400 to 499 and are cross-listed with undergraduate courses.

Admission Requirements

- A four-year bachelor's degree from an accredited institution
- Interview with the Program Director
- TOEFL score of 550 for international students
- A cumulative grade-point average of 2.5 or better, preferably 3.0

Application deadlines are August 1 for the Fall Semester and December 1 for the Spring Semester.





Campus Life

Raymond Jones, Ph.D., Vice President

The Campus Life Division enhances student learning at Notre Dame de Namur University through experiential educational programs and student services. Offices, services, and programs coordinated by the Campus Life Division are listed below.

Campus Life and Student Development

The Office of Campus Life and Student Development supports a campus environment that offers leadership, learning, and personal development opportunities for students. The office guides the creation of student-related policies, procedures, and initiatives within the Division of Campus Life and collaborates with other university offices on student-related initiatives as well. The office researches emerging student development trends, and assesses campus life through the results of several surveys to develop and implement new initiatives. The office manages the University's student conduct system, its processes, and the code of student conduct. It coordinates the Student Judicial Committee, which hears cases of alleged policy violations of the student code of conduct. The office oversees the publication of the *Student Handbook*, and enforces "*Students' Rights, Freedoms, and Responsibilities*."

Campus Ministry

Campus Ministry joins people of all faiths and cultures who together seek spiritual wisdom and truth. Flowing from the rich tradition of the Sisters of Notre Dame de Namur, we strive to live out God's call to love and serve one another. While we are rooted in and inspired by the Catholic tradition, we minister to the diverse spiritual expressions of our students, faculty, and staff through community building, spiritual development, Catholic programs, and social justice. Campus Ministry provides opportunities for our community to pose the most important questions of all . . . and begin to answer them.

Center for Student Leadership

Based on the University's mission of values-based learning, the Center for Student Leadership develops students' talents and potential to be effective leaders in diverse and dynamic communities.

The Center is located in the Student Activities Office. It serves as a resource and offers numerous opportunities for students to become involved in campus life and in the surrounding community. Opportunities for student involvement include:

- ***The Leadership Academy*** is a training program for student leaders. Facilitated by staff and faculty, students may participate in retreats and workshops to develop competencies in personal and organizational leadership skills. They may also enroll in the Academy for credit.
- ***Residence Life*** staff is composed of professional and paraprofessional staff. Student Resident Assistants are trained to work directly with students in their living communities to create a positive and cohesive living/learning environment.
- ***The Community-Based Learning Center*** encourages students to be campus-community leaders through Social Action and Community Collaboration programs. Students learn to apply their academic learning and leadership skills to civic activity and community-supported social justice efforts.
- ***Associated Students of Notre Dame de Namur University (ASNDNU)*** represents the interests of all students through their participation in the governance of the University. ASNDNU also charters numerous clubs and organizations representing students' cultural, academic, and social interests.
- ***Campus Ministry*** provides leadership opportunities for students interested in faith exploration. Students are involved in a variety of programs and projects that enhance the spiritual life of the community.
- ***Student Activities*** serves as the major focal point for student campus programming. The Programming Board is composed of students who act as the Special Events Coordinators for major programs and events.

Counseling Services

Counseling Services is concerned with the personal growth and emotional well-being of students. Students have an opportunity to discuss problems and decisions with a trained professional. Students explore ways to become more effective in personal relationships, to increase self-understanding and acceptance, to gain support during emotional crises, and to clarify short- and long-range goals.

Dining Services

Meals are provided by Bon Appétit Catering. Service is offered to the entire University community in the Cafe located in Campus Center.

Health and Wellness Services

Health and Wellness Services offers a holistic approach to health education, counseling, and support. We offer assessment, nutrition education, stress management, basic care for common health problems and referrals to local health care providers as appropriate.

Health and Wellness Services also coordinates student health insurance coverage. The office assures that all students who are required to have health insurance (see policy below) either demonstrate proof of insurance or purchase insurance that is offered through NDNU.

Mandatory Health Insurance Policy: The following categories of students are required to have health insurance coverage: 1) all full-time undergraduate students, 2) all students living on campus (undergraduate or graduate, full-time or part-time), and 3) all international students. International students are required to purchase insurance through NDNU. Other students may provide proof of coverage to the Health and Wellness Services Office. Students in categories 1) and 2) above who do not provide proof of coverage will be provided with the health insurance offered through NDNU and will be charged for that insurance.

Housing and Residence Life

The primary mission of the Department of Housing and Residence Life (HRL) at NDNU is to create a safe, comfortable, and secure living-learning community that encourages the development of personal and community experience that significantly contributes to the intellectual, spiritual, and psychological education of our residents.

The University offers students several different living environments. St. Joseph Hall and Julie Billiard Hall are traditional coeducational facilities that accommodate men and women. Carroll, Kane, and Wilkie apartment complexes accommodate upper-division men and women. Available for fall 2004 will be a new residence hall (New Hall) that features suite-style residences with single rooms available for upper-division students. Spaces are assigned according to seniority, a “first come, first served” basis, and as space is available. All residence facilities are wired for broadband Internet connections and cable TV. Applications are due on the dates listed in the “Terms and Conditions for On-Campus Residence.” On-campus residence is required for freshmen and sophomores. See the “Required On-Campus Residence Policy” on page 316.

Resident Advisors, who are students themselves, serve as peer advisors and assist residents in developing their learning skills for community living and in developing competencies needed to live productive and responsible lives in a multicultural world. Within the residence halls, the staff works with students in planning educational, social, and recreational programs and in utilizing the cultural, intellectual, and athletic opportunities of San Francisco and the extended Bay Area. Resident students also have the opportunity to exchange ideas in spontaneous discussions, study groups, and cross-cultural experiences.

Resident Directors are professional staff members that live and work on campus. They assist and supervise the Resident Advisors in their mission to develop communities and individuals.

Resident Advisors, along with the Housing and Residence Life professional staff will also facilitate several Living Learning Communities designed to enhance the students' academic experience outside of the classroom.

Required On-Campus Residence Policy: In the Fall and Spring semesters, full-time undergraduate students are required to live in campus housing unless, as of the prior August 1, they meet at least one of the three conditions listed below.

- Age 22 or over; or
- Junior standing (60 units or more); or
- Completed four or more semesters of on-campus residence at NDNU

For new students, the basis for class standing will be transferable credits on transcripts submitted to the Office of Admission. For continuing students, the basis for class standing will be academic units reflected on their NDNU transcripts.

Orientation

Through a comprehensive orientation program, all new students are welcomed into the University and introduced to services to help them succeed. Students learn about the resources available, participate in testing and academic advising, and register for classes.

Program for Academic Support and Services

The Program for Academic Support and Services (PASS) is dedicated to improving the educational development of students with documented disabilities and to enhancing understanding and support within the campus community. As Notre Dame de Namur University strives to value, embrace, and reflect human and intellectual diversity, PASS strives to accomplish this through the principles of equal access and opportunity. The objective of PASS is to ensure our students receive equal access to all NDNU programs and services. To that end, we seek to balance the student's right to access with our obligation to protect the integrity of NDNU programs and services. PASS is committed to:

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

For more information contact the PASS office at pass@ndnu.edu or visit www.ndnu.edu/pass.

Public Safety

Public Safety Officers patrol the campus 24/7 providing security and safety services to ensure a safe living, learning, and working environment for the University community.

Student Activities

The Office of Student Activities works closely with student clubs and organizations, the Programming Board, student government (ASNDNU), and the Welcome Team to coordinate a wide range of social, cultural, educational, and recreational programming at the University. Events include dances, live entertainment, lectures, speakers on special interest topics, and excursions off campus to local events, scenic highlights, and attractions.

Organizations, Activities, and Events

The University offers numerous opportunities to develop deeper understandings of our community, our world, and ourselves and through participation in activities, organizations, and events.

Alumni Association

The Alumni Association serves all constituents who demonstrate an interest and commitment in support of the University's mission. Supported by the Alumni Office, the Alumni Association represents alumni from all disciplines, undergraduate and graduate. The Alumni Association values the rich diversity of its membership and provides continuing support through its programs and involvement opportunities. These programs can address the specific needs of the individual groups within the alumni and at the same time work for institutional advancement and enhancement. More information is available on the Alumni home page at www.ndnu.edu/alumni.

Associated Students of Notre Dame de Namur University (ASNDNU)

ASNDNU represents the interests of all students through their participation in the governance of the University. ASNDNU also charters numerous clubs and organizations representing students' cultural, academic, and social interests.

Commencement

At the end of each Spring Semester, the University honors its graduates with a commencement ceremony held on the NDNU campus. (See the Academic Calendar for dates.) The ceremony features a procession of the University's graduates, faculty, administration, Board of Trustees, and honorees. The program is highlighted by speeches from representatives of the graduating undergraduate and graduate classes and from a distinguished invited speaker. The ceremony concludes with the conferring of degrees.

Convocation

The University celebrates the beginning of each academic year with this formal gathering that includes an academic procession, a featured speaker, and a welcome to the new students from the President, Provost, and faculty.

Honor Societies

Notre Dame de Namur University offers membership in the following honor societies:

Alpha Mu Gamma – Alpha Mu Gamma is the national language honor society. The NDNU – Belmont chapter, Alpha Delta, is open to men and women. The purpose of Alpha Mu Gamma is the recognition of linguistic achievement, the encouragement of interest in the languages, literatures, and civilization of other peoples, and the furthering of the ideals of friendship and international understanding. For membership, a student must have two college "A's" and one college "B" in the same language, each representing three units, or two high school "A's" may replace one college "B." One need not be a language major or even be continuing courses in the language. There are special conditions for international students.

Delta Epsilon Sigma – In May 1971, Notre Dame de Namur University established the Delta Zeta Chapter of Delta Epsilon Sigma, a national honor society for men and women of Catholic colleges and universities. The chapter recognizes academic accomplishments, fosters scholarly activities, and provides an intellectual meeting ground for its members. Juniors and seniors with a cumulative GPA of 3.5 or higher in the major and in the general education program may be nominated after one semester of residence. Graduate students who have achieved a GPA of 3.9 or higher become eligible for nomination at the time of the graduation audit.

Kappa Gamma Pi – Membership in Kappa Gamma Pi is awarded to ten percent of the men and women of the senior class who have distinguished themselves by high academic rank and outstanding leadership.

Psi Chi – In April 1995, Notre Dame de Namur University established the campus chapter of Psi Chi, the national honor society in psychology. The chapter stimulates professional growth through extracurricular programs and activities, and provides practical experience and fellowship through participation in local, regional, and national conferences. Undergraduate students may apply for membership with the completion of at least four psychology courses, a cumulative GPA of 3.0 or higher, and a psychology GPA of 3.8 or higher. Graduate students may apply for membership with the completion of four psychology courses and a cumulative (psychology) GPA of 3.8 or higher.

Sigma Beta Delta – Sigma Beta Delta is a national honor society in business, management, and administration. Its purpose is to encourage and recognize scholarship and accomplishment among students of business, management, and administration as well as to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. Membership is open to undergraduate and graduate business administration students who rank in the top 20% of the School of Business and Management.

Intercollegiate Athletics

The Athletics Department provides students with a competitive sports program that is consistent with the University's mission of education of the whole person. Intercollegiate athletics plays a large part in the student-athlete's overall collegiate educational experience. Student-athletes are students first, athletes second. Success is measured not only by wins, but also by the development of skill, the cultivation of team and community spirit, and the ability to achieve a productive academic and personal life. See Undergraduate Policies and Procedures for information on eligibility.

NDNU sponsors men's and women's soccer, men's and women's basketball, men's and women's cross-country, men's and women's golf, women's volleyball, men's lacrosse, and women's softball.

Office of Mission and Diversity

The Office of Mission and Diversity is responsible for working with all constituencies of NDNU to strengthen and deepen the University's commitment to diversity, social justice, and global peace. The Director works collaboratively with Academic Enrichment Services, Student Affairs, and faculty on projects that help link the University's mission to curricular and co-curricular projects. Under the guidance of the Provost, the Director of the Office of Mission and Diversity also conducts annual campus climate surveys. These surveys are part of a longitudinal study that measures how well the University's personnel, programs, and activities support racial and ethnic diversity. The Office is located in the Campus Center.

Ralston Hall Cultural Events

The elegant ballroom, dining room, and other areas on the first floor of the Ralston Hall Mansion provide gracious settings for the Ralston Concert Series, presenting professional chamber musicians in concert, the Ralston Lecture Series, featuring lively, entertaining, and informative presentations by noted speakers on Bay Area history, student recitals and receptions, and many other special events.

Study Abroad and Student Exchange Programs

The University offers opportunities for students to study abroad for one or two semesters, preferably as juniors. Programs are available in Great Britain, France, Spain, Greece, Japan, and numerous other countries. A study abroad program must be approved by the Study Abroad Advisor and by the student's major advisor. Information and guidance on the Study Abroad program is available from the Student Exchange/Study Abroad Advisor.

The University provides sophomore and junior students the opportunity to spend either a semester or a year at its sister colleges, Trinity College in Washington, D.C. or Emmanuel College in Boston, Massachusetts, through the Student Exchange program. Students participating in the program remain officially enrolled at their home campus and need not file for an official leave of absence. Interested students should contact the Student Exchange/Study Abroad Advisor for application materials and detailed information about Trinity and Emmanuel campuses.

Visiting Scholars Program

The Sr. Catharine Julie Cunningham Endowed Chair, dedicated to the late president of College of Notre Dame, brings regional and national scholars to campus. Notables appearing in past years include Seamus Heaney, poet, Dr. Robert Bellah, sociologist, Dr. Manuel C. Velásquez, ethicist, Dr. Ilan Chabay, scientist and science educator, Dr. Harry Edwards, sociologist, Dr. Stephen Greenblatt, Shakespearean scholar, Dr. David Thornburg, futurist, Dr. Julianne Malveaux, economist, Dr. Clayborne Carson, historian and editor of the Martin Luther King, Jr. Papers Project, Jon Carroll, *San Francisco Chronicle* columnist, Sr. Mary Orna, analytical chemist/chemistry of color, Dr. Linda Gantt, psychologist/use of art therapy in trauma, John Walker, artist, Dr. Carl Djerassi, chemist, Dr. Kenan Osborne, OFM, theologian, Dr. Fred Luskin, psychologist and lecturer on forgiveness and health, and Dr. David Ostwald, theatre director.

Financial Information

Tuition, Fees, Room and Board

Rates effective Summer 2004

APPLICATION FEES AND DEPOSITS

Application Fee – Undergraduate (nonrefundable)	\$ 40.00
Application Fee – Graduate (nonrefundable)	\$ 50.00
Non-Matriculation/Unclassified Fee (nonrefundable)	\$ 25.00
Intent to Register Deposit (nonrefundable)	\$ 200.00

TUITION

Undergraduate Full-time (12 - 18 units – per semester)	\$10,675.00
Undergraduate Overload (per unit over 18 units per semester)	\$ 790.00
Part-time Day (1-11 units – per unit)	\$ 510.00
Evening Degree Program (1-11 units – per unit)	\$ 510.00
Graduate (per unit)	\$ 620.00
Early Learning Center Tuition (per year)	\$ 5,575.00
Undergraduate Audit Discount	50%
Senior Citizen (65+) Discount	50%
SND Undergraduate Tuition Discount	100%
SND Graduate Tuition Discount	50%
Early Learning Center Tuition (second child) Discount	10%
Catholic Schools Faculty Discount	50%

Note: Discounts are only available for regularly scheduled courses; not applicable to workshops, special events, etc. Catholic Schools Faculty Discount is available to San Mateo County and SND-sponsored schools – 50% off first course each trimester.

ROOM AND BOARD

Meal Plan #1 – 8 meals/week (per semester)	\$ 1,450.00
Meal Plan #2 – 10 meals/week (per semester)	\$ 1,475.00
Meal Plan #3 – 12 meals/week (per semester)	\$ 1,500.00
Meal Plan #4 – 14 meals/week (per semester)	\$ 1,575.00
Meal Plan #5 – 19 meals/week (per semester)	\$ 1,585.00

Housing Deposit (per semester)	\$ 200.00
Triple Occupancy in Standard Room (per semester)	\$2,650.00
Quadruple Apartment (per semester)	\$2,760.00
Double Room/Triple Apartment (per semester)	\$3,240.00
Single Room (per semester)	\$4,315.00
Double Apartment/Half Room Single (per semester)	\$3,845.00
New Residence Hall Rate	\$4,315.00

WINTER/SUMMER RATES

Quadruple Apartment (per week)	\$ 185.00
Double Room/Triple Apartment (per week)	\$ 200.00
Double Apartment/Single Room (per week)	\$ 260.00
Half Room Single (per week)	\$ 225.00

STUDENT FEES

Student Activity Fee (Undergraduate 12 units or more – per semester)	\$ 75.00
Student Services Fee (Undergraduate 1-11 units, Intensive and Graduate – per trimester)	\$ 15.00
Resident Activities Fee – per semester (for those living in University Housing)	\$ 20.00

OTHER FEES

Undergraduate Late Billing Form Fee	\$ 150.00
Undergraduate Late Registration Fee	\$ 150.00
Graduate/Intensive Late Billing Form Fee	\$ 55.00
Music Lessons – UG/Graduate (per semester)	\$ 560.00
Education Supervision (all other – per course)	\$ 125.00
Graduate Initial Research Fee (in addition to tuition – ED359 and PY359 only)	\$ 100.00
Graduate Final Research Fee (on completion of thesis)	\$ 250.00
Graduate Certificate Course Tuition (400 level – per unit)	\$ 310.00
Certificate Application Fee	\$ 25.00
Continuing Education Unit Fee (per unit)	\$ 125.00
Challenge Fee (per unit)	\$ 65.00
Employer Deferral Fee (per trimester)	\$ 40.00
International Fee – UG/Graduate (one time)	\$ 500.00
Late Add Fee	\$ 55.00
Re-activation Fee	\$ 25.00
Graduation Audit Fee	\$ 60.00
Transcripts (first copy free)	\$ 10.00
Transcripts – 24-hour service (one to three)	\$ 30.00
Lost Library Book/Other Equipment (plus replacement cost)	\$ 20.00
Bad Check Charge	\$ 25.00
Early Learning Center Registration Fee (1st child)	\$ 110.00
Early Learning Center Registration Fee (2nd child)	\$ 80.00

Payments and Policies

PAYMENTS

Tuition and fees for the semester are payable at the time of registration unless other arrangements have been made with the Business Office. The University accepts cash, checks, VISA, Mastercard, Discover/NOVUS, and JCB. A four-payment deferred plan is available for the Fall and Spring semesters with a monthly finance charge.

The University also defers payment of a semester's tuition for students who qualify for their company's tuition reimbursement plan. A fee of \$40 per semester is charged to participate in this plan.

In conjunction with a private vendor (Tuition Management Systems), the University has developed a monthly installment payment plan covering tuition, fees, housing, and meal plan charges. For more information see the Tuition Management page at www.ndnu.edu/undergraduate/tuition-mgmt.html.

Appointments are available to discuss payment options regarding financial status. Call (650) 508-3576 or e-mail business.office@ndnu.edu.

POLICIES

Policy Regarding Unpaid Bills

Transcripts and diplomas are issued only when all charges due Notre Dame de Namur University are paid.

Mandatory Health Insurance Policy

All full-time undergraduate students, on-campus resident students, and international are required to have health insurance. See Health and Wellness Services in the Campus Life section, page 315, for the full policy statement.

Required On-campus Residence Policy

All full-time freshmen and sophomores are required to live in campus housing. See Housing and Residence Life in the Campus Life section, page 315-316, for the full policy statement.

REFUND POLICIES

Refund Policy Definitions

The Academic Calendar defines the dates on which the semester (15-week) or term (7-week) begins, as well as the last day to drop. The date upon which any refund is based is the date on which the Registrar's Office receives written notice of the dropped course or withdrawal, not the student's last date of attendance.

Tuition Refund Policy – Graduate, Part-time Undergraduate, and Undergraduate Overload

This policy does not apply to students who drop a course and add simultaneously a course or courses with the same or larger number of units.

Students initiate Drop/Add procedures in the Registrar's Office. Following receipt of written notification of a dropped course, the difference in tuition charges will be refunded according to the schedule below. Any refund due will be made within 30 days of the Registrar's receipt of written notice.

Tuition Refund Schedule – Graduate, Part-time Undergraduate, and Undergraduate Overload

Refunds for semester (15-week) and term (7-week) courses:

- 100% refund before the beginning of the semester or term
- 100% refund, less \$25 per course dropped, prior to close of business on the second Tuesday of the semester or term
- 50% refund up through close of business on the third Tuesday of the semester or term
- 25% refund up through close of business on the fourth Tuesday of the semester or term
- No refund after the fourth Tuesday of the semester or term (last day to drop)

Refunds for all other courses:

- 100% refund up to first class
- No refund once the first class has started

Tuition Refund Policy – Full-time Undergraduate

The following policy applies to students registered as full-time undergraduates when the semester begins. It does not apply to students who are also full-time at the end of the drop period (fourth Tuesday), whether or not they have added or dropped courses in the interim. Except in the case of overload units, no refund or additional charge applies to such students. A student who withdraws from a class or classes after the last day to drop (fourth Tuesday), but remains enrolled for the term will be considered full-time for the remainder of the term. No tuition adjustment will be made.

Dropped Courses with Continuing Enrollment

Students initiate Drop/Add procedures in the Registrar's Office. Full-time students who drop a course or courses and thereby become part-time will have the difference in charges refunded according to the schedule below. Any refund due will be made within 30 days of the last day to drop.

Withdrawal from the University

Students who wish to withdraw from the University during a semester must complete a withdrawal form from the Registrar's Office. Following receipt of written notification of withdrawal, tuition charges for full-time undergraduates will be refunded according to the schedule below. Any refund due will be disbursed within 30 days of the receipt of written notice of withdrawal.

Tuition Refund Schedule – Full-time Undergraduate

- 100% refund before the beginning of the semester
- 100% refund, less \$150 cancellation fee, prior to close of business on the second Tuesday of the semester

- 50% refund up through close of business on the third Tuesday of the semester
- 25% refund up through close of business on the fourth Tuesday of the semester
- No refund after the fourth Tuesday of the semester or term (last day to drop)

Fee Refund Policy

Fees are nonrefundable, with the following exception. Those fees labeled as “Student Fees” are 100% refundable up to the beginning of the semester or term and non-refundable after the beginning of the semester or term.

Room and Board Refund Policy

Room and Board charges are fully refundable up to the beginning of the semester. Students who cancel their room or board on or after the first day and before the fourth Tuesday of the semester will have charges pro-rated. No refund of room or board charges will be made after the fourth Tuesday of the semester. For details, see the License for On-campus Residence. Note that this policy does not apply to the Housing Deposit.

Deposit Refund Policy

Deposits are nonrefundable, with the following exceptions:

- Housing Deposit: See the License for On-Campus Residence for conditions under which this deposit is refundable.
- International Student Deposit: If the student is unable to obtain a visa, the deposit will be refunded upon return to the Office of Admissions of any outstanding I-20 issued to the student. Refunds will be processed within 30 days.

Refund/Return of Title IV Funds to the Federal Government

Financial Aid recipients should be aware that all or a portion of any financial aid received must be returned to the source in cases of withdrawal from NDNU within the first 60% of the semester. The order of return of financial aid funds per federal regulations is as follows:

1. Federal Stafford Loans
2. Federal Perkins Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal SEOG
6. Other Financial Aid Programs

The amount that must be returned is determined by the following formula as per federal regulations:

- 90% within the first 10% of the semester
- 80% within the first 20% of the semester
- 70% within the first 30% of the semester
- 60% within the first 40% of the semester
- 50% within the first 50% of the semester
- 40% within the first 60% of the semester

See the Office of Student Financing for details.



Directories

Administrative Offices

Office of the President

OFFICE OF THE PRESIDENT

John B. (Jack) Oblak, Ph.D.

President

Ralston Hall

(650) 508-3503

Fax: (650) 508-3477

E-mail: joblak@ndnu.edu

Angela Nuttman

Executive Assistant to the President

Ralston Hall

(650) 508-3503

Fax: (650) 508-3477

E-mail: anuttman@ndnu.edu

ATHLETICS

Doug Locker, *Director*

Gleason Gymnasium

(650) 508-3685

Fax: (650) 508-3691

E-mail: dlocker@ndnu.edu

Academic Affairs

OFFICE OF THE PROVOST

Lucille H. Sansing, Ph.D., *Provost*
Ralston Hall
(650) 508-3494
Fax: (650) 508-3495
E-mail: lsansing@ndnu.edu

Gregory B. White, Ph.D.
*Assistant Provost and Director
of Institutional Research*
Ralston Hall 206A
(650) 508-3722
Fax: (650) 508-3765
E-mail: gwhite@ndnu.edu

SCHOOL OF ARTS AND HUMANITIES

Christine Bennett, Ph.D., *Dean*
Ralston Hall 305
(650) 508-3508
Fax: (650) 508-3682
E-mail: cbennett@ndnu.edu

SCHOOL OF BUSINESS AND MANAGEMENT

Henry Roth, *Dean*
Cuvilly Hall 14
(650) 508-3726
Fax: (650) 508-3467
E-mail: hroth@ndnu.edu

SCHOOL OF EDUCATION AND LEADERSHIP

Judith Greig, Ph.D., *Dean*
Campus Center 12
(650) 508-3701
Fax: (650) 508-3457
E-mail: jgreig@ndnu.edu

SCHOOL OF SCIENCES

Lizbeth Martin, Ph.D., *Dean*
Ralston Hall 304
(650) 508-3771
Fax: (650) 508-3682
E-mail: martin@ndnu.edu

ACADEMIC SUCCESS CENTER

Joan Rossi, Ed.D., *Director*
St. Mary's Hall
(650) 508-3616
Fax: (650) 508-3736
E-mail: jrossi@ndnu.edu

TUTORIAL CENTER

Chun-hwa Chu, Ph.D., *Director*
St. Mary's Hall 128
(650) 508-3588
Fax: (650) 508-3736
E-mail: cchu@ndnu.edu

CAREER DEVELOPMENT

Robert Moon, *Director*
Campus Center
(650) 508-3717
Fax: (650) 508-3719
E-mail: ramoon@ndnu.edu

COMMUNITY-BASED LEARNING CENTER

Campus Center
(650) 508-3777
Fax: (650) 508-3736

ENROLLMENT

Katy Murphy, *Dean*

Ralston Hall

(650) 508-3525

Fax: (650) 508-3426

E-mail: kmurphy@ndnu.edu

GRADUATE ADMISSION

Barbara Sterner, *Assistant Director*

Ralston Hall

(650) 508-3527

Fax: (650) 508-3426

E-mail: grad.admit@ndnu.edu

UNDERGRADUATE ADMISSION

Richard Scaffidi, *Director*

Ralston Hall

(650) 508-3534

Fax: (650) 508-3426

E-mail: admissions@ndnu.edu

INTENSIVE/EVENING ADMISSION

Karen Schornstein, *Assistant Director*

Ralston Hall

(650) 508-3599

Fax: (650) 508-3426

E-mail: eve.admit@ndnu.edu

STUDENT FINANCING

Ralston Hall

(650) 508-3580

Fax: (650) 508-3635

E-mail: finaid@ndnu.edu

IMMIGRATION SERVICES

Ralston Hall

(650) 508-3600

Fax: (650) 508-3426

INTERNATIONAL STUDENT ASSISTANCE

Chun-hwa Chu, Ph.D.

St. Mary's Hall 128

(650) 508-3588

Fax: (650) 508-3736

E-mail: cchu@ndnu.edu

LIBRARY

Klaus Musmann, Ph.D., *Director*

Gellert Library

(650) 508-3745

Fax: (650) 508-3697

E-mail: kmusmann@ndnu.edu

MISSION AND DIVERSITY

Campus Center

(650) 508-3785

Fax: (650) 508-3736

REGISTRAR

Sandra Lee, *Registrar*

St. Mary's Hall 110

(650) 508-3516

Fax: (650) 508-3520

E-mail: slee@ndnu.edu

Finance and Administration

OFFICE OF THE VICE PRESIDENT

Thomas Hannen, Ph.D., *Vice President
for Administration and Treasurer*

Ralston Hall

(650) 508-3571

Fax: (650) 508-3661

E-mail: thannen@ndnu.edu

CONTROLLER AND ASSISTANT TREASURER

Ralston Hall 312

(650) 508-3572

Fax: (650) 508-3661

BUSINESS OFFICE

Shahan Shahvekilian, *Assistant Controller*
Ralston Hall

(650) 508-3576

Fax: (650) 508-3439

E-mail: sshahvekilian@ndnu.edu

Joyce Meshinsky

Manager of Student Accounts

St. Mary's Hall 106

(650) 508-3576

E-mail: jmeshinsky@ndnu.edu

CENTRAL SERVICES

Lori Jacobi, *Manager*

Ralston Hall 103

(650) 508-3530

Fax: (650) 508-3660

E-mail: ljacobi@ndnu.edu

CONFERENCES AND EVENTS

Lisa Simpson, *Director*

Ralston Hall 101

(650) 508-3432

Fax: (650) 508-3774

E-mail: conferences@ndnu.edu

HUMAN RESOURCES

Ralston Hall

(650) 508-3738

Fax: (650) 508-3630

E-mail: hr@ndnu.edu

INFORMATION TECHNOLOGY

Tim Schickedanz

Chief Technology Officer

St. Mary's Hall 102

(650) 508-3451

Fax: (650) 508-3452

E-mail: tschickedanz@ndnu.edu

PHYSICAL PLANT

George Mayer, *Director of Facilities*

Madison Art Center, Ground Floor

(650) 508-3559

Fax: (650) 508-3408

E-mail: mayer@ndnu.edu

Development and Public Relations

OFFICE OF THE VICE PRESIDENT

Steven A. Kinney

*Vice President for Development
and Public Relations*

Ralston Hall 309

(650) 508-3581

Fax: (650) 508-4168

E-mail: skinney@ndnu.edu

STEWARDSHIP

Janiece Bacon Oblak, *Director*

Ralston Hall 311A

(650) 508-3757

E-mail: jbo3@ndnu.edu

ANNUAL GIVING

Manuel Nungaray, *Director*

Ralston Hall 311

(650) 508-3442

Fax: (650) 508-3760

E-mail: mnungaray@ndnu.edu

EVENTS AND ALUMNI RELATIONS

Jamie Rose, *Director*

Ralston Hall 102

(650) 508-3515

Fax: (650) 508-3660

E-mail: alumni@ndnu.edu

PLANNED GIVING

Sr. Roseanne Murphy, Ph.D.

Executive Director

Ralston Hall 311

(650) 508-3551

Fax: (650) 508-3660

E-mail: rmurphy@ndnu.edu

PUBLIC RELATIONS

Mark Lewis, *Director*

Ralston Hall 322

(650) 508-3680

Fax: (650) 508-4168

E-mail: pr@ndnu.edu

COMMUNITY RELATIONS

Maureen Freschet, *Director*

Ralston Hall 320

(650) 508-4168

E-mail: mfreschet@ndnu.edu

Campus Life

OFFICE OF THE VICE PRESIDENT

Raymond Jones, Ph.D.

Vice President for Campus Life

Campus Life Offices

(650) 508-3514

Fax: (650) 508-3475

E-mail: rjones@ndnu.edu

CAMPUS LIFE AND STUDENT DEVELOPMENT

Mary Oleksy, *Director*

Julie Billiard Hall 140

(650) 508-3657

Fax: (650) 508-3475

E-mail: moleksy@ndnu.edu

CAMPUS MINISTRY

Julie Billiard Hall 110

(650) 508-3761

Fax: (650) 508-3736

CENTER FOR STUDENT LEADERSHIP

Richard Watters, *Director*

Campus Center

(650) 508-3725

Fax: (650) 508-3736

E-mail: rwatters@ndnu.edu

COUNSELING SERVICES

Dennis Dow, Ph.D., *Director*

The Oaks

(650) 508-3578

Fax: (650) 508-3475

E-mail: ddow@ndnu.edu

DINING HALL/BON APPETIT

Susan Mamlok

Cafeteria

(650) 654-6105

Fax: (650) 654-1982

E-mail: smamlok@ndnu.edu

HEALTH AND WELLNESS SERVICES

MaryAnn Burman, *Director*

Campus Life Offices

(650) 508-3756

Fax: (650) 508-3475

E-mail: mburman@ndnu.edu

HOUSING AND RESIDENCE LIFE

Eric Lassahn, *Director*

Julie Billiard Hall 105

(650) 508-3759

Fax: (650) 508-3492

E-mail: elassahn@ndnu.edu

Tina Samaniego

Residence Director

Julie Billiard Hall 141

(650) 508-3790

Fax: (650) 508-3492

E-mail: tsamaniego@ndnu.edu

PROGRAM FOR ACADEMIC SUPPORT AND SERVICES

Raymond Jones, Ph.D., *Director*

Campus Life Office

(650) 508-3778

Fax: (650) 508-3475

E-mail: pass@ndnu.edu

PUBLIC SAFETY

David Mefford, *Chief*

Wilkie A

(650) 508-3502

Pager: (650) 570-9262

E-mail: dmmefford@ndnu.edu

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Lawrence Ryan
Glenn P. Smith
Mark W. Sullivan

Emeriti Faculty

Barden, Lillian, Professor of Business Administration, 1990; Emerita, 2000
BA, California State University, Fullerton; MBA, Pepperdine University; DBA, Golden Gate University

Boyling, Mary Ellen, Professor of English, 1957; Emerita, 1993
BA, St. Joseph's College (New York); MA, University of California, Berkeley; Ph.D., Stanford University

Center, Elizabeth M., Professor of Biology, 1977; Emerita, 2004
BA, Augustana College (Illinois); Ph.D., Stanford University

Chapin, June R., Professor of Education, 1967; Emerita, 1996
BA, MA, University of Chicago; Ed.D., Stanford University

Cohen, Elaine L., Professor of Education and Public Administration,
and Graduate Dean, 1975; Emerita, 2002
BS, University of Pennsylvania; M.Ed., Trinity University; Ed.D., University of San Francisco

Eide, Carla, Professor of Education, 1989; Emerita, 2002
BA, University of California, Berkeley; MA, San Francisco State University; Ed.D., Nova University

Fee, Diana G., Associate Professor of Philosophy, 1964; Emerita, 1995
AB, MA, Ph.D. (candidate), University of Michigan

Hutchison, Sr. Patricia, SND, Professor of History, 1977; Emerita, 2003
BA, College of Notre Dame; MA, Santa Clara University; Ph.D., Stanford University

LaRatta, Thomas, Professor of Music and Artist in Residence, 1964; Emeritus, 2001
BM, MM, Chicago Musical College

McCarron, Sr. Nancy, SND, Professor of Education, 1979; Emerita, 2003
BA, Dominican College; MA, Seattle University; Ph.D., University of California, Berkeley

McQuinn, Anna, Professor of Clinical Psychology and Gerontology, 1988; Emerita, 2004
Teaching Credential, Carysfort College (Ireland); MA, Ed.D., University of San Francisco; Ph.D., Sierra University

Moreen, Denis C., Professor of Music, 1971; Emeritus, 2000
BME, MM, Northwestern University; DMA, Stanford University

Moyer, Birgitte, Professor of Music, 1976; Emerita, 2004
BA, MA, Ph.D., Stanford University; MM Equivalent, University of Copenhagen

Murphy, Sr. Roseanne, SND, Professor of Sociology, 1960; Emerita, 1999
BA, Mount St. Mary's College; MA, Stanford University; Ph.D., University of Notre Dame

Ramsey, David, Professor of Art, 1971; Emeritus, 1995
 BFA, Chicago Art Institute; MFA, Mexico City College; Ph.D., St. Louis University

Sanford, Dorothy Zerzan, Professor of Business Administration, 1954; Emerita, 1995
 BA, Willamette University; MA, University of Oregon; Ph.D., St. Louis University

St. John, Terry, Professor of Art, 1990; Emeritus 2001
 BA, University of California, Berkeley; MFA, California College of Arts and Crafts

Siegel, Linda, Professor of Music, 1967; Emerita, 1999
 BMF, Oberlin Conservatory of Music; MM, Ph.D., Boston University

Strong, Charles, Professor of Art, 1970; Emeritus, 1999
 BFA, MFA, San Francisco Art Institute

Sullivan, Mark W., Professor of Philosophy and Humanities, 1952; Emeritus, 1995
 BA, Santa Clara University; MA, University of Notre Dame; Ph.D., Stanford University

Titlow, Robert T., Professor of Theatre Arts, 1962; Emeritus, 1992
 BA, Humboldt State University; MA, Stanford University; MA, San Francisco State University

Zenner, Sr. Emilie, OSF, Professor of Education, 1966; Emerita, 1985
 BA, Holy Names College; MA, University of Notre Dame; Ph.D., St. Louis University

Faculty

Full-time Faculty are ranked as: Assistant Professor, Associate Professor, or Professor. Part-time Faculty are listed as Lecturer. Library Faculty are full-time unless otherwise indicated.

Addison, Joy, Lecturer in Education, 2001

BA, MA, University of Michigan; MPA, College of Notre Dame

Ahn, Mark, Lecturer in Master of Business Administration, 2002

BA, MBA, Chaminade University; Ph.D., University of South Australia

Altenberg, Jennifer, Reference/Catalog Librarian, 1994

BA, University of California, Santa Barbara; MLIS, University of Texas at Austin

Altenberg, Wayne, Lecturer in Music, 1997

BA, University of Santa Barbara; MM, University of Austin

Andrews, Patricia, Lecturer in History, 1999

BA, College of Notre Dame; MA, University of California, Berkeley

Arbore, Patrick, Lecturer in Human Services, 1990

BA, MA, San Francisco State University

Arnold, Rocky, Lecturer in Master of Business Administration, 1995

BS, University of Missouri; MS, Massachusetts Institute of Technology;

MS, Ph.D., Stanford University; MBA, Notre Dame de Namur University

Arrington, Doris Banowsky, Professor of Art Therapy Psychology, 1979

BS, University of Houston; MAT, College of Notre Dame;

Ed.D., University of San Francisco

Askari, Nusha, Associate Professor of Psychology and Chair, Department of Clinical Psychology and Gerontology, 2000

BA, University of California, Los Angeles; MA, Cal State Northridge; Ph.D., Claremont Graduate School

Barclay, Kenneth, Lecturer in Clinical Psychology and Gerontology, 1999

BA, Columbia College; MA, Notre Dame de Namur University

Barden, Lillian, Professor of Business Administration, 1990

BA, California State University, Fullerton; MBA, Pepperdine University;

DBA, Golden Gate University

Barsi, Ralph, Lecturer in Human Services and Clinical Psychology, 1990

BA, San Francisco State University

Bator, Paul, Lecturer in English, 1997

BA, MA, DA, University of Michigan

Bennett, Christine Harvey, Professor of Latin American Studies and Dean, School of Arts and Humanities, 1991
BA, McGill University; MA, Ph.D., Stanford University

Berger, Jacqueline L., Lecturer in English, 1999
BA, Goddard College; MFA, Mills College

Bernhard, Sandra, Lecturer in English, 1999
BA, Dartmouth College; MA, University of Rochester

Bernhardt, Ann, Assistant Professor of Clinical Psychology and Gerontology and Program Director, Master of Arts in Clinical Psychology, 2003
BS, University of North Carolina, Greensboro; MS, Dominican University of California; Ph.D., California School of Professional Psychology

Breeden, Barbara, Lecturer in Music, 1986
BM, MM, Juilliard School of Music

Bridenbaugh, Paul, Lecturer in Art, 1999
BA, University of California, Santa Cruz; MFA, Columbia University

Brotherhood, Gail, Lecturer in Physical Education, 2003
BA, University of Oregon; MA, Colorado State University

Brown, Margot, Lecturer in Clinical Psychology, 1995
BA, San Francisco State University; MA, College of Notre Dame; Psy.D., University of San Francisco

Brown, Warren, Lecturer in Business Administration, 1998
BS, Iowa State University; MBA, California State University, Long Beach

Buckman, Mary, Lecturer in Education, 2001
BA, Humboldt State University; MA, San Francisco State University

Bullock, Jennifer, Lecturer in Business Administration, 2003
BA, Bryn Mawr College; MA, Antioch University

Burris, Ronald, Lecturer in Philosophy/Religious Studies, 2002
BA, University of California, Davis; MA, Fuller Theological Union; Ph.D., Graduate Theological Union

Cabrol-Easton, Darth, Lecturer in English, 2002
BA, University of California, Santa Cruz; MA, Simmons College

Calefas-Strebelle, Andrey, Core Faculty in Modern Languages, 1999
BA, MA, Sorbonne University

Calice, Cathleen, Lecturer in Education, 2002
BA, St. Mary's College; MS, California State University, Hayward

Campodonico, Donald, Core Faculty in Business Administration, 1993
BS, MBA, San Francisco State University

Cancio, Clint, Lecturer in Music, 2002
BM, MM, Notre Dame de Namur University

Carolan, Richard, Associate Professor of Art Therapy Psychology and Chair,
Department of Art Therapy Psychology, 1993
BA, Western Connecticut State University; MA, Sonoma State University;
Ed.D., University of San Francisco

Carter, Michelle, Lecturer in Communication, 2002
BJ, University of Missouri

Cash, Deborah, Professor of Behavioral Science and Chair, Department
of Intensive Human Services, 1984
BA, MA, Oakland University; Ed.D., University of San Francisco

Caulley, Barbara, Lecturer in Business Administration, 1994
BS, MBA, College of Notre Dame

Chang, Lu, Professor of Education and Chair, Department of Education, 1994
BA, University of International Business and Economics; MA, California State University,
Northridge; Ed.D., University of the Pacific

Chapman, David, Lecturer in Business Administration, 2001
BS, University of Nebraska; MA, Northwestern University; MBA, Pepperdine University

Chapman, Linda, Lecturer in Art Therapy Psychology, 1992
BA, MA, Antioch University

Chong, Ellen, Lecturer in Art, 1998
BFA, College of Notre Dame; Credential, College of Notre Dame

Cole, Stephen, Adjunct Assistant Professor in History, 2002
BA, University of Sussex; MA, Ph.D., Indiana University

Conrad, Beverley, Lecturer in Clinical Psychology, 2002
BA, University of California, Los Angeles; MA, Santa Clara University;
Ph.D., Wright Institute

Consul, Ashish, Lecturer in Mathematics and Computer Science, 2002
BA, Delhi University; BS, Purdue University; MS, University of Colorado, Denver

Cooksey, Deborah, Lecturer in Political Science, 1996
BSFS, Georgetown University

Cooper Patten, Sally, Lecturer in Art Therapy Psychology, 2001
MA, College of Notre Dame

Cox, Jeff, Lecturer in Master of Public Administration, 1998
MA, University of San Francisco

Crawford, Lois R., Assistant Professor of Chemistry, 1978
BS, College of Notre Dame; MS, Fordham University

Critz, James T., Lecturer in Computer Science, 2001
BA, Santa Clara University; Ph.D., University of Washington

Dalton, Peter A., Senior Lecturer in Education, 1983
BA, MA, San Francisco State University; Ph.D., University of California, Santa Barbara

Dalton, Rosemary, Lecturer in Education, 1985
BA, San Francisco State University; MA, University of San Francisco

Davaran, Ardavan, Professor of English, 1982
BA, MA, Ph.D., University of California, Berkeley

Davis, Mark S., Assistant Professor in Mathematics and Computer Science, 2003,
BA Sc., University of Waterloo; Ph.D., University of California at Berkeley

Dawe, Albert Timothy, Lecturer in Natural Sciences, 1999
BA, MS, San Francisco State University

Driscoll, John, Lecturer in English, 2001
BA, MA, Sussex; Ph.D., Upsala University

Duke, Stephanie, Lecturer in Physical Education, 2003
BS, MS, California State University, Hayward

Dupon, Jean W., Lecturer in Natural Sciences, 2002
SB, Massachusetts Institute of Technology; MS, Ph.D., Northwestern University

Eide, Carla, Professor of Education, 1989
BA, University of California, Berkeley; MA, San Francisco State University;
Ed.D., Nova University

Elkins, Michael B., Professor of Theatre Arts and Chair, Department of Theatre Arts, 1978
BA, San Francisco State University; MFA, Pennsylvania State University

Emling, Edward, Lecturer in Education, 1998
BA, Michigan State University; MA, San Jose State University;
Ph.D., California Coast University

Erkman, John, Lecturer in Public Administration and Education, 1994
BA, MA, Santa Clara University; Ed.D., University of San Francisco

Etherington, Arnell, Professor of Art Therapy and Program Director,
Master of Arts in Marital and Family Therapy, 1990
BA, Rutgers University; MA, Lone Mountain College;
Ph.D., Professional School of Psychology, San Francisco

Fark, Roland, Lecturer in Natural Sciences, 2002

BS, Bowling Green State University; MA, Bowling Green University

Fathman, Ann K., Professor of English and Program Director,

English for International Students and Teaching English as a Second Language, 1984

BA, University of California, Davis; MA, Ph.D., Stanford University

Feinman, Lena, Lecturer in Mathematics, 2001

MS, Krakov State University

Ferdowsi, Ali, Associate Professor of Political Science and Chair,

Department of History and Political Science, 1998

BA, MA, Shiraz University, Iran; MA, University of Florida;

MA, Ph.D., University of Pennsylvania

Ferguson, Jill, Lecturer in Communication, 2001

BS, La Roche College; MA, College of Notre Dame

Ferrera, Robert, Associate Professor of Education and Director,

Multiple Subject Credential Program, 1992

BS, University of San Francisco; MA, San Francisco State University;

Ed.D., University of Southern California

Field, Alida, Reference Librarian, 2000

BA, New York University; MLS, San Jose State University

Fitzgerald, Vincent, Assistant Professor of English and Director,

Liberal Studies Program, 1994

BA, University of California, Berkeley; MA, Georgetown University;

Ph.D., University of Southern California

Forcum, Ernestine, Lecturer in Education, 1998

BA, MA, San Francisco State University

Foster, Anne, Lecturer in Natural Sciences, 2001

BS, University of Washington; Ph.D., University of California, Davis

Friedman, Betty, Associate Professor of Art and Chair, Department of Art, 1995

BFA, MFA, California College of Arts and Crafts

Fritz, Robin, Associate Professor of Theatre Arts, 1995

BA, MS, University of South Dakota; MFA, University of Arizona

Fullerton, Virginia, Senior Lecturer in Education, 1980

BA, MA, San Francisco State University; Ed.D., Brigham Young University

Gasper, Philip, Professor of Philosophy and Chair, Department of Philosophy
and Religious Studies, 1995

BA, Cambridge University; MA, University of Calgary; Ph.D., Cornell University

Geiser, Kristin, Assistant Professor of Education, 1999

BA, Ph.D., University of California, Los Angeles

Gennaro, Nicholas, Adjunct Assistant Professor of Education and Director,
Single Subject Credential Program, 1987

BA, St. Thomas Seminary (Denver); MA, University of San Francisco;

Ed.D., University of the Pacific

George, John, Lecturer in Master of Business Administration, 2002

BA, MSA, Bombay University; MS, Drexel University

Girardi, Judith, Lecturer in English, 2001

BA, San Francisco State University; MA, MLS, San Jose State University

Goff, Hall, Lecturer in Music, 2001

BA, Oberlin College; MM, Yale University

Goodson, Roger M., Professor of Business Administration, 1991

BS, University of Maine; MA, University of Connecticut; Ed.D., Harvard University

Gordon, Emma, Lecturer in Business Administration, 2002

BS, MS, University of California, Berkeley; MBA, JFK University

Gough, Walter Michael, Lecturer in Master of Business Administration, 1993

BA, MBA, Santa Clara University

Greig, Judith Maxwell, Professor of Education and Dean,

School of Education and Leadership, 1988

BA, Wheaton College; MA, Santa Clara University; MA, Ph.D., Stanford University

Guay, Diane A., Professor of Education and Director, Administrative Services
Credential Program, 1987

BS, California State University, Hayward; MAT, MPA, College of Notre Dame;

Ed.D., University of San Francisco

Guedon, Mary, Reference Librarian (Part-time), 1980

BA, University of California, Davis; MLS, University of California, Berkeley;

MA, San Jose State University

Haithcox, Isabelle G., Assistant Professor of Biochemistry and Chair,

Department of Natural Sciences, 1997

BS, University of Miami; MS, Ph.D., Cornell University

Hansen, Thomas, Lecturer in Music, 1984

BM, New England Conservatory of Music; MM, University of Michigan

Harris, Rev. Xavier, O.F.M., Professor of Religious Studies, 1975

BA, MA, M.Div., San Luis Rey, Santa Barbara, California;

MA, University of San Francisco; Ph.D., University of Notre Dame

Hauser, Roberta, Lecturer in Art Therapy Psychology, 1997
BA, California State University, Chico; ATM, College of Notre Dame

Heisterberg, Rodney, Associate Professor of Management, 2001
BS, MS, Ph.D., Purdue University

Hess, William, Lecturer in Master of Business Administration, 2000
BS, Purdue University; MA, Ball State University

Hoffmann, Shulamit, Lecturer in Music, 2003
MA, San Jose State University; MM, Lewis and Clark College;
B.Mus, University of Witwatersrand; LRSM, London; UTLM, University of South Africa

Hua, David, Associate Professor of Business Administration, 2002
BA, Shanghai Education Institute; MS, Ph.D., University of Texas, Dallas

Hughes, Denise, Lecturer in Clinical Psychology and Gerontology and Program Director,
Master of Arts in Gerontology, 1998
BSN, University of Pittsburgh; MA, College of Notre Dame

Hunt, Phyllis, Lecturer in Education, 1999
BA, San Francisco University; MA, Fresno Pacific College

Hussey, Kip, Reference Librarian, 1990
BS, Utah State University; MLIS, University of California, Berkeley

Jensen, Anabel, Associate Professor of Education, 1993
BA, ME, Brigham Young University; Ph.D., University of California, Berkeley

Johnson, Dean, Lecturer in Master of Business Administration, 2002
BA, Yale University; MA, Columbia University; JD, New York University

Jones, Maura, Lecturer in Management, 1997
BS, San Jose State University; MS, Golden Gate University

Joseph, Cheryl, Professor of Sociology, 1988
BA, Wayne State University; MA, University of Detroit; Ph.D., Wayne State University

Kalin, CJ, Lecturer in Management, 1995
BA, California State University, Chico; MS, College of Notre Dame;
Ph.D., The Union Institute

Kammerlohr, Barbara, Assistant Professor of Education and Director,
Special Education Credential Program, 2000
BS, Emporia State University; MLS, University of Kansas at Lawrence;
Ed.D., University of Illinois at Champaign, Urbana

Kass, Michael A, Lecturer in Education, 2002
AB, University of Michigan, Ann Arbor; AM, Stanford University

Kelley, James, Associate Professor of Public Administration and Director,
MPA Program, 1993
BS, United States Military Academy; MBA, University of Pennsylvania;
JD, Santa Clara University

Key, Sylvia, Lecturer in Education, 2002
BA, SUNY, Fredonia; MA, Columbia University; Ed.D., University of California, Berkeley

Khojasteh-Bakht, Siamak Cyrus, Lecturer in Natural Sciences, 2002
BS, University of California, Berkeley; MS, Cal State Sacramento;
Ph.D., University of Washington

Klemic, George, Assistant Professor of Business Administration and Director,
Day Business Administration Program, 2000
BA, La Salle University; MSA, Central Michigan University;
DBA, Nova Southeastern University

Kortenkamp, Leon, Senior Lecturer in Art, 1982
BA, Loras College; MA, MFA, University of Notre Dame

Koshland-Crane, Margaret, Lecturer in Education, 2003
BS, Boston University; MS, College of New Rochelle

Kramer, William, Lecturer in Education, 1990
BA, Case Western Reserve University; MS, Springfield College;
Ph.D., U.S. International University

Kristie, Jennifer, Lecturer in Art, 1998
BFA, College of Notre Dame; MFA, California College of Arts and Crafts

Kujawsky, Eric, Lecturer in Music, 2000
BA, MFA, University of California, Los Angeles; DMA, Stanford University

Kum, Harriet Winifred, Lecturer in Education, 1997
BA, MA (2), San Francisco State University; Ed.D., University of San Francisco

Ladine, Dyanne, Core Faculty in Business Administration, 1981
BA, University of California, Berkeley; MBA, Santa Clara University;
JD, Lincoln University

Lambert, Debra, Assistant Professor of Music, 2000
BFA, Carnegie-Mellon University; MM, Hartt School of Music

Laroche-Davis, Hélène, Professor of French and Chair, Department
of Modern Languages and Cultures, 1965
BA, Université de Lyon France; MA, Université de Paris Sorbonne;
Ph.D., Stanford University

Larragoiti, Sandra, Lecturer in Human Services, 1997

BA, University of California, Berkeley; MA, Santa Clara University;

Ph.D., California Institute of Integral Studies

Levine, Laura, Lecturer in Clinical Psychology and Gerontology, 1992

BA Brooklyn College; MA, Cornell University;

MPA, The American University/Georgetown University School of Medicine;

MA and Ph.D., The Wright Institute

Livingston, Kathleen, Lecturer in Education, 2002

BA, San Jose State University; MA, San Francisco State University

Loustalot, Dona, Lecturer in Education, 1992

BS, San Francisco State University; Administrative Services Credential,

San Francisco State University

Lujan, Lawrence, Lecturer in Human Services, 1993

BS, University of San Francisco; MA, Ph.D., University of California, Berkeley

Markovich, Frank, Lecturer in Music, 2002

BA, San Francisco State University; Credential, Lone Mountain College

Marshall, Neil, Associate Professor of Biology, 1998

BS, MS, San Diego State University; Ph.D., University of California, Los Angeles

Martin, Lizbeth, Associate Professor of Clinical Psychology and Dean,
School of Sciences, 1996

BA, Brown University; MA, Ph.D., Stanford University

Mattei, Don, Lecturer in Social/Behavioral Sciences, 2000

BS, MS, College of Notre Dame

Maxwell, Kevin B., Professor of Religious Studies, 1986

BA, MA, Gonzaga University; STM, Jesuit School of Theology, Berkeley;

MA, Ph.D., Rice University

Mayer, Margery, Lecturer in Management, 2001

BA, University of Bridgeport; MS, Golden Gate University

McCracken, Blair, Professor of Clinical Psychology and Gerontology and Program
Director, Master of Arts in Clinical Psychology/MFT, 1991

BA, George Washington University; MA, Columbia University;

Ph.D., California School of Professional Psychology

McCrea, Dorothy, Lecturer in English, 2002

BA, Monmouth College; MA, University of San Francisco

McGlinn, Sr. Patricia T., SND, Assistant Professor of History, 1977

AB, College of Notre Dame; MA, California State University, Sacramento

McLean, Margaret, Senior Lecturer in Education, 1980
BA, MA, San Jose State University

McNichol, Robert, Lecturer in Public Administration, 1999
BS, MPA, College of Notre Dame

Michaels, Marisa, Lecturer in Communication, 2003
BA, University of San Francisco, MA, San Francisco State University

Milani, Abbas, Professor of History, 1986
BA, University of California, Berkeley; Ph.D., University of Hawaii

Mills, Katherine Mary, Lecturer in Theatre Arts, 1994
BA, MA, MFA, San Jose State University

Miloradovitch, Hazalle, Lecturer in Music, 1999
BA, Eastman School of Music; MA, Stanford University

Miram, George, Lecturer in Public Administration, 1991
BS, University of California, Los Angeles; JD, University of the Pacific

Mollicone, Henry, Lecturer in Music, 2001
BM, MM, New England Conservatory

Moon, Robert, Lecturer in Career Development, 1987
BA, MBA, University of Michigan; MA, University of Wisconsin

Moore, Jane B, Lecturer in History, 2002
BA, Spelman College; JD, University of California, Berkeley

Morgan, Abigail, Lecturer in Human Services, 2001
BA, Fairhaven College; MA, College of Notre Dame

Morrison, Shirley L., Senior Lecturer in English, 1966
BS, Northwestern University; MA, University of Washington

Mosleh, Tina, Lecturer in Business Administration, 1999
BA, MA, San Jose State University

Mrozack, Susan R., Assistant Professor of Biochemistry, 2003
AB, Washington University; MS, Ph.D., Northwestern University

Musmann, Klaus, Director of Library Services, 2001
BA, Wayne State University; MLS University of Michigan;
MA, Michigan State University; Ph.D., University of Southern California

Musmann, Lois S., Lecturer in Music, 2001
BA, New England Conservatory of Music; MM, University of Redlands;
DMA, University of Southern California

Nelson, Sandy, Lecturer in Philosophy, 2002

BA, University of California, Berkeley; MA, San Francisco State University

Nihil, Chris, Lecturer in Human Services, 1998

BS, MA, College of Notre Dame

Nyland, Jean, Professor of Psychology and Chair, Department of Psychology/Sociology, 1989

BA, University of Oregon; MA, University of Hawaii;

MA, University of California, Berkeley; Ph.D., University of Hawaii

O'Connor, Ellen, Lecturer in Communication, 2002

BA, MBA, University of California, Berkeley; MA, Ph.D., University of Chicago

Opie, Christine, Lecturer in English, 1999

BA, California State University, Sacramento; MA, San Francisco State University

O'Sullivan, Paula, Lecturer in Psychology, 2002

BS, College of Notre Dame; MS, Ph.D., Pacific Graduate School of Psychology

Ow, Sun hoong, Lecturer in Human Services, 2000

BA, University of California, San Diego; MSW, San Diego State

Owens, Ben, Lecturer in Human Services, 2000

RMR, Mt. St. Alphonsus Seminary; Ph.D., Graduate Theological Union

Panomitros, Eugenia, Adjunct Assistant Professor of Biology, 2000

BS, Ph. D., University of California, Davis

Paul, Lorraine, Lecturer in Education, 2002

BA, Russell College; M.Ed., Notre Dame de Namur University

Plummer, Bonnie, Lecturer in Education, 2001

BA, Western Michigan; M.Ed., Penn State; Ph.D., University of California, San Francisco

Poplack, Robert, Assistant Professor of Art, 1991

BA, University of California, Santa Cruz; MA, MFA, University of California, Berkeley

Radian, Eugen, Professor of Mathematics and Computer Science and Chair, Mathematics/Computer Science Department, 1992

BS, MS, Ph.D., University of Bucharest (Romania)

Raffo, Susan, Lecturer in Education, 1997

BS, Ball State University; MS, San Francisco State University

Rianda, Stephen, Lecturer in Business Administration, 2002

BS, California State University, San Luis Obispo; M.Ed., Boston University

Rich, Penny, Lecturer in Latin American Studies, 1993

BA, College of Notre Dame; MA, Stanford University

Richardson, Nancy, Lecturer in Education and Director, M.Ed.
in Educational Technology, 1999
BA, MA, San Francisco State University; Ed.D., University of La Verne

Robinson, Sharri, Lecturer in Art Therapy Psychology, 1998
BA, MA, College of Notre Dame

Rodgers, Christopher, Core Faculty in Business Administration, 1998
BS, San Jose State University; MBA, University of Phoenix;
DBA, Golden Gate University

Rogers, Sylvia, Professor of English and Program Director,
Master of Arts in English, 1986
BS, Rollins College; MA, Boston University; Ph.D., Stanford University

Rollins, Irvin, Senior Lecturer in Education, 1979
BA, MA, San Francisco State University; Ed.D., University of San Francisco

Rosario, Rick, Lecturer in Business Administration, 2001
BS, St. Mary's College

Rossi, Joanne, Associate Professor of Education and Director,
Academic Success Center, 1997
BS, State University of New York; MA, Catholic University of America;
Ed.D., George Washington University

Roth, Henry, Dean, School of Business and Management, 2002
BS, American University; MA, Pennsylvania State University

Sacco, Jeannette, Lecturer in Music, 1995
BM, San Francisco State University; MM, College of Notre Dame

Sanders, Gwen, Lecturer in Art Therapy Psychology, 2000
BFA, California College of Arts and Crafts; MA, College of Notre Dame

Sardy, Robert, Lecturer in Management, 1999
BS, University of Lowell; MA, California School of Professional Psychology;
M.Ed., University of Massachusetts; Ph.D., California School of Professional Psychology

Schapman, Ann, Adjunct Assistant Professor of Psychology, 2004
BA, Creighton University; MA, Ph.D., University of Nebraska

Schell, Hester, Lecturer in Theatre Arts, 1997
BA, Portland State University; MFA, University of Utah

Schmitz, Michael, Assistant Professor of Music and Chair, Department of Music, 1999
BM, MM, College of Notre Dame; DMA, University of Arizona

Shafto, Sylvia, Professor and Director, Master of Science in Management, 1994
BA, Carleton College; MS, Ph.D., Rutgers, The State University of New Jersey

Shea, Ellen, Lecturer in Music, 2001

BA, Pitzer College; MM, University Southern California

Siawoush-Moughadam, Siamack, Lecturer in Mathematics, 2002

BS, Southern University; MS, University of New Orleans

Sidaoui, Mouwafac, Lecturer in Mathematics and Business and Management, 2002

BS, MS (MBA/MSA), Boston University

Silverman, Gina, Lecturer in Music, 2002

BA, Stanford University; MM, San Francisco Conservatory

Simon, Hugh Allen, Lecturer in Music, 2003

BS, Harvey Mudd College; MM, Westminster Choir College;

A.Mus.D., University of Arizona

Simons, Robert, Senior Lecturer in Art, 1978

BFA, MFA, California College of Arts and Crafts

Sitzer, David, Lecturer in Art Therapy Psychology, 1998

BA, University of California, Los Angeles; MA, Ph.D., California School of Professional Psychology

Six, Ellen, Lecturer in Philosophy/Religious Studies, 2002

BS, M.Ed., Loyola University; D.Ministry, University of California, Berkeley

Smith, Michael Kevin, Lecturer in Clinical Psychology, 2002

AB, Duke University; MA, Wayne State University; Ph.D., Wayne State University

Spinelli, Michael, Lecturer in Communication, 2003

BA, Bellarmine University

Stabno, Carolee, Senior Lecturer in Art Therapy Psychology, 1991

BS, University of San Francisco; MA, College of Notre Dame;

Psy.D., Western Graduate School of Psychology

Stannard-Friel, Donald L., Professor of Sociology, 1978

BA, MA, San Francisco State University; Ph.D., University of California, Davis

Stillman, Martha, Lecturer in Master of Business Administration, 2000

BS, City College of New York; MA, Yeshiva University; CE, Columbia University;

MA, Graduate Theological Union

Stotlar, Ted, Lecturer in Business Administration and Director, MBA Program, 2002

BA, University of Illinois; MPA, Harvard University

Strawn, Lee, Lecturer in Music, 2001

BME, Ohio State University; MM, DMA, Eastman School of Music

Thompson, Frederick, Lecturer in Education, 2002

BA, Humboldt State University; MA, San Francisco State University

Thorp, Victoria, Lecturer in Education, 2002
BA, Tufts University; MA, University of California, Los Angeles

Tolley, Kim, Adjunct Assistant Professor of Education and Director, MAT Program, 1996
BA, University of California, Santa Cruz; MA, Ed.D., University of California, Berkeley

Tribuzi, Attilio, Lecturer in Music, 2001
BM, San Francisco State University; MM, Cal State Hayward

Troeger, Betty Jo, Lecturer in Art Therapy Psychology, 2001
BA, University of N. Texas; MS, SUNY, Buffalo; Ph.D., University of N. Texas

Tsai, Danni, Lecturer in Education, 2001
BA, St. Mary's College; MA, Boston University; Ed.D., The Fielding Institute

Ullman, Zoe R, Lecturer in English, 2000
BA, University of Southern California; MA, College of Notre Dame

Verma, Sujata, Assistant Professor of Business Administration, 2002
BA, Lady Shri Ram College; MA, Delhi School of Economics;
Ph.D., University of California, Santa Cruz

Villanueva, Marianne, Lecturer in English, 2001
BA, Ateneo University; MA, Stanford University

Visbal, Maarit, Lecturer in English, 1996
BA, San Francisco State University; M.Phil., Queens' College, University of Cambridge

Visconti, Ron, Lecturer in Human Services, 2002
BA, University of San Francisco; MA, San Francisco State University

Wehrle, Gretchen, Assistant Professor of Psychology, 1999
BA, University of California, Riverside, Ph.D., State University of New York at Stony Brook

Whalley, Elizabeth, Lecturer in English, 1987
BA, University of Wisconsin; MA, San Francisco State University;
Ph.D., Stanford University

Wilson, Mary L., Lecturer in History, 2001
BA, University of California, Santa Cruz; MA, University of California, Los Angeles;
Ph.D., University of California, Los Angeles

Winston, Michael, Lecturer in Human Services, 2000
BA, University of California, Los Angeles; MA, California State University, Los Angeles

Wolfe, Elizabeth A., Lecturer in Education, 2002
BA, Santa Clara University; MA, San Jose State University

Wolterbeek, Marc, Professor of English and Chair, Department of English, 1987
BA, MA, Ph.D., University of California, Berkeley

Wong, Sharon, Lecturer in Business Administration, 2003
BS, San Jose State University; MBA, Golden Gate University

Yacoub, Ghassan, Lecturer in Management, 2001
BE, University of California, San Diego; MS, University of California, Irvine;
Ph.D., University of California, San Diego

Yamani, Elaine, Lecturer in Master of Public Administration, 1997
BS, Weber State University; MS, University of Utah

Yerian, Keli, Lecturer in Education, 2000
BA, University California; MS, Ph.D., Georgetown University

Young, Gordon, Lecturer in Education, 1998
BA, Stanford University; MA, San Francisco State University

Youssefi, John A., Professor of Computer Science, 1998
MS, Western Michigan University; Ph.D., Clemson University

Zackheim, Victoria, Lecturer in Communication, 2003
BA, University of California, Los Angeles; MA, San Francisco State University

Zanardi, Richard, Lecturer in Communication, 1990
BA, San Francisco State University

Zeigler, Nancy, Lecturer in Philosophy and Religious Studies, 2001
BA, University of California, San Diego

Zimmerman, Miriam, Professor of Communication and Director,
Department of Communication, 1994
BS, Northwestern University; MA, San Francisco State University;
Ed.D., University of San Francisco

Zito, Matthew, Lecturer in Art Therapy Psychology, 2002
BFA, University of Utah; BS, Westminster College; MA, College of Notre Dame

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Campus Guide – Facilities

Annex (1926; Renovated 1994) The Ralston Hall Annex houses faculty offices for the School of Sciences and the School of Education and Leadership.

Apartment Complex (1966) The three buildings of the Apartment Complex, Carroll Hall, Kane Hall, and Wilkie Hall, include thirty-six apartments and provide housing for up to 100 upper-division students. Each apartment includes a kitchenette, a balcony overlooking the pool, and separate sleeping, study, and living areas.

Bookstore (1991) Serving the campus community, it carries new and used textbooks, school and dorm supplies, general interest paperbacks and reference books, and many other items including NDNU apparel, art supplies, and gift items.

Campus Center (1952) The Rosenberg Campus Center is home to Student Activities, the Writing Center, the Student Lounge, Faculty Lounge, Community-Based Learning, Office of Mission and Diversity, the School of Education and Leadership, and faculty offices for the School of Arts and Humanities.

Campus Life Offices (1997) Houses the offices of the Vice President for Campus Life and Health and Wellness Services.

Carroll Hall – See Apartment Complex.

Chapel (1961) The Cunningham Memorial Chapel was completed in August 1961, and dedicated in 1987 to the memory of Sr. Catharine Julie Cunningham who served as College President from 1956 to 1980. The campanile, hanging sculpture, and stained glass windows were designed by Sr. Margaret Mary Hoffman, former head of the Art Department, and the stained glass windows were made by Gabriel Loire, an internationally-recognized artist in stained glass sculpture.

Cuvilly Hall (1924) Cuvilly Hall was originally built as a residence hall for the Sisters and students. It now houses classrooms and the School of Business and Management administrative and faculty offices.

Dining Hall (1952) Food services are managed by a professional corporation and are offered to the entire NDNU community, cafeteria-style.

Early Learning Center (1964) The Early Learning Center is a Montessori preschool serving the Peninsula, with an enrollment of 45 students (three to six years of age) per session in two sessions a day, throughout the year.

Gavin Hall (1966) In 1983, this newly-renovated class building was named in honor of Sr. Rosemarie Julie Gavin, faculty member and former Academic Dean of the College (1967-1983).

Gellert Library (1975) The Carl Gellert and Celia Berta Gellert Library houses the library collections and offers access to on-line information services. See the Academic Affairs section for a description.

Gleason Gymnasium/ Recreation Center (1991) The 19,950 square-foot sports complex accommodates a regulation-size basketball court, three cross courts, and pull-out bleachers which seat 900. Dressing/lockers and the Athletics Department offices occupy the ground floor; an all-purpose exercise center is located on the second floor.

Julie Billiard Hall (1952) Named for Saint Julie Billiard, the foundress of the Sisters of Notre Dame, the Julie Billiard Residence Hall is a coeducational residence hall housing more than 100 students.

Kane Hall – See Apartment Complex.

Madison Art Center (1874; Renovated 1986) and **Wiegand Gallery** (1987) William Ralston's century-old stone carriage house now contains four major art studios, one each for painting, sculpture, graphic arts, and print-making, as well as a darkroom for photography. The Wiegand Gallery exhibit space and adjacent 50-seat theater were funded in part by a grant from the E. L. Wiegand Foundation. The Gallery is the site of major exhibits each semester. A schedule of shows is available in the Gallery, which is open Tuesday through Saturday, noon to 4:00 p.m.

New Hall (2004) This newly constructed 200-bed residence hall features four-person suites with flexible furnishings that allow students to maximize either common area or privacy. New Hall also includes a multi-purpose lounge, outdoor spaces for students to congregate, laundry facilities, and an apartment for the resident director.

Notre Dame de Namur University Theatre (1955) The Theatre has a seating capacity of 600. Fully-equipped for musical and dramatic productions, it is used for University, community, and high school performances.

The Oaks and Pool (1966) The first-floor multipurpose room of The Oaks opens onto a redwood deck adjacent to the pool. Also on this level are the Counseling Services offices. The lower floor houses Athletic Department offices for coaches.

Ralston Hall Mansion (1864) The lavish 19th Century estate was the summer home of early California financier William Chapman Ralston, founder of the Bank of California. Built around an Italian villa constructed by Count Leonetto Cipriani in 1840, Ralston Hall has been the site of many elegant cultural events over the past 140 years. Today, it is a National and State Historic Landmark. The 80-room mansion is constructed of redwood covered by stucco. The Mansion is available to the public for special events and conferences.

St. Joseph's Hall (1957) This coeducational residence hall has furnished study areas, large main lounges, kitchens, and laundry facilities. It houses more than 100 students.

St. Mary's Hall (1952) The south wing of St. Mary's Hall includes classrooms, academic computing labs, the Tutorial Center, science labs, faculty offices for several of the Schools, and the Administrative Computing Center. The north wing houses the Registrar's Office and Business Office.

Tabard Inn (1948) Named to commemorate the starting point of the pilgrims in Chaucer's *Canterbury Tales*, Tabard Inn offers food and recreation in a casual setting.

Taube Center (1930; Renovated 1995) The Taube Center, formerly called the Conference Center, stands at the campus entrance on Ralston Avenue. Originally part of the San Carlos Parish, it was built in 1930 and used as the local parish church until 1958. From 1958 to 1986, the building housed the College Art Department. It was renovated in 1995 by a grant from the Taube Family Foundation of Belmont and the Koret Foundation of San Francisco, and is now used by the University and community for special events and conferences.

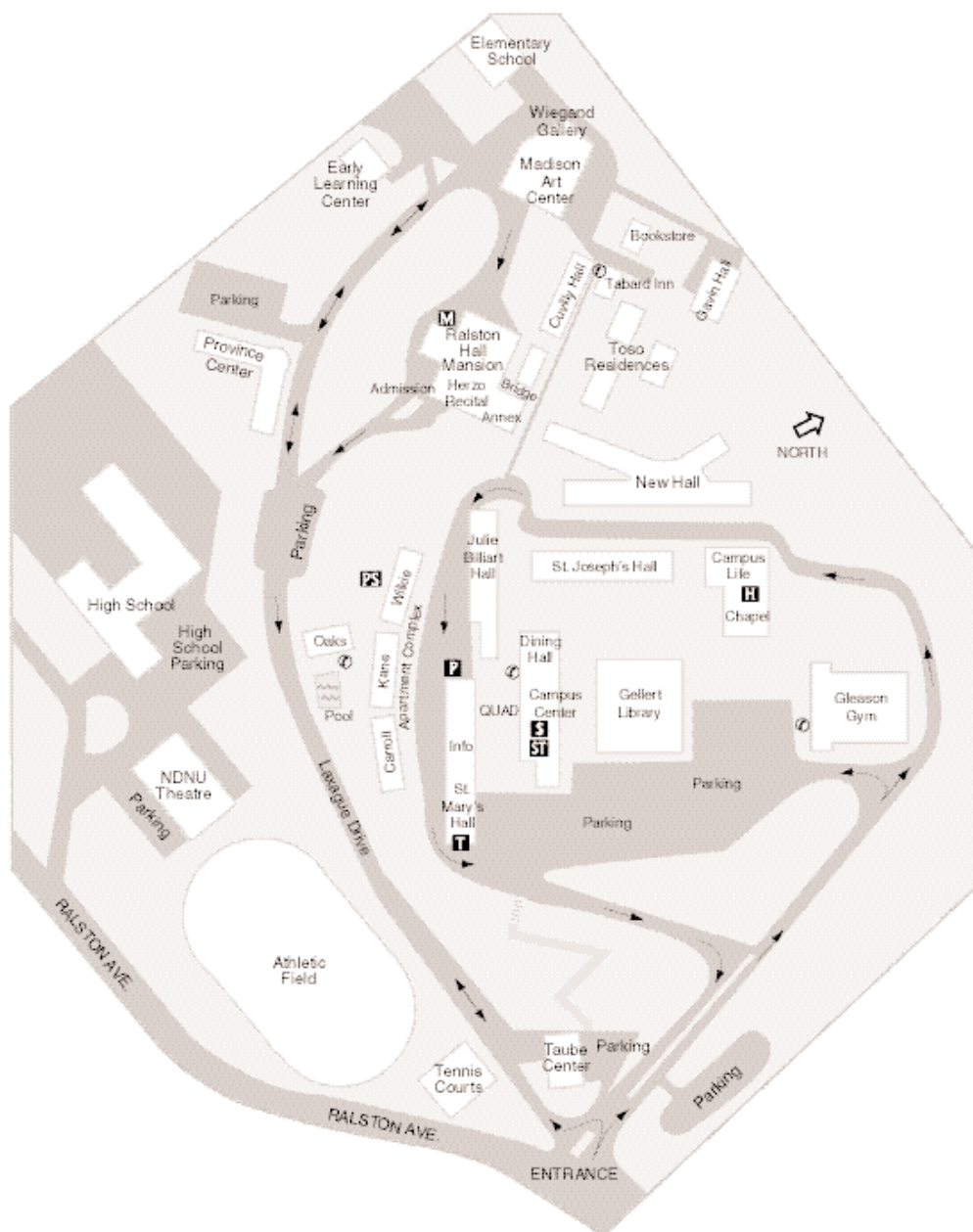
Toso Residences (1983) These residences house Sisters of Notre Dame, including some who are NDNU faculty and staff members.

Wiegand Gallery – See Madison Art Center.

Wilkie Hall – See Apartment Complex.

For photos of many of these facilities, go to www.ndnu.edu/tour.


Notre Dame de Namur University




 Public Telephone


 ATM


 Health Services

 Mail Center

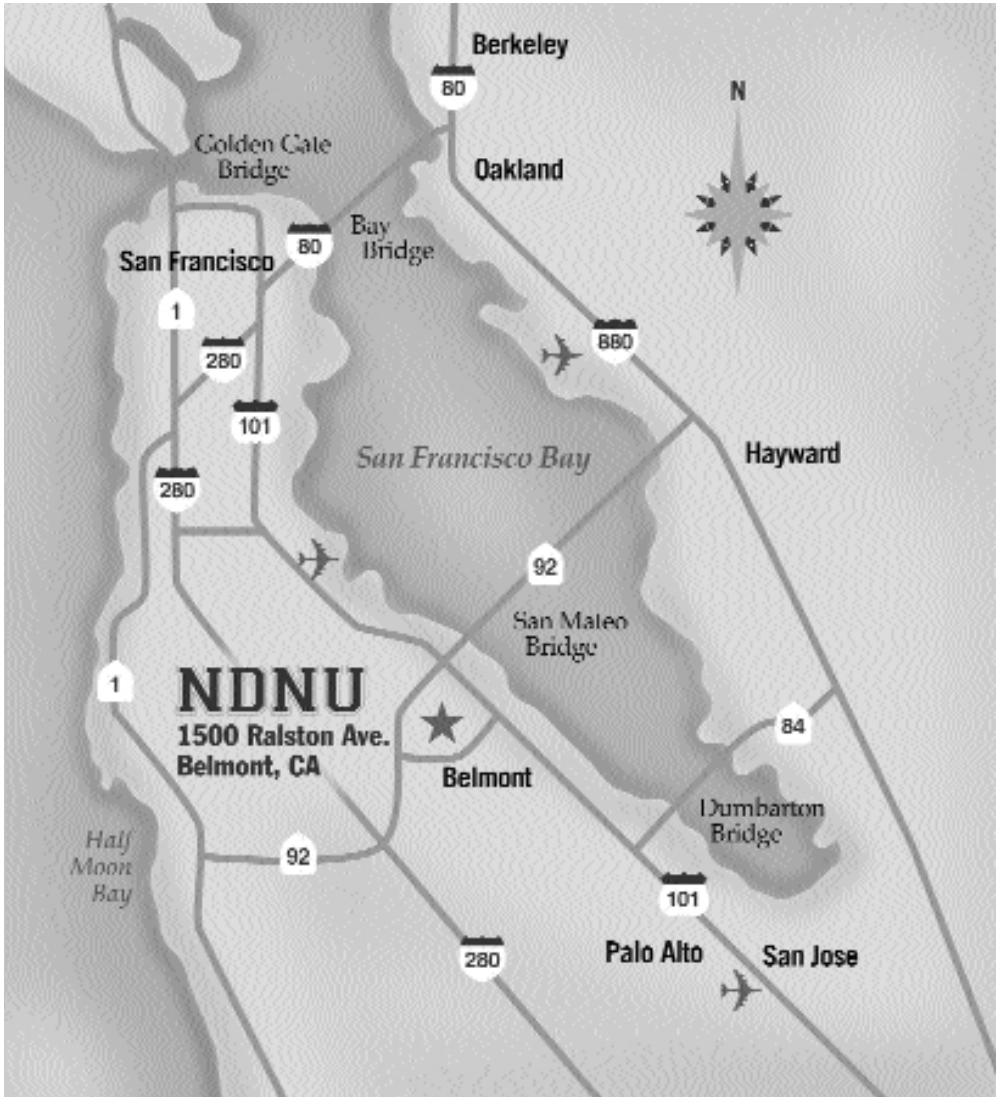
 Public Safety

 Student Lounge

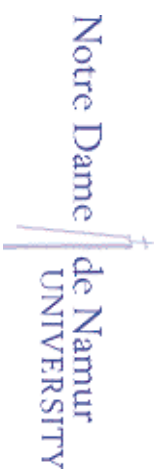
 Tutorial Center

 U.S. Mailbox

Directions to NDNU



- *From San Francisco* (about 25 miles) southbound on Freeway 280, take the 92-East-San Mateo exit, then the Ralston Ave. exit.
- *From San Jose* (about 25 miles) northbound on Freeway 280, take the 92-Half Moon Bay-West-San Mateo-East exit, then the Ralston Ave. exit.
- *From either San Francisco or San Jose* on Bayshore Freeway 101, take the Belmont-Ralston Ave. exit and drive west to the campus entrance.



1500 Ralston Avenue
Belmont, CA 94002
800-263-0545
www.ndnuedu

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