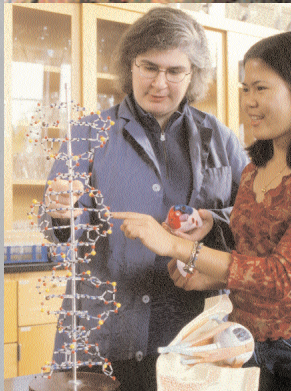


Notre Dame  de Namur
UNIVERSITY



**2006-2008
General Catalog**

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

2006-2008 General Catalog

Effective: Fall 2006
through Summer 2008

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

Founded 1851

Academic Calendar 2006-2007

Fall Semester 2006

August 30	CLASSES BEGIN Traditional Undergraduate
September 4	Holiday – Labor Day
September 5	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
October 20	Holiday – Midterm
October 21	CLASSES END Intensive Evening Term 1
October 30	CLASSES BEGIN Intensive Evening Term 2
October 30– November 17	Undergraduate Advance Registration for Spring 2007
November 23	Holiday – Thanksgiving
December 11-15	Finals – Undergraduate
December 16	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate

Spring Semester 2007

January 10	CLASSES BEGIN Traditional Undergraduate
January 15	Holiday Martin Luther King Day
January 16	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
February 19	Holiday – Presidents' Day
March 3	CLASSES END Intensive Evening Term 1
March 5-9	Holiday – Spring Break
March 12	CLASSES BEGIN Intensive Evening Term 2
March 26- April 13	Undergraduate Advance Registration for Summer, Fall 2007
April 6	Holiday – Good Friday
April 28	CLASSES END Intensive Evening Term 2, Graduate
Apr. 30 - May 4	Finals – Undergraduate
May 5	CLASSES END Undergraduate
May 5	COMMENCEMENT

Summer Term 1 2007

May 14	CLASSES BEGIN
May 28	Holiday – Memorial Day
June 30	CLASSES END

Summer Term 2 2007

July 2	CLASSES BEGIN
July 4	Holiday – Fourth of July
August 18	CLASSES END

Academic Calendar 2007-2008

Fall Semester 2007

August 29	CLASSES BEGIN Traditional Undergraduate
September 3	Holiday – Labor Day
September 4	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
October 19	Holiday – Midterm
October 20	CLASSES END Intensive Evening Term 1
October 29	CLASSES BEGIN Intensive Evening Term 2
October 29- November 16	Undergraduate Advance Registration for Spring 2008
November 22	Holiday – Thanksgiving
December 10-14	Finals – Undergraduate
December 15	CLASSES END Undergraduate, Intensive Evening Term 2, Graduate

Spring Semester 2008

January 16	CLASSES BEGIN Traditional Undergraduate
January 21	Holiday – Martin Luther King Day
January 22	CLASSES BEGIN Undergraduate Evening, Intensive Evening Term 1, Graduate
February 18	Holiday – Presidents' Day
March 8	CLASSES END Intensive Evening Term 1
March 10-14	Holiday – Spring Break
March 17	CLASSES BEGIN Intensive Evening Term 2
March 21	Holiday – Good Friday
March 31- April 18	Undergraduate Advance Registration for Summer, Fall 2008
May 3	CLASSES END Intensive Evening Term 2, Graduate
May 5-9	Finals – Undergraduate
May 10	CLASSES END Undergraduate
May 10	COMMENCEMENT

Summer Term 1 2008

May 19	CLASSES BEGIN
May 26	Holiday – Memorial Day
July 4	Holiday – Fourth of July
July 5	CLASSES END

Summer Term 2 2008

July 7	CLASSES BEGIN
August 23	CLASSES END

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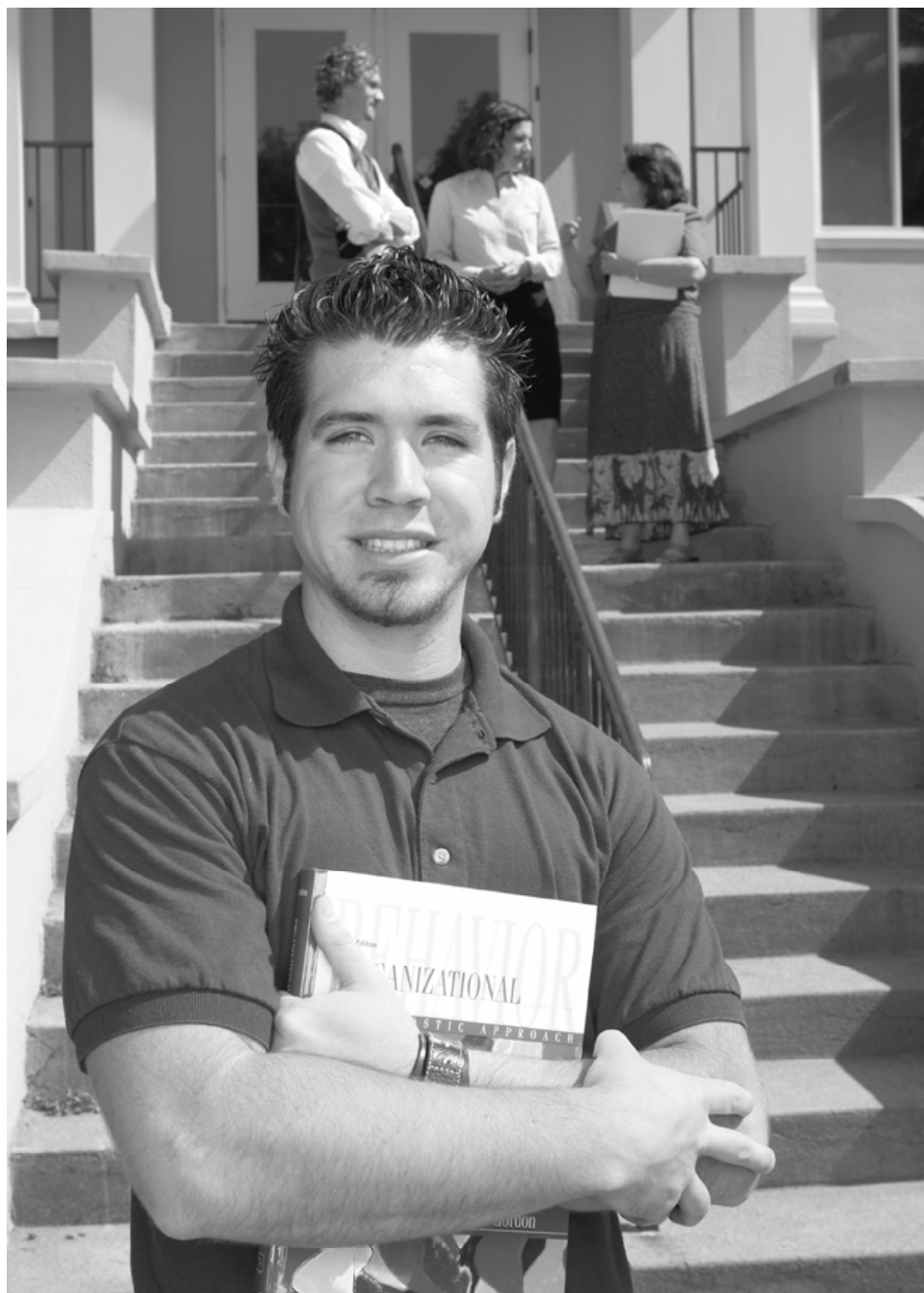
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Welcome

*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, seventeen graduate degrees, seven credentials, and thirteen 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 1,600 students from 20 states and 35 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 is currently celebrating its 155th year of service to the community. 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 a fully accredited, independent Catholic, co-educational, master's university offering undergraduate and graduate, liberal arts and professional programs.

INSTITUTIONAL 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

Judith Maxwell Greig, 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, and registrar, in addition to services listed below. All these administrative offices work collaboratively to offer students the appropriate support to achieve a high standard of academic excellence within the classroom.

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 – 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 and courses in areas like time management and goal-setting strategies, critical thinking fundamentals, test-taking

and note-taking skills, and textbook reading. PASS (Program for Academic Support and Success) supports students with documented disabilities. Students who have need for services, such as accommodations/modifications, should contact the Academic Success Center at (650) 508-3670.

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 Center Open House, and “Lunch with a CEO.”

Community-Based Learning – In support of the University’s mission to educate for social justice and global peace, the Center for Spirituality and Social Change 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 Carl Gellert and Celia Berta 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 electronically through the library’s database subscriptions. 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.

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 the Academic Success Center, Campus Life, and faculty on projects that help link the University's mission to curricular and co-curricular projects. Under the guidance of the Provost, the Office also conducts regular campus climate surveys. These surveys are part of a longitudinal study that measures how well the University's personnel, programs, and activities support racial, ethnic, and gender diversity. The Office is located on the Quad, adjacent to the Academic Success Center.

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, the Center provides friendly and free learning support services to all NDNU students. The Center is a part of the Academic Success Center, located on the Quad in Campus Center.

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

Student Academic Conduct

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

Student Academic Responsibilities

It is the responsibility of each student to:

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

Plagiarism

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

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, 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.

Noncredit Study

Noncredit 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 a Third Party Authorization consent from the student. A student may prohibit the release of all information by submitting a written request to the Registrar's Office. Exceptions to release of information without consent:

1. University officials who have a legitimate educational interest in a student's records;
2. Officials of other universities who have a legitimate educational interest in a student's records; universities in which a student seeks to enroll;
3. Certain government officials acting in their legitimate functions;
4. Those persons and agencies seeking records in connection with a student's application for or receipt of financial aid;
5. Authorities acting in compliance with a judicial order or pursuant to any lawfully issued subpoena;
6. Accrediting agencies;
7. Certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
8. In an emergency, appropriate persons if knowledge of such information is necessary protect the health or safety of the student or other persons.

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 Bureau for Private Postsecondary and Vocational Education approves 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. The Common Application (www.commonapp.org) is NDNU's primary application. This may be submitted online with the required fee, or by printing and mailing the completed application with an approved fee waiver.
2. An official high school transcript showing, at minimum, completion of the following University preparatory courses:
 - English – four years
 - Mathematics – Algebra and Geometry
 - Foreign Language – two years of the same language
 - Laboratory Science – one year in grades 10-12
 - Social Science – two years in grades 10-12
 - University Preparatory Electives – a total of three full-year courses. This equates to one full-year course in three of the following areas: advanced mathematics, advanced foreign language, advanced laboratory science, computer science, advanced social science, or fine arts.
3. Official scores from the Scholastic Achievement Test (SAT) or the American College Test (ACT). International students may substitute the Test of English as a Foreign Language (TOEFL).
4. A letter of recommendation from a teacher or counselor.
5. Application essay (instructions appear in the application).

Note: All documents submitted for the application file become property of NDNU and cannot be released to any individual or organization.

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 General Educational Development Test (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. The Common Application (www.commonapp.org) is NDNU's primary admission application. This may be submitted online with the required fee, or by printing and mailing the completed application with an approved fee waiver.
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).

Note: All documents submitted for the application file become property of NDNU and cannot be released to any individual or organization.

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 Admission.

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.

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 for degree requirements.

Evening and Intensive Evening Degree Completion Programs

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 Degree Completion 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: All documents submitted for the application file become property of NDNU and cannot be released to any individual or organization.

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 61 from the internet-based Test of English as a Foreign Language (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., Canada, or the Philippines must be evaluated by a professional credential evaluation service. We recommend World Education Services, Inc. (WES). Please refer to their website – 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 PDF format from the University web site.

Admitted international students with TOEFL scores below 100 on the internet-based test 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 100 or above on the internet-based test are exempt from the ESL test, but must take the University's writing test.

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

Nonmatriculated Enrollment

Undergraduate students may enroll in classes at Notre Dame de Namur University in nonmatriculated status. A nonmatriculated 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. Nonmatriculated students are not eligible for financial aid.

An undergraduate student wishing to take classes in nonmatriculated status should submit an Application for Enrollment as a Nonmatriculated 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 prerequisites for the selected course(s) have been met. Students on probation or disqualified at another institution are not eligible for nonmatriculated status unless the probation or disqualification occurred at least seven years prior to the intended semester of nonmatriculated enrollment.

Since units earned in nonmatriculated 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 nonmatriculated enrollment are available from the Registrar's Office. Students with permission to enroll in nonmatriculated 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 nonacademic 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 community 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 Core Curriculum Requirements (e.g., Religious Studies).

Credit by Examination

The University awards credit for certain external examinations (e.g. AP, IB, CLEP). See details in Undergraduate Policies and Procedures, page 37.

Military Credit

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

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

Students in any of the above categories may also be granted credit for courses taken in military schools according to the recommendations for 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 course work 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

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. Annually Student Financing processes in excess of \$15 million in the form of grants, scholarships, loans, and work programs from federal, state, institutional, and private sources.

Students who have been admitted to NDNU as at least half-time students, and are U.S. citizens, U.S. permanent residents, or citizens of American Samoa, Swain's Island, 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. (Several Federal and state financial aid programs are 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 until they have demonstrated their ability to make satisfactory progress.

Applying for Financial Aid

1. To apply for financial aid, students are required to submit the Free Application for Federal Student Aid Financial Aid (FAFSA). The FAFSA can be filed online by going to [FAFSA.Ed.Gov](https://fafsa.ed.gov).
2. Supporting documents, such as parent and student tax returns, may be requested by the Office of Student Financing after the processed FAFSA is 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 federal financial aid received may be required to be returned to the source in cases of withdrawal from the University. The order of return of financial aid funds per federal regulations is as follows:

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

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. Students who apply after the March 2 deadline are packaged with funds as available.

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. Cumulative grade point average, activities, and leadership qualities are also reviewed. There is no separate financial aid application for these scholarships.

Merit Scholarships

Presidential Scholarships – are valued at \$19,000 per year and are awarded to highly meritorious entering freshmen and transfers. During the first year, the Presidential Scholars will earn an additional \$2,000 while serving as interns to the president, vice presidents, and deans.

Provost Scholarships – are valued at \$14,000 per year and are awarded to meritorious freshmen and transfers.

Leadership Scholarships – are valued from \$7,000 to \$9,000 per year for entering freshmen and transfers with outstanding demonstrated leadership experience.

Emerging Artist Talent Scholarships in Art, Music, and Theatre – are 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, page 32.

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. If a student has three or more years of full-time work experience, has a current resume and can demonstrate knowledge in managing a career throughout one's life, the requirement may be waived by the Director of the Career Center. *(Note: The Career Development Requirement does not apply to Intensive students.)* Please note that waiving the career requirement does not grant units of credit. See your academic advisor no later than the start of the junior year to ascertain the number of units needed to satisfy the career requirement.

Options for meeting the requirement include:

1. Taking Career Development courses at NDNU (courses with CD prefix).
2. Doing an internship for credit at NDNU. The following courses count toward the Career Development Requirement: AR108D (2), AR151 (2), CD198 (2-3), CM160 (3), ED136 (3), EN149C (3), MG186 (3), PY109 (1), PY174 (3), 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 (CM107/EN107), three units of Writing Center (EN120), or, for Intensive Evening Degree students only, Professional Writing (EN136). The requirement can also be met through the successful completion of three writing-intensive courses; 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.

Note: Freshmen students who have passed a College Board Advanced Placement Examination(s) in English with a score of three or higher may earn three to six units of college credit and thereby fulfill all or part of the Writing and Literature Requirement. See Undergraduate Policies for Credit by Examination, page 37.

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 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	Latino Studies
International Film Studies	Social Justice Studies
Justice and Peace	Web Design
Latin American Studies	Women's 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 100 on the internet-based test, 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

All students who enroll in a program of study at NDNU and who have to take a Mathematics course at NDNU as part of their program or in order to satisfy the Math Core Curriculum requirement, must take the Math Placement Test. Students are required to take the Math Placement Test in order to assure their appropriate placement in the Math classes they need to take, and ultimately to enable their success in Mathematics courses. Every undergraduate student must satisfy the Core Curriculum requirements in Mathematics, and many students have additional mathematics requirements as part of their program of study.

Since retention of mathematical concepts and procedures tends to decrease with time, placement test results will be honored for one year and transcribed college course-work will be honored for two years without retesting.

Placement tests are given during the week before classes start each semester or during the summer freshman orientation sessions. Testing times are scheduled by the Office of Admission in coordination with the Department of Mathematics and Computer Science. 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 are described below. 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 followed by MA013, or directly in MA013 depending on their placement score result.

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 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), MA015, MA022, MA106A.

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, 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. A student may enroll in a maximum of 18 units. To enroll in more than 18 units (up to a maximum of 21 units), a student must receive permission from his or her 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

A student 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 his or her 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
- Business Administration (MBA) and undergraduate Business
- Clinical Psychology and Gerontology and undergraduate Intensive Human Services
- Clinical Psychology and Gerontology and undergraduate Psychology
- Management (MSM) and undergraduate Business
- Public Administration and undergraduate Business
- 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 prior to the third meeting of the class. 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 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 the Wednesday of the tenth week of the semester. No withdrawals will be accepted after that day. Such withdrawal requires the approval of the Student

Financing Office, the instructor of the course, the student's academic advisor, the Coordinator of Immigrations 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 from the Student Financing 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 the Student Financing Office, 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. Withdrawal forms are available from the Student Financing Office.

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 – After the drop deadline, a student may withdraw from a Summer session course up to but not including the last class of the semester. Such withdrawal requires the approval of the Student Financing Office, the instructor of the course, the student's academic advisor 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 Student Financing Office.

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”, or “F” 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.

See the paragraph in the *Student Handbook* on Evaluation of Academic Performance within the section Student Rights, Freedoms, and Responsibilities.

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) Policies

Advanced Placement Exam Scores

Scores of 3, 4, or 5 provide elective credit in the subject area and will satisfy Core Curriculum requirements as appropriate. Refer to the chart at www.ndnu.edu/admin/ap_chart.html.

International Baccalaureate Exam Scores

Scores of 5, 6, or 7 on standard level exams will provide three units elective credit in the subject area and will satisfy Core Curriculum requirements, as appropriate to the subject area.

Scores of 5, 6, or 7 on higher level exams will provide six units of elective credit in the subject area and will satisfy Core Curriculum requirements, as appropriate to the subject area. Advanced placement in major courses will be awarded in consultation with the Department Chair.

International Baccalaureate Diploma

Completion of the International Baccalaureate Diploma places the student in the sophomore year automatically, awarding specific course by course credit in consultation with the Director of the First Year Experience program.

Middle College or Running Start Programs

These are programs providing high school students credit for community college courses taken for credit toward high school graduation, and credit toward the college degree. Credits for community college courses taken in high school, for which a grade of "C" or higher is earned, will be awarded on a course-by-course basis for classes that would normally transfer credit to NDNU. Refer to articulation agreements for local community colleges for those taking courses there.

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 and failed courses for which an “F” or “NP” (No Pass) was posted, 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 \$100 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 CLEP 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 CLEP 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, 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 NCAA 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 Intensive Evening Students

The nature of the Intensive program requires a more stringent absence policy, since even one absence may significantly impact achievement of course learning objectives. A student who misses more than one class or its equivalent will be assigned a failing grade for the course, unless the student officially drops or withdraws from the course. It is the responsibility of the student to initiate the drop or withdrawal. See the Refund Policy, page 316, for conditions under which some portion of the charges for the course may be reversed.

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 Admission 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.

Dean's Honors – To be eligible for the part-time student Dean's Honors, 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 Honors. The part-time student Dean's Honors is published approximately one month after final grades are due for Summer.

Students on either the Dean's List or on the part-time Dean's Honors 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/part-time Honors calculation is based is ineligible. Once compiled, the Dean's List/part-time Honors 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/part-time Honors 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 310, 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 letter graded 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), a minimum 213 (computer-based total) or a 80 (internet-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 website 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 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 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 on the second floor of 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. Graduate students are standardly eligible for Stafford loans and Grad PLUS loans.

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, 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 57.) 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 \$100 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. 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.

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. The contract must be completed by the Add deadline of the semester or term in which the Independent Study is to be undertaken.

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 Graduate Admission 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”) and In Progress (“IP”) 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. Check with advisor or program director regarding grading standards/criteria in your department/program. 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 Admission 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. For information, see Undergraduate Policies and Procedures, page 33.

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 or 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.





Undergraduate Core Curriculum

Vincent Fitzgerald, 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
First Year Experience	4
Writing and Literature	6-8*
World History	6
Modern Language (for BA, BFA, BM)	6
or	
Culture and Language (for BS)	6
Religion and Spirituality	6
University Interdisciplinary Seminar	3
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	0-3
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 First Year Experience is an interdisciplinary team-taught course that introduces students to the Mission of the University and its core values and competencies. 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

First Year Experience

The First Year Experience is an interdisciplinary course that introduces traditional-aged students to the Mission of the University and its core values and competencies. Students explore their identities as members of local, national, and global multicultural communities through critical reflection and experiential learning activities. Readings are selected to challenge students' intellectual visions and interests. Reflection and written and oral communication skills are emphasized. 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.

Writing and Literature

Through the Writing and Literature Requirement, students strengthen their skills in expository prose writing and critical thinking as they analyze fictional narratives and other types of writing, review the fundamentals of grammar and mechanics, study basic rhetorical strategies, and practice research and documentation methodologies. Concurrently, students increase their understanding and appreciation of the language, style, and themes of important authors in World literature. Ethnic and international writers provide a global and multicultural perspective. See page 64 for details on fulfilling this requirement.

World History

Action in our contemporary world requires, more than ever before, a truly global perspective. World history classes introduce students to the genesis and development of our increasingly globalized world. 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 64 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 66 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 demonstrate 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

First Year Experience (4 units)

Freshmen satisfy this requirement by taking ID010 The First Year Experience. Transfer students with 30 units or more and nontraditional age students need not satisfy this requirement.

Writing and Literature (6-8 units)

Any student may fulfill this requirement by taking and passing EN002 and EN021A. Transfer students with 30 units or more and nontraditional age students may substitute for EN002 an equivalent course in freshman composition from another institution. Such students may also substitute for EN021A an equivalent literature course from another institution or three units of literature courses from the following list: EN021B, EN100, EN102, EN109, EN117, EN130A, EN130B, EN133, EN140, EN141, EN142ABC, EN143, EN144, EN146A, EN146B, EN146C, EN146D, or EN195I.

Note: Freshmen students who have passed a College Board Advanced Placement Examination(s) in English with a score of three or higher may earn three to six units of college credit and thereby fulfill all or part of the Writing and Literature Requirement. See Undergraduate Policies, Credit by Examination, page 37.

Note: In addition to the Writing and Literature Requirement, all students must also satisfy the Writing Proficiency Requirement, page 26.

World History (6 units)

Students entering as freshmen fulfill this requirement by taking and passing HY007A and HY007B. Incoming transfer students (30 or more transferable units), as well as freshmen who have satisfied the equivalent of Section A or B (below) through transferable work, may fulfill this requirement by satisfying the Section A and Section B requirements below.

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

HY007A	World History
HY007B	World History
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

SECTION B: The remaining three units of the requirement may be fulfilled by any three-unit History course [prefix HY] at NDNU.

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 below).

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
FR004 and FR135	Intermediate Conversation and Pronunciation in Cultural Context
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 91, 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. To demonstrate competency a student may:

- Be a native speaker of a language other than English and provide an official transcript showing attendance at school in the native language.

- Pass an NDNU foreign language placement examination with a proficiency score of three or, pass an equivalent exam at a corresponding level. (Exam must be approved in advance by the Chair of the Modern Languages Department. For non-European languages, this usually involves passing a test sent from the Center for Applied Linguistics in Washington, DC and administered at NDNU.)
- Complete the third year level of a foreign language in high school with grades “C” or higher (high school transcript required).
- Score 600 or higher on a College Board Achievement Test in foreign language.
- Pass a College Board Advanced Placement Examination in a foreign language with a score of three or higher.
- Pass 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 114, 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, pages 28–30).

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
AR001C	Drawing with Illustrator
AR003A	Life Drawing
AR004	Art History Survey
AR007A	Design: Two-Dimensional
AR007B	Design: Color
AR007C	3-D Design
AR007D	Advanced Design
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

AR108A	Media Graphics: Graphic Design
AR108B	Media Graphics: Layout and Typography
AR108C	Media Graphics: Production Techniques
AR109	Elements of Web Design
AR116	Art Education Concepts
AR120A	Sculpture
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
AR161	Postmodern World in Art
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*	Campus-Community 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, page 110, 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 258, for course descriptions.

Any course offered by the Psychology department (prefix PY) will fulfill this requirement. See Psychology listings, page 262, for course descriptions.

Any course offered by the Sociology department (prefix SO) will fulfill this requirement. See Sociology listings, page 271, 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
BY101	Human Anatomy
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
PH008/108	Physical Geography
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/SO/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
GB102	Deploying Capital in the Modern World
HS/MG162	Managing Cultural Diversity (Intensive students only)

HS171	Women's Health Issues
HY007A/B	World History
HY108	World History
HY/PS136	Soviet Russia
HY/PS162	Latin American Area Studies
HY/PS174	Women and the Law
HY/PS177	History and Politics of the Civil Rights Movement in the United States
HY/PS178	America's Ethnic History
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)
ID025/125	Peace and Social Justice: Bay Area Events
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
RS137	Developments in Gender and Sexuality in the Church
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
SM004/104	Revolutionary Women and Minorities in Science
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
SO125	Urban Sociology

Upper-Division Writing Proficiency (0-3)

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

Oral Communication (3)

One of these units may be satisfied by completion of ID010 First Year Experience. 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)

Guided by the advisor, the student will satisfy these 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 First Year Experience. 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

ID010 First Year Experience (4)

The First Year Experience is an interdisciplinary course that introduces traditional-aged students to the Mission of the University and its core values and competencies. Students explore their identities as members of local, national, and global multicultural communities through critical reflection and experiential learning activities. Readings are selected to challenge students’ intellectual visions and interests. Reflection and written and oral communication skills are emphasized. 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.

ID021A The Human Heritage: Interdisciplinary Approaches to World Heritages

(4) 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) A continuation of ID021A, 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 majors or degree programs.

Interdisciplinary Courses

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

COURSE DESCRIPTIONS

ID003 Learning Strategies and Applications (2)

This course will equip students with the tools that will enable them to become efficient and independent learners. Through readings, discussions, and activities, students are introduced to various study skills and strategies that they can immediately apply to the courses they take. Topics include goal setting, memory principles, time management, note taking, test taking, reading, writing, utilizing learning support services, stress management, etc. Units apply toward graduation, but not Core Curriculum requirements. Required for conditionally and master admitted students.

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

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 Core Curriculum Visual and Performing Arts requirement.

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

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)

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)

See Natural Sciences listings, page 253, for course description.

SM085/185/485 Natural Sciences Seminar (1)

See Natural Sciences listings, page 253, for course description.

SM102 Development of Scientific Thinking (3)

Intensive Evening Students only. See Natural Sciences listings, page 253, for course description.

SM105T Geographical Information Systems and Public Health (4)

See Natural Sciences listings, page 253, for course description.

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

See Sociology listings, page 271, for course description.

School of Arts and Humanities

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
Art and Graphic Design
English
Music

Musical Theatre
Philosophy
Religious Studies
Theatre Arts

Master's Degrees

English
Music

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Art

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Art

The Department of Art offers a Bachelor of Arts or Bachelor of Fine Arts degree in the majors of Art and Art and Graphic Design as well as a Minor in Art.

The Art major is offered for emerging artists to develop creative intuition, technical competence and to explore their artistic vision in Art through rigorous studio work and the study of Art History.

The Art and Graphic Design Major offers instruction in graphic design concepts, production techniques, and web design and is tailored for those seeking careers in the graphic design field.

The BFA degree is preferred and often required for entrance into MFA programs.

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
AR007B	Design: Color	3
AR007C	Design: Three-Dimensional	3
AR007D	Design: Advanced Design	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	Units 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 Design	3
Total Prerequisites		27

Major Requirements

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

		Units
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
<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 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. For general information on Interdisciplinary Minors, see Undergraduate Academic Information.

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)

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.

AR001C Drawing with Illustrator (3)

Students in this course will learn to use Adobe Illustrator as a drawing tool both for illustration and web design. Composition, color and aesthetics will be discussed. The course will teach the use of lines, shapes, layers, type design and the Illustrator tool palette. Fulfills the Core Curriculum Arts requirement.

AR003A/B Life Drawing (3/3)

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)

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) 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) 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) 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) *Prerequisites:* AR007A/B. Students apply AR007A/B to problems of pictorial composition. Fulfills the Core Curriculum Arts requirement.

AR070/170 Scenic Design and Model Building (3/3)

Prerequisites: TA001 and TA021, or permission of instructor. Cross-listed with TA070/170. See Theatre Arts listings for course description.

AR100B Art History: Modern Art (3)

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)

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)

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) Focuses on painting from the still-life, models, and interiors. Fulfills the Core Curriculum Arts requirement.

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

C Outdoor Painting (3) 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)

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) Students apply elements and principles of design, color, and copy to advertising. Fulfills the Core Curriculum Arts requirement.

B Layout and Typography (3) *Prerequisite:* AR007AB or by permission of the instructor. Students learn basic formats, introduction to type, development from sketch to comprehensive, and computer graphics for print. Fulfills the Core Curriculum Arts requirement.

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

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)

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)

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) *Prerequisite:* AR103A. Students continue techniques and approaches to figurative and still-life painting.

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

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

AR116 Art Education Concepts (3)

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)

Prerequisite: AR108B. Students continue techniques in layout and typography using more complex design projects.

AR118C Media Graphics: Advanced Production Techniques (3)

Prerequisite: AR108C. This course is for advanced level use of QuarkXpress and further design portfolio development.

AR120A/B Sculpture (3/3)

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)

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)

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/D Printmaking (3/3)

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

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

D Advanced Multimedia Workshop (3) *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)

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)

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)

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) 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) 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.

English

The English Department offers a Bachelor of Arts in English, a Minor in English, a Subject Matter Competence Program, and an Internship Program.

Students in the Department are exposed to a broad intellectual foundation in literature and culture while they strengthen 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’s Subject Matter Competence Program prepares students specifically for high school teaching, and the Internship Program prepares students for careers while they work on or off campus.

Bachelor of Arts: English

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

Prerequisites	Units
EN002 Introduction to Literature	4
EN021A Classics of World Literature I	4
Total Prerequisites	8
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, EN130A/B	
<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
EN146D/E/F/G	
EN021B Classics of World Literature	3
EN100 Literary Theory	3
EN106 Advanced Writing	3
EN191 Senior Seminar	3
<i>Six additional elective units from among courses listed above or from the following:</i>	6
EN107, EN110, EN118, EN133, EN140, EN141, EN142A/B/C, EN143, EN144, EN195I	
Total Major Requirements	30
Other Degree Requirements* and General Electives	86
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).	
Total Unit Requirement	124

MINOR REQUIREMENTS: ENGLISH

Minor Requirements		Units
EN117	Shakespeare	3
Three units in American literature		3
EN106	Advanced Writing	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 (7 Core courses and 5 Breadth and Perspective courses), students may enter credential programs without having to take the CSET exams.

Core Courses (seven courses)

EN002	Introduction to Literature	4
EN021A	Classics of World Literature (Part One)	4
EN021B	Classics of World Literature (Part Two)	3

Six units from among the following courses:

EN102, EN109, EN130A/B	6
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Six units from among the following courses:

EN106, EN110, EN117, EN133, EN140 or EN142A/B/C, EN144, EN146D/E/F/G	6
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Breadth and Perspective (fifteen additional units from the courses listed above or from among the following):

CM010, CM011/111, CU150, CU151, EN018/118, EN020C/120C, EN105, EN107, EN112, EN141B, EN141C, EN143, EN149T, EN19A, EN191B, EN195, EN195I, LA110, RS001/100, RS013/113, TA002/102, TA130A, TA130B, TA130C	15
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Unit Total	36
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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, page 89.

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 and require 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

EN002 Introduction to Literature (4)

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.

EN018/118 Writing for the Media (3)

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)

Cross-listed with CM018L/118L. See Communication listings, page 154, for course description.

EN020/120 Writing Center (1-3)

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* (1-2)

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.

EN021A Classics of World Literature (Part One) (4)

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.

EN021B Classics of World Literature (Part Two) (3)

Continuation of EN021A, exploring great works of literature of the Renaissance, the Neoclassical Age, the Romantic Revolt, and the twentieth century, including non-Western and ethnic American literature.

EN100 Literary Theory (3)

Introduction to major theories about literature, from the ancient Greeks (Plato, Aristotle) to the twentieth century) including major approaches such as formalist, feminist, Marxist, deconstruction, and new historical), applying these theories to sample literary works. This junior-level course is required of English majors and open to all students interested in the nature of literary interpretation.

EN102 American Literary Movements (1-3)

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)

Studies the art, literature, and music of the 1920s, including Fitzgerald's *The Great Gatsby*.

EN102B Harlem Renaissance [CDiv] (1)

Studies the art, music, and literature of the Harlem Renaissance, including the works of Hughes, Hurston, and Toomer.

EN102C Beat Poets (1)

Studies the achievements of the Beat Poets, including Kerouac's *On the Road* and Ginsberg's poetry.

EN102G Imagism (1)

Offers in-depth study of imagist writers, including Pound, Williams, and H.D.

EN102I Modernism (1)

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)

Examines recent American writers who experiment with form and subject, such as Barth, Pynchon, and O'Brien.

EN106 Advanced Writing (3)

Prerequisite: Passing score on writing proficiency or passing grade in EN101 Intermediate Writing. 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)

Cross-listed with CM107. See Communication listings, page 154, for course description.

EN108 Intermediate Writing (3)

Reviews basics of writing (grammar, paragraphing, essay structure, thesis, etc.) and allows students to practice writing in the disciplines. Strongly recommended for students who do not pass the Writing Proficiency Exam. This course satisfies the Writing Proficiency Requirement.

EN109 Contemporary American Literature (1-3)**EN109A Contemporary American Poetry (1)**

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)

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)

Studies contemporary American dramatists such as Shepherd and Mamet.

EN110 Linguistics (3)

Studies language acquisition, variation, and usage with special emphasis on the structure and history of English. Especially useful for prospective teachers.

EN117 Shakespeare (3)

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* (1-2)

See description under EN020C. Cross-listed with CM119C.

EN130A Survey of American Literature (Part One) (3)

Explores American literature from its beginnings to the mid nineteenth century, including the Colonial, Revolutionary, and post-revolutionary periods. Authors studied may include Emerson, Thoreau, Hawthorne, Melville, Twain, Poe, and Dickinson.

EN130B Survey of American Literature (Part Two) (3)

Investigates American literature from the mid-nineteenth century to the present, emphasizing realism, naturalism, modernism, and postmodernism.

EN133 Women's Literature [CDiv] (3)

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)

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 the Intensive Degree Program.

EN140 African-American Literature [CDiv] (3)

Gives a comprehensive overview of African-American literature, from the slave narratives to the Harlem Renaissance to contemporary writers, including Toni Morrison.

EN141 Creative Writing (3)

Study and practice of a variety of literary genres, including poetry, fiction, and memoir. May be repeated for credit.

EN142 Ethnic American Literatures [CDiv] (1-3)

Studies Native American, Asian American, and Latino literary achievements.

EN142A Native American Literature [CDiv] (1)

Studies representative works of Native American writers, including Native American songs and twentieth century fiction and nonfiction.

EN142B Asian-American Literature [CDiv] (1)

Briefly surveys Asian-American literature, from the earliest immigrant poems to contemporary novels, poems, and plays.

EN142C Latino Literature [CDiv] (1)

Gives an overview of Latino literature, including study of Rudolfo Anaya's *Bless Me, Ultima*.

EN143 Children's Literature (3)

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)

Studies selected works of world literature, including nonwestern literature, that may be compared in terms of themes, genres, etc.

EN146D British Literature: Myth, Epic, and Romance (3)

Introduces students to masterpieces of the Middle Ages, including *Beowulf* and the works of Chaucer and the Pearl Poet.

EN146E British Literature: The Age of Elizabeth (3)

Focuses on the English Renaissance (exclusive of Shakespeare), with emphasis on Renaissance sonnet cycles and drama (Marlowe, Jonson, Webster).

EN146F British Literature: Enlightenment and Revolution (3)

Study of major works on the Augustan Age (Milton, Pope, Swift) and the Romantic Revolt (Blake, Wordsworth, Coleridge, Keats).

EN146G British Literature: Modernism and Postmodernism (3)

Investigates late nineteenth century and twentieth century British literature, including the Victorians, Modernists, and Postmodernists.

EN149C Internship (1-3)

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)

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.

EN191 Senior Seminar I (3)

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)

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.

EN195I Special Topics [CDiv] (3)

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 language 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 six units, may be applied towards a degree as elective credit.

ENGLISH FOR INTERNATIONAL STUDENTS COURSES

EI031 Academic English: Intermediate Communication Skills (3)

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

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)

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

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)

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.)

EI052/452 Spoken English: Oral Presentation (1/1)

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 offers minors in French Studies and Spanish. Also available are Interdisciplinary Minors in Latin American Studies, European Studies, and International Film Studies.

By providing a range of courses in the language, culture, literature, film, and business of the French and Spanish speaking worlds the Department of Modern Languages and Cultures enables all NDNU students to experience the process of language learning and to gain insights into other cultures.

Students are encouraged to gain practical experience outside the classroom by engaging in internships with companies and agencies both in the USA and abroad to prepare for future careers.

Study Abroad

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

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

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 for more information concerning the Culture and Language Requirement.

CL101 Introduction to French Literature in Film [CL] (3)

Cross-listed with FR101. See French listings, page 93, for course description.

CL109A Women in French Literature [CDiv] [CL] (3)

Cross-listed with FR109A. See French listings, page 93, for course description.

CL113 French Cinema, Culture, and Language [CL] (3)

Cross-listed with FR113. See French listings, page 93, for course description. Satisfies a Film Studies Minor requirement.

CL114 Paris-Hollywood: Battle of the Remakes [CL] (3)

A study of the cinematic relationship between two rivals, Paris and Hollywood from 1895 to present. Comparing the French Original and its American Remake. A cross-cultural study. Satisfies a Film Studies Minor requirement.

CL115 Modern France: Culture and Language [CL] (3)

Cross-listed with FR115. See French listings, page 93, for course description.

CL134A/B History, Culture, and Language of France [CL] (3)

Cross-listed with FR134A/B and HY134A/B. See French listings, page 93, for course description.

CL139 Cultural Heritage and Language of China [CDiv] [CL] (3)

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)

Cross-listed with FR140C/E and GB140E and IB140E. See French listings, page 93, for course description.

CL161 Mexico: Politics, Culture, and Language [CDiv] [CL] (1)

Cross-listed with LA161. See Latin American Studies listings, page 96, for course description. Satisfies a Social Justice Studies Minor requirement.

CL162 Central America: Politics, Culture, and Language [CDiv] [CL]

Cross-listed with LA162. See Latin American Studies listings, page 96, for course description.

CL164 Andean Nations: Politics, Culture, and Language [CDiv] [CL]

Cross-listed with LA164. See Latin American Studies listings, page 96, for course description.

CL175 Latino/Hispanic Experience in the USA [CDiv] [CL] (3)

Cross-listed with LA175. See Latin American Studies listings, page 96, for course description. Satisfies a Social Justice Studies Minor requirement.

CL176 Mexican American Literature, Language, and Film [CDiv] [CL] (3)

Cross-listed with LA176. See Latin American Studies listings, page 96, 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)

Cross-listed with FR196. See French listings, page 93, for course description. Satisfies a Film Studies Minor requirement and a Social Justice Studies Minor requirement.

CL197 Culture and Language of Latin America through Film [CDiv] [CL] (3)

Cross-listed with LA197 and SP197. See Latin American Studies listings, page 96, for course description. Satisfies a Film Studies Minor requirement.

CL198 Service Learning: Spanish Community Service Project [CDiv] [CL] (1-3)

Cross-listed with LA198, SO198 and SP198. See Latin American Studies listings, page 96, for course description. Satisfies a Social Justice Studies Minor requirement and a Community Based Learning requirement.

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
FR100A/B Advanced Conversation (1-4)	
FR101 Introduction to French Literature in Film (3)	
FR109A Women in French Literature (3)	
FR109D French Society in Texts and Films (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)	
FR135 Pronunciation in Cultural Context (1-3)	
FR140C/E Business French/Internships (3/3)	
FR149T Teaching Assistant (1-3)	
FR196 African Cinema, Culture, and Language (3)	
Total	12

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)

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)

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)

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)

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.

FR100A Advanced Conversation (1-3)

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.

FR100B Advanced Conversation: Issues in Contemporary France (1-3)

Prerequisite: FR100A or the equivalent. Study, discussion and analysis of French TV programs and articles in the current press. Research on France and Francophone countries and written reports in French on the issues studied.

FR101 Introduction to French Literature in Film [CL] (3)

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)

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.

FR109D French Society in Texts and Films (3)

Studies French culture and society in literary texts and press articles. Explores how cultural and social aspects of France are represented in films. The class is taught in French.

FR113 French Cinema, Culture, and Language [CL] (3)

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)

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)

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)

A continuation of FR134A from the French Revolution to the present. Taught in English with a French component. Cross-listed with CL134B and HY134B.

FR135 Pronunciation in Cultural Context (1-3)

Prerequisite: FR004 or the equivalent. Practice of pronunciation and study of phonetics in discussing cultural and literary texts. Study of French idioms, acquisition of vocabulary. The course is conducted in French. Satisfies a French Minor requirement.

FR140C/E Business French [CL] (3/3)

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)

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)

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 and Social Justice 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)

Cross-listed with CL139. See Culture and Language listings, page 91, for course description.

CU150 European Cinema (3)

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. It satisfies European Studies Major and Film Studies Minor requirements.

CU151 Intercultural Cinema [CDiv] (3)

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.

LATIN COURSES

LT001 Introduction to Latin (3)

Introduces the language and culture of the Latin-speaking world, from classical Latin through the Middle Ages. Students develop reading skills, learning the basics of grammar and vocabulary which are useful in many fields. The Latin classics will be read.

LT002 Introduction to Latin II (3)

Continuation of LT001.

LATIN AMERICAN STUDIES AND SPANISH

Interdisciplinary minors in Latino and Latin American Studies combine 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.

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

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 Latin American Studies Interdisciplinary 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)

Cross-listed with SP100C. See Spanish listings, page 98, for course description.

LA110 Literature of Latin America [CDiv] (3)

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)

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)

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)

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)

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)

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)

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)

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, SO198 and SP198. Satisfies a Community Based Learning requirement.

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.

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
Complete 12 upper-division units from the following:		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)

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)

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, page 32, on Independent Study.

SP100A Advanced Spanish Composition and Grammar Review (3)

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)

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)

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)

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)

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.

SP196 Community-Based Learning (1)

Prerequisite: Concurrent enrollment in SP003 or SP004 or approval of the instructor. Students will organize lessons, maintain records, develop evaluation procedures and teach an English as a Second Language class on the NDNU campus. The ESL cafeteria class is offered Wednesday afternoons from 3:30-4:30 with students devoting an additional hour, 30 minutes before and after, for coordination of lessons and reflection.

SP197 Culture and Language of Latin America through Film [CDiv] [CL] (3)

Cross-listed with CL197 and LA197. See Latin American Studies listings, page 96, for course description.

SP198 Service Learning: Spanish Community Service Project [CDiv] [CL] (1-3)

Cross-listed with CL198, LA198, and SO198. See Latin American Studies listings, page 96, for course description.

Music

The Department of Music and Vocal Arts offers three undergraduate degree programs in music and related vocal arts: the Bachelor of Music in Performance, which offers a pre-professional concentration in musical performance for qualified students; the interdisciplinary Bachelor of Fine Arts in Musical Theatre, which prepares students for careers in professional musical theatre; and the Bachelor of Arts in Music, which allows students to major in music within the framework of a liberal arts education. Each degree program requires a performance audition before acceptance into the major, in addition to the University's standard application and acceptance process. Please contact the Department at (650) 508-3429 for audition requirements and appointments. The Department also offers a Minor in Music.

NDNU's Music and Musical Theatre programs are dedicated to preparing students with the professional skills necessary for careers in performance or teaching, and provides numerous performance opportunities in concerts, musical theatre productions, cabaret, and opera. A professional faculty provides experienced mentorship to each student.

NDNU's partnership with Donald Pippin's Pocket Opera, a professional company based in San Francisco, offers an extraordinary apprenticeship and performance learning experience for its undergraduate and graduate students as both performers and production staff. Acceptance to each production or the program is by audition. Contact the Department at (650) 508-3429 for further information or to arrange an audition.

The Department also offers graduate degree programs (MM in Performance and MM in Pedagogy) which enable students to work at an advanced level in their area of specialization and to develop the 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		Semesters	BM Units	BA Units
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)

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 sight-reading and beginning sight-singing 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)

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)

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)

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)

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 nonmajors for the Core Curriculum Arts Requirement (three units) and to music majors for elective credit (one to three units).

MU007/107 Beginning Guitar (2)

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 nonmajors.

MU008A/B/C/D Music Skills Lab (1/1/1/1)

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)

Prerequisite: MU015P. Focuses on performance and repertoire of solo literature. May be repeated for credit.

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

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)

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)

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)

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 Nonmajors: Instrument (1)

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 Nonmajors: Piano (1)

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 Nonmajors: Voice (1)

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)

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)

Open to majors and nonmajors, 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)

Prerequisite: Permission of instructor. Chamber Singers is an SATB vocal ensemble which offers rehearsal and performance of vocal chamber music. Open to majors and nonmajors. 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)

Prerequisite: Permission of instructor. Students learn a role and participate in an operatic production. This class is by audition only. Open to majors and nonmajors. 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)**MU027B/127B Beginning Voice Class (1)**

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)

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 are assigned to one or more chamber groups. These groups rehearse regularly, receive coaching sessions bi-weekly, and perform several times during the semester.

MU041/141/541 Orchestra (1)

Prerequisites: Audition and permission of instructor. Open to majors and nonmajors, 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)

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 Requirement.

MU075/175/575 Ensemble (1)

Prerequisite: Permission of instructor. Ensemble offers rehearsal and performance of serious instrumental works. May be repeated for credit. Open to majors and nonmajors. Three units satisfy the Core Curriculum Arts Requirement if taken within a four-semester sequence.

MU080/180 Introduction to Music Management (3)

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)

Prerequisite: Permission of instructor. Provides in-the-field experience with concert production and promotion.

MU093/193/593 Computer Applications in Music (1-3)

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)

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)

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)

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)**MU113B/513B Lyric Diction (2)**

Covers phonetics and diction in singing Italian, English, French, and German.

MU120A/520A Overview of Music Literature (3)

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, these courses explore 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)

C. Survey of Music from 1650 to 1850 (3)

D. Survey of Music from 1850 (3)

MU123A/523A History and Literature of Piano Music (1)**MU123B/523B History and Literature of Piano Music (1)**

Prerequisite: MU015P. This course is an in-depth study of the forms and literature of keyboard music.

MU124/524 Choral Conducting (1)

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)

Prerequisite: MU015V. This course is an in-depth study of the forms and literature of solo vocal music.

MU140 Music Education Concepts (3)

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)

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 Department of Music and Vocal Arts offers a Bachelor of Fine Arts in Musical Theatre. The professionally-oriented curriculum is rigorous, incorporating the three disciplines of acting, singing, and dance. It is designed to prepare talented students for careers as actors/singers/dancers in professional musical theatre, or to pursue graduate professional studies in the performing 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
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

**BFA students must take MU001A/B and MU008A/B. They must also take either MU001C and MU008C, or MU001D and MU008D.*

Total Prerequisites		42
Major Requirements		Units
Six units of any upper-division Dance courses (prefix DA)		6
MT125A	Musical Theatre Workshop	2
MT125B	Musical Theatre History and Repertoire	3
MT125D	Musical Theatre Internship (satisfies two units of the Career Development requirement)	2
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

		Units
TA140	Directing	3
TA190R	Theatre Production: Rehearsal and Performance	2
Total Major Requirements		36
Other Degree Requirements* and General Electives		46
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124

See Theatre Arts listings, page 119, for Dance (DA) and Theatre (TA) course descriptions; see Music listings, page 102, 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)

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)

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)

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)

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 a Bachelor of Arts degree in Philosophy, a Bachelor of Arts degree in Religious Studies, minors in both areas, and the opportunity to create an interdisciplinary major or interdisciplinary minor.

PHILOSOPHY

Students who choose to major in philosophy gain both a sound historical background in the subject and an opportunity to develop logical and critical thinking skills that equip them to consider for themselves a variety of enduring and contemporary philosophical questions.

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	Logic and Critical Thinking	3
Total Prerequisites		6
Major Requirements		
PL100	Ancient Philosophy	3
PL102	Modern Philosophy	3
PL103	Nineteenth Century Philosophy	3
PL149T	Teaching Assistant (satisfies one unit of Career Development Requirement)	1
PL191	Senior Thesis (pending approval)	3
Upper-division electives in Philosophy		15
Total Major Requirements		28
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	3
PL012/112	Logic and Critical Thinking	3

		Units
PL100	Ancient Philosophy	3
PL102	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)

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.

PL002/102 Modern Philosophy (3)

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.

PL006 Introduction to Philosophy (3)

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)

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 Logic and Critical Thinking (3)

An introduction to the analysis and evaluation of arguments using both formal and informal methods. Recommended for everyone who wants to improve their critical thinking and reading skills. Especially useful for anyone planning to take a graduate school admissions test, including the Graduate Record Examination (GRE), the Law School Admission Test (LSAT), and the Medical College Admission Test (MCAT).

PL017/117 Philosophy of Science (3)

Prerequisite: A previous course in Philosophy or Natural Science, or permission of the instructor. 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)

Prerequisite: A previous course in Philosophy or Psychology, or permission of the instructor. 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. Cross-listed with PY123.

PL023/123 Law, Morality, and Society (3)

Introduces a variety of urgent moral, political, and social controversies that are closely connected with the law. There will be special emphasis on issues of race, gender, and class.

PL103 Nineteenth Century Philosophy (3)

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 Woman and Philosophy [CDiv] (3)

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)

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 Philosophy and the Environment (3)

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)

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)

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)

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)

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)

Surveys traditional and modern problems associated with religion. Topics may include the nature of God, arguments for theism, the problem of evil, foreknowledge and freedom, science and religion, faith and the nature of religious belief, myths, symbols, and rituals, and spirituality. Cross-listed with RS184.

PL191 Senior Thesis (3)

Taken by majors in their senior year. Students will write a 15–25 page paper on a topic of their choice in conjunction with an upper-division Philosophy course being offered in the same semester.

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.

RELIGIOUS STUDIES

Students who major in Religious Studies study the meaning and relevance of Christian belief, and gain an understanding of the essential nature of the religious dimensions of life; they also acquire a knowledge and appreciation of the variety and richness of religious beliefs throughout our world, in particular the special concern for justice, compassion, and community common to them all.

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
RS191	Senior Thesis (pending approval)	3
Upper-division Electives in Religious Studies		12
Total Major Requirements		27
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

Fifteen units suggested 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)

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)

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)

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)

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)

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)

Introduces the messianic activity and person of Jesus proclaimed in the synoptic gospels.

RS016/116 John, Gospel and Letters (3)

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)

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)

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)

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)

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)

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.

RS045/145 Reel Religion: Christianity in Film (3)

This course is designed to be an introduction to the study of the portrayal of Christianity in films. It introduces the vision and vocabulary helpful for film criticism and uses these tools in coordination with those of cultural studies and historical and theological criticism to critique films in terms of their composition, historical accuracy, and theological and ethical message. The interplay of the arts, particularly cinema, and religion in American culture is examined from both a historical and cultural standpoint.

RS050/150 Challenged by Christian Ethics (3)

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)

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)

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)

Cross-listed with CM125. See Communication listings, page 154, for course description.

RS136A Women's Spirituality [CDiv] (3)

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 and Sexuality in Christianity [CDiv] (3)

This course discusses and analyzes the evolution of images of masculinity and femininity, sexuality, and gender beginning with Greco-Roman and Jewish traditions and analyzing their influence upon Christianity, which is examined from its origins to the present day. We will study changing understandings of celibacy, marriage, homosexuality, and power using the tools of queer theory, feminist studies, and men's studies.

RS138 Missions in the Catholic Church (3)

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)

This class will focus on theologies that strive to liberate oppressed and marginalized peoples, including Liberation Theology in Latin America, Dalit Theology in India, and Feminist and Black Theology.

RS142 Discovering Values (3)

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 explores the origin of values, what is the valuing process, and how it affects behavior. Some values clarification techniques are 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 are 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)

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)

Reading the Desert Mothers and Fathers, Augustine's *Confessions*, medieval mystics, Teresa of Avila, and modern spiritual leaders, this course explores 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)

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)

Cross-listed with AR168A. See Art listings, page 78, for course description.

RS168B Art History: Art and Religion of the Far East [CDiv] (3)

Cross-listed with AR168B. See Art listings, page 78, for course description.

RS181 Islam and the West [CDiv] (3)

Cross-listed with HY181 and PS181. See History listings, page 240, for course description.

RS184 Philosophy of Religion (3)

Cross-listed with PL184. See Philosophy listings, page 110, for course description.

RS191 Senior Thesis (3)

Taken by majors in their senior year. Students write a 15–25 page paper on a topic of their choice, written in conjunction with an upper-division Religious Studies course being offered in the same semester.

RS196 Way of the Earth [CDiv] (3)

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)

The course weaves together insights from various spiritual traditions and spiritual guides (e.g. “spiritual masters”/mystics), some of which represent major world religions. The course also integrates the spiritual explorations, experiences, insights, and questions of the course participants. Life as journey, as odyssey, and as quest are 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

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, or management; and the Bachelor of Arts in Performance, for students seeking careers in acting/directing or entrance into graduate MFA performance programs. It also offers a Minor in Theatre Arts and a Minor in Dance. Both majors and minors are for students interested in pursuing theatre as a vocation or avocation.

Majors in the Theatre Arts Department explore a variety of dramatic texts and enjoy opportunities for intensive study and performance in an ensemble style with active participation in all aspects of theatre production, learning the skills necessary to create a balance between acting, directing, production planning, and technical skills.

Two special features of the major are an internship in which the student will work with one of several professional theatre organizations in the San Francisco Bay Area, and the opportunity for seniors to produce and direct or design a short play as part of the Theatre Arts Department season.

Bachelor of Arts: Theatre Arts

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

		Production	Performance
Prerequisites			
DA038A/138A	Dance Technique I		
or			
DA038B/138B	Dance Technique II	1	1
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
TA090S/190S	Theatre Production: Stagecraft Laboratory	1	1
TA090R/190R	Rehearsal and Performance	0	1
Total Prerequisites		18	19

Major Requirements		Production	Performance
TA070/170	Scenic Design and Model Building	3	(3)*
TA091/191	Assistant Stage Manager	1	1
TA092/192	Stage Manager	1	1
TA093/193	Assistant Director	1	1
TA100	Intermediate Acting	0	3
TA110	Advanced Acting	0	3
TA115	Stage Lighting and Electrics	3	(3)*
TA120	Costume Development and Design	4	(4)*
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
*Theatre Arts majors who are following a concentration in Performance are required to take either TA170 or both TA115 and TA120.			
Total Major Requirements		29	28-32
Other Degree Requirements* and General Electives		77	73-77
*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: THEATRE ARTS

Requirements

TA001	Introduction to the Theatre	3
TA010	Beginning Acting	3
TA021A	Theatre Production and Stagecraft	3
TA090R	Rehearsal and Performance	1
TA090S	Stagecraft	1
TA091	Assistant Stage Manager	1
Upper-division electives in Theatre Arts		6
Total Major Requirements		18

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.

TA001 Introduction to the Theatre (3)

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)

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)

Develops student's awareness of his/her physical response to emotion in order that he/she may truthfully recreate these responses in an appropriate way in acting scenes. The class utilizes constant activity including structured exercise and sensory practice. Fulfills the Core Curriculum Arts Requirement.

TA015 Makeup (1)

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)

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 is centered 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)

Prerequisite: TA021A/121A. Provides an introduction to the tools, materials, techniques, and procedures of scenic construction, stage operations, shop safety, properties, and scenic painting. Discusses the processes utilized to create scenic and properties components of stage productions. In-class work includes practice with tools and materials. Course requires a minimum of 15 hours of laboratory stagecraft time.

TA025/125 Musical Theatre Workshop (1-3)

Cross-listed with MT125A and MU525A. See Musical Theatre for course description.

TA061/161 Theatre and Drama in the Schools (3)

Students and faculty create a children's theatre touring production to be presented at elementary and middle schools throughout the Bay Area. Students learn the skills and techniques needed to create play scripts. They 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)

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)

Students examine the various administrative functions that relate to selection, planning, financing, promotion, and staffing of performing arts events. Study includes 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)

A Theatre Administration (1-2) Provides practical experience in box office, house management, public relations and audience development.

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.

TA091/191 Assistant Stage Manager (1)

Provides the opportunity for students to serve as Assistant Stage Manager for an NDNU Theatre Department production. Student Assistant Stage Managers are responsible for assisting the Stage Manager and the Director. They gain experience in the organization and implementation of the necessary theatre production process.

TA092/192 Stage Manager (1)

Provides the opportunity for students to serve as Stage Manager for an NDNU Theatre Department production. Student Stage Managers are responsible to assist the production Director. They supervise technical crews, auditions, rehearsals, and performances. They gain experience in overseeing all aspects of organizing and implementing the necessary Theatre production process.

TA093/193 Assistant Director (1)

Provides the opportunity for students to serve as Assistant Directors for an NDNU Theatre Department production. Student Assistant Directors assist the Director in planning and preparing all aspects of the play production. They serve as a liaison with the performers, Stage Manager, theatre staff and administration, and production personnel.

TA100 Intermediate Acting (3)

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)

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)

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 are highlighted in this course.

TA117 Shakespeare (3)

Cross-listed with EN117. See English listings for course description.

TA120 Costume Development and Design (4)

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 are taught and exercised.

TA130A Development of Drama and Theatre to 1600 (3)

Prerequisite: TA001. Provides the history of the theatre and its literature from ancient Greece to 1600. Fulfills the Core Curriculum Arts Requirement.

TA130B/530B Development of Drama and Theatre from 1600 to 1800 (3)

Prerequisite: TA001. Provides 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)

Prerequisite: TA001. Provides a survey of modern theatre history and literature. Fulfills the Core Curriculum Arts Requirement.

TA140 Directing (3)

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, and discussions of the relationship of the director to the cast, designers, and technicians.

TA141 Directing Practicum (2)

Prerequisite: TA140. Offers practical experience in play directing.

TA149T Teaching Assistant (1-3)

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)

Provides 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)

Provides an exploration of 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)

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.

DANCE MINOR

The Dance program at NDNU is part of the Theatre Arts Department. The dance curriculum provides a strong program in technical dance, choreography and performance, and theatrical dance education. It is designed to meet the dance education and training needs of students from the Theatre and Musical Theatre majors. Courses in the Dance program are open to students from all majors.

The NDNU Dance Minor consists of fifteen units of dance, a minimum of twelve units must be completed in NDNU dance courses. The courses are designed to allow students to take individual courses to suit their abilities, interests, and needs. Students in the Dance minor are expected to contribute to the courses and studio activities in which dance performance pieces are developed and rehearsed in preparation for the annual Spring Dance Concert.

DANCE COURSES

DA031/131 Hip-Hop (1-2)

Hip-Hop is a highly aerobic form of dance that draws from jazz, street, funk, and pop styles of movement. This class focuses on building a dance movement vocabulary and developing a student's individual style. May be repeated for credit.

DA032/132 Swing Dance (1-2)

Swing dance students are taught 1940's popular dances centered around Big Band Swing Music.

DA033/133 Dance for Choreographers (1-2)

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 also include the collaborative nature of choreography, particularly in theatre.

DA034A/134A Tap (1-2)

This course is designed for all levels of tap dancers. No prior dance experience is necessary although it is welcomed. Dancers of all levels 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 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 (1-2)

This course is designed for the experienced tap dancer and students who have an interest in teaching. Students are 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 are 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 continue to develop a working vocabulary and implement more advanced dance technique. Students are 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)

Focuses on the study and application of the fundamentals of jazz dance techniques. Students 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)

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)

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 also have opportunity to choreograph their own dance pieces and refine their skills in the various forms of jazz dance style and composition.

DA038A/138A Dance Technique I (1)

This class introduces the fundamentals of ballet, jazz, and modern dance styles. Dance Technique I emphasizes the development of body isolations, rhythmic awareness, and movement coordination through a series of technical sequences and dance combinations. Focus is placed on technical form, and includes barre and floor combinations that increase flexibility, balance, control, muscle tone, and memory. A strong foundation of technical skill is developed in all three genres and is required for advancement into Dance Technique II. May be repeated for credit.

DA038B/138B Dance Technique II (1)

Prerequisite: DA038A. This class is a continuation of Dance Technique I with emphasis on discipline, coordination, and the development of practical performing skills in ballet, jazz, modern jazz, and modern dance technique. Continued study in Dance Technique II emphasizes the expressive potential of modern/lyrical dance and its application to the traditional styles of ballet and jazz dance. Focus is placed on technical and performing proficiency and includes barre exercises and extended dance combinations. Students in Dance Technique II are eligible to audition for the Theatre Dance Company and enroll in Dance Choreography and Performance. May be repeated for credit.

DA090D/190D Rehearsal and Performance: Dance (1-2)

Provides credit for participation as a performer in departmental productions. May be repeated for credit.

Master of Arts in English

The Master of Arts in English program offers two emphases; one in literature and one in creative writing. Both require core courses in writing, literary theory, and language, and genre courses that permit intensive study of narrative, lyric, and drama.

This program is designed for working adults who come from many diverse backgrounds; it does not require an undergraduate degree in English. All required courses are offered in the evenings and enrollment is guaranteed. Students generally take between two and one-half and five years to complete the degree.

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*. Other programs sponsored by the Department of English include the Seminar in Humanities and the Teaching English as a Second Language Certificate Program (TESL).

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	Units
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	3
Elective Courses	9
Exit Exam	0
Total	30
Creative Writing Emphasis	
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)

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)

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)

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)

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)

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)

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)

The Period Course is an extensive study of major works representing the thematic and stylistic characteristics of primary developmental periods in the British and American literary canons. The content of the course varies from year to year depending on student and faculty interest and choice. In the past, the course has addressed the medieval, Renaissance, Romantic, early modern, post modern, and contemporary periods of literature.

EN241A Advanced Fiction and Nonfiction Writing (3)

Focus on advanced composition of fiction and nonfiction texts with emphasis on work-shopping works in progress. Attention is paid to the formal elements of audience, structure, diction, logical development, character, point of view, and stylistic detail.

EN295 Special Topics (3)

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)**EN298B Thesis: Directed Writing (3)**

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)

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)

Cross-listed with EN192. See English (UG) listings, page 85, 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 jberger@ndnu.edu.

Master of Music

The Master of Music program, with specialization in the areas of Vocal Performance, Vocal Pedagogy, Piano Performance, Piano Pedagogy, or Vocal Accompanying, prepares students for a professional career in performance in opera, recital, vocal accompanying, or the private studio. For opera students, a partnership with San Francisco’s Pocket Opera offers apprenticeship performance and production opportunities in a professional environment.

Students complete an intensive course of study in rehearsal and performance, private instruction on their major instrument, and related courses designed to support their area of specialization. Students perform two graduate recitals, and/or perform roles in opera productions to fulfill final performance requirements.

Before the final semester of residency, students take a written comprehensive examination designed to encompass the student’s primary area of study and specialization.

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
Total		30

Specialization: Voice Performance

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
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
Total		30

Specialization: Voice Pedagogy

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
Total		30

COURSE DESCRIPTIONS

MU200A Graduate Seminar in Analysis (3)

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)

Continuation of MU200A. Intensive analysis of music from the 19th and 20th centuries is the focus.

MU215I Individual Instruction (1-4)

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)

Prerequisite: Consent of Instructor. Individual weekly lessons in piano are available. Additional fees apply. May be repeated for credit.

MU215V Individual Instruction (1-4)

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)

Cross-listed with MU104. See Music (undergraduate) listings, page 102, for course description.

MU506 Composing and Improvising (1-3)

Cross-listed with MU006/106. See Music (undergraduate) listings, page 102, for course description.

MU511 Conducting (3)

Cross-listed with MU111. See Music (undergraduate) listings, page 102, for course description.

MU513A/B Lyric Diction (2/2)

Cross-listed with MU113A/B. See Music (undergraduate) listings, page 102, for course description.

MU514P Piano and Instrumental Performance and Repertoire (1)

Cross-listed with MU014P/114P. See Music (undergraduate) listings, page 102, for course description.

MU514V Vocal Performance and Repertoire (1)

Cross-listed with MU014V/114V. See Music (undergraduate) listings, page 102, for course description.

MU518 Viva la Musica! Chorus (0.5)

Cross-listed with MU018/118. See Music (undergraduate) listings, page 102, for course description.

MU520A Survey of Music in Western Civilization (3)

Cross-listed with MU120A. See Music (undergraduate) listings, page 102, for course description.

MU520B/C/D Survey of Music in Western Civilization (3/3/3)

B Survey of Music to 1650 (3)

C Survey of Music from 1650 to 1850 (3)

D Survey of Music from 1850 (3)

Cross-listed with MU120B/C/D. See Music (undergraduate) listings, page 102, for course description.

MU521 Chamber Singers (0.5)

Cross-listed with MU021/121. See Music (undergraduate) listings, page 102, for course description.

MU522 Opera Workshop (0.5)

Cross-listed with MU022/122. See Music (undergraduate) listings, page 102, for course description.

MU523A/B History and Literature of Piano Music (1/1)

Cross-listed with MU123A/B. See Music (undergraduate) listings, page 102, for course description.

MU524 Choral Conducting (1)

Cross-listed with MU024/124. See Music (undergraduate) listings, page 102, for course description.

MU525A Musical Theatre Workshop (1-3)

Cross-listed with MT125A and TA025/125. See Musical Theatre (undergraduate) listings, page 108, for course description.

MU526A/B History and Literature of Vocal Music (1/1)

Cross-listed with MU126. See Music (undergraduate) listings, page 102, for course description.

MU527A/B Vocal Pedagogy (1-3)

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 102, for course description.

MU541 Orchestra (0.5)

Cross-listed with MU041/141. See Music (undergraduate) listings, page 102, for course description.

MU549T Teaching Assistant (1-3)

Cross-listed with MU149T. See Music (undergraduate) listings, page 102, for course description.

MU575 Ensemble (0.5)

Cross-listed with MU075/175. See Music (undergraduate) listings, page 102, for course description.

MU580 Music Management (3)

Cross-listed with MU080/180. See Music (undergraduate) listings, page 102, for course description.

MU585 Music Management Internship (1-3)

Cross-listed with MU085/185. See Music (undergraduate) listings, page 102, for course description.

MU592A/B Piano Pedagogy (1-3)

Cross-listed with MU192A/B. See Music (undergraduate) listings, page 102, for course description.

MU593 Computer Applications in Music (1-3)

Cross-listed with MU093/193. See Music (undergraduate) listings, page 102, for course description.

PY556 Interpersonal/Intercultural Communication

Cross-listed with CM156, PY156, and SO156. See Sociology listings, page 271, for course description.

Music courses with 500-numbers are described under the equivalent 100-numbers (see detailed explanation of the course numbering system, page 9).

Note: A candidate must participate in an ensemble each Fall and Spring semester of residency. In fulfilling this requirement, a candidate may register in an ensemble for a maximum of one half a unit per semester, or may participate in an ensemble for no credit. However, a candidate must earn a minimum of one unit of ensemble credit to graduate.

ADMISSION REQUIREMENTS

- A bachelor's degree in music as recommended by the National Association of Schools of Music
- A cumulative grade-point average of 2.5 or better
- Two letters of recommendation
- A solo performance audition including works from three of the following style periods: Baroque, Classic, Romantic, 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, as specified in the Notre Dame de Namur University Catalog

For further information call the Music Department at (650) 508-3597.



School of Business and Management

George Klemic, DBA, 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;
- analyzing and creating new opportunities in the local and global environment, and
- exploring “next generation” business, management, and communication approaches.

Undergraduate and graduate students from government agencies, entrepreneurial companies, communications media, and corporations in the Bay Area network and create common values and trust while developing skillsets required for success.

Programs

Undergraduate Majors

Business Administration – Day
 Business Administration – Intensive Evening
 Communication

Other Coursework

Career Development

Master's Degrees

Business Administration
 Management
 Public Administration

Graduate Certificates

Business Skills
 Finance
 Marketing
 Project and Program
 Management
 Project Management Models
 and Metrics
 Team Management and
 Leadership

Program Contacts

Business Administration

Day

(650) 508-3637

Peter Young, Director

Business Administration

Intensive Evening

(650) 508-3637

Peter Young, Director

Career Development

(650) 508-3667

Carrie McKnight, Director

Communication

(650) 508-3734

Judy Buller, Director

Graduate Programs

Master of Business Administration

Master of Public Administration

Master of Science in Management

(650) 508-3782

James Fogal, Director

Office of the Dean

(650) 508-3726

Administrative Assistant to the Dean

Business Administration – Day

The Day Business Administration Program offers a Bachelor of Science in Business Administration to traditional day students. The prerequisite and major requirements develop ethical values, a knowledge of the business and management areas, application of classroom learning internships, and establishes a foundation for additional study in one of four areas of concentration: Economics/Finance, International Business, Management, and Marketing. Students are prepared to enter into professional business and management occupations, and to continue with further graduate education such as the MBA.

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.

Undergraduate Business Administration programs articulate with NDNU’s graduate programs in Business Administration (MBA), Public Administration (MPA), Management (MSM). The qualified student applies in advance of the last semester of undergraduate work to begin study for a master’s degree while completing the bachelor’s degree. The student is 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 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
GB003	Building Business Values	3
MA014	College Algebra	3*
*This prerequisite may be satisfied by achieving Math Placement Level 3.		
Total Prerequisites		24
Major Requirements		
EC102/MA102	Statistics	3
FN131	Corporate Financial Management	3
GB161	Business Analysis Using Spreadsheets	3
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.	Units 9
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:

- Economics/Finance
- International Business
- Management
- Marketing

Prerequisite courses and the core course which is the foundation course for the concentration must be completed before taking concentration electives.

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)	

BUSINESS ADMINISTRATION – DAY COURSES

Accounting

AC002 Accounting Procedures (3)

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)

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)

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.

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)**

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)

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)

Prerequisite: Math Placement Level 2. Cross-listed with MA102. See Mathematics listings, page 246, for course description.

EC102E Excel for Statistics (1)

Cross-listed with MA102E. See Mathematics listings, page 246, for course description.

EC149T Teaching Assistant (1-3)

An opportunity for advanced Business students to earn credit for assisting instructors.

EC181 Managerial Economics (3)

Application of economic theory to managerial decision-making problems within firms. Topics include demand and cost analysis, market structures, and pricing decisions.

EC182 Comparative Capitalist Systems (3)

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)

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.

EC191 International Economics [CDIV] (3)

A study of international trade and capital flows. The impact of international economic policies on domestic and world welfare is examined. Topics include theory of Comparative Advantage, gains and losses from trade, trade policies, balance of payments,

determination of exchange rates, and the international monetary system. Cross-listed with IB191.

EC195 Special Topics in Economics (1-3)

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 Financial Management I (3)

Prerequisite: AC003/AC004 (EC001A, EC001B for Day Students, MA014, or Math Placement Level 3). See Intensive Business Administration listings, page 146, for course description.

FN135 Personal Financial Planning (3)

Prerequisites: AC003, FN131. 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. Cross-listed with HS135.

FN136 Financial Management II (3)

Prerequisite: FN131. See Intensive Business Administration listings, page 146, for course description.

FN137 Money, Markets, and Financial Institutions (3)

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.

FN149T Teaching Assistant (1-3)

An opportunity for advanced Business students to earn credit for assisting instructors.

FN180 International Finance (3)

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)

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)

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.

GB003 Building Business Values (3)

Students develop their knowledge of the monetary and non-monetary value of business activities by addressing real and realistic situations orally and in writing.

GB008 Introduction to Computers (3)

Cross-listed with CS008. See Computer Science listings, page 232, for course description.

GB126 Business Ethics (3)

Cross-listed with PL126. See Philosophy listings, page 110, for course description.

GB140E Business French [CL] (3)

Cross-listed with CL140C/E, FR140E and IB140E. See French Studies listings, page 93, for course description.

GB149T Teaching Assistant (1-3)

An opportunity for advanced Business students to earn credit for assisting instructors.

GB161 Business Analysis Using Spreadsheets (3)

Prerequisites: AC004 and EC001A and B. Addresses critical business problems via quantitative routines and electronic spreadsheets.

GB183 Legal Environment of Business (3)

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.

GB188 Business Internship (3)

Prerequisites: Junior status and two business major core courses; or senior status; or by permission of program director. Students apply business learning through internships.

GB192 Business Policies and Strategy (3)

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)

Cross-listed with MG116. See Management listings, page 142, for course description.

IB140E Business French [CL] (3)

Cross-listed with CL140C/E, FR140E and GB140E. See French Studies listings, page 93, for course description.

IB165 International Marketing (3)

Cross-listed with MK165. See Marketing listings, page 143, for course description.

IB180 International Finance (3)

Cross-listed with FN180. See Economics and Finance listings, page 139, for course description.

IB182 Comparative Capitalist Systems (3)

Cross-listed with EC182. See Economics and Finance listings, page 139, for course description.

IB183 Economic Development: Less Developed Countries [CDiv] (3)

Cross-listed with EC183. See Economics and Finance listings, page 139, for course description.

IB191 International Economics [CDiv] (3)

Cross-listed with EC191. See Economics and Finance listings, page 139, for course description.

IB195 Special Topics in International Business (1-3)

Selected timely issues in the forefront of international business theory and practice are analyzed and discussed. Topics will be announced in each semester's schedule.

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**MG115 Change and Conflict Management: Theory and Practice (3)**

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. Cross-listed with CM115.

MG116 Comparative International Management [CDiv] (3)

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)

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. Cross-listed with MK117.

MG120 Corporate Communication (3)

Cross-listed with CM120. See Communication listings, page 154, for course description.

MG149T Teaching Assistant (1-3)

An opportunity for advanced Business students to earn credit for assisting instructors.

MG151 Human Resource Management (3)

Prerequisite: MG196. 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)

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)

Cross-listed with CM161. See Communication listings, page 154, for course description.

MG180 Introduction to Arts Management (3)

Cross-listed with TA080/180. See Theatre Arts listings, page 119, for course description.

MG195 Special Topics (1-3)

Short seminars/workshops of timely interest to managers.

MG196 Management Principles and Organizational Behavior (3)

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)

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

MK117 Entrepreneurial Management and Marketing (3)

Prerequisite: MG196. Cross-listed with MG117. See Management listings, page 142, for course description.

MK122 Art in Business and Industry (3)

Cross-listed with AR122. See Art listings, page 78, for course description.

MK128 Media and Sports (3)

Cross-listed with CM128. See Communication listings, page 154, for course description.

MK149T Teaching Assistant (1-3)

An opportunity for advanced Business students to earn credit for assisting instructors.

MK160 Marketing Principles (3)

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)

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)

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)

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)

Prerequisite: MK160. Covers in depth the culture, psychology, motivation, and decision process of the consumer.

MK169 Channel Marketing (3)

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)

Addresses aspects of promotion related to public relations, publicity, and non-advertising sponsorship for promotional purposes. Cross-listed with CM172.

MK195 Special Topics in Marketing (3)

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.

Business Administration Intensive Degree Program

The Intensive Evening Business Administration Program offers a Bachelor of Science in Business Administration as a degree completion program for working professionals; courses are offered in an intensive format on evenings and weekends. The program’s broad core curriculum covers diverse business functions and is applicable to all organizational settings. Further in-depth study is expected in Economics/Finance, Management, Marketing, or Technology Management. Students are prepared to progress in professional business and management occupations and to continue with further graduate education such as the MBA.

Undergraduate Business Administration programs articulate with NDNU’s graduate programs in Business Administration (MBA), Public Administration (MPA), and Management (MSM). The qualified student applies in advance of the last semester of undergraduate work to begin study for a master’s degree while completing the bachelor’s degree. The student is 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 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		
AC100	Business Cycle Accounting Concepts	3
FN131	Financial Management I	3
GB183	Legal Environment of Business	3
GB192	Business Policies and Strategy	3
MG/TM176	Operations and Information Technology Systems	3
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		33

Other Degree Requirements* and General Electives	Units 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

AREAS OF CONCENTRATION

Students electing a concentration must complete nine upper-division units in any one of the following areas:

- Economics/Finance
- Management
- Marketing
- Technology Management

INTENSIVE EVENING BUSINESS ADMINISTRATION COURSES

AC003 Financial Accounting (3)

Prerequisites: AC003A recommended as prerequisite if have not taken AC002 or equivalent. Cross-listed with BA201A. See Business Administration Day listings, page 138, for course description.

AC003A Preparation for Financial Accounting (1)

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)

Analysis, evaluation, and use of accounting information as a basis for managerial planning, control, and decision-making.

AC100 Business Cycle Accounting Concepts (3)

Prerequisites: AC003, AC004. This course completes the accounting cycle. Utilizing accounting software, implementing internal control within a firm, creating an audit trail that conforms with Generally Accepted Accounting Principles (GAAP), raising money for a firm utilizing debt and equity, and financial planning and budgeting for the firm.

AC129 Accounting Analysis for Managers (3)

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.

EC001A Macroeconomics (3)

See Business Administration Day listings, page 138, for course description.

EC001B Microeconomics (3)

See Business Administration Day listings, page 138, for course description.

EC102 Statistics (3)

Prerequisite: Math Placement Level 2. See Business Administration Day listings, page 138, for course description.

EC191 International Economics [CDIV] (3)

Prerequisites: EC001A, EC001B. Examines basics of international trade and finance and the effects of international economic policies on domestic and world economies. Explores trade including comparative advantage, gains and losses, economic growth impact, policy intervention effects (tariffs, quotas, export subsidies), regional trade blocs (EU, NAFTA), and multilateral trade organizations (WTO). Explores finance including balance of payments, foreign exchange rates, and International Monetary System.

FN131 Financial Management I (3)

Prerequisites: AC003/AC004/AC100 for Intensive; EC001A/EC001B for Day Students; MA014, or Math Placement Level 3. Introduction to the field of finance, including principles, techniques and uses of finance as a business function. Study of financial information and analysis, valuation of future cash flows, valuing stocks and bonds, and capital budgeting. Focuses are on financial decision-making process and applications of NPV, IRR, and other investment rules. Financial calculator will be extensively used for this class.

FN136 Financial Management II (3)

Prerequisite: FN131. A continuation of study in field of finance, covering risk and return analysis, long term financing strategies, and short term working capital management. Cases based on “real world” experiences will enhance learning. Spreadsheet modeling techniques will be utilized.

FN137 Money, Markets, and Financial Institutions (3)

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)

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.

GB183 Legal Environment of Business (3)

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)

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)

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 (0.5)

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 (0.5)

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 Financial Management I.

IB/MG116 Comparative International Management [CDiv] (3)

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.

MG/MK117 Entrepreneurial Management and Marketing (3)

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)

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)

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.

MG162 Managing Cultural Diversity [CDiv] (3)

Cross-listed with HS162. See Intensive Human Services listings, page 181, for course description.

MG/TM176 Operations and Information Technology Systems (3)

Overview of operations management, and how information systems (the integration of networked computers, data, technical specialists and managers) are used to manage and control business operations and produce high quality products and services. Understanding information as a product and vehicle for management control, technology will be considered in terms of impact on operations, globalization, ethics, and quality.

MG/TM177 Telecommunications Management (3)

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)

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 (0.5)

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 (0.5)

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)

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)

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/TM195 Special Topics (0.5)

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)

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)

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)

Cross-listed with HS160. See Human Services listings, page 181, for course description.

MK/TM175 Business to Business Advertising in a Technology Environment (3)

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. 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 his or her life, the requirement may be waived by a Program Director or the Director of the Career Center.

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), GB188 (3), PL149T (1), PY163 (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 or the Director of Career Center.

CAREER DEVELOPMENT COURSES

CD098/198 Cooperative Education Internship (1-3)

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)

Cross-listed with SO111. See Sociology listings, page 271, for course description.

CD166 Careers in Community and Criminal Justice (0.5)

Cross-listed with PY166 and SO166. See Sociology listings, page 271, for course description.

CD177 Time Management (0.5-1)

Cross-listed with PY177 and SO177. See Sociology listings, page 271, for course description.

CD182 Successful Job Search Strategies (3)

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)

Cross-listed with MG/MK186. See Business Administration listings, page 138, for course description.

CD190 Career Process and Decision-Making (1)

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)

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)

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)

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.

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 Department of Communication offers a BA in Communication and a Minor in Communication. Both major and minor are interdisciplinary and grounded in the liberal arts.

An interdisciplinary major in Marketing Communication is available, combining courses from Communication and Business.

An interdisciplinary minor in Web Design is available, combining courses from Art, Communication, and Computer Science.

Bachelor of Arts: Communication

Prerequisites		Units
CM010	Introduction to Communication	3
CM011/111	Oral Communication	3
CM012/112	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	3
CM/EN107	Technical Writing	3
CM109	Web Communication	3
CM120	Corporate Communication	3
CM130	Media, Politics, and Society	3
CM140	Video Production	3
CM160	Communication Internship	6
CM198	Senior Seminar	3
MK160	Marketing Principles	3
One elective course in Communication		3
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

MINOR REQUIREMENTS: COMMUNICATION

The minor in Communication combines 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 (3)	
CM120	Corporate Communication (3)	
CM125	The Holocaust (3)	
CM128	Media and Sports (3)	
CM130	Media, Politics, and Society (3)	
CM140	Video Production (3)	
CM172	Public Relations (3)	
CM195	Special Topics in Communication (3)	

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)

See Art listings, page 78, for course description.

AR109 Elements of Web Design (3)

See Art listing, page 78, for course description.

AR125 Photography (3)

See Art listings, page 78, for course description.

CM010 Introduction to Communication (3)

A survey of media including broadcast, print, radio, film, and Internet. Students learn critical approaches to media messages and media ethics.

CM011/111 Oral Communication (3)

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.

CM012/112 Communication Technology (3)

This hands-on course is taught in the Macintosh computer lab. Students learn desktop publishing skills using software, such as InDesign and Photoshop, for document design for internships, personal and classroom 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)

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)

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, and advertising design and sales. May be repeated for credit. Cross-listed with EN018L/118L.

CM107 Technical Writing (3)

Emphasizes clear, succinct writing. Fundamentals of preparing technical documents such as memos, letters, and proposals are studied. Analytical decision-making in the writing process and teamwork are developed. Cross-listed with EN107.

CM109 Web Communication (3)

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 Change and Conflict Management: Theory and Practice (3)

Prerequisite: MG196. Cross-listed with MG115. See Business Administration listings for course description.

CM119C *The Bohemian* (1-3)

Cross-listed with EN120C. See English listings, page 85, for course description.

CM120 Corporate Communication (3)

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)

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)

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.

CM130 Media, Politics, and Society (3)

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 that shape society are examined. Emerging new media are critically analyzed for persuasive content.

CM140 Video Production (3)

Focuses on creative and technical requirements needed for planning a successful video production for broadcast, Webcasting, or CD-ROM. Also covered are production, setup, camera movements, composition, lighting and sound techniques, and nonlinear editing.

CM149T Teaching Assistant (1-3)

An opportunity for advanced Communication students to earn credit for assisting instructors.

CM156 Interpersonal and Intercultural Communication [CDiv] (3)

Cross-listed with PY156 and SO156. See Psychology listings, page 262, for course description.

CM160 Communication Internship (6)

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 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)

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)

Focuses on writing as a tool for developing effective media relations through press releases, press kits, newsletters, direct mail, flyers, and crisis management. Cross-listed with MK172.

CM175 Acting for the Camera (3)

Cross-listed with TA175. See Theatre Arts listings, page 119, for course description.

CM180 Foundations of Leadership and Teamwork (2)

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)

Designed to address current issues in communication. May be repeated for credit.

CM198 Senior Seminar (3)

This capstone course helps students integrate and build on prior learning in communication for future application either in graduate school or in the workforce.

CS109 Advanced HTML and Scripting for the Web (3)

See Computer Science listings, page 232, for course description.

GB001 American Business: Foundations and Practice (3)

See Business Administration listings, page 138, for course description.

ID109 Web Design Project (3)

See Interdisciplinary listings, page 74, for course description.

MK160 Marketing Principles (3)

See Business Administration listings, page 138, for course description.

Master of Business Administration

The School of Business and Management offers the Master of Business Administration (MBA) degree. The program is a professional course of study which provides an overview of the fundamental functions in business organizations and in-depth study in the emphasis areas of finance, marketing, operations management, managing with information technology, and human resource management. It prepares men and women for management and leadership roles in business organizations.

The MBA offers an articulated program with undergraduate Business Administration. The qualified undergraduate business administration student applies in advance of the last semester of undergraduate work to begin study for the master's degree while completing the bachelor's degree. The student is 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.

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	Enterprise Information Management Systems	3
BA212	Legal and Ethical Dimensions of Business	3
BA230	Management Accounting	3
BA260	Marketing Planning and Analysis	3
BA280	Global Operations Management	3
BA283	Corporate Financial Management	3
BA290	Business Management and Organizational Behavior	3
BA292	Business Policy	3
Core Total		24
Area of Emphasis		12
Total		36

AREAS OF EMPHASIS

The emphasis courses consist of twelve additional graduate units in one or a combination of the following areas:

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.

		Units
BA213	Intermediate Accounting I	3
BA214	Intermediate Accounting II	3
BA218	Cost Accounting	3
BA222	Tax Accounting	3
BA226	Auditing	3

Finance

In order to qualify for a specialization in Finance, students take at least three finance courses plus a fourth elective that may be chosen from any MBA area.

BA223	Functions and Policies of Corporate Finance	3
BA225	Derivatives and Risk Management	3
BA227	Investments	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 take BA220 Human Resource Management and at least two human resource management courses plus one elective that may be chosen from any MBA area.

BA215	Conflict Management	3
BA219	Managing Diversity	3
BA220	Human Resource Management (required)	3
BA221	Labor Management Relations	3
BA235	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 take three Information Technology courses plus one additional course which may be chosen from any MBA area.

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 take at least three marketing courses plus one elective that may be chosen from any MBA area.

		Units
BA256	Advertising Management	3
BA264	Business to Business Marketing	3
BA266	International Marketing	3

Operations Management

The MBA program cooperates with the Master of Science in Management program in offering the Operation Management area of emphasis. In order to qualify for a specialization in Operations Management, students take three Operations Management courses plus one additional course which may be chosen from any MBA area.

BA253	Distribution and Supply Chain Management (required)	3
<i>Choice of two:</i>		6
BA207	Decision Support: Forecasting and Optimization	
BA209	Global Management of Virtual Teams	
BA247	Enterprise Performance Management	

General Emphasis

Any 12 units of electives approved by the graduate program advisor.	12
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COURSE DESCRIPTIONS

BA201A Financial Accounting (3)

Cross-listed with AC003. See Business Administration Day listings, page 138, for course description. AC003A recommended as prerequisite if have not taken AC002 or equivalent. See Intensive Business Administration listings, page 146, for course description.

BA201B Statistics (3)

Cross-listed with EC102. See Business Administration Day listings, page 138, for course description.

BA202A Macroeconomics (3)

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)

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 Enterprise Information Management Systems (3)

Focuses on how the enterprise manages the strategic and operational decision-making for organizations in private and public sectors. Topics cover role of management information systems in finance, research and development, marketing, production, sales, and customer

support value chain. Knowledge management principles and practices for enabling the strategic alignment and for promoting collaborative problem-solving between virtual enterprise stakeholders are emphasized.

BA206 System Dynamics Modeling (3)

Partial online course. Cross-listed with SY221. See MSM listings, page 171, for course description.

BA207 Decision Support: Forecasting and Optimization (3)

Partial online course. Cross-listed with SY225. See MSM listings, page 171, for course description.

BA208 Managing Information Systems (3)

Partial online course. Cross-listed with CS263 and SY263. See MSM listings, page 171, for course description.

BA209 Global Management of Virtual Teams (3)

Partial online course. Cross-listed with SY269. See MSM listings, page 171, for course description.

BA210 Business Telecommunications: Data, Voice, Multimedia (3)

Partial online course. Cross-listed with SY267. See MSM listings, page 171, for course description.

BA211 Knowledge, Strategy, and Innovation (3)

Explores a wide range of critical thinking and decision-making methods and applications that encompass applied research, business environmental analytics, knowledge synthesis and warehousing, reasoning and strategy formulation, and idea generation. Provides a foundation for critical thinking skills.

BA212 Legal and Ethical Dimensions of Business (3)

Studies the legal, ethical, and value dimensions of the business enterprise. Attention is given to such legal concerns as the court system, regulatory agencies, and specific topics affecting decision-making in commerce. The concept of ethics is viewed from a business perspective while focusing on issues of modern-day relevance.

BA213 Intermediate Accounting I (3)

Focuses on accounting theory, practice, and problems.

BA214 Intermediate Accounting II (3)

Continues study of accounting theory, practice, and problems.

BA215 Conflict Management (3)

Prerequisite: BA290. Cross-listed with PA215. See MPA listings, page 167, for course description.

BA218 Cost Accounting (3)

Focuses on accounting theory and problems: records, financial statements, elements of cost, process, job order, and standard cost.

BA219 Managing Diversity (3)

Cross-listed with PA285. See MPA listings, page 167, for course description.

BA220 Human Resource Management (3)

Cross-listed with ED270 and PA270. See Education listings, page 206, for course description.

BA221 Labor/Management Relations (3)

Prerequisite: BA290. Cross-listed with PA221. See MPA listings, page 167, for course description.

BA222 Tax Accounting (3)

Studies fundamentals of taxation and its effects on the transactions of individuals, partnerships, and corporations.

BA223 Functions and Policies of Corporate Finance (3)

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.

BA225 Derivatives and Risk Management (3)

Prerequisite: BA283. Studies theoretical and practical applications in derivatives. Topics include: forwards, futures, swaps, options, hedging strategies, the random walk (Brownian motion) model of stock prices, the Black-Scholes and analytical model, and binomial models. Concept of real options is introduced to demonstrate how it can be used in corporate finance. Financial risk management techniques are emphasized throughout.

BA226 Auditing (3)

Graduate course focuses on principles, techniques, and procedures in auditing.

BA227 Investments (3)

Prerequisite: BA283. Offers a theoretical approach to investment principles, financial market analysis, and products. Topics include: efficient market theory, risk and return analysis, various theories of risk with emphasis on modern portfolio theory, equities (stocks), fixed income (bonds), and derivative (futures and options) securities. Students participate in a simulated stock market investment game; online research and trading skills are emphasized.

BA230 Management Accounting (3)

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)

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)

Prerequisite: BA290. Cross-listed with PA235. See MPA listings, page 167, for course description.

BA247 Enterprise Performance Management (3)

Partial online course. Cross-listed with SY247. See MSM listings, page 171, for course description.

BA253 Supply Chain Management (3)

Partial online course. Cross-listed with SY253. See MSM listings, page 171, for course description.

BA256 Advertising and Integrated Marketing Management (3)

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)

Partial online course. Cross-listed with SY257. See MSM listings, page 171, for course description.

BA260 Market Planning and Analysis (3)

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 pre-requisite to enrollment in Marketing electives.)

BA262 Marketing Research (3)

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)

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)

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 Global Operations Management (3)

Focuses on how the global enterprise manages the goods and services value transformation process in a manner that is aligned with corporate goals and business strategy. A value-based management approach emphasizes the relationships between activities for product/process design, sourcing, production, delivery, and support using an integrated strategic planning and performance measurement framework. Partial online course. Cross-listed with SY280.

BA283 Corporate Financial Management (3)

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)

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)

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)

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.)

ADMISSION REQUIREMENTS

Students may enter the program at the beginning of any semester and should meet the following requirements:

- A bachelor's degree from an accredited institution. (The major field need not have been Business Administration.)
- A cumulative grade point average of 2.5 or better
- The Graduate Management Admission Test (GMAT)
- Two academic and/or professional recommendations
- Work experience preferred
- International students should also refer to the general graduate admission requirements.

Note: Once admitted, students may be required to take a math placement examination administered by the University.

Master of Public Administration

The School of Business and Management offers a Master of Public Administration degree. The program provides for broad study in functional areas of public administration and for concentrated study in Educational Administration, Human Resource Management, Public Affairs Administration, and Gerontology, while developing skills in communications, organizational leadership and team building, assessment and analysis of quantitative information, strategic thinking, and working in diverse cultures.

The MPA degree prepares graduates to work effectively as managers and leaders in government and not-for-profit-organizations.

The MPA offers an articulated program with undergraduate Business Administration. The qualified undergraduate business administration student applies in advance of the last semester of undergraduate work to begin study for the master's degree while completing the bachelor's degree. The student is 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.

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 below 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	Organization and Management	3
PA292	Public Policy and Administration	3
Core Total		18
Area of Emphasis		12
Total		30

AREAS OF EMPHASIS

The emphasis courses consist of twelve additional graduate units in one or a combination of the following areas:

Educational Administration/Administrative Services Credential*		Units
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

**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

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

General Emphasis

Any 12 units of electives approved by the graduate program advisor.		12
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COURSE DESCRIPTIONS

PA215 Conflict Management (3)

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)

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)

Prerequisite: AC003 or equivalent. Cross-listed with ED230. See Education listings, page 206, for course description.

PA235 Recruitment, Training, and Development (3)

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)

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)

Examines court decisions affecting administrative law. Topics include jurisdiction, venue, judicial ethics and discretion, abuses, and contemporary problems.

PA265 Contemporary Issues in Administration (3)

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)

Cross-listed with BA220 and ED270. See Education listings, page 206, for course description.

PA280 Leadership Concepts (3)

Cross-listed with ED280. See Education listings, page 206, for course description.

PA285 Managing Diversity (3)

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)

Cross-listed with ED290. See Education listings, page 206, for course description.

PA292 Public Policy and Administration (Capstone Course) (3)

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)

See Education listings, page 206, for course description.

ED353 School Law, Governance, and Politics (3)

See Education listings, page 206, for course description.

ED355 Program Initiation and Implementation (3)

See Education listings, page 206, 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.

Master of Science in Management

The School of Business and Management offers the Master of Science in Management (MSM) degree. The program is a professional course of study which provides an overview of project and program management including collaboration, team processes, forecasting and simulation, organizational learning, and analysis of management systems, with further in-depth study in the emphasis areas of project and program management, operations management, and managing with information technology. It prepares professionals as managers and leaders in project, program, and enterprise level systems management.

The MSM offers an articulated program with undergraduate Business Administration. The qualified undergraduate business administration student applies in advance of the last semester of undergraduate work to begin study for the master's degree while completing the bachelor's degree. The student is 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.

Program Requirements

The 36-unit MS in Management degree requires the satisfactory completion of nine courses in the core curriculum including the Capstone Project and a three-course emphasis.

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
SY218	Systems Management	3
SY221	System Dynamics Modeling	3
SY223	Sustainability: Local and Global Management	3
SY225	Decision Support: Forecasting and Optimization	3
SY231	Enterprise Information Management Systems	3
SY247	Enterprise Performance Management	3
SY265	Project Systems Analysis (Capstone)	3
SY281	Leadership Concepts	3
Core Total		27
Area of Emphasis		9
Total		36

AREAS OF EMPHASIS

The emphasis courses consist of twelve additional graduate units in one or a combination of the following areas:

Project and Program Management		Units
SY253	Distribution and Supply Chain Management	9
SY257	Project Management	
SY269	Global Management of Virtual Teams	
Managing with Information Technology		
SY263	Managing Information Systems	9
SY267	Business Telecommunications: Data, Voice, Multimedia	
SY269	Global Management of Virtual Teams	
Operations Management		
SY253	Distribution and Supply Chain Management	9
SY269	Global Management of Virtual Teams	
SY280	Global Operations Management	
General Emphasis		
Any three non-core courses; may include courses from other NDNU graduate programs selected in consultation with the student's academic advisor.		9

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.

COURSE DESCRIPTIONS

SY213 Business Management and Organizational Behavior (3)

Cross-listed with BA290. See MBA listings, page 160, for course description.

SY218 Systems Management (3)

Focuses on how to identify important system elements of a project, including how to clarify boundaries, relations, and dynamics of organization systems. Operations research, systems thinking, learning organization, strategic planning, organizational structure, systems dynamics, and sociotechnical design are considered. Partial online course.

SY221 System Dynamics Modeling (3)

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)

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)

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 Enterprise Information Management Systems (3)

Cross-listed with BA205. See MBA listings, page 160, for course description.

SY247 Enterprise Performance Management (3)

Focuses on managing corporate operational performance in real-time enterprise, using holistic practices aligned with business goals and strategy. Adaptive enterprise system process management and decision-making is emphasized. Coursework includes business case analysis with a Balanced Scorecard performance measurement system. Partial online course. Cross-listed with BA247.

SY253 Distribution and Supply Chain Management (3)

Focuses on how to manage operational resources throughout the supply chain using collaborative commerce strategies. Evaluation of resource capability and core competencies, as well as sourcing decision options, including: purchase, in-house development, subcontracting, corporate partnerships, acquisitions, and mergers are emphasized. Business case analysis, performance management, integrated distribution systems, and electronic business applications are considered. Partial online course. Cross-listed with BA253.

SY257 Project Management (3)

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)

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)

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)

Focuses on how to research, evaluate, and select telecommunication technology and processes to manage complex, dynamic projects. Students review how to analyze, design, architect, and implement telecommunications systems. Current and advancing network technology, distributed processing, global communications, security, and legacy system reengineering are discussed. Partial online course. Cross-listed with BA210.

SY269 Global Management of Virtual Teams (3)

Focuses on how to organize and lead working groups separated by time, distance, or organizational affiliation. Evaluation of collaboration tools, content management applications, and business process management solutions provide a technology framework. Development of collaborative processes with enabling technologies to support departmental and cross-functional teams for intra-company scenarios, as well as intercompany teams in a value chain that forms a virtual enterprise is emphasized. Partial online course. Cross-listed with BA209.

SY280 Global Operations Management (3)

Cross-listed with BA280. See MBA listings, page 160, for course description.

SY281 Leadership Concepts (3)

Cross-listed with PA280. See MPA listings, page 167, for course description.

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.

Business and Management Graduate Certificates

Advanced Fundamentals in Business Management Certificates

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 313. See the Master of Business Administration (MBA) listings, page 160, for course descriptions.

CERTIFICATE REQUIREMENTS

The following courses must be taken in the order listed.

Finance Certificate		Units
BA201A	Financial Accounting (or undergraduate course equivalent)	3
BA225	Derivatives and Risk Management	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		
BA201A	Financial Accounting (or undergraduate course equivalent)	3
BA205	Enterprise Performance Management Systems	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 Admission at (650) 508-3600 or grad.admit@ndnu.edu.

Project and Team Management Certificates

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 313. See the Management (MSM) listings, page 171, 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	Enterprise Performance Management	3
SY253	Distribution and Supply Chain Management	3
SY257	Project Management	3
Total		12

Team Management and Leadership Certificate

<i>Prerequisite:</i> 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
<i>Prerequisite:</i> 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	Enterprise Performance 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



School of Education and Leadership

Joanne Rossi, Ed.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 Credential

Preliminary Level I

Education Specialist Credential

Professional Clear Level II

Preliminary Multiple Subject –
Elementary School

Preliminary Administrative Services

Professional Clear Credential
AB2042 Fifth Year

Reading Specialist

Preliminary 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 Leadership

Department Contacts

Human Services

(650) 508-3598

Deborah Cash, Chair

Education

(650) 508-3627

Barbara Kammerlohr, Chair

Liberal Studies: Day

(650) 508-3780

Lawrence Lujan, Acting Director

Liberal Studies: Evening/Intensive

(650) 508-3558

Helene Laroche-Davis, Chair

Office of the Dean

(650) 508-3701

Rachel Walton, 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 support working adult students employed in an array of public and private organizations and departments. Students are generally Human Services providers employed in various positions in mental health organizations, medical facilities, human resource or employee assistance departments or in government or law enforcement. The 31 unit curriculum includes seven Core courses (22 units) and an elected three course (9 unit) Emphasis in either Human Services Counseling or Administration. Courses are offered in the seven-week Intensive course format to eligible working professionals twenty five years of age or older.

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
<i>*In community colleges, these courses are often titled General Psychology and General Sociology.</i>	
Total Prerequisites	6
Major Requirements	
Major Core Courses	
EN136 Professional Writing	3
HS100 Human Services	3
HS101A Transformative Learning*	0.5
HS101B Professional Development**	0.5
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
<i>*Taken at beginning of Major Study</i>	
<i>**Taken at the end of Major Study</i>	
Emphasis Requirements	9
Total Major Requirements	31

Other Degree Requirements* and General Electives

*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).

Total Unit Requirement**124**

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 Requirements

Three courses (nine units) chosen from the following: 9

HS135	Personal Financial Planning (3)
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 Requirements

Three courses (nine units) chosen from the following: 9

HS135	Personal Financial Planning (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)**

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 (0.5)

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 (0.5)

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)

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)

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)

Cross-listed with CM115 and MG115. See Intensive Business Administration/Management listings, page 146, for course description.

HS135 Personal Financial Planning (3)

Prerequisites: AC003, FN131; AC122 recommended. Cross-listed with FN135. See Finance listings, page 138, for course description.

HS141 Grant Writing (3)

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)

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)

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 nonprofit agency or organization.

HS155 Human Relations in Organizations (3)

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)

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)

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)

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)

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)

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)

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.

HS184 Teaching, Learning, and Healing through Animals (3)

Cross-listed with SO184. See Sociology listings, page 271, for course description.

HS190 Human Services Senior Seminar (3)

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)

Workshops offered periodically on contemporary issues of special interest to Health and Human Services professionals.

HS198 Internship (3)

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. Lawrence Lujan, Acting Director, (650) 508-3780, llujan@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

		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</i>		3
<i>For Credential Students – three units from one of the following:</i>		
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	
or		
SO184	Teaching, Learning and Healing through Animals	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)

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)

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)

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 is 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.

ED193 Technology Application in Education (2)

California has adopted Technology Standards that define computer-based technology use in classrooms. This course ensures that all teacher candidates understand and are able to use appropriate computer-based technology to facilitate the teaching and learning process. In addition to the California Level I Standards, the course covers issues surrounding technology use by society in general and education in particular. Also, several Teacher Performance Expectations (TPEs) from the California Standards of Quality Effectiveness for Professional Teacher Preparation Programs are addressed in this course.

SO184 Teaching, Learning, and Healing through Animals (3)

See Sociology listings, page 271, for course description.

Leadership and Public Service Minor

Dr. Gretchen Wehrle (650) 508-3659, gwehrle@ndnu.edu

Richard Watters, (650) 508-3727, rwatters@ndnu.edu

The Leadership and Public Service Minor is a high quality, interdisciplinary, experiential and multicultural program that exposes undergraduates to, and prepares them for, real life leadership experiences. Students explore issues of leadership, citizenship, and social change with the context of an inquiry, experiential, and competency-based instructional design.

Minor Requirements		Units
CM180	Foundations of Leadership and Teamwork	2
PY/SO154	Building Community through Diversity	1
ED090/190	Facilitation Skills	1
PL007/107	Moral Problems	3
PY/SO159	Conflict Resolution	3
ED197	Community Leadership Practicum	2
<i>Choose one from the following:</i>		
CM156	Interpersonal/Intercultural Communication	3
CM161	Persuasion and Presentation	3
<i>Choose one from the following:</i>		
SO102	Analyzing Social Settings	3
PS119	State and Local Government	3
PL123	Law, Morality, and Society	3
PY174	Community Psychology	4

Liberal Studies: Foundations for Teaching Intensive Evening Degree Program

Dr. Hélène Laroche-Davis, Program Director, (650) 508-3558, hdavis@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.

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.

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

	Units
<i>Electives from the following, or as approved by advisor:</i>	9
EN143 Children's Literature	
HY189 California History	
MA005 Mathematics and Life	
MA106A Mathematics for Elementary Teachers I	
PH001 Physical Geology	
PS160 World Geography	
SO184 Teaching, Learning, and Healing through Animals	
Total Major Requirements	36
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

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 – Day section.

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. Barbara Kammerlohr, (650) 508-3627, bkammerlohr@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 Credential Preliminary Level I
- Education Specialist Credential Professional Clear Level II
- Preliminary Multiple Subject (Elementary School)
- Preliminary Administrative Services Credential
- Professional Clear Credential SB2042 Fifth Year Program
- Reading Specialist Credential
- Preliminary Single Subject (Middle School and High School)

Education Specialist Credential Preliminary Level I

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 43 credits in contrast to the 30 units required for those with a prior credential. 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 55 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 or internship 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. Satisfy California's subject matter competency requirement by completing an approved undergraduate program of subject matter preparation or by passing the appropriate specialty area test of CSET or by passing 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, HY165B The New Nation or PS001 Introduction to American Government 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.
7. Pass the Reading Instruction Competence Assessment (RICA).

Required Courses		Units
ED330Q	Student/Intern Teaching and Seminar in Special Education	8
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
*Foundation course in Multiple or Single Subject Credential		
Total		30

Additional coursework is required for those who enter without a prior credential:

		Units
ED210	Psychological and Developmental Foundations	3
ED250	Sociological and Multicultural Foundations	3
ED331M	Curriculum – Elementary Math	2
ED331Z	Curriculum – Social Studies/Science	2
ED334B	Elementary Reading/Language Arts: Upper Grades	3
Total		43

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 for further information.

Education Specialist Credential Professional Clear Level II

Dr. Barbara Kammerlohr Program Director, (650) 508-3627, bkammerlohr@ndnu.edu

Notre Dame de Namur’s Level II Education Specialist Credential Level program is designed to meet the needs of candidates seeking the Level II Education Specialist: Mild/Moderate or Moderate/Severe credential. The program has been approved by the California Commission on Teacher Credentialing and graduates from the program are eligible to apply for the Level II Professional Clear Credential. In addition to the required coursework listed below, candidates will meet with the advisor to develop a specific plan to serve as their guide in completing the program. The plan:

1. Adopts the goals for professional growth identified at the end of the Level I credential program.
2. Requires the candidate to identify an area of specialization.
3. Lists the student’s qualifications desired in a mentor.
4. Includes goals and activities to be addressed by the student and the mentor.
5. Identifies Local Education Agency (LEA), County Office of Education and other staff development activities designed to address candidate goals.
6. Provides an opportunity for sign off by the candidate’s immediate supervisor.

To qualify for an Education Specialist Credential Level II, candidates must fulfill the following requirements:

1. Meet admission requirements of NDNU.
2. Possess a Level I Preliminary Education Specialist Credential.
3. Be employed as a special education teacher in a public school, nonpublic school, or private school in the State of California.

Candidates who did not take ED340 (Health Education) or an equivalent course in their Preliminary Level I program are required to complete eight units, which include one unit of ED340 Health Education. Candidates who did take ED340 (Health Education) or an equivalent course in their Preliminary Level I program are required to complete seven units.

Required Courses		Units
ED365	Emerging Research and Practice in Special Education	4
ED366	Advanced Methods in Special Education (Mild/Moderate)	
or		
ED367	Advanced Methods in Special Education (Moderate/Severe)	3
Total		7

Preliminary 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, HY165B The New Nation or PS001 Introduction to American Government 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.

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 and Developmental Foundations	3
ED220	Assessment in the Classroom	1
ED250	Sociological/Multicultural Foundations	3
ED330A/B/C/D	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 may articulate up to 12 units toward a master’s degree. Candidates should contact the program director of the master’s degree of interest for more information.

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. 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

Professional Clear Credential SB2042 Fifth Year Program

Dr. Kim Tolley, Program Director, (650) 508-3464, ktolley@ndnu.edu

The School of Education and Leadership offers a California Commission on Teacher Credentialing (CTC) Approved Fifth Year Program of Study for teachers working in private, parochial, or charter schools. This program allows the holder of the SB2042 Preliminary Multiple Subject or Single Subject Credential to complete the requirements necessary to obtain the SB2042 Professional Clear Credential

Graduates of NDNU’s Multiple-Subject and Single-Subject Credential programs can complete requirements for the Professional Clear Credential by taking seven units of CTC-Approved coursework. Teachers who received the Preliminary Credential at another institution can complete requirements for the Professional Clear Credential by combining the seven units of approved coursework with a Master of Arts in Teaching (MAT) or Master of Education (M.Ed.) in Curriculum and Instruction degree.

Applicants may apply to enter the program for the Fall, Spring, or Summer semesters/session and must submit the following:

1. Proof of a Preliminary Multiple Subject or Single Subject Credential
2. The CTC’s “Verification of Unavailability of a Commission-Approved Induction Program” form signed by the authorized representative of the school where currently employed
3. Professional Clear Credential SB2042 Fifth Year Program Application

Required Courses		Units
Core Courses		
ED301	Advanced Study of Teaching Special Populations	2
ED302	Advanced Strategies for English Language Learners	3
ED303	Advanced Study of Health Education	1
ED304	Advanced Educational Technology	1
Total		7

Reading Specialist Credential

Dr. Anabel Jensen, Program Director, (650) 508-3696, ajensen@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		
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
ED386	Program Development and Inservice Leadership in Literacy Education	3
ED387	Clinical Application III: Advanced	3
Total		30

Note: The Reading Certificate courses, ED380-384, are prerequisites for the additional credential courses, ED362, ED363, and ED385-387.

By adding one additional course to the Reading Specialist Credential, students can earn a Master of Arts in Reading.

Preliminary Single Subject Credential (Middle and High School)

Dr. Lu Chang, Director, (650) 508-3702, lchang@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.

Required Courses		Units
ED210	Psychological and 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 may articulate designated courses up to 12 NDNU units toward a selected master’s degree. Candidates should contact the program director of the master’s degree of interest for more information.

Master's Degrees

DEPARTMENT OF EDUCATION

Dr. Barbara Kammerlohr, Chair, (650) 508-3627, bkammerlohr@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. Each master's program includes coursework, fieldwork, and mentoring in the areas of teaching, learning, technology, social justice, diversity, equity, and leadership.

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 Technology Leadership

ARTICULATION WITH CREDENTIAL PROGRAMS

Recent graduates of NDNU's credential programs have a unique opportunity to count up to twelve of their credential course units toward the M.Ed. in Curriculum and Instruction and the MAT 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, and 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

Admission requirements vary by program. 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.

For details on admission processes, see Graduate Admission.

Master of Arts (MA) in Reading

Dr. Anabel Jensen, Program Director, (650) 508-3696, ajensen@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 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. ED358 is designed to support students in completing this requirement.

Courses	Units
Reading Specialist Credential	30
ED358 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 for the list of required courses. Students who enter the program with a prior credential can complete their degree with 33 units. Additional coursework is required of students without a regular education credential.

In addition to coursework, a capstone project in the form of a practitioner researcher portfolio is required to complete the MA program. ED358 is designed to support students in completing this requirement.

Courses	Units
Education Specialist Credential	30
ED358 Educational Research Capstone	3
Total for credentialed students	33
<i>For students without a prior credential</i>	
Thirteen additional units are required	13
Total for students without a prior credential	46

Master of Arts in Teaching (MAT)

Dr. Kim Tolley, Program Director, (650) 508-3464, ktolley@ndnu.edu

The School of Education and Leadership offers the MAT Degree in the following areas of emphasis: Art, Biology, Chemistry, English, History/Social Science, Mathematics, Music, Religious Studies, Theatre Arts, and Special Education. The MAT program prepares students to serve as school- or district- level resource teachers in specific fields. 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	Units
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

PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

In addition to the basic requirements, applicants must meet the following requirements:

- Valid Preliminary Multiple-Subject, Single-Subject, or Tier 1 Education Specialist credential or evidence of substantial teaching experience in a private or charter school
- Undergraduate major or minor or substantial study in the area of emphasis
- CBEST and CSET examinations
- Interview with the Program Director in the area of emphasis

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
<i>One of the five graduate-level courses in educational technology:</i>		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

PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

In addition to the basic requirements, students must meet the following requirements:

- Valid Preliminary Multiple-Subject or Single-Subject Credential or evidence of substantial teaching experience in a private or charter school
- CBEST and CSET examinations

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, page 204, 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 or the Reading Specialist Credential section for details.

Master of Education (M.Ed.) in Technology Leadership

Dr. Diane Guay, Program Director, (650) 508-3702, dguay@ndnu.edu

The Master of Education in Technology Leadership program prepares educators to serve as school-and district-level educational leaders. There are two pathways to the Master of Education in Technology Leadership. The first pathway builds on the Certificate in Educational Technology and the second pathway builds upon the Preliminary Administrative Services Credential.

Building on the Certificate in Educational Technology, the first pathway prepares educators to serve as school- and district-level educational technology leaders. Graduates of the M.Ed. in Technology Leadership 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 practicum project is required to complete the M.Ed. program. ED397 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	Building Online Learning Communities	3
ED396	Media, Medium, and Method	3
ED397	Contemporary Topics in Technology Leadership	3
<i>One of the following courses:</i>		3
ED280	Leadership Concepts	
ED290	Organization and Management	
ED351	School - Community Relations	
ED353	School Law, Governance, and Politics	
ED355	Program Initiation and Implementation	
Four electives, to be selected in collaboration with the program director		12
Total		30

PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

In addition to the basic requirements, students must meet the following requirements:

- Valid Preliminary Multiple-Subject or Single-Subject Credential or evidence of substantial teaching experience in a private or charter school
- CBEST and CSET examinations

Building on the Preliminary Administrative Services Credential, the second pathway enables students to complete three additional educational technology courses in order to earn the M.Ed. in Technology Leadership. A base credential is part of the requirement for admission to the Administrative Services Credential Program. 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, page 194. In addition to required courses, a capstone practicum project is required to complete the M.Ed. program. ED397, a required practicum course in the 24 unit Administrative Services Credential Program, is designed to support students in completing the capstone project.

Required Courses		Units
Requirements for Preliminary Administrative Credential		24
<i>Three courses chosen from the following:</i>		9
ED362	Technology and Special Education	
ED394	Learning, Technology, and Curriculum	
ED395	Building Online Learning Communities	
ED396	Media, Medium, and Method	
Total		33

Certificates

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 and a Certificate in Educational Technology.

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.

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	Building Online Learning Communities	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 181, and Liberal Studies listings, page 186.

GRADUATE COURSES

Note: Some courses require additional payment of a Supervisor Fee.

ED210 Psychological and Developmental Foundations (3)

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)

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)

Prerequisite: AC003 or equivalent. Focuses on financial administration in public, non-profit, 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)

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)

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)

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)

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.

ED301 Advanced Study of Teaching Special Populations (2)

This advanced course of study enables each qualified candidate to fulfill the requirement set by the California Commission on Teacher Credentialing: Advanced Study of Teaching Special Populations (Standard 2). Each candidate continues in the development of their skills in creating a positive and inclusive climate for the successful mainstreaming of all exceptional students. Candidates demonstrate an in-depth knowledge of the Individuals with Disabilities Act, Section 504 of the Americans with Disabilities Act, F.A.P.E., N.C.L.B., and all State and local provisions governing students who are gifted and talented. Special emphasis is directed in the use of assessment, both academic and social, in the development of instructional strategies to accommodate or modify curriculum as necessary to ensure the success for all students. Candidates learn positive behavioral support interventions and strategies. They also learn, demonstrate, and value the collaborative assistance of special educators, care-givers, and gate coordinators.

ED302 Advanced Strategies for English Learners (3)

This advanced course, approved by the California Commission on Teacher Credentialing for the Professional Clear Credential, focuses on the delivery of comprehensive, specialized instruction for English learners. Building on the knowledge, skills, and abilities candidates acquired during the preliminary credential program, the course advances candidates' ability to implement the adopted instructional program for English Language Development. Candidates implement instructional programs for the development of academic language, comprehension, and knowledge in the core academic curriculum. They demonstrate the ability to promote English learners' access and achievement in relation to state-adopted academic content standards and performance levels. Participating teachers evaluate English language proficiency and consider students' backgrounds, experiences, and family structure in developing and implementing standards-based English Language Development (ELD) and Specially Designed Academic Instruction in English (SDAIE) lessons. They demonstrate expertise in the use of local and state-adopted assessments for English language proficiency by using assessment information in the development, delivery, and adjustment of instruction. Candidates implement a variety of methods to promote effective communication with parents and families, and they demonstrate knowledge of the school organizational structures and resources designed to meet the needs of English learners.

ED303 Advanced Study of Health Education (1)

In order to earn a Professional Clear Credential, the California Commission on Teacher Credentialing requires that teachers must be prepared to support students' physical, emotional, and social well being. Promoting the health and well being of children and adolescents is a generally accepted value of our society. Schools are a major institution which can influence the health and well being of our youth. This course advances educators in the delivery of comprehensive support for students' physical, emotional and social well being. The strength of this course will be the candidates experience with students in their classroom and their school site as they demonstrate skills to meet the required elements.

ED304 Advanced Educational Technology (1)

In order to earn a Professional Clear Credential, the California Commission on Teacher Credentialing requires that teachers must be prepared to support student learning through the advanced use of computer-based technology in the classroom. In advanced coursework, each candidate builds upon the knowledge, skills, and abilities acquired during preliminary coursework in which specialized use of appropriate computer-based technology is used to facilitate the teaching and learning process. This course ensures that all clear credential candidates understand and are able to use more advanced computer-based technology to facilitate classroom instruction.

ED330A Student/Intern Teaching/Seminar (Multiple/Single Subject, first semester) (4/4) 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 Student/Intern Teaching/Seminar (Multiple/Single Subject, second semester) (4/4) *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.

ED330Q Student/Intern Teaching Seminar (Special Education) (1-5)

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)

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)

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)

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)

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)

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)

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)

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)

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)

This course provides an introduction to health promotion through school health education. Current literature, health education resources, and teaching strategies are introduced and discussed. This course fulfills the California State Credential requirements. CPR and First Aid are NOT included in this course.

ED344 Trends in Curriculum Development (3)

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)

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)

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 Foundations for Teaching English Learners (3)

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)

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)

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)

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)

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/missassignment of faculty.

ED355 Program Initiation and Implementation (3)

Studies curriculum theories, trends, and new program development. Familiarizes the student with current legislation affecting curriculum programs and diversity issues. Studies technology, planning, and evaluation processes as well as organizational patterns of schools and multicultural social, political, and economic forces affecting education. Includes administrative competencies for the Special Education Mandate.

ED356 Curriculum and Instruction Adaptations (Moderate/Severe Section) (3)

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.

ED358 Educational Research Capstone (3)

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.

ED359 Educational Research (1-3)

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.

ED360 Introduction to Educational Research (3)

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)

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)

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)

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.

ED365 Current and Emerging Research Practices in Special Education (4)

Prerequisite: Admission to the Education Specialist Program or consent of program director and instructor. This course, which is taught as a seminar, covers advanced topics in special education required for the Level II Education Specialist Credential (Mild/Moderate or Moderate Severe). The course has two main components, the seminar and assignment of a mentor. In the seminar, the student identifies an area of expertise and does the research regarding best practices in that area. In the mentoring component, the student is provided assistance to implement that research in his/her classroom and identify other staff development activities to further his/her expertise in the selected area of specialization.

ED366 Advanced Concepts in Special Education: Mild/Moderate (3)

Prerequisite: Admission to the Education Specialist Program or consent of program director and instructor. This course covers advanced concepts required for the Level II Education Specialist Mild/Moderate Credential. Topics include: data-based decision making; advanced behavioral, emotional and environmental supports; best practices in transition and transition planning; and advanced concepts in curriculum, instruction, collaboration, and consultation.

ED367 Advanced Concepts in Special Education: Moderate/Severe (3)

Prerequisite: Admission to the Education Specialist Program or consent of program director and instructor. This course covers advanced concepts required for the Level II Education Specialist Credential: Moderate/Severe. Topics include: theoretical approaches in the education of students with complex emotional and behavioral needs; data-based decision-making; advanced behavioral, emotional and environmental supports; best practices in transition and transition planning; advanced concepts in curriculum and instruction; and collaboration and consultation.

ED380 Current Research and Practice in Literacy Education (3)

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) 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) *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)

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)

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)

Prerequisites: ED380, ED381, ED382, ED383, ED384. 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) *Prerequisites:* ED384, ED385. This course prepares 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)

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 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)

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)

California has adopted Technology Standards that define computer-based technology use in classrooms. This course ensures that all teacher candidates understand and are able to use appropriate computer based technology to facilitate the teaching and learning

process. In addition to the California Level I Standards, the course covers issues surrounding technology use by society in general and education in particular. Also, several Teacher Performance Expectations (TPEs) from the California Standards of Quality and Effectiveness for Professional Teacher Preparation Programs are addressed in this course.

ED394 Learning, Technology, and Curriculum (3)

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 Building Online Learning Communities (3)

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)

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)

This course serves as the capstone experience for students in the M.Ed. in Technology Leadership program. The course surveys a broad range of contemporary topics in educational technology and communications. Topics may include: cultural and societal factors affecting technology use in education, issues of equity and ethics, curriculum reform, institutional change, professional development, school-community relations, and the ongoing development of new technologies. With permission of the instructor, students may arrange to conduct advance product development or an internship as part of this course.

School of Sciences

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

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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

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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 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. 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 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 the Pre-professional Preparation in Medicine, page 254.

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	Units 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

Required Courses

BY001A/B	General Biology	8
CH002A/B	General Chemistry	8
CH117A/B	Organic Chemistry	8
CH150A/B	Biochemistry	8

MINOR REQUIREMENTS: CHEMISTRY

Required Courses

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)

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)

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)

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)

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)

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)

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)

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)

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, and electrolytes. Laboratory includes centrifugation, electrophoresis, viscosity measurement, and spectroscopy.

CH149L/449L Laboratory Assistant (1-3)

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)

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)

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)

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)

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 (1-3)

Provides students with opportunity to gain career related experience. See Career Development section, page 151, for details.

Biology

The Natural Sciences Department offers both a Bachelor of Science and a Bachelor of Arts in Biology. 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. 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. By choosing elective courses with their advisor, Biology majors can concentrate their studies in Cell and Molecular Biology, Bioinformatics, Organismal Biology, Ecology and Environmental Science, or Forensic Science.

Enrollment in the prerequisite courses for the major: BY001A/B, CH002A/B, are limited to declared biology majors, or students in the Postbaccalaureate Premedical Program. All courses in the categories: Major Requirements and Electives in Major Tracks to be 100/400 numbered courses; no lower-division courses can be used to satisfy those requirements.

All incoming freshman intending to major in an area of biological science must take the placement examinations for: Biology, Chemistry, and Mathematics. Having declared the major, a prospective biology student must achieve a score of 80%, or better on the placement examination; if that level is not attained, the student must take BY005 or its equivalent and earn a B or better before being allowed to take further biology courses. AP biology courses, or examinations, will not be considered as substitutes. Transfer students must submit proof of successful (B or better) completion of a course equivalent to BY005 or take the biology placement examination.

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

		Units
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
<i>*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).</i>		
Total Unit Requirement		124
Biology Elective Courses		
BY109	Contemporary Environmental Issues (3-4)	
BY132	General Ecology (4)	
BY138	Environmental Toxicology (4)	
BY140	Invertebrate Zoology (4)	
BY141	Vertebrate Zoology (recommended) (4)	
BY149L	Laboratory Assistant (1-3)	
BY152	Cellular and Molecular Biology (4)	
BY154	Molecular Biology for Computer Scientists (3)	
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 PH004AB and MA020A. Biology majors are encouraged to fulfill the Career Development requirement with an appropriate internship. Students anticipating graduate study should consult the individual schools to which they intend to apply for specific undergraduate course requirements.

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		
Required Courses		
BY001A/B	General Biology	8
CH001	Introductory Chemistry	3
or		
CH002A/B	General Chemistry (recommended)	8
Upper-division units in Biology, approved by Department Chair		12

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)

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)

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)

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)

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)

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)

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)

Prerequisites: BY001A/B. 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)

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)

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)

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)

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.

BY132/432 General Ecology (3-4)

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)

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.

BY140 Invertebrate Zoology (4)

Prerequisites: BY001A/B. Three hours lecture and three hours laboratory, and field trips. This course emphasizes the evolution and diversity of invertebrates. Topics will include the phylogeny of Parazoa and Eumetazoa and the phyla within the derived clades of the Eumetazoa, as well as their life-histories, and functional morphology.

BY141/441 Vertebrate Zoology (4)

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)

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)

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)

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.

BY154/454 Molecular Biology for Computer Scientists (3)

Prerequisite: A college level biology course or permission of the instructor. The field of bioinformatics is interdisciplinary, requiring knowledge of biology and computer science. This applied course for computer science majors is intended to fill the conceptual gaps that may exist in the areas of protein structure and function, protein synthesis, the genetic code, gene expression, gene sequencing, genetic engineering, and evolutionary biology. Successful completion of this course will allow a computer science major to understand and use gene sequence databases in bioinformatics application. Cross-listed with CS154.

BY156 Programming for Biologists (3)

Cross-listed with CS156. See Computer Science listings, page 232, for course description.

BY/CS158 Bioinformatics I (4)

Prerequisites: One Statistics course from MA102 or MA122, and one prerequisite course from BY154 or CS156, or permission of instructor. This is an introductory course in Bioinformatics. The course focuses on using various sequencing methodologies and algorithms, software tools, and packages in order to experiment and design protein sequence alignment and modeling from DNA and protein sequences. Students are introduced to the public DNA and protein databases and to common techniques and software tools used for protein analysis and modeling. Biology students and Computer Science students work in teams searching, classifying, constructing, comparing, analyzing, and interpreting sequences of proteins. Cross-listed with CS158.

BY198/498 Research (1-3)

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)

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)

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 (1-3)

Provides students with the opportunity to gain career-related experience. See Career Development listings, page 151, for course description.

Computer Science

The Department of Mathematics and Computer Science offers a Bachelor of Science in Computer Science. The Computer Science major provides sound preparation for a career as a computer professional or for graduate study. 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 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.

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 in Computer Science interested in Biology and in careers in Biotechnology may concentrate in Bioinformatics (pending approval). There are also opportunities to study and develop applications with GIS (Geographic Information Systems).

Students graduating with a degree in Computer Science or in Software Engineering and Management may also obtain 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. 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
CS030	Foundations of Computer Science	4
CS030L	Programming Laboratory (recommended)	
CS040	Data Structure and Abstraction	4
CS050	Computer Organization	4
MA020A/B	Calculus I and II	8
MA030	Calculus III (recommended)	
MA119	Discrete Mathematics	4

		Units
MA122	Probability and Statistics (4)	
or		
MA150	Linear Algebra (4)	4
Total Prerequisites		28
Major Requirements (Upper-division Core)		
CS110	Analysis of Algorithms	3
CS120	Programming Languages	3
CS135	Computer Operating Systems/Unix	4
CS185	Software Engineering	3
CS196	Software Development: Methodology and Project	3
Upper-division electives in Computer Science (five courses)		15
Total Major Requirements		31
Other Degree Requirements* and General Electives		65
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124
Computer Science Electives (15 units required)		
CS155	Computer Graphics (3)	
CS158	Bioinformatics (4)	
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)	
CS193	Computer Networks and Network Programming (4)	
CS195	Special Topics in Computer Science (3)	
CS199	Independent Study in Computer Science (1-3)	

Students beginning the Computer Science sequence (CS030) 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 CS030 and CS040.

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
CS030	Foundations of Computer Science	4
MA020A	Calculus I	4
MA119	Discrete Mathematics	4

Minor Requirements

CS040	Data Structure and Abstraction	4
	Upper-division units in Computer Science*	9

**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:*

CS135	Computer Operating Systems/Unix (4)
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)
CS193	Computer Networks and Network Programming (4)

BIOINFORMATICS CONCENTRATION (PENDING APPROVAL)

Bioinformatics is an interdisciplinary field joining Biology and Computer Science. Protein sequencing and aspects of genome projects are among the current topics of study and industry trends. Excellent opportunities in biotechnology companies or for graduate study are available to students with a background in bioinformatics.

Requirements

BY154	Molecular Biology for Computer Scientists	3
BY/CS158	Bioinformatics I	4
BY159/CS162	Special Topics in BY/CS: Bioinformatics II	3

COMPUTER SCIENCE COURSES

See *Technological Competency* for courses, page 236, for non-majors.

CD198 Cooperative Education - Internship

See Career Development listings, page 151, for course description.

CS030 Foundations of Computer Science (4)

Prerequisite: Math Placement Level 4, or concurrent enrollment in MA020A or permission of instructor. This course covers structured problem-solving with Java (steps in building software applications: problem analysis, structures, flowchart, pseudocode, algorithm design, and modularity), number systems and data representation, and an overview of

computer organization. Topics include data types, Boolean expressions and operators, applications and applets, conditional and repetitive structures, methods, arrays, strings and characters, graphical user interface, files, and streams. Emphasis is placed on modular approach to programming methodology.

CS030L Programming Laboratory (1)

Prerequisites: Permission of instructor. This course is highly recommended to be taken concurrently with CS030 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 (4)

Prerequisites: CS030, MA020A, or permission of instructor. MA020B and MA119 are recommended. This course focuses on object-oriented approach with Java to a variety of abstract data types and their associated algorithms. Topics include object-oriented design and programming (classes and objects, inheritance, polymorphism), packages, exception handling, recursion, stacks, queues, lists, trees, binary trees, sets, generics, collections, recursive techniques for implementing generic data structures, sorting and searching algorithms, and complexity analysis for some search and sort algorithms.

CS050 Computer Organization (4)

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.

CS110 Analysis of Algorithms (3)

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)

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.

CS135 Computer Operating Systems/Unix (4)

Prerequisites: CS040, CS050, and MA119 or permission of instructor. MA122 is recommended. This course 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, 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.

CS149L/T Laboratory/Teaching Assistant (1-3)

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.

CS154 Molecular Biology for Computer Scientists (3)

Cross-listed with BY154. See Biology course listings, page 226, for description.

CS155 Computer Graphics (3)

Prerequisites: CS040, MA030, and MA119 or permission of instructor. 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.

CS156 Programming for Biologists (3)

Prerequisite: CS030 or MA119 or permission of instructor. This course provides an introduction to computer programming for students in Natural Sciences who are interested to take Bioinformatics courses. Topics covered include: algorithmic approach to problem-solving, software development principles, structured/modular programming with C, Perl, Bioperl and/or other Perl libraries in a Unix/Linux environment, database concepts, and access queries. Cross-listed with BY156.

CS158 Bioinformatics (4)

Cross-listed with BY158. See Biology listings, page 226, for course description.

CS161 Object Oriented Design and Programming (3)

Prerequisites: CS030 and CS040 or permission of instructor. 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)

Prerequisites: CS030 or permission of instructor. CS040 is 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)

Prerequisites: CS030, CS040, and CS177A or permission of instructor. 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)

Prerequisites: CS040 and MA119 or permission of instructor. 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)

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.

CS193 Computer Networks and Network Programming (4)

Prerequisites: CS040 or permission of instructor. CS050 is recommended. Focuses on methodologies for interconnecting computers and design, implementation of network-based applications and interaction with a variety of common servers. 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, 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.

CS195 Special Topics in Computer Science (3)

Prerequisite: Permission of instructor. Designed to address evolving areas in computer science. May be repeated for credit.

CS196 Software Development: Methodology and Project (3)

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)

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 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. A new course in GIS (Geographic Information Systems) is available to students who are interested to use in their research the visualization, data analysis, and presentation tools offered by GIS.

NON-MAJOR COMPUTER SCIENCE COURSE DESCRIPTIONS

CS008 Introduction to Computers (3)

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.

CS109 Advanced HTML and Scripting for the Web (3)

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.

CS171 Geographic Information Systems and Applications (3)

Prerequisites: Familiarity with Microsoft Office products and Internet navigation and searches. Geographic Information System (GIS) is a computer-based system used to manage and analyze spatial information. This course is a comprehensive introduction to the theory and techniques of GIS including spatial data concepts, database querying, displaying data, working with spatial data, editing data, projections, presenting data, and data analysis. Information analyzed with GIS includes geographical, environmental, health care, social, political, economic, and business data. Through practical applications in GIS, students use scientific and technical methods of inquiry to analyze tabular and spatial data for geographic trends, patterns, and relationships. A field trip is required. Students gather data locally for GPS and GIS exercises in the field.

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 nondegree students at NDNU. A high school diploma or the equivalent is required to enroll in the Program. Small classes facilitate easy interaction with faculty.

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		
CS030	Foundations of Computer Science I	4
CS030L	Programming Lab (Recommended)	
CS040	Data Structure and Abstraction	4
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 CS030 and CS040.

WEB PROGRAMMING COURSES

The full description of each course can be found under the Computer Science section or under the Mathematics and Statistics section.

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
HY007A/B	World History	6
PS001	Introduction to American Government	3
PS002	Introduction to Comparative Government	3
Total Prerequisites		12
Major Requirements		
United States History		
Six units chosen from HY163A/B and HY170		6
European History		
Six units chosen from HY134A/B, HY150, and HY153		6
Area Studies (Latin America, Asia, Africa, Middle East)		
Six units chosen from HY162, HY180, HY184, and HY190		6
HY101	Methods and Methodology	3
HY101S	Statistical Software in Behavioral Science Research	1
HY197	Capstone: Versions of Utopia*	3
Upper-division History Electives		6
*(pending approval)		
Total Major Requirements		31
Other Degree Requirements* and General Electives		81
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
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

Required Courses		Units
HY007A/B	World History	6
PS001	Introduction to American Government	3
PS002	Introduction to Comparative Government	3
Upper-division units in History, approved by Department Chair		9

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)

Surveys Western Civilization from the prehistoric period to the Renaissance and Reformation. Not open to Freshmen.

HY004B/104B Western Civilization (3)

Surveys Western Civilization from the Renaissance to the contemporary world. HY104B requires permission of Department Chair. Not open to Freshmen.

HY007A World History [CDiv] (3)

A survey of main trends, events, and themes separating and uniting major civilizations from the prehistoric to Early Modern Era (1650 CE).

HY007B World History [CDiv] (3)

A survey of main trends, events, and themes separating and uniting major civilizations from the Early Modern Era (1650 CE) to the present.

HY017 United States History (3)

Introduces American history and political institutions; especially designed for international students whose native language is not English.

HY101 Methods and Methodology (3)

Cross-listed with PS101. See Political Science listings, page 258, for course description.

HY101S Statistical Software in Behavioral Science Research (1)

Prerequisite: MA102 or permission of instructor; *Corequisite:* Concurrent enrollment in HY101 or PS101. Cross-listed with PS101S. See Political Science listings, page 258, for course description.

HY102 History of Western Culture (3)

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)

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)

Analyzes various political philosophies in their specific historic context. Cross-listed with PS118.

HY128B Modern Western Thought (3)

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)

Cross-listed with CL134A/B and FR134A/B. See French listings for course description.

HY149T Teaching Assistant (1-3)

Provides an opportunity for outstanding history majors to earn credit for assisting instructors.

HY150 Nazi Germany (3)

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)

Surveys Western attitudes toward love and sexuality and their relationship to myth and religion from prehistoric times to present. Cross-listed with PS152.

HY153 Europe since World War II (3)

This course provides an overview of European history and politics since the end of WWII, using a narrative history, publications of international organizations, memoirs, films, novels, and essays. The course considers European societies as a whole, though it also focuses on individual nations to illustrate specific developments. Recovery after the war, the Cold War, the collapse of communism, the emergence of supranational organizations and the development of the European Union, and the impact of globalization are among the topics covered in this course. Cross-listed with PS153.

HY156 Novels as History (3)

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)

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)

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)

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.

HY163A American History, 1607-1877 (3)

Surveys American history from the colonial period to the end of Reconstruction after the Civil War. Topics covered include the founding of colonies in the New World, social and economic change in the eighteenth century American colonies, the American Revolution and the making of the Constitution, politics in the early republic, territorial expansion, slavery, and the Civil War and Reconstruction. Cross-listed with PS163A.

HY163B American History, 1877-Present (3)

This survey of American history considers the nation's rise to industrial and economic preeminence in the world and the tumultuous social, cultural, political, and international changes of the "American century." Cross-listed with PS163B.

HY170 The Constitution (3)

Cross-listed with PS170. See Political Science listings for course description.

HY173 Political Psychology (3)

Cross-listed with PS173 and PY173. See Political Science listings, page 258, for course description.

HY174 Gender and the Law [CDiv] (3)

Cross-listed with PS174. See Political Science listings, page 258, for course description.

HY177 History and Politics of the Civil Rights Movement in the United States [CDiv] (3) 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 [CDiv] (3)

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)

Surveys African events in the light of precolonial, colonial, and modern developments. Cross-listed with PS180.

HY181 Islam and the West [CDiv] (3)

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)

Cross-listed with PS184. See Political Science listings, page 258, for course description.

HY189 California History (3)

Surveys California history and institutions. Meets state teaching credential requirement. Cross-listed with PS189.

HY190 Middle East Area Studies [CDiv] (3)

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.

HY190M Model Arab League [CDiv] (1)

Corequisite: HY190 or permission of the instructor. Model Arab League (MAL), like its better known exemplar the Model UN, is an educational program aimed at educating students about the Arab world and the twenty two states that comprise the Arab League. MAL holds an annual event in a number of regions throughout the US. Students from each of the participating universities form a delegation representing one of the 22 Arab states in a three day assembly organized by MAL. In preparation for sending a delegation to this assembly, students study economic, political, social, and cultural aspects of the Arab country that they represent in that year's MAL event. Cross-listed with PS190M.

HY195 Special Topics in History (3)

Current issues or special courses may be offered periodically.

HY197 Capstone: Versions of Utopia (3)

Intended to be taken close to a student's graduation, this is a summative course in which students learn to synthesize their learning over the course of the program by means of articulating their own visions for a better society. Cross-listed with PS197.

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.

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 careers 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 in cooperation with several other departments within the School of Sciences.

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	Units 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), Chemistry (CH), Education (ED), Management (MG), Mathematics (MA), Marketing (MK), and Psychology (PY) 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 Requirement in Mathematics, required courses for other majors, and a Minor in Mathematics.

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 Requirement 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

Required Courses		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)

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)

Prerequisite: Math Placement Level 1. This is an informal course for nonscience 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.

MA010 Mathematics Laboratory - Algebra (1)

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)

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)

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)

Prerequisite: Math Placement Level 1B or MA010 with grade of C or higher. 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)

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/MA415 Trigonometry and Analytic Geometry (4)

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)

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)

Prerequisites: MA020A or equivalent with a 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)

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)

Prerequisites: MA020B or equivalent with a grade of C or higher; 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)

Prerequisites: Math Placement Level 2 or MA013 with a grade of B or higher; MA014 with a grade of C or higher 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)

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, and analysis of variance. Cross-listed with EC102E.

MA106A Mathematics for Elementary Teachers I (3)

Prerequisite: Math Placement Level 3 or MA014 or equivalent with a grade of C or higher. This is the first of two courses designed for future elementary teachers. Students review mathematical topics, deepen their knowledge of the connections between topics, and reflect on how these topics are best taught in the elementary classroom and on how they relate to the strands of the Mathematics Content Standards for California Public Schools. Topics addressed in this course include problem-solving methods, sets, functions and reasoning, numeration systems and operations with numbers, number theory, integers and fractions, decimals, and rational and irrational numbers.

MA106B Mathematics for Elementary Teachers II (3)

Prerequisite: MA106A. This is the second of two courses designed for future elementary teachers. Students review mathematical topics, deepen their knowledge of the connections between topics, and reflect on how these topics are best taught in the elementary classroom and on how the topics relate to the strands of the Mathematics Content Standards for California Public Schools. Topics addressed in this course include statistics and probability concepts, geometrical figures, measurement, and motions in geometry.

MA119 Discrete Mathematics (4)

Prerequisites: MA020A with a grade of C or higher or permission of instructor. MA020B is recommended. 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)

Prerequisites: MA020B with a grade of C or higher 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)

Prerequisite: Permission of the instructor. Provides an opportunity for outstanding mathematics students to earn credit by assisting instructors.

MA150 Linear Algebra (4)

Prerequisites: MA020B, MA119 with grades of C or higher or permission of instructor; MA030 is recommended. Studies linear systems of equations, matrices, determinants, and 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.

MA189 Research/Project in Mathematics/Statistics (4)

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)

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)

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)

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 AND EARTH SCIENCES COURSES

PH001 Physical Geology (3)

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)

Prerequisite: Math Placement Level 4 or MA015 or equivalent; high school physics or PH009 recommended. Three hours lecture, three hours laboratory. This course does not require calculus and is the first course in a two-part sequence. Topics include kinematics, dynamics, properties of solids, liquids, gases, 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)

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)

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)

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.

PH008/108 Physical Geography (3)

Prerequisite: A high school science or geography course is recommended. Physical Geography provides an introduction to the major components of our physical environment. Topics include: the Earth and its place in the solar system, plate tectonics, climate and weather, geology, soils, and human interaction with the natural world. The format of the course will include lectures, discussion, and demonstrations, with computer support by way of geographic information system (GIS) applications. This course will be useful for all students interested in human-environment relationships, especially: natural sciences, medicine, social and political sciences, business, marketing, management and law. This course satisfies the Core Curriculum Natural Science Requirement.

PH009 Introduction to Physical Science (3.5)

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.

PH010 Astronomy (3)

Prerequisite: High school math or science course. Three hours lecture and field trips. This is an introductory course in astronomy. The topics included in the course will include the structure and dynamics of the universe, galaxies, stars, and our solar system. We will discuss electromagnetic radiation, atomic structure, and the evolution of the constituents of space, as well as the technology, from earthbound telescopes to space probes, used to collect information. The course is open to non-science majors as well as science majors.

PH149L Laboratory Assistant (1-3)

Prerequisite: Permission of instructor. Provides an opportunity for Natural Science majors to earn credit assisting instructors.

PH199 Independent Study in Physics (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.

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)

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.

SM004/104 Revolutionary Women and Minorities in Science [CDiv] (3)

Three hours lecture, discussion. How long have women and minorities been active in science? This course explores the disparity between the contributions of women and minorities in science and engineering throughout history and their under-representation in these fields. We will study the contributions of many notable scientists including Marie Curie, Gerty Cory, St. Elmo Brady, Marie Daly, Alejandro Zaffaroni, and Luis Frederico Lelois, and examine the gender, class, and racial prejudices they experienced.

SM085/185/485 Natural Sciences Seminar (1)

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)

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)

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.

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

Cross-listed with SO183. See Sociology listings, page 271, for course description.

SM183F Animals, People, and the Environment – Fieldwork (1)

Cross-listed with SO183F. See Sociology listings, page 271, 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 Admission Test (MCAT). Generally these include:

Courses		Units
	English (writing)	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 and Calculus (consult individual school catalog)	8

Additional Courses

CH150A/B	Biochemistry	8
BY100	Developmental Biology	4
BY102	Human Physiology	5
BY114	Genetics	4
BY116	Microbiology	5

HUMANITIES AND SOCIAL SCIENCES

Admission 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)

Covers instruction of fundamentals and practice of badminton.

PE034A Intercollegiate Men's Lacrosse (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE035A Intercollegiate Men's Golf (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE035C Intercollegiate Women's Golf (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE039A Intercollegiate Men's Soccer (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE039B Soccer (Coed) (1)

Covers theory and practice of fundamentals.

PE039C Intercollegiate Women's Soccer (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE040 Intercollegiate Men's Basketball (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE041 Basketball (Coed) (1)

Covers theory and practice of fundamentals.

PE042 Weight Training (Coed) (1)

Covers conditioning through the use of weight machines and free weights.

PE043 Intercollegiate Women's Volleyball (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE047 Intercollegiate Women's Basketball (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE048 Volleyball (Coed) (1)

Covers theory and practice of fundamentals.

PE049A Intercollegiate Men's Cross-Country (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE049C Intercollegiate Women's Cross-Country (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE050 Intercollegiate Women's Softball (1)

Covers theory and practice of fundamentals. Intercollegiate competition.

PE053 Aerobics (Coed) (1)

Covers conditioning through aerobic exercise.

PE054 Step Aerobics (Coed) (1)

Covers conditioning through aerobic exercises using step equipment.

PE061 Tai Chi (Coed) (1)

Covers the study of 20 simple moves designed to relieve stress and promote health. Movement and meditation are included.

PE062 Yoga (Coed) (1)

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)

Cross-listed with ED115. See Liberal Studies listings, page 186, 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. 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
HY007A/B	World History	6
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
PS197	Capstone: Versions of Utopia*	3
Upper-division Electives in Political Science		6
*(pending approval)		
Total Major Requirements		31
Other Degree Requirements* and General Electives		87
*Other degree requirements include Core Curriculum Requirements and General Degree Requirements (e.g., Career Development, U.S. History).		
Total Unit Requirement		124

Because of the large number of elective units available, the department usually recommends a double major.

MINOR REQUIREMENTS: POLITICAL SCIENCE

Required Courses		
HY007A/B	World History	6
PS001	Introduction to American Government	3
PS002	Introduction to Comparative Government	3
Upper-division units in Political Science, approved by Department Chair		9

POLITICAL SCIENCE COURSES

PS001 Introduction to American Government (3)

Introduces American government and institutions.

PS002/102 Introduction to Comparative Governments (3)

Surveys comparative governments and institutions.

PS101 Methods and Methodology (3)

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)

Prerequisite: MA102 or permission of instructor; *Corequisite:* Concurrent enrollment in HY101 or PS101. Reviews basic statistical concepts and procedures, both descriptive and inferential, through a software approach with examples from behavioral and social sciences. Hands-on application of statistical software (e.g. SPSS) is integrated with the design analysis of various research paradigms. Students receive individualized assistance to develop and implement the statistical design, analysis, interpretation, and reporting suitable to their research projects. Cross-listed with HY101S.

PS118 History of Political and Social Thought (3)

Cross-listed with HY118. See History listings, page 240, for course description.

PS119 State and Local Government (3)

Introduces the functions and services of government on the state and local levels.

PS120 Parties, Politics, and Campaigning (3)

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)

Examines the history and values out of which nations have devised ways of relating to one another.

PS128B Modern Western Thought (3)

Cross-listed with HY128B. See History listings, page 240, for course description.

PS150 Nazi Germany (3)

Cross-listed with HY150. See History listings, page 240, for course description.

PS152 Sex and Myth in History (3)

Cross-listed with HY152. See History listings, page 240, for course description.

PS153 Europe since World War II (3)

Cross-listed with HY153. See History listings, page 240, for course description.

PS156 Novels as History (3)

Cross-listed with EN156 and HY156. See History listings, page 240, for course description.

PS158 Modern Times (3)

Cross-listed with HY158. See History listings, page 240, for course description.

PS159 History and Politics in Film (3)

Cross-listed with HY159. See History listings, page 240, for course description.

PS160 World Geography [CDiv] (3)

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)

Cross-listed with HY162. See History listings, page 240, for course description.

PS163A American History, 1607-1877 (3)

Cross-listed with HY163A. See History listings, page 240, for course description.

PS163B American History 1877-Present (3)

Cross-listed with HY163B. See History listings, page 240, for course description.

PS170 The Constitution (3)

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)

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)

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 [CDiv] (3) Cross-listed with HY177. See History listings, page 240, for course description.

PS178 America's Ethnic History (3) [CDiv]

Cross-listed with HY178. See History listings, page 240, for course description.

PS180 African Area Studies [CDiv] (3)

Cross-listed with HY180. See History listings, page 240, for course description.

PS181 Islam and the West [CDiv] (3)

Cross-listed with HY181 and RS181. See History listings, page 240, for course description.

PS184 Asian Area Studies [CDiv] (3)

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)

Cross-listed with HY189. See History listings, page 240, for course description.

PS190 Middle East Area Studies [CDiv] (3)

Cross-listed with HY190. See History listings, page 240, for course description.

PS190M Model Arab League [CDiv] (1)

Corequisite: PS190 or permission of the instructor. Cross-listed with HY190M. See History listings, page 240, for course description.

PS195 Special Topics in Political Science (3)

Current issues and special courses may be offered periodically.

PS197 Capstone: Versions of Utopia (3)

Cross-listed with HY197. See History listings, page 240, for course description.

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.

Psychology

The Bachelor of Arts degree in Psychology is offered by the Department of Psychology and Sociology. The degree is offered as both a traditional day and a part-time evening major. It is the only comprehensive evening psychology degree offered in the Bay Area, differing not at all from the day curriculum, and prepares students superbly for graduate work in psychology. Some evening courses are offered in Intensive format, for qualified students.

The core curriculum consists of basic coursework spanning the different subfields of psychology, from the clinical to the social to the experimental. Special emphasis is placed on helping the psychology student to develop analytic skills and interdisciplinary perspectives, through lively classroom work, individual research, and community-based learning experiences. Students are encouraged to develop their own personalized curriculum after fulfilling the core courses, to equip them to bring innovation and interpersonal knowledge to their initial employment, or to go on to further graduate work.

Undergraduate Psychology offers special articulated programs with NDNU's graduate programs in Art Therapy and Clinical Psychology, and with NDNU's Special Education degree programs. Articulated programs allow qualified students in their last year of undergraduate work to begin study for the master's degree, while completing the bachelor's degree. They are allowed to enroll in up to six units of selected graduate coursework, that fulfills the undergraduate psychology elective requirements, while also counting toward 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
Total Prerequisites		6
Major Requirements		
PY101	Personality Theory	3
PY104	Research Methods	4
PY106	Psychobiology	3
PY108	Cognitive Psychology	3
PY120	Social Psychology	
PY161	Developmental Psychology (3)	
or		
PY163	Developmental Psychology in the Classroom and Community (4)	3-4

	Units
PY168 Abnormal Psychology	3
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).*

Note: Certain psychology courses help fulfill the Career Development Requirement, e.g., PY190AB, PY174, PY163. See course descriptions for the number of units satisfying the Career Development Requirement.

Total Unit Requirement	124
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MINOR REQUIREMENTS: PSYCHOLOGY

Required Courses

PY001 Introduction to Psychology	3
Upper-division units in Psychology (PY101 Personality Theory is recommended)	12
Total Unit Requirement	15

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)

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)

Cross-listed with SO015/115. See Sociology listings, page 271, for course description.

PY016/116 Exploring the Inner World of the Inner City [CDiv] (4)

Cross-listed with SO016/116. See Sociology listings, page 271, for course description.

PY017/117 Lifestyles of the Poor and Infamous [CDiv] (4)

Cross-listed with SO017/117. See Sociology listings, page 271, for course description.

PY018/118 The Promise of the Inner City [CDiv] (4)

Cross-listed with SO018/118. See Sociology listings, page 271, for course description.

PY035/135 Human Sexuality (3)

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 151, for course description.

PY101 Personality Theory (3)

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.

PY103 Counseling and Psychotherapy (3)

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. Basic counseling skills, useful in a vast range of context, are also explored and practiced.

PY104 Research Methods (4)

Prerequisites: PY001 and MA102. Introduces empirical, quantitative, and qualitative research in the behavioral sciences. Cross-listed with SO104.

PY105 Psychological Assessment (3)

Prerequisite: PY001. Introduces the design, validation, and use of different kinds of psychological tests: ability, personality, psychopathology, interests, attitudes, and intelligence. Useful for those going on to graduate school, or interested in clinical, organizational, neuropsychological, occupational, and educational psychology.

PY106 Psychobiology (3)

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)

This course is designed to provide a general overview of the field of cognitive psychology. Topics 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)**PY111B Introduction to Clinical Art Therapy (2)**

Cross-listed with PY411A and PY411B. See Art Therapy listings, page 282, for course description.

PY112 Cultures, Communities, and Criminality (1)

Cross-listed with SO112. See Sociology listings, page 271, for course description.

PY113 Society through Film [CDiv] (3)

Cross-listed with SO113. See Sociology listings, page 271, for course description.

PY120 Social Psychology (3)

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 (0.5)

Cross-listed with CD111 and SO111. See Sociology listings, page 271, for course description.

PY123 Philosophy of Mind (3)

Cross-listed with PL118. See Philosophy listings, page 110, for course description.

PY124 Forensic Science (4)

Cross-listed with BY024/124. See Biology listings, page 226, for course description.

PY129 Love and Violence (3)

Cross-listed with SO129. See Sociology listings, page 271, for course description.

PY133 The Family [CDiv] (3)

Cross-listed with SO130. See Sociology listings, page 271, for course description.

PY142 Discovering Values (3)

Cross-listed with SO142 and RS142. See Religious Studies listings, page 114, for course description.

PY144 Social Issues in the Community (3)

Cross-listed with SO144. See Sociology listings, page 271, for course description.

PY145 Crime in American Society (3)

Cross-listed with SO145. See Sociology listings, page 271, for course description.

PY147 Deviant Behavior (3)

Cross-listed with SO147. See Sociology listings, page 271, for course description.

PY153 Race and Ethnicity in Cross-cultural Perspective [CDiv] (3)

Cross-listed with SO153. See Sociology listings, page 271, for course description.

PY154 Building Community through Diversity (1)

This course examines cultural diversity as it relates to leadership development and community building. Students explore the impact of diversity on four levels: intra-personally, interpersonally, in groups, and in the community. This is a weekend course totaling 15 hours. Elements of the course include discussion, experiential activities, small group sharing, dialogues, and reflection. Cross-listed with SO154.

PY156 Interpersonal/Intercultural Communication [CDiv] (3)

Cross-listed with CM156 and SO156. See Sociology listings, page 271, for course description.

PY159 Conflict Resolution (3)

This course gives students the basic skills needed to be a mediator, including an introduction to conflict theory and conflict styles, active listening and collaborative speaking techniques, skills for managing interaction in conflict settings, and knowledge about the stages of a mediation process. There is a strong emphasis on practice through role-play activities and sharing of real life experience. This course meets the State of California requirements for volunteer mediators at a community mediation center, and prepares students to volunteer at the on-campus Mediation Center. Cross-listed with CM159 and SO159.

PY161 Developmental Psychology (3)

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. Students may not receive credit for both PY161 and PY163.

PY163 Developmental Psychology in the Classroom and Community (4)

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 in some way exploring that interest. May be used to satisfy one unit of the Career Development/Community Based Learning Requirement. Students may not receive credit for both PY163 and PY161.

PY166 Careers in Community and Criminal Justice (0.5)

Cross-listed with CD166 and SO166. See Sociology listings, page 271, for course description.

PY168 Abnormal Psychology (3)

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)

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)

Cross-listed with HY173 and PS173. See Political Science listings, page 258, for course description.

PY174 Community Psychology (4)

Prerequisite: PY001. Studies a wide variety of forces and structures in the community which affect the positive growth, development, and functioning of its members. As 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/Community Based Learning Requirement.

PY176 Women, Shakespeare, and Psychoanalysis [CDiv] (3)

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 (0.5-1)

Cross-listed with CD177 and SO177. See Sociology listings, page 271, for course description.

PY178 History and Systems of Psychology (Capstone Course) (3)

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)

Cross-listed with SO173. See Sociology listings, page 271, for course description.

PY180 Animals in Society (1)

Cross-listed with SO180. See Sociology listings, page 271, for course description.

PY182 The Animal-Human Bond (3)

Cross-listed with SO182. See Sociology listings, page 271, for course description.

PY184 Teaching, Learning, and Healing through Animals (3)

Cross-listed with SO184 and PY184. See Sociology listings, page 271, for course description.

PY190A Social Change through Social Service (3)

Cross-listed with SO190A. See Sociology listings, page 271, for course description.

PY190B Social Change through Social Service (3)

Cross-listed with SO190B. See Sociology listings, page 271, for course description.

PY195 Special Topics in Psychology (3)

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

The Psychology/Sociology Department offers a Bachelor of Arts degree in Social Science with emphasis in Interdisciplinary Studies or Social Studies Teaching. The Interdisciplinary Studies Emphasis is intended for students who seek a broad introduction to the social sciences, perhaps in preparation for a career in law, and stresses interdisciplinary breadth in History, Economics, Sociology, or Political Science. The Social Studies Teaching Emphasis is intended for those who plan to teach high school social studies. See the Department Chair for complete information on requirements.

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
HY007A/B	World History	6
PS001	Introduction to American Government	3
PY001	Introduction to Psychology (recommended)	3
SO001	Introduction to Sociology	3
SO004	Cultural Anthropology	3
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
HY007A/B	World History	6
PS001	Introduction to American Government	3
PY001	Introduction to Psychology (recommended) (3)	
SO001	Introduction to Sociology	3
SO004	Cultural Anthropology	3
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.		
<i>Two courses chosen from the following:</i>		
EC182	Comparative Capitalist Systems	
HY163B	American History 1877-Present	
SO130	The Family	6
Total Major Requirements		27
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

Focus Areas

- A. U.S. History Focus:
 - HY163A American History, 1607-1877
 - HY163B American History, 1877-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

Sociology

The Psychology/Sociology Department offers a Bachelor of Arts in Sociology degree with emphases in Animals in Human Society, Behavioral Science, Community and Criminal Justice, and Social Action.

Sociology begins with the premise that human beings are social animals whose individual behavior is shaped by the interaction that takes place in the groups to which we belong. This perspective allows us to view the world beyond our immediate experiences and to recognize the relationship between our private lives and world events. Sociologists contend that social environments shape human behavior and that alternately, human beings are capable of changing social environments. As such, the Sociology major encourages direct involvement in communities of all kinds and ensures that ample opportunities to use sociology in community-based programs exist in our courses.

Students who major in Sociology at NDNU are prepared with the background to work with diverse populations in a variety of physical and social environments including human services, business, government, criminal justice, advocacy, education, health care, law, international relations, travel enterprises, and ecological concerns as well as arenas that foster the human-animal bond. A degree in Sociology also leads directly to graduate study in numerous disciplines and professions.

Sociology/MPA Articulated Program

The Sociology/Animals in Human Society emphasis and the Sociology/Community and Criminal Justice emphasis articulate with NDNU's graduate program Public Administration (MPA). The qualified student applies in advance of the last semester of undergraduate work to begin study for a master's degree while completing the bachelor's degree. The student is 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: 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		Units
SO101A	Classical Sociological Theory	
or		
SO101B	Contemporary Sociological Theory	3
SO102	Analyzing Social Settings	4
SO120	Social Psychology	3

Note: MA102 Statistics and SO104 Research Methods are highly recommended for all students continuing on to graduate study.

<i>Emphasis Requirements</i>	18-21
Total Major Requirements	28-31
Other Degree Requirements* and General Electives	87-90
<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

Emphasis in 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 courses chosen from the following:</i>		
BY109, BY132, BY141 (without lab), SO129, SO130, SO156, SO180, SO181, SO183, SO183F, SO184, SO195 (selected with advisor), SO199		9

Emphasis in 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

Emphasis in 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>		
BY124, EN107, PL121, PL123, PS166C, PS170, PS174, PY155, SO103, SO122, SO125, SO129, SO146, SO156, SO162, SO173, SO195 (selected with advisor), SO199		9

Emphasis in Sociology/Social Action

Required Courses	Units
SO190A/B Social Change through Social Service	6
Upper-division Sociology courses (electives)	12

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)

Introduces the general principles that underpin sociology by examining the influence of group life and the larger society on individual behavior. The nature and consequences of contemporary social problems as well as the impact of social inequality in such forms as social class privilege, racism, and sexism are explored. Current trends and social events are incorporated into a conceptual framework to provide an understanding of today's society and tomorrow's world.

SO004/114 Cultural Anthropology [CDiv] (3)

This course introduces the study of human societies and cultures through the concepts and methods of cultural anthropology. Course material explores the great diversity of human social and cultural arrangements through the comparison of a wide variety of peoples around the world. Through investigating how groups of people define themselves and others, make sense of their world, and organize their lives, we consider similar and different way of constructing society. Themes of the course include anthropological method, race and gender, family and kinship, and contemporary issues of globalization, inequality, and development. Films are shown to complement lectures, readings, and discussions.

SO015/115 The Inner City: The Good, the Bad, and the Ugly [CDiv] (4)

Explores 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)

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)

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)

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)

Surveys ideas and impact of social theorists from the Enlightenment Period to World War I. Course material includes both European and U.S. sociologists with focus on Durkheim, Weber, Marx, Dubois, and selected early feminists. The relevance of theory to daily life is explored through classroom interaction and simulation. Alternates with SO101B.

SO101B Contemporary Sociological Theory (3)

Surveys ideas of social theorists from World War I to the present and examines their impact on our lives today. Lectures, readings, and discussions focus on the Frankfurt and Chicago schools, Veblen, Mills, Merton, Foucault, Goffman, Smith, and Collins. Non-Western and Third World theorists like Nakane, Freire, and Fanon are also examined. Alternates with SO101A.

SO102 Analyzing Social Settings (4)

Introduces the use of qualitative methods in the study of community issues by using such research techniques as participant observation, the interview, and focus groups. The class, acting as a research team, selects 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] (4)

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)

Prerequisite: PY001. Cross-listed with PY104. See Psychology listings, page 262, for course description.

SO105 Criminology (3)

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 (0.5)

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. Pass/No Pass.

SO112 Cultures, Communities, and Criminality (1-3)

Addressed by experts in their field, this class explores the relationship between culture, community, and criminality. We investigate changes in the definition of crime and social response throughout history as well as some of the causes and consequences of contemporary crime. We discuss the influence of race/ethnicity, social class, gender, and prison experience on the characteristics of gangs and gang behavior. Within this context, we include the role of animals. Speakers also address some of the newest concerns of criminology, i.e., terrorism, both domestic and international, along with white collar crime. We conclude by considering the merits of balanced and restorative justice. Cross-listed with PY112. Units vary with semester in which class is offered.

SO113 Society through Film [CDiv] (3)

Through classic and contemporary films, this course explores modern social issues, and diverse social realities, as well as 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)

Cross-listed with PS120. See Political Science listings, page 258, for course description.

SO120 Social Psychology (3)

Prerequisite: PY001. Cross-listed with PY120. See Psychology listings, page 262, for course description.

SO122 Social Class and Social Inequality (3)

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)

Cross-listed with PL121. See Philosophy listings, page 110, for course description.

SO125 Urban Sociology [CDiv] (3)

Using a global and historical perspective, this course examines urban lifestyles, social organization, urban problems, and trends. Classroom work compares characteristics of cities around the world while out-of-class work focuses on Bay Area cities with independent field trips as part of the course experience.

SO129 Love and Violence (3)

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)

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)

Cross-listed with PY142 and RS142. See Religious Studies listings, page 114, for course description.

SO144 Social Issues in the Community (3)

This course covers selected contemporary social issues in the community at the turn of the 21st century. Five significant topics provide the focus: prostitution, homelessness, violence and gun control, safety in the city, and pornography, with emphasis on child pornography. Numerous other ancillary issues to these are also addressed. Lectures and discussion include policy implications of the subject matter. Cross-listed with PY144.

SO145 Crime in American Society (3)

Focuses on deviant behavior, the social and psychological causes of crime, and how they are related. It explores a conceptually the nature of crime, who commits crime, how crime is studied, why it occurs, and distinguishes between white collar and traditional crime. Cross-listed with PY145.

SO146 Social Problems [CDiv] (3)

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 are explored.

SO147 Deviant Behavior (3)

Studies the identification of certain behavior and states of being as deviant, from ancient to modern times. The social forces that create definitions of deviance, contribute to patterns of “deviant” behavior, and attempt to confine, control, and change deviants are addressed. 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.

SO153 Race and Ethnicity in Cross-cultural Perspective [CDiv] (3)

Throughout the world race and ethnicity are powerful identities that affect how people live their day-to-day lives. While paying some attention to the complexities of race in the United States this course focuses on how race is socially constructed and experienced in a range of countries and cultures. Issues discussed will include white supremacy, race-mixing, indigenouness, varying forms of discrimination, and potential for political mobilization around race and ethnic identity. Cross-listed with PY153.

SO154 Building Community through Diversity (1)

Cross-listed with PY154. See Psychology listings, page 262, for course description.

SO156 Interpersonal/Intercultural Communication [CDiv] (3)

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.

SO159 Conflict Resolution (3)

Cross-listed with CM159 and PY159. See Psychology listings, page 262, for course description.

SO160 Political Sociology (3)

Examines political power, activism, and change in workplaces, labor unions, elections, social movements, and local communities. Political attitudes and behavior are analyzed with respect to social class, economic trends, minority/majority status, and media influence.

SO162 Cross-cultures and Subcultures [CDiv] (3)

Analyzes the nature of domination and oppression among various groups in the United States and 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 (0.5)

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. Pass/No Pass.

SO173 Youth, Crime, and Society (3)

Surveys the field of juvenile delinquency at the turn of the 21st century: the nature and extent of the antisocial behavior of youths, the causes of youthful law violations, the legal rights of juveniles, prevention and treatment, theories of delinquency, and the functions of the juvenile justice system. Particular issues, such as bullying and mental health, are highlighted. Lectures and discussion include policy implications. Cross-listed with PY179.

SO177 Time Management (0.5-1)

Examines sociological and psychological issues underlying time utilization and 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)

Halloween in the Tenderloin is a service-learning course that involves the student in the lives of inner city children and community activists in a manner that encourages learning 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)

Uses a social scientific approach to explore the capabilities of other-than-human animals along with the implications of these attributes. This seminar-style class 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)

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 develop their own body of creative writing exercises with animals as theme and character.

SO182 The Animal-Human Bond (3)

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 and psychology majors. Cross-listed with PY182.

SO183 Animals, People, and the Environment [CDiv] (3)

By combining natural sciences with social sciences, this class explores the interactions between people, wildlife, and our ecological environment. Focus is given to the value of animal life and nature in such specific areas as conservation/wildlife management, food production, energy needs assessment, biomes and populations, urban sprawl, biomagnification and chemical pollution, environmental disease, endangerment, extinction, globalization and ecotourism within the context of social inequality and social justice. Particular emphasis is given to the deforestation of Africa and the Amazon; introduction of the kingfish to the Quechua and Imara Indians of Southern Peru; the Arctic wilderness and oil drilling; mountaintop removal in West Virginia; chemical pollution of the Great Lakes; creation of compatible environments in Northern Minnesota; and the impact of tourism on Moorea. This course uses historical, biological, sociological, cultural, institutional, and environmental perspectives to examine the connections between animals, people and our environment. On-site visits are included in the course content. Cross-listed with SM183.

SO183F Animals, People, and the Environment-Fieldwork (1)

This course complements SO183/SM183 with additional on-site visits to locations that facilitate learning about the connections between people, wildlife and our natural environment through direct involvement. Depending on the opportunities available during a given semester, on-site locations might include (but are not limited to) a botanical

garden; humane farm; reservoir; wildlife hospital; nature center, museum, community garden project; marine laboratory; salt-marsh ecosystem; woodland preserve; urban restoration endeavor and animal sanctuary/reserve. Within the context of the class, students participate in one or more projects that benefit the eco-community and, in doing so, learn about their part in the local and global systems as well as the complexities of environmental issues. Topics are examined relative to various kinds of cultures including ethnic, social class, gender, region, lifestyle and especially species. Format centers on off-campus activities though classroom-style instruction is involved. This course is deliberately scheduled on weekend days to provide the flexibility and time for the on-site visits. (List of exact activities for the semester are available during early registration). May be taken concurrently with or independently of SO/SM183F. A community-based course. Cross-listed with SM183F.

SO184 Teaching, Learning, and Healing through Animals (3)

This course illuminates the intricate part animals play in the education and health of human beings. Through the integration of theory with practice, students develop the skills to teach compassion in a variety of environments and facilitate human well-being through animal-inclusive activities. Students are introduced to animal-centered teaching/learning strategies that contribute to effective lesson and curricular implementation with populations from preschool to elderly adults. Current research related to the effect of animals on the physical, mental, emotional and social health of people is discussed. Students explore the value of animal assisted activities and therapy as alternative modalities. Hands-on demonstrations by professionals and their animal companions familiarize students with the skills, principles and theory underpinning animal facilitated healing. Cross-listed with PY184 and HS184.

SO190A Social Change through Social Service (3)

Provides students with the knowledge, skills, and encouragement to assist populations in need while learning from community-based 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 with whom they work. Students are required to intern on their own time, with a nonprofit organization of their choice for the duration of the semester. A community-based course. May be used to satisfy one unit of Career Development Requirement.* Cross-listed with PY190A.

SO190B Social Change through Social Service (3)

Students can either continue the internship they began in SO/PY190AB or start service anew. Supervised community-based learning provides valuable insights into social need response as well as career opportunities in the social services. Working with professionals, students put theories and skills into practice. One hour of class time per week focuses 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 are offered providing elective units in Sociology. Topics offered in the past include Understanding and Assisting Homeless Children, Social Action through the Arts, and Case Studies in Migration, Transmigration, and Exile.

SO198 Service Learning: Spanish Community Service Project [CDiv] [CL] (1-3)

Cross-listed with CL198, LA198 and SP198. See Latin American Studies listings, page 96, for course description.

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.*

Art Therapy Psychology

The Art Therapy Psychology Department at Notre Dame de Namur University is the only one of its kind in northern California. It is unique because it provides two courses of study leading to a master's degree, both of which emphasize theoretical and experiential learning. Both courses of study are taught and supervised by Registered Art Therapists and licensed professionals and lead to registration as an ATR. For students who hold a graduate degree in a related field (Art, Education, and Behavioral Science) from an accredited institution and who wish to meet the requirements for registration as an ATR, the Department offers a Graduate Art Therapy Certificate (GATC) program. See the Graduate Art Therapy Certificate, page 286.

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 Art Therapy Credentials Board.

Course of Study II leads to a Master of Arts in Art Therapy. This course of study consists of 48 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.

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.

Program Requirements

FOUNDATION COURSES

A bachelor's degree in art, psychology, or behavioral science is preferred.

Three semester units or 4.5 quarter units are required in each of the following foundation areas:

- General Psychology
- Developmental Psychology
- Personality Theory
- Abnormal Psychology

Additionally, fifteen units, 22 quarter 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 AND II

Core Courses		Units	
		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
PY214D	Substance Abuse: Theory/Assessment/Intervention	2	—
PY225	Psychopharmacology*	2	—
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
PY290A/B	Professional Ethics and Law (*PY290A only)	2	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	3
Total		55	48

*All courses taught by Registered Art Therapists except those designated with an asterisk.

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 Number
3000 Hours Supervised
by Licensed Clinician

Includes up to 1300 Pre-graduation Hours
500 of these hours must be
supervised by a Registered ATR

Course of Study II
MA in Art Therapy
(48 units)

ATR Internship

1000 Art Therapy Direct
Client Contact Hours
500 of these 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

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 (2/1/2/1)

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.

PY205C/405C Explorations in Sandplay (1/1)

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. Experientials and the deepening of symbols are included.

PY210 Psychopathology (3)

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)

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)

The laws for reporting child abuse are covered. Assessment and treatment are studied and family approaches explored.

PY214D/414D Substance Abuse: Theory, Assessment, and Intervention

Strategies (2) Issues within the physiological, psychological, social, and familial context are explored using both verbal and nonverbal modalities. Assessment issues are addressed. Treatment interventions appropriate to individuals and families in various phases of recovery are explored through both verbal and nonverbal modalities.

PY225/425 Psychopharmacology (2/2)

PY225 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. PY425 may be taken in the certificate program.

PY230/430 Cross-cultural Issues (3/1)

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)

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)

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)

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)

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.

PY290A/B/490A/B Professional Ethics and Law (2/1/2/1)

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)

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 750-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)

Provides an opportunity for members to explore group membership and dynamics using art therapy techniques.

PY302B/402B Art Therapy Techniques: Special Populations (1/1)

Focuses on the specific adaptations of art activities for special needs populations.

PY302C/402C Art Therapy Techniques: Integrating Creative Arts (1/1)

Emphasizes integration of creative arts therapies.

PY304A/B/C/404A/B/C Metaphors in Psychopathology (1/1/1/1/1)

Emphasizes the dynamics, metaphors, and DSM classification of abnormal characteristics, disorders, and behavior. The course is offered in three sections: children, adolescents, and adults.

- A. Children:** Offers a comprehensive overview of art therapy approaches for children with abnormal characteristics, disorders, and behaviors.
- B. Adolescents:** Offers a comprehensive overview of art therapy approaches for adolescents. Emphasis is on understanding major highlights of normal and pathological developments.
- C. Adults:** 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)

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/D Research: Methodology, Project, and Thesis Completion

(2/3/3/1) This series of courses is taken near the end of the program. Students have up to one year after the 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)

Supervised practicum hours for MFT licensure which are not part of the degree program. Approval is required.

PY411A/B Introduction to Clinical Art Therapy (1/2)

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)

An independent study review of classic and recently published literature in the field of art therapy.

PY441A Trauma and Art Therapy Treatment (1)

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)

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 for course descriptions.

CERTIFICATE REQUIREMENTS

24 semester units are required from the following sets of courses:

Set A Certificate		Units
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 (9) additional units are required from Set B or C depending on your preparation:

Set B Certificate

Course options for students holding graduate degrees in the state licensure track include the courses listed below. Emphasis is on the Art in Art Therapy Psychology.

PY405A	Psychological Assessment	2
PY405C	Explorations in Sandplay	1
PY414D	Substance Abuse: Theory, Assessment, and Intervention Strategies	2
PY495	Special Topics in Art Therapy	1-9

Set C Certificate
Units

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
PY414D	Substance Abuse: Theory, Assessment, and Intervention Strategies	2
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

The Department of Clinical Psychology and Gerontology offers programs leading to the Master of Arts in Clinical Psychology (Option 1) and in Clinical Psychology/Marital and Family Therapy (Option 2). These exciting master's programs are based upon the scientist-practitioner model and provide training, research, and personal growth in the field of Clinical Psychology and Marital and Family Therapy (preparation for MFT licensure). The programs emphasize both theoretical and experiential learning, and acquaint 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. The two program options are:

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.

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.

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 pending availability and resources.

Program Requirements
MASTER OF ARTS IN CLINICAL PSYCHOLOGY (OPTION I)
Prerequisites (may be taken at NDNU)

A prerequisite with a grade of B- or better in the following courses is required:

- General Psychology
- Abnormal Psychology
- Personality Theory
- Statistics
- Developmental Psychology

Upon recommendation of the faculty based on evaluation of writing samples, students may be required by the Program Director of Chair to take additional coursework in writing, inclusive of APA style writing.

Effective Fall Semester 2007, Psychopathology A/B, will each be two units. In addition Cognitive Behavioral Therapy (2 units) will also be required. Any students, (MACP and MFT), who do not complete the six unit Psychopathology sequence must take the four unit sequence and two unit Cognitive Behavioral Therapy course to satisfy their program unit requirements.

Core Courses		Units
CP210A/B	Psychopathology	3/3
CP232	Neurophysiology and Psychopharmacology	2
CP235	Human Sexuality	1
CP256	Psychodynamic Psychotherapy	3
CP259	Lifespan Development	3
CP290	Professional Ethics and Law	3
CP296	Cognitive Behavioral Therapy (effective Fall 2007)	2
CP320A	Clinical Practicum*	3
CP321A	Clinical Case Seminar*	3
CP359A	Research: Methodology	3
CP359P	Research: Proposal	3
CP359T	Research: Completion	3

Elective Course(s)**		Units
<i>Two elective units that may be chosen from any of the following courses:</i>		2
CP204	Group Psychotherapy (1)	
CP230	Cross-cultural Issues (2)	
CP273	Diagnosis and Treatment of Addictions (1)	
CP280	Principles of MFT (3)	
CP285	Psychotherapeutic Techniques of Brief Therapy (2)	
CP286	Couples Psychotherapy (3)	
CP291	Clinical Child Assessment and Treatment (3)	
CP292	Clinical Assessment of Adults (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)	
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. Students may opt to get placement in a research facility if they are planning to go on to postbaccoral studies. Such a placement should be coordinated with and must be approved by the Program Director or Chair.

**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/No Pass; 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, page 289.

Upon recommendation of the faculty, based on evaluation of writing samples, students may be required by the Program Director or Chair to take additional coursework in writing, inclusive of APA style writing.

Effective Fall 2007, Psychopathology A/B, will each be two units. In addition Cognitive Behavioral Therapy (2 units) will also be required. Any students, (MACP and MFT) who did not complete the six unit Psychopathology sequence must take the four unit sequence and two unit Cognitive Behavioral Therapy course to satisfy their program unit requirements.

Required Core Courses		Units
CP204	Group Psychotherapy	1
CP210A/B	Psychopathology	3/3
CP230	Cross-cultural Issues	2
CP232	Neurophysiology and 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		
CP292*	Clinical Assessment of Adults	3
CP296	Cognitive Behavioral Therapy (effective Fall 2007)	(2)
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
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 master's or doctoral programs that train students to be licensed MFTs.

CP204 Group Psychotherapy (1)

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)

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). Effective Fall 2007, this sequence will be two units (A) and two units (B).

CP230 Cross-cultural Issues (2)

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 multicultural dynamics in a larger society. BBS 4980.37 (a-7)

CP232 Neurophysiology and Psychopharmacology (2)

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)

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)

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)

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 geropsychology. Includes ten hours of coursework in aging and long term care. BBS 4980.40 (3)

CP273 Diagnosis and Treatment of Addictions (1)

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)

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)

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)

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)

Prerequisite: PY280. Describes a nonnormative 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)

Offers an introduction to psychotherapy with couples. Reviews 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 ensure domestic safety are discussed. BBS 4980.81 (e), 4980.40 (2) (3)

CP290 Professional Ethics and Law (3)

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)

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)

CP292 Clinical Assessment of Adults (3)

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)

CP293 Brain Science and Emotion (3)

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. Cross-listed with GR293. BBS 4980.37 (2, 6), 4980.40 (3)

CP294 Principles of Clinical Health Psychology (3)

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 (2)

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)

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)

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)

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)

Prerequisites: CP204, CP235, CP210A/B, CP256, CP259. This two-semester sequence accompanies CP320A/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)

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)

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, assignments, as well as a first draft of a research proposal. BBS 4980.37 (2,6), 4980.81 (a-2)

CP359P Research: Proposal (3)

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 359A. 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.

CP359T Research: Completion (3)

This course enables the student to complete the data collection, discussion, and conclusion sections of the thesis, in reference to the hypothesis, and to complete the entire thesis and present at the Graduate Research Conference of NDNU.

CP400 Supervised Field Experience (3)

Prerequisite: 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)

See Gerontology listings, page 299, for course description. BBS 4980.40 (3)

GR254/454 Psychotherapeutic Techniques in Aging (2/2)

See Gerontology listings, page 299, for course description. BBS 4980.37 (3,5,6)

GR271/471 Dying, Death, and Bereavement (1/1)

See Gerontology listings, page 299, for course description. BBS 4980.37 (2), 4980.40 (3)

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; grade-point average of 3.0 preferred
- 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's Programs in Gerontology

The Department of Clinical Psychology and Gerontology offers programs leading to the Master of Arts in Clinical Gerontology and the Master of Arts in Gerontology/Administration. The Gerontology programs are based on the scholar-practitioner model and provide graduate level education, clinical training, research, and personal growth in the field of gerontology. The programs emphasize both theoretical and experiential learning, acquaint students with the research on aging, and prepare them to meet the challenges created by the rapidly changing demographics of our society. The four or five undergraduate prerequisite courses may be obtained at Notre Dame de Namur University or transferred from other accredited institutions.

The Master of Arts in Clinical Gerontology, which consists of 37 units of graduate coursework (effective Fall 2007, 38 units of graduate coursework will be required), while the Master of Arts in Gerontology/Administration consists of 38 units of graduate coursework. 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 B- or better is required in the following (undergraduate) courses:

- General Psychology
- Personality Theory
- Developmental Psychology
- Abnormal Psychology
- Statistics

Upon recommendation of the faculty based on evaluation of writing samples, students may be required by the Program Director or Chair to take additional coursework in writing, inclusive of APA style writing.

Effective Fall Semester 2007 two units each of GR210A/B will be required making a total of 38 required units.

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
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 B- or better is required in the following (undergraduate) courses:

- General Psychology
- Personality Theory
- Developmental Psychology
- Abnormal Psychology
- Financial Accounting
- Statistics

Upon recommendation of the faculty based on evaluation of writing samples, students may be required by the Program Director or Chair to take additional coursework in writing, inclusive of APA style writing.

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

		Units
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)

Prerequisite: PY101. See Clinical Psychology listings, page 292, for course description. BBS 4980.37 (a-5)

CP259 Lifespan Development (3)

Prerequisite: PY161. See Clinical Psychology listings, page 292, for course description. BBS4980.40 (3)

CP400 Supervised Field Experience (3)

See Clinical Psychology listings, page 292, for course description. BBS 4980.40 (b-g), 4980.42, 4980.43

GR210A Psychopathology (3)

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) Effective Fall 2007 this will be a two semester two unit course GR210A/B (2/2).

GR252/452 Assessment in Clinical Gerontology (2/2)

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)

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)

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)

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)

Examines the ethical and legal codes of mental health professionals with emphasis on the geriatric population.

GR264/464 Ethnicity and Aging (1/1)

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)

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)

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)

GR293 Brain Science and Emotion (3)

Cross-listed with CP293. See Clinical Psychology listings, page 292, for course description.

GR359A Research: Methodology (3)

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)

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)

This course enables the student to complete the data collection, discussion, and conclusion sections of the thesis, in reference to the hypothesis, and to complete the entire thesis, and present at the NDNU Graduate Conference.

GR376/476 Gerontology Internship (3/3)

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)

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; 3.0 grade-point average preferred
- 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, contact the department at (650) 508-3557 or clinpsych ger@ndnu.edu or contact Graduate Admission at (650) 508-3600.

Clinical Gerontology Certificate

The Department of Clinical Psychology and Gerontology offers a Clinical Gerontology Certificate. This certificate program is geared toward professionals in the field who wish specific training in Gerontology. The 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 reasearch on aging, clinical and administrative skills in managing the aging population, and social policies affecting the older adult and their families.

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

Prerequisites (may be taken at NDNU)	Units
A prerequisite with a grade of B- or better in the following courses is required:	
Abnormal Psychology	3
Developmental Psychology	3
General Psychology	3
Major Theories of Personality	3
Statistics	3

Core Courses

Upon recommendation of the faculty, based on evaluation of writing samples, students may be required by the Program Director or Chair to take additional coursework in writing, inclusive of APA style writing.

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 299, for course descriptions.

ADMISSION REQUIREMENTS

- Official transcript of highest degree from an accredited institution and transcripts showing the following prerequisites:
 - 12 units in Psychology: Abnormal Psychology, Developmental Psychology, General Psychology, Major Theories of Personality
- A cumulative grade-point average of 2.5 or better; grade-point average of 3.0 preferred
- 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, or Graduate Admission at (650) 508-3600.

Postbaccalaureate Premedical Graduate Certificate

The Department of Natural Sciences offers a program leading to the Postbaccalaureate Premedical Certificate. The purpose of the program 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. 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.)

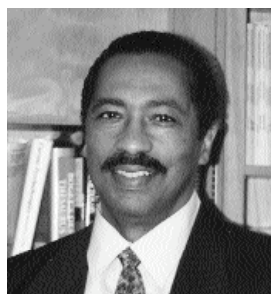
- General Chemistry
- Organic Chemistry
- Biochemistry
- Physics
- Calculus or Statistics
- Precalculus Mathematics
- General Biology
- Developmental Biology
- Vertebrate Zoology
- Genetics
- Physiology
- Microbiology
- Additional Natural Sciences or Mathematics Courses

See the undergraduate programs in Biology, Biochemistry, Natural Sciences, and Mathematics and Statistics for course listings. Courses taken for certificate credit are numbered 400–499 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 Division

Raymond Jones, Ph.D., Vice President for Campus Life

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.

Center for Spirituality and Social Change

Rooted in the heritage and hallmarks of the Sisters of Notre Dame, the Center for Spirituality and Social Change tends to two important aspects of university life: spiritual development and community-based learning and service. Inspired by the Catholic tradition, the Center strives to create diverse opportunities for all members of the University community to tend the holy in themselves, each other, and the world through retreats, spiritual direction, pastoral care, and liturgical life. The Center also provides institutional infrastructure, resources, and leadership for faculty and students to engage in community-based learning and community service, with the hope that we will bring about positive social change. The Center is guided by a group of faculty, staff, and students who work together to support this vision.

Center for Student Leadership

Based on NDNU'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 for Student Leadership is responsible for advising Student Clubs and Organizations and Student Government (ASNDNU), Leadership Programs, New Student Orientation, Student Activities, Commencement, Family Weekend, and Tabard Inn.

Student Clubs and Organizations

More than 20 student organizations representing a wide array of interests are active at NDNU. Student organizations are an important part of campus life and allow students to pursue their special interests – both new ones and those they bring to campus. The CSL works with student organizations in planning campus meetings, workshops, speakers, cultural programs, service projects, and other special events.

Associated Students of Notre Dame de Namur University

The Associated Students of Notre Dame de Namur University (ASNDNU) is the official student governing body of the University. All students enrolled at the University are welcome to participate in Senate meetings.

Leadership Programs

The Center for Student Leadership sponsors a number of programs throughout the year to develop and foster NDNU students' leadership skills including:

- *CSL Internship* – Under general supervision of the Director of CSL and guidance from the Coordinating Team, the Leadership Intern is responsible for coordinating the planning, publicity, production, and evaluation of the CSL programs and events.
- *Leadership and Public Service Minor* – Through an interdisciplinary curriculum, the Leadership and Public Service Minor provides each student with the opportunity to develop core knowledge about leadership within the larger context of social action and social change and to demonstrate leadership through written, oral, and community-based experiences. The Minor is a collaboration between the Center for Student Leadership and the School of Education and Leadership.
- *Leadership Awards Ceremony* – Each spring, the CSL hosts a student leadership awards ceremony to publicly recognize the accomplishments of student leaders and faculty members.
- *Leadership Retreats* – The Student Leadership Retreat is a weekend program designed to prepare selected and elected student leaders for their duties in the upcoming academic year. The Freshmen Leadership Retreat focuses on team building, diversity, and communication. All activities are focused on building community and developing working relationships with their classmates.
- *Living-Learning Community - Emerging Leaders* – This community is co-sponsored with Housing and Residence Life. The community is open to first-year students of all academic majors who are interested in reaching their academic and leadership potential. Students become effective and ethical leaders through programs that develop and enhance the required skills, values, and commitment needed to be successful leaders.

New Student Orientation

Orientation offers new students and their families a successful transition into NDNU life. Our program is composed of a team of student leaders and University officials who provide an introduction to academic and personal resources, encourage student involvement, and establish relationships with the campus environment. Along with implementing the summer orientation sessions, the Orientation Team develops and implements the Week of Welcome program which is geared towards acclimating new students to the campus and Belmont community.

Student Activities

Student activities and events are produced by the Programming Board at Notre Dame de Namur University. This student team is committed to creating a balance in students' lives by providing fun, educational, and inspiring co-curricular events.

Alumni and Family Weekend

The goal of this program is to better connect families with all the different people that make up our dedicated and diverse university community.

Tabard Inn

Tabard Inn is our on-campus cafe that provides a fun and colorful environment that is perfect for purchasing snacks, hanging out, taking a break from class, and even studying.

Counseling Services

Counseling Services is concerned with the personal growth and emotional well-being of students. Students have an opportunity to discuss problems and decisions with a trained professional. Students explore ways to become more effective in personal relationships, to increase self-understanding and acceptance, to gain support during emotional crises, and to clarify short- and long-range goals.

Dining Services

Meals are provided by Bon Appetit Catering. Service is offered to the entire University community in the Cafe located in Campus Center.

Health 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 concerns, 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) will be automatically billed and enrolled in the NDNU Insurance program unless a signed completed waiver form, verifying comparable coverage, is submitted to H&W by the deadline. For waiver criteria, deadline and forms visit www.ndnu.edu/student-services/health.html#insurance.

- **Mandatory Health Insurance Policy** – The following categories of students are required to have health insurance coverage and will automatically be charged and enrolled in the NDNU Insurance Plan: 1) all students living on campus (undergraduate or graduate, full-time or part-time), 2) all athletes, and 3) all international students (graduate and undergraduate). Students with comparable coverage may waive out of the NDNU Insurance Plan if the signed completed waiver form is submitted to Health and Wellness Services by the noted deadline. To review criteria for “comparable coverage” or to download a waiver form, visit www.ndnu.edu/studentservices/health.html#insurance.

Housing and Residence Life

Based upon the mission of the Campus Life Division, Housing and Residence Life (HRL) provides a healthy and safe living-learning community that embraces and promotes all forms of diversity, where students are challenged and supported in their development of values, personal responsibility, and integrity. The University offers students several different living environments: traditional co-educational facilities that

accommodate men and women, apartment complexes accommodating upper-division men and women, and suite-style residences with single rooms.

Resident Advisors 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. The Department is staffed by a Graduate Assistant, two Resident Directors, an Assistant Director and a Director that live and work on campus.

- **Required On-campus Residence Policy** – In the Fall and Spring semesters, any student with freshmen or sophomore standing who is registered full-time (12 or more units) is **REQUIRED** to live on-campus. A student may be granted an exemption if he or she submits an **exemption form** documenting that he or she meets at least one of the criteria below:
 1. Age 22 or more as of the prior August 1; or
 2. Lived on-campus at NDNU or another higher education institution for at least four semesters (or equivalent); or
 3. Lives with immediate family within San Mateo, San Francisco, Santa Clara, Alameda, or Contra Costa counties during the entire semester AND has a medical, financial, religious, or other compelling reason for not living on campus.

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 the NDNU transcripts. Any student requesting an exemption must submit an exemption form to HRL for approval. Failure to attain an approved exemption from the HRL will automatically result in the posting of the semester housing and meal plan charges to the student's NDNU account.

Office of Student Development and Responsibility

The Office of Student Development and Responsibility collaborates with other university offices in the development and implementation of student-related policies, procedures, and initiatives based on emerging student development trends. SDR manages the University's student conduct system and its processes. It coordinates the Student Conduct Board, which hears cases of alleged policy violations of the student code of conduct. SDR oversees the publication of the *Student Handbook* and reinforces Student Rights, Freedoms, and Responsibilities. SDR also oversees the Conflict Resolution Center.

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. Public Safety oversees the parking management program.

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.

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, page 41, for information on eligibility.

NDNU sponsors men's and women's soccer, men's and women's basketball, men's and women's cross-country, men's and women's golf, women's volleyball, men's lacrosse, and women's softball.

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 these programs remain officially enrolled at their home campus and need not file for an official leave of absence. The University has an institutional agreement to nominate senior, junior, or second-semester sophomore students each year, to study in the Washington Semester Program, administered by American University in Washington D.C. Interested students should contact the Student Exchange/Study Abroad Advisor for application materials and detailed information about Trinity and Emmanuel campuses and Dr. Ali Ferdowsi for information about American University.

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 2006

APPLICATION FEES AND DEPOSITS

Application Fee – Undergraduate (nonrefundable)	\$ 40.00
Application Fee – Graduate (nonrefundable)	\$ 50.00
Non-Matriculation/Unclassified Fee (nonrefundable)	\$ 25.00
Undergraduate FT Enrollment Deposit (nonrefundable)	\$ 400.00
Undergraduate PT Enrollment Deposit (nonrefundable)	\$ 200.00
Graduate Enrollment Deposit (nonrefundable)	\$ 100.00
International Deposit (refundable only if refused visa)	\$ 1,200.00

TUITION

Undergraduate Tuition (per year)	\$23,650.00
Undergraduate Overload (per unit charge over 18 units per semester)	\$ 790.00
Part-time Day (1-11 units – per unit)	\$ 545.00
Evening Degree Program (1-11 units – per unit)	\$ 545.00
Credential (per unit)	\$ 620.00
Graduate (per unit)	\$ 655.00
Undergraduate Audit Discount50%
Senior Citizen (65+) Discount50%
SND Undergraduate Tuition Discount	100%

Note: Discounts are only available for regularly scheduled courses; not applicable to workshops, special events, etc.

STUDENT FEES

Student Activity Fee (Undergraduate 12 units or more – per semester)	\$ 100.00
Student Services Fee (Undergraduate 1-11 units, Intensive and Graduate – per semester)	\$ 30.00
Resident Activities Fee – per semester (for those living in University Housing)	\$ 30.00

ROOM AND BOARD

Meal Plan #2 (10 meals per week – per semester)	\$1,575.00
Meal Plan #3 (12 meals per week – per semester)	\$1,600.00
Meal Plan #4 (14 meals per week – per semester)	\$1,675.00
Meal Plan #5 (19 meals per week – per semester)	\$1,690.00
Meal Plan #9 (5 meals per week – per semester – commuters)	\$ 535.00
Housing Deposit	\$ 200.00
Triple Occupancy in Standard Room (per semester)	\$2,900.00
Double Room/Triple Apartment (per semester)	\$3,500.00
Double Apartment/Half Room Single (per semester)	\$4,315.00
Single Room/Quad Single (per semester)	\$4,315.00

WINTER/SUMMER RATES

Double Room/Triple Apartment (per week)	\$ 220.00
Double Apartment/Single Room (per week)	\$ 290.00
Half Room Single (per week)	\$ 290.00

OTHER FEES

Parking (per semester)	\$ 30.00
Orientation Fee (undergraduate full-time, on entry)	\$ 60.00
Orientation Fee (graduate, intensive, part-time undergraduate)	\$ 20.00
Undergraduate Late Billing Form Fee	\$ 150.00
Undergraduate Late Registration Fee	\$ 150.00
Graduate/Intensive Late Billing Form Fee	\$ 55.00
Graduate/Intensive Late Registration Fee	\$ 55.00
Music Lessons (undergraduate and graduate – per semester)	\$ 590.00
Lab Fee (per semester for one or more lab courses)	\$ 25.00
Education Supervision (ED330A/B/Q – per course)	\$ 125.00
Graduate Final Research Fee (on completion of thesis)	\$ 250.00
Graduate Certificate Course Tuition (400 level – per unit)	\$ 327.50
Certificate Application Fee	\$ 25.00
Challenge Fee (per unit)	\$ 100.00
Employer Deferral Fee (per trimester)	\$ 40.00
International Fee (undergraduate and graduate one time)	\$ 500.00
Re-activation Fee	\$ 25.00
Graduation Fee	\$ 80.00
Credential Audit Fee (applicable to later graduation fee)	\$ 35.00
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
Learning Disability Testing Fee	\$1,200.00

EARLY LEARNING CENTER

ELC Kindergarten Tuition (per year)	\$7,000.00
ELC Preschool Tuition (per year)	\$6,090.00
ELC Second Child Tuition Discount (applies to younger child)20%
ELC Application/Wait List Fee (yearly)	\$ 100.00
ELC Registration Fee (1st child)	\$ 200.00
ELC Registration Fee (2nd child)	\$ 150.00
ELC Deposit (refundable until 6/1, nonrefundable after 6/1)	\$ 600.00

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.

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 www.ndnu.edu/admin/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 students are required to have health insurance. See Health and Wellness Services in the Campus Life section, page 307, 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 308, for the full policy statement.

Policy on Timely Petitions

Any petition for an exception to policy must be made within 30 calendar days after the end of the semester in which the event or action being petitioned took place.

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 board on or after the first day and before the end of third week of the Fall semester or first week of the Spring semester will have charges prorated. No refund of board charges will be made after the third week of the Fall semester or first week of the Spring semester. Room charges are prorated on a weekly basis based upon check out date. 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 Admission 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 complete 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

For financial aid recipients, the amount of federal funds that must be returned is prorated on a daily basis through the 60% period of the term.

See the Office of Student Financing for details.

Directories

Administrative Offices

Office of the President

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Retired Executive Director
The Carl Gellert and Celia
Berta Gellert Foundation
San Francisco, CA

Jeffrey W. Bullis '81
President
Absolute Turnkey Services, Inc.
San Jose, CA

Sheila O'Connor Burns
Tax Specialist
Hillsborough, CA

Dr. Lois A. Callahan
College Administrator
San Mateo, CA

Andrew Cresci
Menlo Park, CA

Marc Desautels
President
Desautels Company
San Francisco, CA

Tom Diridon
Owner
Carlmont Realty Associates
Belmont, CA

Margaret Duflock
Managing Partner
San Bernardo Rancho
San Ardo, CA

John Ferrari
Managing Director
Affinia Hospitality
New York, NY

Frank Hannig
Retired Vice President and CIO
Altera Corporation
Hillsborough, CA

Anne Hannigan '70, '72
Associate Vice President
Office of Research Administration
Stanford University
Stanford, CA

Rich Huetteman
Hillsborough, CA

Sr. Donna M. Jurick
Executive Vice President
St. Edward's University
Austin, TX

George M. Keller
Retired CEO
Chevron Corporation
San Mateo, CA

Dorothy Kitt '56
Real Estate Management
San Francisco, CA

Donald Langendorf
Retired Financier
Palo Alto, CA

Sr. Mary Laxague '58
Retired Faculty Member
Former Dean of Students, Treasurer,
Province Leader
Sisters of Notre Dame de Namur
Belmont, CA

Victor Lobue '85
Countrywide Home Loans
San Jose, CA

Dr. John B. Oblak, Ph.D.
President
Notre Dame de Namur University
Belmont, CA

Mary Lou Putnam '79
Self-employed
Woodside, CA

Gretchen Ocampo Recto '84
Consultant
Lifewatch Communications Services, Inc.
Makati City, Philippines

Carol Simsarian-Loughlin
Los Gatos, CA

William D. Spencer
President
William Spencer Company
Brisbane, CA

Sr. Jean Stoner '66, '72
Development Services Coordinator
Sisters of Notre Dame de Namur
Belmont, CA

Sr. Barbara Thiella '64
Chancellor
Diocese of Stockton
Stockton, CA

Raymond P. Tolles II
Senior Vice President and
Regional Director
Union Bank of California
Palo Alto, CA

Carla Repetto Webster '70, '73
Owner
CR Realty
San Francisco, CA

Kris Crowe Zavoli '68, '73
Vice President, Regional Initiatives
The College Board
San Jose, CA

President Emerita

Sr. Veronca Skillin

Trustees Emeriti

Ruth Adams
Charles Alden Black
James K. Carr
J. Hart Clinton
Bob Coyle
Hortense Chatillon Fitzgerald
John J. Ferdon
Harold A. Harper
Edward D. Keil
Elena Eyre Madison
T. Kevin Mallen
Albert Shumate

Honorary Fellows

Robert N. Bellah
Shirley Temple Black
Louise Stivers Davies
Laurence W. Lane, Jr.
Richard K. Miller
Estelle Ramey
Lawrence Ryan
Glenn P. Smith
Mark W. Sullivan

Emeriti Faculty

Arrington, Doris Banowsky, Professor of Art Therapy Psychology, 1979; Emerita, 2006
BS, University of Houston; MAT, College of Notre Dame; Ed.D., University
of San Francisco

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
AB, 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

Hannen, Thomas A., Associate Professor of Business Administration, 1991; Emeritus, 2006
BA, University of California, Berkeley; MA, Oxford University; MBA, Ph.D., University
of California, Berkeley

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. Mary Pat, SND, Professor of Religious Studies, 1988; Emerita, 2003
BA, College of Notre Dame; MA, Ph.D. Graduate Theological Union

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

Milani, Abbas, Professor of History, 1986; Emeritus 2005
BA, University of California, Berkeley; Ph.D., University of Hawaii

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

Rogers, Sylvia, Professor of English, 1986; Emerita 2005
BS, Rollins College; MA, Boston University; Ph.D., Stanford 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
BME, 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

Zimmerman, Miriam, Professor of Communication, 1994; Emerita 2005
BS, Northwestern University; MA, San Francisco State University; Ed.D., University
of San Francisco

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

Almandrez, Mary Grace, Lecturer in Human Services, 2003

BA, University of San Diego; MS, Western Maryland College

Andrews, Patricia, Lecturer in History, 1999

BA, College of Notre Dame; MA, University of California, Berkeley

Arbore, Patrick, Senior Lecturer in Human Services, 1990

BA, MA, San Francisco State University; Ed.D., University of San Francisco

Arnold, Rocky, Lecturer in Business and Management, 1995

BS, University of Missouri; MS, Massachusetts Institute of Technology; MS, Ph.D., Stanford University; MBA, Notre Dame de Namur University

Askari, Nusha, 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

Balciunas, Mary, Lecturer in Education, 2003

LC, Ohio State University; BA, California State University; M.Ed., College of Notre Dame

Barclay, Kenneth, Lecturer in Clinical Psychology and Gerontology, 1999

BA, Columbia College; MA, Notre Dame de Namur University

Barsi, Ralph, Senior Lecturer in Human Services and Clinical Psychology, 1990

BA, San Francisco State University; MS, LaSalle University

Bator, Paul, Lecturer in English, 1997

BA, MA, DA, University of Michigan

Bedford, Susan, Lecturer in Education, 2003

BA, Stanford; MA, San Jose State University

Bennett, Christine Harvey, Professor of Spanish and Latin American Studies, 1991

BA, McGill University; MA, Ph.D., Stanford University

Berger, Jacqueline L., Adjunct Assistant Professor in English and Program Director, Master of Arts in English, 1999

BA, Goddard College; MFA, Mills College

Bernhard, Sandra, Lecturer in English, 1999

BA, Dartmouth College, MA, University of Rochester

Bjorndahl-Jay, Jill, Lecturer in Business and Management, 2003

BS, University of Phoenix; MSM, College of Notre Dame

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 and Management, 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

Buller, Judy, Associate Professor of Communication and Director, Communication Program, 2004

BA, University of California, Los Angeles; MA, University of South Florida; Ph.D. University of Texas, Austin

Bullock, Jennifer, Lecturer in Business and Management, 2003

BA, Bryn Mawr College; MA, Antioch University

Burris, Ronald, Core Faculty, 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 and Management, 1993

BS, MBA, San Francisco State University

Cancio, Clint, Lecturer in Music, 2002

BM, MM, Notre Dame de Namur University

Carolan, Richard, 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, Core Faculty 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, Assistant Professor of Human Services, 1994
BS, MBA, College of Notre Dame; JD

Chang, Lu, Professor of Education and Director, Single Subject Credential Program, 1994
BA, University of International Business and Economics; MA, California State University, Northridge; Ed.D., University of the Pacific

Chapman, Linda, Lecturer in Art Therapy Psychology, 1992
BA, MA, Antioch University

Chong, Ellen, Lecturer in Art, 1998
BFA, Credential, College of Notre Dame

Chu, Chun-hwa, Lecturer in Mathematics, 2000
BS, National Taiwan University; Ph.D., University of Minnesota

Cole, Stephen, Assistant Professor of History, 2003
BA, University of Sussex; PGCE, University of Durham; 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

Covello, Linda, Lecturer in Art, 2003
BA, University of California, Santa Cruz; MFA, Parson's School of Design

Cox, Jeff, Lecturer in Business and Management, 1998
MA, University of San Francisco

- Crawford, Lois R., Assistant Professor of Chemistry, 1978
BS, College of Notre Dame; MS, Fordham University
- Dalton, Peter A., Senior Lecturer in Education, 1983
BA, MA, San Francisco State University; Ph.D., University of California, Santa Barbara
- Dalton, Rosemary, Senior 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
- Dawe, Albert Timothy, Lecturer in Natural Sciences, 1999
BA, MS, San Francisco State University
- Delaporte, Marianne, Assistant Professor of Religious Studies, 2003
BA, University of Chicago; MA, Graduate Theological Union; Ph.D., Princeton Theological Seminary
- Demaree, Stephanie, Lecturer in Education, 2005
BA, University of California; M.Ed., Notre Dame de Namur University
- Douglas, Charles, Lecturer in Education, 2003
BA, MA, University of Northern Colorado
- 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
- Elkins, Michael B., Professor of Theatre Arts and Chair, Department of Theatre Arts, 1978
BA, San Francisco State University; MFA, Pennsylvania State University
- Ellis, Theodore, Lecturer in Business and Management, 1990
AB, Cornell University; MBA, Harvard University
- Elmore, Leslie, Reference Librarian, 2006
BA, MA, San Jose State University; Teaching Credential, National University; MLIS, San Jose 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

Fama, Dennis, Lecturer in Business and Management, 2003

BA, University of Maine; MA, University of Connecticut; Ed.D., Harvard University

Fark, Roland, Lecturer in Natural Sciences, 2002

BA, MA, Bowling Green State 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, 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, Associate Librarian, 2000

BA, New York University; MLS, San Jose State University

Fitzgerald, Vincent, Associate Professor of English and Director, Core Program, 1994

BA, University of California, Berkeley; MA, Georgetown University; Ph.D., University of Southern California

Fogal, James, Associate Professor of Business and Management and Graduate Programs Director, 2006

BS, MS, California State University, Fresno; Ph.D., Walden University

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, Professor of Art and Chair, Department of Art, 1995

BFA, MFA, California College of Arts and Crafts

Fritz, Robin, 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, Lecturer in Education, 1999

BA, Ph.D., University of California, Los Angeles

Gennaro, Nicholas, Adjunct Assistant Professor of Education, 1987

BA, St. Thomas Seminary (Denver); MA, University of San Francisco; Ed.D., University of the Pacific

George, John, Lecturer in Business and Management, 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

Glover, Daniel, Lecturer in Music, 2003

BS, New York University; MM, Julliard School of Music; Ph.D., New York University

Goff, Hall, Lecturer in Music, 2001

BA, Oberlin College; MM, Yale University

Goodson, Roger M., Professor of Business and Management, 1991

BS, University of Maine; MA, University of Connecticut; Ed.D., Harvard University

Gordon, Emma, Lecturer in Natural Sciences, 2002

BS, MS, University of California, Berkeley; MBA, JFK University

Gough, Walter Michael, Lecturer in Business and Management, 1993

BA, MBA, Santa Clara University

Greig, Judith Maxwell, Professor of Education and Provost, 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 and Acting Director, Master of Education in Technology Leadership 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., Associate Professor of Biochemistry, 1997
BS, University of Miami; MS, Ph.D., Cornell University

Haley, Daniel, Lecturer in Education, 2006
BS, MA, California State Polytechnic College

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, Professor of Business and Management, 2001
BS, MS, Ph.D., Purdue University

Hess, William, Lecturer in Business and Management, 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, Professor of Business and Management, 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, Associate Librarian, 1990
BS, Utah State University; MLIS, University of California, Berkeley

Inguito, Kevin Scott, Core Faculty in English, 2005
BA, San Francisco State University; MFA, University of Iowa

Jensen, Anabel, Associate Professor of Education, Acting Director, Reading Programs, 1993
BA, ME, Brigham Young University; Ph.D., University of California, Berkeley

Johnson, Dean, Lecturer in Business and Management, 2002
BA, Yale University; MA, Columbia University; JD, New York University

Jones, Maura, Lecturer in Business and 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, C.J, Lecturer in Business and Management, 1995

BA, California State University, Chico; MS, College of Notre Dame; Ph.D., The Union Institute

Kammerlohr, Barbara, Assistant Professor of Education, Chair, Department of Education, and Director, Master of Arts in Special Education and Special Education Credential Programs, 2000

BS, Emporia State University; MLS, University of Kansas at Lawrence; Ed.D., University of Illinois at Champaign, Urbana

Kashani, Ali, Lecturer in Philosophy, 2006

BA, MA, San Francisco State University

Kelley, James, Professor of Business and Management, 1993

BS, United States Military Academy; MBA, University of Pennsylvania; JD, Santa Clara University

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, Associate Professor of Business and Management and Dean, School of Business and Management, 2000

BA, La Salle University; MSA, Central Michigan University; DBA, Nova Southeastern University

Koppensteiner, Sonja, Lecturer in Business and Management, 2006

BS, MS, Technical University of Vienna; MSM, College of Notre Dame

Kortenkamp, Leon, Senior Lecturer in Art, 1982

BA, Loras College; MA, MFA, University of Notre Dame

Koshland-Crane, Margaret, Lecturer in Education, Director of Academic Success Center and PASS program, 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

Labadie, Colleen, Lecturer in Business and Management, 2005
 MBA, Notre Dame de Namur University

Ladine, Dyanne, Core Faculty in Business and Management, 1981
 BA, University of California, Berkeley; MBA, Santa Clara University; JD, Lincoln University

Lambert, Debra, Associate Professor of Music and Chair, Department of Music and Vocal Arts, 2000
 BFA, Carnegie-Mellon University; MM, Hartt School of Music

Laroche-Davis, Hélène, Professor of French, Chair, Department of Modern Languages and Cultures, and Program Director, Intensive Liberal Studies, 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

Lawrence, Jan, Director, Early Learning Center, 2005
 BA, San Francisco State University; American Montessori Society Credential, College of Notre Dame; M.Ed., Vancouver University College

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, Ph.D., The Wright Institute

Lichtenstein, Eric, Adjunct Assistant Professor of Mathematics, 2005
 BA, Sonoma State University; MA, California State University, Hayward; Ph.D., University of California, Santa Barbara

Livingston, Kate, Lecturer in Education, 2002
 BA, San Jose State University; MA, San Francisco State University

Lookabill, Judith, Lecturer in Education, 2003
 BA, Butler University; MA, Indiana University; Ed.D., Columbia University

Lorenz, Coleen, Lecturer in Dance, 2003
 BA, MA, University of California, Los Angeles; ADTR, Columbia University

Loustalot, Dona, Lecturer in Education, 1992
 PHN, BS, MA, San Francisco State University; School Nurse Credential, University of California, San Francisco

Lujan, Lawrence, Core Faculty in Human Services and Acting Director, Day Liberal Studies Program, 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, Chair, Department of Natural Sciences, and Program Director, Postbaccalaureate Premedical Certificate Program, 1998

BS, MS, San Diego State University; Ph.D., University of California, Los Angeles

Mattei, Don, Lecturer in Social/Behavioral Sciences, 2000

BS, MS, College of Notre Dame

Maxwell, Josie, Lecturer in Communication, 1995

BA, MA, Santa Clara University; MBA, College of Notre Dame; Ed.D., University of San Francisco

Maxwell, Kevin B., Professor of Religious Studies, 1986

BA, MA, Gonzaga University; STM, Jesuit School of Theology, Berkeley; MA, Ph.D., Rice University

McGlinn, Sr. Patricia T., SND, Lecturer in 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

McLeod, Shari, Lecturer in Dance, 2004

McNichol, Robert, Lecturer in Business and Management, 1999

BS, MPA, College of Notre Dame

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

Michels, Robert, Lecturer in Education, 2006

BS, San Francisco State University; MA, San Jose State University

Miller, Dennis, Lecturer in Human Services, 2005

BS, College of Notre Dame; MPA, MBA, Notre Dame de Namur University

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 Business and Management, 1991

BS, University of California, Los Angeles; JD, University of the Pacific

Mollicone, Henry, Lecturer in Music, 2001

BM, MM, New England Conservatory

Moore, Jane B., Lecturer in History, 2002
BA, Spelman College; JD, University of California, Berkeley

Morris, Eric, Lecturer in Music, 2003
BM, San Francisco Conservatory of Music

Morrison, Shirley L., Senior Lecturer in English, 1966
BS, Northwestern University; MA, University of Washington

Murphy, Ronald, Lecturer in Business and Management, 2005
BS, MBA, Santa Clara University

Musante, Virginia, Lecturer in Theatre Arts, 2004
BA, Secondary Credential, San Francisco State University; MAT, Notre Dame de Namur 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

Nyland, Jean, Professor of Psychology, 1989
BA, University of Oregon; MA, University of Hawaii; MA, University of California, Berkeley; Ph.D., University of Hawaii

Ochoa, Micaela, Lecturer in Business and Management, 2006
BA, University of California, Berkeley; MS, Carnegie Mellon University

Opperman, Virginia, Lecturer in Education, 2002
BA, 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

Panomitros, Eugenia, Lecturer in Biology, 2000
BS, Ph. D., University of California, Davis

Poplack, Robert, Associate 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

Remsen, Katherine, Lecturer in Education, 2003

BME, University of Michigan; M.Mus., University of Colorado; Ph.D., University of Michigan

Rich, Penny, Lecturer in Latin American Studies and Human Services, 1993

BA, College of Notre Dame; MA, Stanford University

Robinson, Sharri, Lecturer in Art Therapy Psychology, 1998

BA, MA, College of Notre Dame

Rodgers, Christopher, Core Faculty in Business and Management, 1998

BS, San Jose State University; MBA, University of Phoenix

Rollins, Irvin, Core Faculty in Education, 1979

BA, MA, San Francisco State University; Ed.D., University of San Francisco

Rosario, Rick, Lecturer in Business and Management, 2001

BS, St. Mary's College

Rossi, Joanne, Associate Professor of Education and Dean, School of Education and Leadership, 1997

BA, BS, State University of New York at New Paltz; MA, Catholic University of America; Ed.D., George Washington University

Sam, Lawrence, Assistant Professor of Business and Management, 2005

BS, University of Maryland; ME, Boston University; DPA, Golden Gate University

Sanders, Gwen, Lecturer in Art Therapy Psychology, 2000

BFA, California College of Arts and Crafts; MA, College of Notre Dame

Sardy, Robert, Lecturer in Business and Management, 1999

BS, University of Lowell; MA, California School of Professional Psychology; M.Ed., University of Massachusetts; Ph.D., California School of Professional Psychology

Schell, Hester, Lecturer in Theatre Arts, 1997

BA, Portland State University; MFA, University of Utah

Schmitz, Michael, Associate Professor of Music, 1999

BM, MM, College of Notre Dame; DMA, University of Arizona

Shafto, Sylvia, Professor of Business and Management, 1994

BA, Carleton College; MS, Ph.D., Rutgers, The State University of New Jersey

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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 the Center for Student Leadership, the Academic Success Center, the Tutorial Center, the Writing Center, the Student Lounge, Faculty Lounge, 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 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 Career 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.

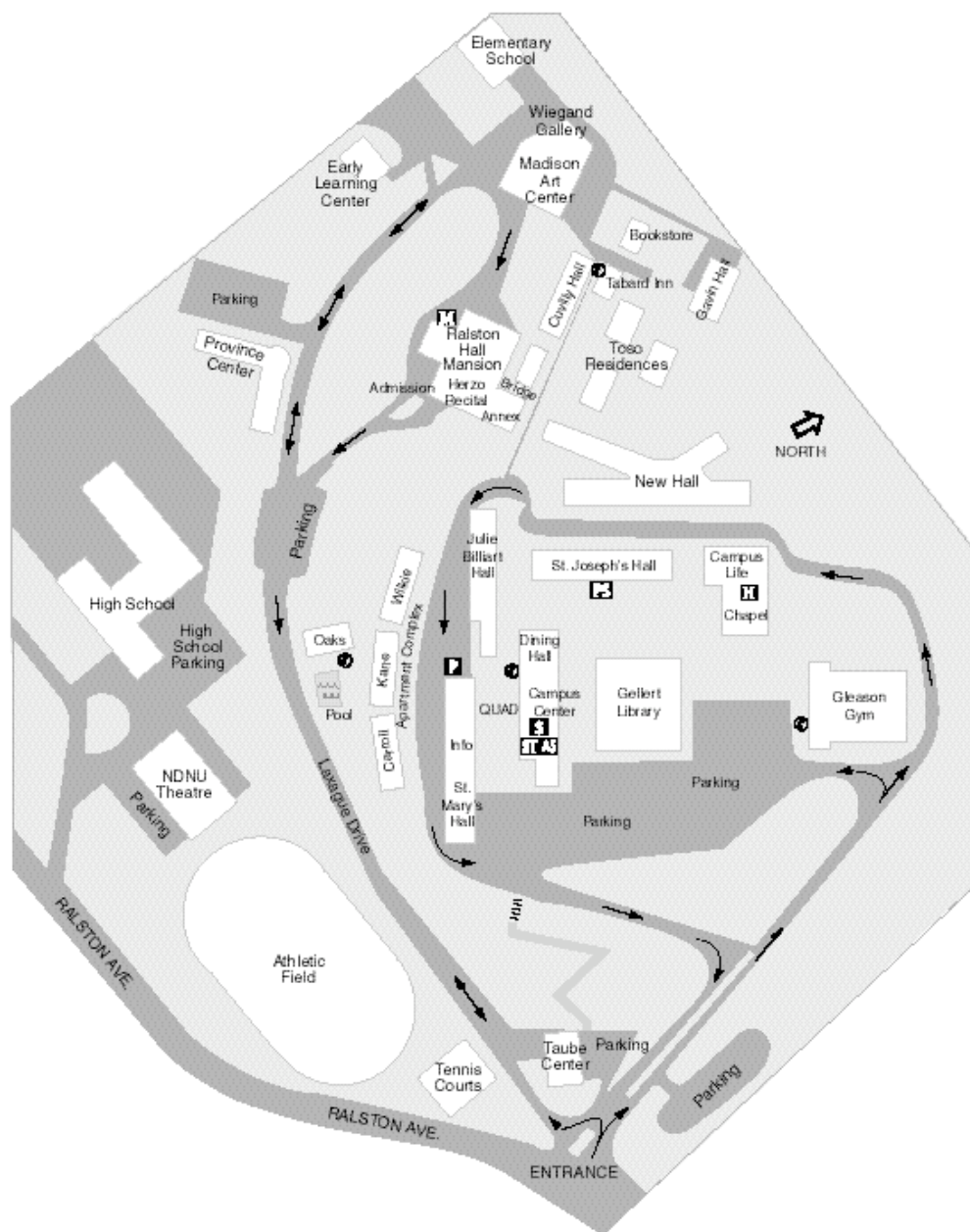
Toso Residences (1983) These residences house Sisters of Notre Dame, including some who are NDNU faculty and staff members.









Wiegand Gallery – See Madison Art Center.

Wilkie Hall – See Apartment Complex.

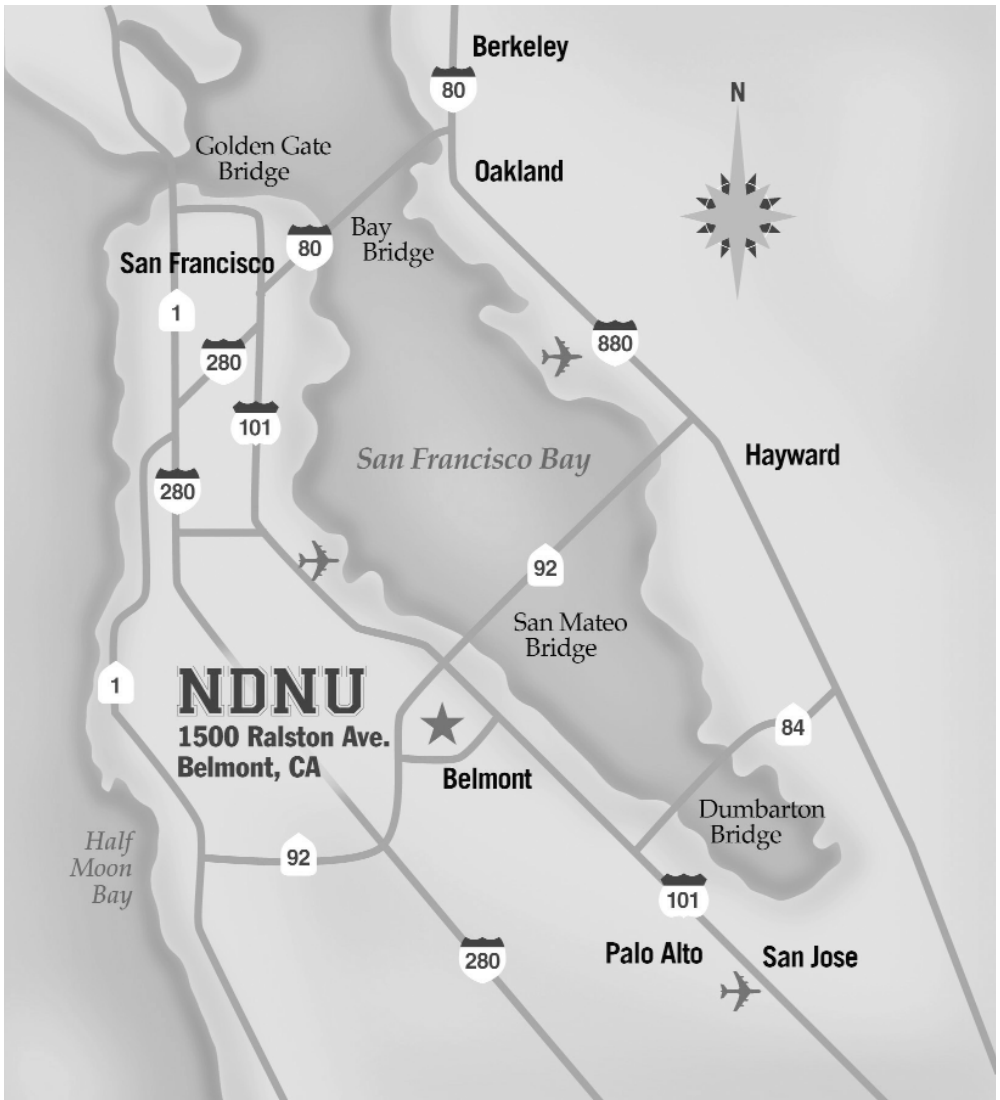
For photos of many of these facilities, go to www.ndnu.edu/tour.

Notre Dame de Namur University

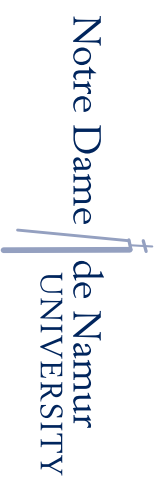


	Public Telephone		Public Safety
	ATM		Student Lounge
	Health Services		Academic Success Center
	Mail Center		U.S. Mailbox

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.



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