

Faithfully Christian • Joyfully Catholic • Gratefully Benedictine



CATALOG



2013-2014

UNDERGRADUATE & GRADUATE PROGRAMS,
FACULTY & GENERAL INFORMATION

University of Mary Information at a Glance

Private/Co-Educational

The Only Private University in North Dakota

- Sponsored by the Benedictine Sisters of Annunciation Monastery
- Located six miles south of Bismarck, ND (2010 population – 61,272)

Enrollment (2012-13)

Total number of students – 3,065
Ratio of Students/Faculty – 17:1
Overall Placement Rate –98 percent

Accredited by:

The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools

Commission on Collegiate Nursing Education

National Council on Social Work Education

Commission on Accreditation of Allied Health Education Programs

Accreditation Council for Occupational Therapy Education

Commission on Accreditation in Physical Therapist Education

Commission on Accreditation for Respiratory Care

Commission on Accreditation of Athletic Training Education

Council on Social Work Education

National Association of Schools of Music

International Assembly for Collegiate Business Education
(MBA and specific programs)

Academic programs approved by:

North Dakota Board of Nursing
North Dakota Education Standards and Practices Board
Project Management Institute
Service Members Opportunity Colleges

Areas of Study – Undergraduate Majors

Accounting	Marketing
Addiction Counseling	Mass Communication
Athletic Training	Mathematics
Biology	Mathematics Education
Biology Education	Medical Laboratory Science
Business	Music
Business Administration	Music Education
Business Communication	Music Performance
Business Education	Music with an Emphasis in Sacred Music
Catholic Studies	Nursing
Chemistry	Organizational Leadership
Computer Information Systems	Pastoral Ministry
Criminal Justice	Physical Education
Early Childhood Education	Psychology
Elementary Education	Public Policy
Engineering Science	Public Relations
English	Radiologic Technology
English Education	Respiratory Therapy
Exercise Science	Social and Behavioral Sciences
Financial Services and Banking	Social Studies Education
Government and Political Philosophy	Social Work
Healthcare Administration	Spanish
History	Special Education
History Education	Sport and Leisure Management
Information Technology Management	Theological Studies
Liberal Arts	Theology

Areas of Study – Minors

Accounting	Music
Addiction Counseling	Pastoral Ministry
Biology	Philosophy
Business Administration	Philosophy-Theology
Business Communications	Political Science
Catholic Studies	Psychology
Chemistry	Public Relations
Coaching	Religious Education
Computer Information Systems	Social & Behavioral Sciences
Criminal Justice	Sociology
English	Spanish
Environmental Science	Special Education
Healthcare Administration	Speech
Health Education	Sport & Leisure Management
History	Theater
Indian Studies	Theological Studies
Information Technology Management	Theology
Liturgy	Web Design
Mathematics	Wellness

Pre-Professional Concentrations

Chiropractic	Pharmacy
Dentistry	Physician Assistant
Law	Podiatry
Medicine	Veterinary Medicine
Optometry	Wildlife & Conservation Biology

Master's Degrees

Business Administration	Nursing
Counseling	Occupational Therapy
Education	Project Management
Human Performance	Respiratory Therapy
MSN/MBA Dual Degrees	Strategic Leadership

Doctorate Degree

Physical Therapy

Recognized by:

America's 100 Best College Buys
America's Best Christian Colleges
The John Templeton Foundation Honor Roll
for Character Building Colleges
U.S. News & World Report: America's Best Colleges



UNIVERSITY OF MARY CATALOG

Undergraduate & Graduate Programs,
Faculty & General Information

2013–2014

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General Information

History

The University of Mary, the only Catholic university in North Dakota, was founded in 1955 as the two-year Mary College by the Benedictine Sisters of Annunciation Monastery. It became a four-year, degree-granting institution in 1959 and achieved university status in 1986. The University of Mary has been accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools since 1969.

Since its beginning, the University of Mary has sought to respond to the needs of people in the region. Its short history is one of rapid expansion. Student enrollment rose from 69 in 1959, the year of its incorporation, to 3,065 in 2012.

Five buildings of the campus were designed by renowned architect Marcel Breuer (1902-1981). The Sisters of Annunciation engaged him to build their monastery and a girls' high school, a complex completed in 1959. Today that facility serves the University as the Benedictine Center for Servant Leadership. The first four buildings of the long-anticipated campus were also designed by Breuer, a project completed in 1968.

The University continues to strive for quality in its curricular offerings and student support services. The change from college to university status in 1986 brought the implementation of master's degree programs in nursing, management and education.

In addition to those initial programs, master's degrees are offered in occupational therapy, business administration, counseling and project management. In 2003 a doctorate in physical therapy was added to graduate studies. The opening of the Butler Center for Lifelong Learning in Bismarck added a much-needed site for classes and service to the local area. With the launching of the Centers for Accelerated and Distance Education in 1996, the University opened a center in Fargo, North Dakota, in January 1997, offering undergraduate and graduate programs for the adult learner.

Responding to the need for services, the University has off-campus sites and has expanded its delivery of educational services to include online learning.

The University of Mary set new strategic directions in 2001 with its vision for the future as America's Leadership University. The University

is committed to providing leadership experiences for every student including a competence-based curriculum which more effectively combines liberal learning with professional preparation, a values base that is foundational to character development and ethical decision-making, a service experience in which curricular and co-curricular learning come together.

Today, with a faculty and staff of over 300, the University of Mary remains committed to continuing the mission of its founders and sponsors and to serving the people of the region and beyond in a spirit that fosters servant leadership.

University Goals

Mission Statement

Christian, Catholic, and Benedictine, the University of Mary exists to serve the religious, academic, and cultural needs of people in this region and beyond.

To serve the religious needs

The University of Mary offers:

- Formation in a Christian community with a full liturgical life on campus
- Experiences that foster religious and humane values, both in and out of the classroom, particularly the six Benedictine values of the University.
- Activities that encourage individuals and groups to volunteer service to the community
- Opportunities to build the body of Christ through growth in intellectual, religious, and moral understanding
- A setting for collegial exchange and support between the communities of Annunciation Monastery and the University of Mary.

To serve the academic needs

The University of Mary cultivates servant leadership through these core concepts:

- Spirituality and Ethics
- Communication
- Critical Thinking
- Global Stewardship

For a student to grow in leadership formation and acquire proficiency in these competencies, continual assessment of learning in an atmosphere of openness and free inquiry is promoted. This atmosphere supports the University's commitment to develop the whole person. It enables each person, through both curricular and co-curricular opportunities, to explore leadership in the service of truth in its multiple facets. It recognizes the richness and diversity that come from intellectual inquiry and exploration.

Respectful of each person regardless of status or age, the University of Mary not only accepts, but actively encourages:

- Students from diverse social, economic, cultural, and religious backgrounds
- Students whose background requires more individualized teaching and/or counseling.

Ever open to change and responsive to the needs of students and the community, the University of Mary promotes:

- Curricular integration of the liberal arts and professional preparation
- Opportunities in service learning on campus, locally, regionally, and globally
- The trimester calendar, which translates into two four-month semesters and a summer term, providing learning opportunities to meet individual needs, including foreign and domestic travel
- Commitment to graduate studies
- Continuing education through course offerings for area citizens
- The delivery of academic programs with a focus on distance education to include off-campus sites and online offerings.

To serve the cultural needs

The University of Mary provides:

- Cultural events and opportunities to participate in community cultural enrichment
- A stimulating academic community that promotes growth in itself and the local population
- A Christian community that fosters diversity through hospitality and dialogue so as to

learn to live in an interconnected world

- A campus that reflects the artistic principles of renowned architect and designer, Marcel Breuer.

Vision Statement

The University of Mary is motivated to strive toward ever-higher levels of excellence in the Catholic intellectual and Benedictine wisdom traditions. As America's Leadership University, the University of Mary seeks to be distinctive in its preparation and development of servant leaders with moral courage, global understanding, and a commitment to the common good.

Leadership development opportunities include:

- A first year experience based on the concept of servant leadership
- Mentorships, internships, practicums or meaningful work experiences
- Independent or individualized studies with faculty mentoring and guidance
- Student participation in the University's decision making processes
- Student involvement in professional and service organizations
- Service learning in curricular and co-curricular offerings to include global perspective
- Exchange among students, faculty, and staff in the social, academic, and spiritual areas of the campus environment
- Involvement in the religious, social, educational, and political communities beyond the campus.
- The Emerging Leaders Academy, an honors leadership program that is designed for highly-motivated, capable students who are interested in becoming future professional leaders.

Servant Leadership experiences are based on:

- Character building relationships integrated with a solid understanding of what it is to be servant leader with Jesus Christ as model.
- The six Benedictine values of the University.

Mission and Identity

Founded to prepare leaders in the service of truth, the University of Mary is distinctive in our education and formation of servant leaders with moral courage, global understanding, and commitment to the common good. As America's Leadership University, we are deeply devoted to our mission: The University of Mary exists to serve the religious, academic and cultural needs of the people in this region and beyond. It takes its tone from the commitment of the Sisters of Annunciation Monastery. These Sisters founded the University in 1959 and continue to sponsor it today. It is Christian, it is Catholic, and it is Benedictine.

We cherish our Christian, Catholic, Benedictine identity; we welcome and serve persons of all faiths.

We are faithfully Christian.

As a Christian university, we strive to accomplish our mission in faithfulness to the Gospel of Jesus Christ. We regard each human person as created in the image and likeness of God, gifted with life and dignity. We seek to be agents of cultural renewal in our time and place, courageous advocates for justice and peace. Our Christian commitment is born from and sustained by the encounter of the Risen Lord, who came not to be served but to serve. As He humbly washed the feet of His disciples on the night before He died, so we seek to serve one another. We are faithfully Christian.

We are joyfully Catholic.

As a Catholic university, we joyfully draw our life from the heart of the Church, identifying with the ancient tradition which gave rise to the first universities in medieval Europe. This Catholic intellectual tradition proposes an integrated spiritual and philosophical approach to the most enduring questions of human life. Thus we seek to advance the vital dialogue between faith and reason, while acknowledging the proper autonomy of the arts, sciences, and professions. A university is a place for the free exchange of ideas, and so we warmly welcome students and faculty of many faiths and convictions. At the same time, our common discourse ever takes place in a spirit of authentic respect for Catholic teaching and practice. We acknowledge the

Catholic faith as a path to moral integrity and personal holiness. We are joyfully Catholic.

We are gratefully Benedictine.

As a Benedictine university, we remember with gratitude the Benedictine Sisters who came to Dakota Territory in 1878, bringing ministries of teaching and healing. This community of Sisters would become our founders and sponsors and, through them, we share in the 1500-year-old heritage of the Benedictines. Inspired by lives of prayer, community, and service, Saint Benedict and his spiritual followers through the ages have been a stable source of tremendous good in the world: renewing the Church, pre-serving learning, cultivating wisdom, modeling humane virtues of balance and generosity. The life of our Sisters shapes our life. We are gratefully Benedictine.

Benedictine Values

Although communal life inspired by the Rule of St. Benedict (RB) stores a vast treasury of Benedictine values, six of these are of particular importance for our life at the University of Mary:

- *Community: Striving together for the common good and growing in relationship with God, one another, and self; Let all things be common to all (RB 33).*
- *Hospitality: Receiving others as Christ with warmth and attentiveness; Let all be received as Christ (RB 53).*
- *Moderation: Honoring all of God's creation and living simply with balance and gratitude; Regard all things as sacred and do everything with moderation (RB 31).*
- *Prayer: Attending to the mystery and sacredness of life, abiding in the divine presence, listening and responding to God; Listen intently to holy readings. Give yourself frequently to prayer (RB 4).*
- *Respect for Persons: Recognizing the image of God in each person and honoring each one in their giftedness and limitations; Honor everyone and never do to another what you do not want done to yourself (RB 4).*
- *Service: Meeting the needs of others in the example of Jesus the servant leader; The members should serve one another (RB 35).*

America's Leadership University

As America's Leadership University, the University of Mary provides an environment in which each student participates in those experiences essential to becoming a leader. The development of essential leadership qualities in each student empowers that person to work courageously and effectively for the common good. Our chosen model of leadership is servant leadership: Servant Leadership at the University of Mary is a pattern of living marked by competence in one's chosen profession, courage in making ethical decisions based on Benedictine values, and compassion in serving the needs of others. In a context of relationship to God, to one another, and to self, we believe that leadership is making a difference for good. Rooted in the Gospel and in the founding vision of the Benedictine Sisters to serve spiritual, intellectual, and cultural needs of others, the model for servant leadership is Jesus Himself. At the University of Mary students grow into leadership through service. Learners become leaders in the service of truth. – Sister Thomas Welder, president emerita.

Aware of its close historical ties with the people of our region, the University of Mary seeks to enhance the quality of life in the Bismarck-Mandan community and in all the communities we serve. The University also encourages each person to participate in the leadership of his or her religious, social, educational, and political communities. Furthermore, it promotes a setting of freedom and initiative in which each person may develop those characteristics critical to leadership formation and the search for truth and happiness.

That same communal focus makes the University of Mary open to change. Through its continued search for innovative and experiential approaches to learning, the University seeks personalized and relevant education for all students, including those with special needs, whether these be economic, social, cultural, racial, religious, or personal.

All students are encouraged to seek the truth, to see themselves as whole and unique individuals responsible to God, and to become leaders in the service of truth.

Facilities

The main campus of the University of Mary is located six miles from downtown Bismarck. It includes the Casey Center for Nursing Education,

the Harold J. Miller Center, Arno Gustin Hall, University Hall, the Clairmont Center for Performing Arts, the Welder Library, Hillside, Greg Butler and Boniface Halls, North Residence, Deichert Hall, Boyle Hall, the Leach Center for Student Life, the McDowell Activity Center, the Richard A. Tschider Center for Health Science, the Harold Schafer Leadership Center, Benedictine Center for Servant Leadership, and the Gary Tharaldson School of Business.

All academic facilities and a limited number of rooms in the residences are accessible to students with physical challenges.

The University also maintains an in-town classroom facility, the Butler Center for Lifelong Learning, on South Seventh Street, and a site in Fargo, ND, Billings, MT, and Kansas City, MO.

- **Harold J. Miller Center:** This building houses the Division of Mathematics and Natural Sciences, the Program in Occupational Therapy, and Human Performance Science classrooms.
- **Casey Center for Nursing Education:** Named after a Bismarck land developer and University benefactor through the Casey Trust, T. Clem Casey and his wife Meredith, this classroom and office building houses the Division of Nursing.
- **Arno Gustin Hall:** Named after the third president of the University of Mary, the Rev. Arno Gustin, O.S.B., this 342-seat hall accommodates lectures, theater, and music.
- **McDowell Activity Center:** Named for Harley and Margaret McDowell who improved the quality of life through leisure activities in the region, this facility includes a gymnasium area for basketball, tennis, and volleyball, a swimming pool, a weight training room, classrooms, offices, an athletic training treatment room, saunas, locker rooms and the Program in Athletic Training.
- **The Richard A. Tschider Center for Health Science:** Named for the long-time administrator of St. Alexius Medical Center, this building includes classrooms, labs, faculty offices, a conference room and a weight room, and adjoins the McDowell Activity Center. It is also the home of the Physical Therapy and Exercise Science programs.

- **University Hall:** This facility includes a cafeteria with a beautiful view of the Missouri River Valley, student health clinic, the University Mart, and Marauder Cove, the campus coffee shop and gathering place.
 - **On-Campus Residences:** An active student residential community of approximately 750 students reside in a variety of student residences. There are two traditional residence halls, two that feature two-bedroom suites sharing bath facilities, and two with three-bedroom suites complete with bath, kitchen, and common living and dining facilities.
 - **Leach Field House:** Named in recognition of Tom Leach, a successful North Dakota entrepreneur, and his wife Frances, the field house provides opportunities for student recreation and physical development. The facility includes a gymnasium area for basketball, tennis, and volleyball, a six-lane 160- meter track, batting cages, a climbing wall, and wrestling room.
 - **Leach Center for Student Life:** This facility serves as the social hub of the campus. It includes a 3,000 square foot fitness center, snack bar, beverage bar, DJ booth, racquetball court, and locker rooms.
 - **Clairmont Center for Performing Arts:** Named after a Bismarck leader in construction and land development, Bill Clairmont, who have served on University Boards and supported its growth over the years, this two-story complex includes a chapel, general classrooms, offices, an art gallery, music teaching studios, practice rooms, rehearsal space, a recital hall, and a language lab.
 - **Benedictine Center for Servant Leadership:** Known as Annunciation Priory from 1959 to 2000, this Marcel Breuer building was dedicated to the Benedictine Sisters of the Annunciation by Myron and Marjory Atkinson, Bismarck Catholic leaders and benefactors. It houses most administrative offices, Student Support Services, Learning Skills Services, Career and Testing Services, the School of Education and Behavioral Sciences, a cafeteria, a women's residence hall, faculty offices, classrooms, and the Harold Schafer Leadership Center.
 - **Harold Schafer Leadership Center:** Named after the renowned North Dakota entrepreneur, the center is located within the Benedictine Center. It includes an executive boardroom, the Hauer Theater, an interactive audio-visual center, the Great Room, designed for gatherings and includes full food and beverage service, and three computer technology labs containing the latest computer hardware and software for specialized technology training.
 - **Gary Tharaldson School of Business:** Dedicated in the fall of 2008, and named for North Dakota entrepreneur and businessman Gary Tharaldson, this facility is the home of the academic programs in business. It contains classrooms, conference rooms, and faculty offices.
 - **Liffrig Family School of Education and Behavioral Sciences:** Named in recognition of the family of Duane and Doris Liffrig who are lifelong supporters of Catholic education. This facility includes offices for faculty who teaching in the Education, Criminal Justice, Psychology, Social Work, and Addiction Counseling programs. In addition, this facility has four technology--enhanced classrooms and a student resource room and lounge area.
 - **Welder Library:** In 1998, the University dedicated the Welder Library, named for Sister Thomas Welder, President of the University of Mary from 1978 to 2009. Welder Library seats 204 and currently has over 70,000 print volumes and an ebook collection of 110,000+ volumes. In addition to print subscriptions the library provides approximately 50 databases with access to more than 31,000 full text titles. The facility also provides space for classrooms and faculty offices for the School of Arts and Sciences.
- All materials in the library are cataloged and fully accessible through a joint online catalog of the Central Dakota Library Network. Members of CDLN include Bismarck Public Library, Morton Mandan Public Library, United Tribes Technical College Library and sixteen other area public and school libraries.
- Welder Library is linked to state, regional, and national networks such as ODIN, Minitex

and OCLC. Free interlibrary loan service is provided to all students, faculty and staff.

Instruction in the use of library resources is provided to on campus and World Wide students via classrooms sessions, online tutorials, and one-on-one (in-house, phone, email).

Rome Campus

The University of Mary is committed to ever higher levels of intellectual and cultural engagement for its students and advocates for leadership development in a global environment. The goal is for students to have a rich experience of other cultures and ways of life. Studying in Rome is a unique opportunity for them to experience great beauty and wonder firsthand in the cradle of Christian faith and Benedictine values. Students will come home with an entirely new vision for life and its purpose.

The program features specialized courses in the liberal arts, covering topics such as history, theology, art, architecture, and music.

There will be rigorous classroom days coupled with excursions into the countryside, including visits to the Benedictine heritage sites.

Students also have the opportunity to start a course on the U-Mary Bismarck campus and then travel with their professors for courses specifically developed for the Rome campus.

We offer the following programs in Rome:

- Fall semester (4 courses – 12 cr.)
- Spring semester (4 courses – 12 cr.)
- Maymester (5 weeks, 1 course -- 3 cr.)

University of Mary Worldwide Programs for Adult Learners

Accelerated and Distance Education

The University is committed to serving the learning needs of adults. Undergraduate and graduate programs are offered utilizing alternative delivery modes including concentrated evening classes completed in 5-10 weeks, summer options, weekend college and distance education. Through the Centers for Accelerated and Distance Education, adult learners with significant work experience may be granted prior learning academic credit through a portfolio evaluation

of learning outcomes. Selected undergraduate programs are offered for adults who have already completed many requirements for their degree allowing them to complete their degree in 15-18 months. Graduate programs are also offered in accelerated and in on-site and online formats. For more information, contact the University of Mary Centers for Accelerated and Distance Education in Bismarck or Fargo.

- **Bismarck Center:** The Bismarck Center serves communities in western North Dakota. Located in the Butler Center for Lifelong Learning on South Seventh Street in Bismarck, the Butler Center is named in honor of Francis and Doris Butler, founders of Butler Machinery, Fargo, by their sons Matt, David, and Greg Butler. It is the site of most of the University's evening classes and many other special program offerings, and an office for the Centers for Accelerated and Distance Education. The center has eight classrooms, each with a seating capacity for 24 to 45 people with the flexibility for three larger spaces. It also serves as the University's information center within Bismarck.
- **Fargo Center:** The Fargo Center serves eastern North Dakota and western Minnesota, with sites at Grand Forks, Fargo, Jamestown and Belcourt, ND. The center is located in the Butler Building at 1351 Page Drive in Fargo. It has 11 classrooms including a complete computer lab, one conference room, as well as administrative and student support offices. The state-of-the-art lab and classrooms enjoy high-speed connections to the internet as well as to the main campus.
- **Billings Center:** The Billings Center serves Montana, with sites at Billings and Poplar, MT. The center is located at 3320 Second Avenue North in Billings, Montana. It has three large classrooms, a computer lab, and an administrative office. Each classroom has a dedicated multimedia projector system that is connected to the internet. The computer lab features computers and a printer available for student use. Wireless internet is also available to all students and faculty throughout the center. Video conferencing is also available.
- **Kansas City Center:** The Kansas City Center serves Kansas City, MO, and Fort Riley, KS.

The University of Mary is located in the Park Hill School District Education Center Building, 7703 N.W. Barry Road. The building is located in the north area of Kansas City, Mo. near KCI Airport. The Kansas City Center has an administration office and two classrooms. Classrooms contain a projector system that is connected to the internet.

The University of Mary is located on-post at Fort Riley, Kansas. This location houses a consortium of seven colleges and universities which are a part of Fort Riley Education Services. The address is Building 217, Room 204, Custer Avenue, Fort Riley, Kansas. University of Mary has an administrative office and utilizes two classrooms equipped with a projector system and internet use.

The University of Mary is registered in a number of states to offer onsite and online distance education. This is not an exhaustive list of all sites and updates may be obtained by contacting U-Mary Worldwide offices at the Bismarck Campus. Current state registration statements include:

- University of Mary is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
- The University of Mary is certified to operate by the Missouri Coordinating Board for Higher Education in compliance with sections 173.600 to 173.619, RSMo.
- The University of Mary is registered as an accredited postsecondary degree granting institution governed by Wyoming Statutes 21-2-401 through 21-2-407 and in accordance with the Chapter 30 Rules and Regulations of the Wyoming Department of Education.
- The University of Mary's religious programs are exempt from licensure in Arizona. Students of the University of Mary residing in Arizona may refer to the following document for complaint purposes:
<http://azppse.state.az.us/userfiles/file/DOC070511.pdf>

The Prior Learning Program

In 1978, as a member of the Council for Adult and Experiential Learning (CAEL), the University designed a program that awards academic credit for learning that took place outside a formal college setting. Students may apply this credit toward an academic degree from the University of Mary. The University awards credit after an assessment of a prior learning portfolio developed by each applicant to the program. Prior learning detailed in the portfolio is evaluated by University faculty from the relevant academic field to ensure that course outcomes have been met.

A candidate for a degree must submit the portfolio for evaluation at least one semester prior to the date of graduation. Ordinarily, prior learning credits are non-transferable. They are recorded as transfer credits and usually are not transcribed until the student has met the other requirements for a degree, or an added major or minor, at the University of Mary. These requirements are listed in other sections of this catalog.

Before pursuing prior learning credits toward a professional major or minor that requires licensure, certification, or endorsement by a recognized jurisdictional governing body, the student should consult with the appropriate division chairperson.

The Prior Learning Program is designed primarily for the older-than-average college-age student. Traditional college students may enter the program only during their senior year with approval of the school dean responsible for their major.

Dual Degree Program

The dual degree program provides an opportunity for qualified students to earn a Bachelors of Science degree in Engineering Science at the University of Mary while earning an engineering degree from the University of Minnesota. Students complete three or four years of study including all liberal arts requirements and the requisite pre-engineering courses in math and science at the University of Mary. Two additional years of study as a transfer student in the Institute of Technology at the University of Minnesota allow the student to complete a dual degree in Engineering Science.

Summer Sessions

Summer sessions provide educational opportunities for undergraduate and graduate students through workshops, internships, independent study, and regular classes.

Graduate Programs

The University of Mary offers master's programs in Business Administration, Nursing, Education, Counseling, Human Performance, Project Management, Occupational Therapy, Respiratory Therapy, Strategic Leadership and a doctorate program in Physical Therapy. Courses are offered each semester and during summer sessions. Students interested in pursuing a graduate degree should contact the dean of the appropriate school.

Graduate degree programs are listed within the major in this catalog, and the University of Mary website provides further information concerning graduate programs.

Step-Up Program (Dual Credits)

Capable high school juniors and seniors may enroll for university courses offered at partner high schools. Credits earned through this program are approved by the University of Mary and, as such, appear on an official transcript and may transfer to other institutions of higher education.

Programs for Elders

If class limits allow, persons 65 years of age or older may attend classes at the University of Mary tuition-free. They may take courses for academic credit or on an audit basis. Individuals receiving this benefit will receive a 1098T which reflects the benefit received. In accord with IRS regulations, this benefit may have tax consequences.

Every summer the University of Mary hosts the Elderhostel Program. This week-long, low-cost residential and commuter program provides educational enrichment to adults 55 years of age and older. No academic credit is offered for this program.

Life-Long Learning and Continuing Education

The University of Mary approves courses for academic credit offered by outside agencies. These courses are in disciplines in which the University offers a major area of study.

Short courses and workshops are offered periodically for continuing education units (C.E.U.) and workshop credits (G.W.C.) as defined by The Council on Continuing Education.

Arrangements can be made for students to receive academic credit and/or continuing education units for workshops, seminars, etc. which are conducted in the community or on campus. To do so, the requestor must submit a request for approval for undergraduate, graduate, and continuing education units from the U-Mary website. The request for credit must include a description of the workshop or seminar, the dates of the workshop, workshop presenters, content and contact hours, and if applicable, additional requirements to be met.

Upon receipt and review of the request the office of academic affairs will forward the request for approval to, the dean of the school overseeing the program, the registrar, and an authorized representative within the Director of Life Long Learning. Upon approval, the requestor will be notified in writing of approval of the specific course for a specific number of credits, credit requirements, tuition costs, and the name of the person to be contacted for registration. The requestor is responsible to ensure that he or she obtains the necessary registration forms.

Degree Information: Student Competence(s)

The University of Mary challenges students to develop and appreciate distinctly different ways of thinking about nature, culture, and society. Liberal learning engaged in collectively calls forth and develops essential qualities of the mind – creative, analytical, imaginative and intellectual – and at the University of Mary is not restricted to traditional liberal arts core courses; rather, liberal learning is integrated throughout disciplinary and professional fields. The ultimate purpose of a liberal education is to develop in individuals a leadership ethic of social obligation and service that benefits the pluralistic world community.

When students graduate, they are competent in four areas essential for them to function in careers and lead meaningful lives.

Spirituality and Ethics

Draw upon spiritual, philosophical, religious and Benedictine traditions to express and act upon a principled set of values.

Well-developed systems of ethics and values lead to consistent behavior and understanding of the role of servant leader. Students must be able to discern between differing values and ethical systems and the impact of these systems in human society. Because the Christian tradition is the source of many commonly held values, it is helpful if students are familiar with its teachings.

Communication

Read, write, listen and speak effectively to gain and share meaning in a diverse world.

In order to succeed in any area, students must communicate effectively. They must be able to speak and write clearly and concisely using appropriate language. They also must be able to read and listen so that they can interpret texts and speakers.

Critical Thinking

Analyze, synthesize, and evaluate ideas and information from multiple perspectives to make decisions and solve problems.

To decide between options, students must gather information, interpret it without bias, examine alternatives, draw conclusions, and remain open to new possibilities in the light of additional information.

Global Stewardship

Respect and be critically aware of oneself and the diverse world to protect and strengthen natural, cultural and social environments.

Students come to appreciate their role as stewards of their own talents and gifts, their community, country and world. Through the study of historical, con-temporary and cultural perspectives, students learn to function in complex and diverse environments.

The University requires that students complete 56 semester credits in liberal arts courses to help develop the four competence areas: Spirituality and Ethics, Communication, Critical Thinking, and Global Stewardship. Faculty advisors assist students in choosing courses and identifying learning opportunities that will help them meet this requirement.



**Undergraduate & Graduate Programs
at the University of Mary**

2013–2014

General Bachelor Degree Requirements

The University of Mary offers programs in various professions leading to a Bachelor of Arts, Bachelor of Arts in Nursing, a Bachelor of Science, a Bachelor of Science in Nursing, or a Bachelor of University Studies degree. To meet graduation requirements for a bachelor's degree, a student will complete the following:

1. A minimum of 128 semester credits of which at least 44 semester credits are on the 300-400 level with a minimum cumulative grade point average of C (2.0) or the minimum grade point average as required by a major
2. At least 64 semester credits in a four-year college of which 32 semester credits must be at the University of Mary, 16 of these in the student's major area, and eight of these in the student's minor area.

3. 52–56 semester credits in liberal arts and sciences, including:

- 28–31 required semester credits for the following courses:

POL 101	Responsible Citizenship (3 semester credits)
ANT 171	Cultural Anthropology (3 semester credits)
ENG 121	College Composition II (3 semester credits)
COM 110	Oral Communication (3 semester credits)
MAT 103	College Algebra (or higher) (3 semester credits)

- An Art Course: 3 semester credits

ART 108	Introduction to Photography
ART 111	Introduction to the Visual Arts
ART 116	Introduction to Film
ART 121	Introduction to the Art of Rome and Paris
ART 127	Introduction to Drawing
ENG 130	Introduction to Literature
MUS 196	Introduction to Music

- A 100/200 Level Lab Science Course: (4 semester credits)

- A Theology Course: 3 semester credits

THE 104	Basic Catholic Beliefs
THE 110	Introduction to the Bible
THE 112	Introduction to Theology
THE/CTH 234	Benedict: Yesterday and Today

- An Ethics Course: 3 or 4 semester credits

PHI 208/308	Philosophical Ethics
THE 208	Introduction to Christian Ethics
THE 215/315	Virtue & Character
THE 220	Faith & Justice
THE 382	Moral Issues Seminar

- ALU 122 Freshman Seminar (1 semester credit)

The Freshman Seminar at the University of Mary has been framed as a skill-based course in which students develop and apply academic and personal skills necessary for a successful college experience. As part of seminar, students are introduced to concepts of the Benedictine tradition, liberal education, and servant leadership through engagement in activities involving academic, public, and professional communities.

- 23 - 26 additional semester credits from at least three (3) of the following areas (one of the areas must be Philosophy/Theology):

Humanities (Prefix of ENG, COM, CTH, MUS, or SPA)

Mathematics/ Natural Sciences (Prefix of BIO, CHE, MAT, PHY, or SCI)

Philosophy/ Theology (Prefix of PHI or THE)

Social & Behavioral Sciences (Prefix of ECN, GEO, HIS, POL, PSY, HSS, SOC)

- Additional requirements to include:

Information technology requirement met with the course, CIS 101 Introduction to Computer Information Systems (4 semester credits) or its equivalent or passing performance in a placement exam.

Senior Capstone Course within the major (1.0 or more semester credits)

4. Declaration of a major or an area of concentration. Students indicate an area of study or a major during the first semester of the freshman year to guide course selection and the career exploration process. During spring semester of the sophomore year, the students apply to the academic department for which the area of study is offered.
5. Participation in student academic achievement assessment. The University engages students in the assessment process to evaluate and improve teaching and learning. To accomplish this, student participation in tests and learning assessments is expected.

By utilizing summer sessions, students in some majors may complete major and liberal arts requirements in three years. Students interested in this option should consult their advisor.

Students who wish to complete two baccalaureate degrees must complete 160 semester credits. For more information, consult the Registrar.

Specific Degree Requirements

Bachelor of Arts and Bachelor of Arts in Nursing Degrees

In addition to meeting graduation requirements for a bachelor's degree, a candidate for a Bachelor of Arts or Bachelor of Arts in Nursing degree will have either a proficiency in a second language through the completion of 16 semester credits (or its equivalent) or 20 semester credits of Philosophy-Theology with 12 semester credits at the 300-400 level.

Bachelor of Science and Bachelor of Science in Nursing Degrees

A candidate for a Bachelor of Science or Bachelor of Science in Nursing degree completes semester credits required for a declared major in addition to graduation requirements for a bachelor's degree.

Bachelor of University Studies Degree

This degree is designed to fulfill the career needs of three groups: (1) those who have an interest in specific job requirements which do not fit any major offered at the University; (2) those who desire a degree for personal enrichment; (3) those who need a degree for job advancement where a specific major is not required. A student pursuing the University Studies degree must meet the

general bachelor's degree requirements though the completion of a major is not required.

With the assistance of a faculty advisor, the candidate for a Bachelor of University Studies degree develops an individualized degree plan. The candidate for this degree may develop an area of concentration or courses relating to a specific topic, discipline, or area. For an area of concentration, a minimum of 28 semester credits is required of which eight may be earned in a practicum setting. Twenty of these credits are to be on the upper division (300-400) level. The courses need not come from one academic discipline.

Bachelor of Applied Science Degree

The Bachelor of Applied Science is a new degree program offered as part of a seamless transfer option available only to students who transfer to the University of Mary with an Associate of Applied Science degree from an accredited college. Three degree options are available:

- **Bachelors of Applied Science –Business Administration**

Course requirements: 60-64 semester credits obtained through completion of an Associate of Applied Science degree, ANT 171, MAT 180 or SCI 322, THE 112, THE 315, COM 414, ENG 302 and major courses of *ACC 101, *ACC 102, *ECN 203, *ECN 204, *BUS 215, BUS 311, BUS 333, BUS 346, BUS 362, BUS 371, BUS 401, BUS 420, BUS 446 or BUS 452, BUS 403, COM 413.

** Courses from the AAS program may substitute if equivalent. Of the 128 credits, a minimum of 44 credits must be at the upper level.*

- **Bachelors of Applied Science – Computer Information Systems**

Course requirements: 64 semester credits obtained through completion of an Associate of Applied Science degree, ANT 171, MAT 180 or SCI 322, THE 112, THE 315, COM 414, ENG 302 and major courses of CIS 106, CIS 107, CIS 203, CIS 204, ITM 220, ITM 300, ITM 310, ITM 340, CIS 356, CIS 357, CIS 457, BUS 454, CIS 446 or CIS 452.

- **Bachelors of Applied Science – Financial Services and Banking**

Course requirements: 60-64 semester credits obtained through completion of an Associate of Applied Science degree, ANT 171, MAT 180 or SCI 322, THE 112, THE 315, COM 414, ENG 302 and major courses of *ACC 101,

*ACC 102, *ECN 203, *ECN 204, *BUS 215, ACC 403, BUS 311, BUS 317, BUS 318, BUS 333, BUS 362, BUS 371, BUS 372, BUS 381, BUS 418, BUS 446 or BUS 452, BUS 460.

** Courses from the AAS program may substitute if equivalent. Of the 128 credits, a minimum of 44 credits must be at the upper level.*

- **Bachelors of Applied Science in Healthcare Administration**

Course requirements: 64 semester credits obtained through completion of an Associate of Applied Science degree, GEO 402, MAT 180 or SCI 322, THE 112, THE 315, COM 414, ENG 302 and major courses of *ACC 101, *ACC 102, *ECN 203, *ECN 204, *BUS 215, *HPS 206, BUS 311, BUS 333, BUS 350, BUS 362, BUS 371, BUS 407, BUS 401, BUS 408, BUS 446 or BUS 452, BUS 403. *Courses from the AAS program may substitute if equivalent. Of the 128 credits, a minimum of 44 credits must be at the upper level.

- **Bachelors of Applied Science – Information Technology Management**
Course requirements: 64 semester credits obtained through completion of an Associate of Applied Science degree, ANT 171, MAT 180 or SCI 322, THE 112, THE 315, COM 414, ENG 302, ITM 456 or ITM 452.

- **Bachelors of Applied Science – Organizational Leadership with a Minor in Criminal Justice**
Course requirements: 62-64 semester credits obtained through completion of an Associate of Applied Science degree, ANT 171, SCI 322, THE 112, THE 315, COM 414, ENG 302 and major courses of CRJ 201, CRJ 212, CRJ 307, CRJ 310, CRJ 320, BUS 371, MGT 328, MGT 380, OLS 370, OLS 374, OLS 376, OLS 472, OLS 476, OLS 480. 131 semester credits.

Requirements for Graduation

It is the responsibility of degree-seeking students to file an application for graduation in the Registrar's Office one full semester prior to the date of graduation. Also, an advisor verification of eligibility for graduation is due one full semester prior to graduation.

To participate in the annual graduation ceremony, seniors must have satisfactorily completed all work leading to a degree by the end of the

second semester of that year. An exception will be made for students enrolled in an internship provided the internship will be completed by Sept. 1. Likewise, students in Education who have a block of directed teaching to complete may participate in the ceremony provided that the student-teaching experience begins four weeks prior to graduation. Independent studies and requests for Prior Learning credit for graduating seniors must be completed by April 1.

All graduates are required to participate in the annual graduation ceremony held at the close of the spring semester unless excused by the Assistant Vice President for Academic Affairs or his/her designate. Graduates participating in the ceremony must have completed arrangements for payment of their financial obligations.

Students are expected to satisfy the graduation requirements in effect at the time of their admission to the University. If graduation requirements change after that date, students have the option of satisfying either the requirements in effect at the time of admission or the requirements in effect at the time of graduation unless changes have occurred in certification and professional requirements (in such areas as teacher education and the allied health fields) which preclude a choice. In the event that certification or professional requirements change and related course requirements become effective during the time the student is enrolled in a program, the new requirements will take precedence.

Returning Students

Students who withdraw from the University of Mary and return after an absence of one year or more are subject to the conditions and requirements for a degree as stated in the catalog which is in force at the time of their return to the University of Mary. Students who graduate from the University of Mary and return after an absence of one year or more are subject to the conditions and requirements for a degree as stated in the catalog which is in force at the time of their return to the University of Mary.

Areas of Study

Major Areas of Study

By the end of the sophomore year, students generally confirm their field of special interest for study, i.e., a major. An academic major may require no fewer than 32 semester credits

although some majors require as many as 56 semester credits. Approximately one-half of the courses are to be beyond the 200 level. Other requirements are determined by the major.

To be eligible for a degree, transfer students must earn at least 16 semester credits on the 300-400 level in their major from the University of Mary. In addition to fulfilling the required courses for a major, students must fulfill the competence requirements as well as all other degree requirements.

It is the student's responsibility to seek admittance to a major area of study before the end of the sophomore year or, in the case of a transfer, after one semester at the University of Mary. Forms for this purpose are available from the program chairperson.

Minor Areas of Study

Students may add a minor to their major area of study. Minor programs are available to those who wish to study a subject beyond the introductory courses but not to the level required by a major.

To add a minor, transfer students must earn a minimum of eight semester credits within the minor at the University of Mary of which four of the eight semester credits must be upper level.

Concentrations

Students may add one or more concentrations to their major area of study. Concentrations are available to those who wish to place extra emphasis within the study of a profession to increase breadth and depth of a focused topic or area.

Biology

Wildlife and Conservation

Biology Concentration:

This concentration includes the core requirements for the biology major, plus the following electives: BIO 309, 312 or 330, 333 or 339, 415, 422, 432, 433, and a summer internship in Wildlife/Conservation Biology.

Healthcare

Students interested in pursuing graduate degrees in medicine (M.D. and D.O.) and other health-related professions (e.g., chiropractic, dentistry, optometry, pharmacy, physician assistant, podiatry or veterinary medicine) gain a strong background in the sciences and liberal arts

at the University of Mary. Students are provided opportunities, both in and out of the classroom, to participate in experiences that will enhance their pre-professional preparation. Examples include participation in the many leadership, learning, and service activities available through membership in the Math/Science Association and other service organizations. Research seminars, panel discussions, and practice interviews are made available to students. In addition, some upper level courses require independent research projects and students may pursue independent study research projects in conjunction with area research institutions. Because professional schools' entrance requirements vary widely, students are urged to contact the professional school they wish to attend to assure that they have taken all of the prerequisite classes to meet program requirements.

When the following courses have been completed with a minimum cumulative GPA of 3.5, the student will receive a notation of the appropriate pre-healthcare concentration on his/her transcript (options include Pre-Med, Pre-Chiropractic, Pre-Dental, Pre-Optometry, Pre-Physician Assistant, Pre-Podiatry, and Pre-Vet).

Concentration in Pre-Healthcare Areas:

BIO 103, 106, 311; CHE 111, 112, 217, 318; MAT 103 (or higher); PHY 203, 304. These courses are strongly recommended: BIO 207, 208; CHE 310; ENG 302.

Pre-Law

To enter an approved school for the study of law, a person is expected to have a Bachelor of Arts or Bachelor of Science degree and to have successfully completed the Law School Admissions Test (LSAT). A degree which concentrates on the development of critical thinking, effective writing, and strong oral communication skills is a good preparation. Pre-Law Concentration is best suited for majors in: Accounting, Business, Communications, Criminal Justice, English, History Teaching, and Social & Behavioral Sciences.

When the following courses have been completed the student will receive a notation of "Pre-Law Concentration" on his/her transcript.

Concentration in Pre-Law:

ACC 101; BUS 311, 312; ENG 202 or 302; CRJ 212; CRJ 312, POL 202, 414; PHI 202; COM 311 or ENG 332 or COM 309; HIS 271 or 272, BUS/ENG/SBS 425-LSAT Preparation.

Course Numbers

Courses numbered 100-200 are open to freshmen and sophomores, 300-499 are usually for juniors and seniors.

In all divisions, the following numbers are used for specific courses:

- 125 special offering, freshman level
- 225 special offering, sophomore level
- 325 special offering, junior level
- 425 special offering, senior level
- 328 readings and research, junior level
- 428 readings and research, senior level

Family Education Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the school. Schools are not required to provide copies of materials in educational records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be in-accurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the con-tested information in the record.
- Grades will be made available to students via the <http://my.umary.edu> website by

using their ID numbers and passwords. Grades will be mailed to parents upon receipt of request from the student. Such requests must be made in writing to the Office of the Registrar. Parents or legal guardians may also obtain their child's educational records if they establish that the student is a financial dependent as defined in Section 152 of the Internal Revenue Code of 1986. A student is considered "financially dependent" if either parent or your legal guardian claimed you as a dependent upon their most recent federal income tax return. The Office of the Registrar requires that the parent(s) or legal guardian provide a copy of the filed federal tax return before it releases the information.

- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent to the following parties:

School employees who have a need to know

Other schools to which a student is transferring

Certain government officials in order to carry out lawful functions

Appropriate parties in connection with financial assistance to a student

Organizations conducting certain studies for the school

Accrediting organizations

Individuals who have obtained court orders or subpoenas

Persons who need to know in cases of health and safety emergencies and state and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may also disclose without consent "directory"-type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not

disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Students who do not wish to have their information included in the directory or released are responsible to provide written notice to the University of Mary registrar. The notice must be received by the end of the second week of the semester to ensure that the student's information is not included in the directory.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Notification of Rights under FERPA

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

1. The right to inspect and review the student's educational records within 45 days of the day the University of Mary receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. As stipulated in FERPA, the University of Mary will not normally provide written copies of educational records to students unless the student can demonstrate that it would be very difficult to inspect the records in person. In the case where copies are provided, the student is responsible for an administrative fee.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the University of Mary to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University of Mary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as Student Health Clinic personnel, security personnel, the University attorney, auditors, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University of Mary discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Mary to comply with the requirements of FERPA.

As provided by FERPA, it is the University of Mary's policy to publish certain student information in its student directory and/or release certain student information to the public and/or the media.

The information included in the University of Mary Directory includes:

- Name
- Address (local and/or permanent)
- Telephone number
(local and/or permanent)
- Major, Minors
- Class

As a service to students, it is University of Mary policy to provide directory information to the members of the public who request contact information for a particular student. Normally this is limited to the student's phone number and/or address.

In addition, it is University policy to release student information to the public and to media sources regarding students who receive awards, honors, and/or participate in special programs and/or extracurricular activities. In addition to the directory information listed above, information may include: a) information describing the awards and/or honors; b) date of birth and/or place of birth; c) hometown; and/or d) dates of attendance.

Students who do not wish to have their information included in the directory or released are responsible to provide written notice to the University of Mary registrar. The notice must be received by the end of the second week of the semester to ensure that the student's information is not included in the directory.

Admissions

Every applicant to the University of Mary is reviewed on an individual basis. Admission is granted to applicants who will, in the judgment of the Academic Standards and Admissions Committee, make positive contributions to the community life of the University and be able to progress satisfactorily toward the completion of all degree requirements.

The University of Mary does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status or public assistance, in accordance with applicable laws. The university will not tolerate any discrimination, and any such conduct is prohibited. The university also prohibits any form of discipline or retaliation for reporting incidents of discrimination. The non-discrimination policy and contact information for the persons designated to handle inquiries can be found at www.umary.edu/nondiscrimination.

The University of Mary operates on a rolling admissions policy. Once the candidate's file is complete, a decision concerning acceptance is made and the applicant is generally notified within two weeks.

Freshmen Admission

To be considered for admission, prospective freshmen students must submit the following documents to the Office of Admissions, University of Mary, 7500 University Drive, Bismarck, ND 58504:

1. A formal application for admission (form can be found at www.umary.edu);
2. A non-refundable \$25 application fee;
3. Academic transcript(s) from high school(s)*, or GED transcript (if applicable), and any college(s) concurrently attended during high school;
4. An official score report from the American College Test (ACT) or the Scholastic Aptitude Test (SAT) examination.

** Please note: If a student graduates from a non-accredited high school or home school program, he/she may be required to submit additional information and/or other documentation about his/her educational program.*

Transcript

The applicant's high school must submit an official copy of your transcript. Please note that the University will require high school transcripts at two points in the admission/enrollment process.

1. An "in progress" transcript is required before an admission decision can be made. The transcript must include all courses taken and the grades earned during the student's freshman, sophomore and junior year.
2. A final, official transcript is required after the student has graduated from high school. This transcript should include the following:
 - The names and grades for all courses completed during their high school education, along with the number of credits.
 - The date of graduation, which must be after the date of the completion of all courses.
 - The signature of the registrar or designated official at the high school.

While the University of Mary will extend an offer of admission to students based on an "in-progress" transcript, the University reserves the right to revoke that offer if the student fails to submit an official transcript following the completion of graduation requirements, or if a discrepancy exists between the "in-progress" transcript and the official transcript submitted following graduation.

Freshmen applicants are strongly encouraged to follow a college-preparatory curriculum. The University recommends that applicants complete these units of credit at the secondary level:

English	4
Social Studies	3
Mathematics	2 to 4
Science	2 to 4

ACT or SAT Test Score

Each applicant is responsible for applying for the examination, and candidates should schedule a test date during their junior year or one of the early test dates during their senior year. These

scores may be included as part of the official high school transcript. However, we ask that, whenever possible, that applicants request to have test scores sent directly from the testing agency:

ACT Procedure: Arrange for the ACT test scores to be sent to the University of Mary. The University of Mary's code for the ACT is 3201. Scores can be sent through the ACT's web site at www.act.org.

SAT Procedure: Arrange for SAT test scores to be sent to the University of Mary. The University of Mary's code for the SAT is 6428. Scores can be sent through the SAT's web site at sat.collegeboard.org.

Upon receipt of all required materials listed above, the applicant will be evaluated for admission. Minimum standards for automatic acceptance include both of the following:

1. ACT composite score of 19 or higher (or equivalent SAT score of 900 [Critical Reading + Math])
2. High school cumulative GPA (unweighted) of 2.5 or higher, or if applicable, a GED battery average score of 450, with no scores lower than 410 in any one section.

Students who do not meet automatic admissions criteria will have their files reviewed by the Academic Standards and Admissions Committee. The committee evaluates secondary school achievement and test scores. The committee evaluates secondary school achievement. In evaluating applications, the Academic Standards and Admissions Committee may request a recommendation from a counselor or faculty member, a resume describing personal achievement, and/or a personal statement prior to making an admission decision. Students may be accepted upon recommendations by the Committee. Students admitted in this manner may be required to enroll in academic skills development courses and/or develop and follow an academic plan with the Student Success Center, and/or may be limited to a specified number of credits in their first semester.

Advanced Placement

High school students who take the College Entrance Examination Board Advanced Placement Examination may, upon enrollment, be granted advanced placement and college credit

in appropriate subjects. Reports on examinations must be sent to the Registrar directly from the College Entrance Examination Board. Please see the Academic Life section of this catalog for additional information and minimum scores accepted for credit on these tests.

Home School Applicants

The University of Mary welcomes applications for freshmen admission from home school students. As many home-schooled students have unique or non-traditional educational experiences, the more information candidates can provide to us, the better we are able to consider their applications for admission. Students applying for admission to the University of Mary who have participated in a home-school program must submit the following:

If you use an accredited homeschool program, you must submit the following items in order to be considered for admission to the University of Mary (common accredited programs include but are not limited to Kolbe Academy, Mother of Divine Grace (MODG), Seton Home Study and Coram Deo Academy - Homeschool Division):

1. A formal application for admission (form can be found at www.umary.edu);
2. A non-refundable \$25 application fee;
3. Official copy of high school transcript, and any college(s) concurrently attended during high school, sent directly from the institution(s);
4. An official score report from the American College Test (ACT) or the Scholastic Aptitude Test (SAT) examination.

Please note that the University will require high school transcripts at two points in the admission/enrollment process.

1. An "in progress" homeschool transcript is required before an admission decision can be made. The transcript must include all courses taken and the grades earned during the student's freshman, sophomore and junior year.
2. A final, official homeschool transcript is required after the student has graduated from high school. This transcript should include the following:
 - The names and grades for all courses completed during their high school education, along with the number of

credits. One year of a high school course or one semester of a college course usually equals 1 credit.

- The date of graduation, which must be after the date of the completion of all courses.
- The signature of the registrar or designated official at the accredited homeschool program.

If you use a non-accredited or self-designed homeschool program, you must submit the following items in order to be considered for admission to the University of Mary:

1. A formal application for admission (form can be found at www.umary.edu);
2. A non-refundable \$25 application fee;
3. Official copy of a notarized home school transcript* (we provide a transcript template for your convenience, but you may use a transcript of your own creation with equivalent information if you would prefer);
4. Transcript(s) from any courses taken outside of the home or from college(s) concurrently attended should be sent to the University of Mary directly from the institution(s), and grades from these courses are to be included on the comprehensive home school transcript and calculated in the cumulative GPA;
5. A completed "Homeschool Supplement"*;
6. Documentation verifying that the student was educated in accordance with state law regarding home schooling in the state of the student's residence;
7. An official score report from the American College Test (ACT) or the Scholastic Aptitude Test (SAT) examination.

** If so desired, all homeschool students have the option to submit an official GED transcript to replace the homeschool transcript and "Homeschool Supplement."*

Please note that the University will require transcripts at two points in the admission/ enrollment process.

1. An "in progress" homeschool transcript is required before an admission decision can be made. The transcript must include all courses taken and the grades earned during the student's freshman, sophomore and junior year. The primary homeschool

teacher should sign the transcript and have it notarized before submitting to the admissions office.

2. A final, official homeschool transcript is required after the student has graduated from homeschool. This transcript should include the following:
 - The names and grades for all courses completed during their high school education, along with the number of credits. One year of a high school course or one semester of a college course usually equals 1 credit.
 - The date of graduation, which must be after the date of the completion of all courses.
 - The signature of the primary homeschool teacher AND the signature of an official from the school district OR a notary.

Transfer Admission

The University of Mary welcomes transfer students from regionally accredited community and junior colleges and four-year colleges and universities. While students should refer to the Academic Life section of the catalog for information regarding transfer of credit, it is important to note that the Office of the Registrar evaluates transcripts and records transfer credits. Any preliminary reviews by other personnel are unofficial, not binding, and subject to change.

A student applying for admission to the University of Mary from another college must send to the Office of Admissions:

1. A formal application for admission (form can be found at www.umary.edu);
2. A non-refundable \$25 application fee;
3. Transcripts from every college previously attended;
4. If the student has fewer than 24 transfer hours to evaluate, then the University will also require the following to determine the applicant's opportunity for success:
 - a. Academic transcript(s) from high school*, or GED transcript (if applicable), and any college(s) concurrently attended during high school;
 - b. An official score report from the American College Test (ACT) or the Scholastic Aptitude Test (SAT) examination. (As denoted below in "Adult Student

Admission,” transfer applicants over the age of 21 are eligible to apply without college placement test scores.)

Transcript

The applicant’s college(s) or university(ies) must submit a copy of your transcript. Please note that the University may require transcripts at two points in the admission/enrollment process.

1. If currently enrolled in courses, an “in progress” transcript is required before an admission decision can be made. The transcript must include all courses taken and the grades earned during the student’s undergraduate education, as well as a listing of any courses in progress.
2. A final, official transcript is required after the student has completed his/her classes at the previous institution(s). Transcript(s) should include the following:
 - The names and grades for all courses completed at the previous institution(s), along with the number of credits.
 - The signature of the registrar or designated official at the college/university.

Upon receipt of all required materials listed above, the applicant will be evaluated for admission. The minimum standard for automatic admission is a cumulative GPA of 2.0 in all undergraduate level coursework. Students who do not meet automatic admissions criteria will have their files reviewed by the Academic Standards and Admissions Committee. The committee evaluates secondary school achievement. In evaluating applications, the Academic Standards and Admissions Committee may request a recommendation from a counselor or faculty member, a resume describing personal achievement, and/or a personal statement prior to making an admission decision. Students admitted in this manner may be required to enroll in academic skills development courses and/or develop and follow an academic plan with the Student Success Center, and/or may be limited to a specified number of credits in their first semester.

Adult Student Admission

The University of Mary welcomes adult learners. An adult student (one who is 21 years of age or older applying for first-time college studies) must send to the Office of Admissions:

1. A formal application for admission (form can be found at www.umary.edu);
2. A non-refundable \$25 application fee;
3. Academic transcript(s) from high school*, or GED transcript (if applicable), and any college(s) concurrently attended during high school;

Adult learners (aged 21 or older) applying for first-time college studies are eligible to apply for first time college study without qualifying based on college placement test scores. In addition, adult learners with previous college coursework will apply under the “Transfer” guidelines listed above, but—if over the age of 21—will not be required to submit college placement test scores regardless of the number of credits being transferred.

Upon receipt of all required materials listed above, the applicant will be evaluated for admission. The minimum standard for automatic acceptance is a high school cumulative GPA (unweighted) of 2.5 or higher, or if applicable, a GED battery average score of 450, with no scores lower than 410 in any one section. Adult students who do not meet automatic admissions criteria will have their files reviewed by the Academic Standards and Admissions Committee. The committee evaluates secondary school achievement. In evaluating applications, the Academic Standards and Admissions Committee may request a recommendation from a counselor or faculty member, a resume describing personal achievement, and/or a personal statement prior to making an admission decision. Students may be accepted upon recommendations by the Committee. Students admitted in this manner may be required to enroll in academic skills development courses and/or develop and follow an academic plan with the Student Success Center, and/or may be limited to a specified number of credits in their first semester.

International Student Admission (Undergraduate and Graduate Sections)

The University of Mary welcomes applications from international students. An international student applying for admission to the University of Mary must send to the Office of Admissions:

1. A formal application for admission (form can be found at www.umary.edu);
2. A non-refundable application fee;

3. Certified copies of all academic records are required, including certified copies of all transcripts or school certificates and subjects for which the applicant was enrolled or is presently enrolled. If the grading format is not common to the U.S. educational system, then the Office of Admissions will request that the records be evaluated by a transcript evaluation service. The University of Mary prefers that evaluations be completed by the International Education Services department of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). However, evaluations from World Education Services (WES) will also be accepted. Students seeking to enter without post-secondary credit may submit the "Basic Statement of Comparability Evaluation," while students seeking to receive credit for post-secondary coursework must submit the "Course-by-Course Evaluation."
4. For first-time freshmen applicants, an official score report from the American College Test (ACT) or the Scholastic Aptitude Test (SAT) examination is required. Students who have difficulty locating a test center that administers the ACT or SAT should contact the American Embassy or an American school in their area.
5. Certification of Finances form showing evidence of student's ability to meet costs over a four-year period. Since international students do not qualify for Title IV funds (Federal Financial Aid), they must show they have the funds necessary to attend the University of Mary.
6. Student applicants from countries in which English is not the native language are required to submit test scores verifying their proficiency of the English language.

Undergraduate applicants are required to take the Test of English as a Foreign Language (TOEFL), and achieve a minimum score of 500 on paper, or 197 electronic, or 71 on the Internet-based examination, or the International English Language Testing System (IELTS) Collegiate version, and score a minimum of 5.5. Undergraduate students applying under the Gary Tharaldson School of Business International Program may only be granted conditional acceptance if TOEFL scores are between 61-70 on the internet-

based examination or IELTS scores are between 5.0-5.4. Scores for any applicant that are more than two years old are not valid and will not be considered.

Qualified undergraduate applicants may also complete the English language learning program offered by the Language Company; successful completion of level nine in that program will meet the University's English proficiency requirement.

Graduate applicants from countries in which English is not the native language are required to take the TOEFL and achieve a minimum score of 550 on paper, or 213 electronic, or 80 on the internet-based examination, or a minimum score of 6.5 on the IELTS. Scores for any applicant that are more than two years old are not valid and will not be considered. Graduate students who provide evidence of successful completion of an undergraduate degree or another graduate degree from another regionally accredited institution of higher learning within the United States within the prior five years may be accepted without the TOEFL or IELTS scores.

Prospective students who within the past two years have successfully completed a minimum of one year of full-time, post-secondary education (college-level) study in a country where English is the native language may have the TOEFL/IELTS requirement waived. One year of full-time enrollment is defined as completing the equivalent of at least 24 credit hours over 2 semesters at the undergraduate level or 18 credit hours over 2 semesters at the graduate level. English as a second language, intensive English, and/or remedial English courses cannot be included in the credit hour count.

Prospective students who have been employed in the United States a minimum of two years, may submit proof of successful completion of the Compass language proficiency test as an alternative to the TOEFL or IELTS.

Admission of international students will not be granted until all required documentation has been received and verified. If the student can—through an institution or organization officially recognized by the University of Mary—demonstrate that he/she meets admission standards at U-Mary, such as through final eligibility certification with the NCAA Eligibility Center, he/she can be accepted based on that documentation. Please note that all of the required documents indicated above must still be received and on file at U-Mary prior to the end of the student's first semester.

Deferred Admission

Students accepted to the University may request that their matriculation be postponed for one year without repeating the admissions process, as long as another college or university has not been attended.

Non-Degree Seeking Admission

A student not interested in obtaining a degree or one who has completed work toward a degree may enroll at the University of Mary as a non-degree seeking student. Such persons may take courses for credit or arrange to audit courses. A non-degree seeking student is not considered a degree candidate and is not eligible for financial assistance. Students in this category must complete a non-degree seeking application. If the student chooses to pursue a degree at the University of Mary, he or she is asked to submit an application form and follow the requirements as described under Transfer Admission.

Required Documents and Deposits

If an applicant is granted an offer of admission on the main campus, the applicant will be requested to send an enrollment fee of \$125. Payment of this fee completes the acceptance and pre-registration process. Accepted applicants are encouraged to pay the \$125 fee as soon as possible. This fee is refundable until May 1 for fall semester applicants, and December 1 for spring semester applicants.

In addition to the enrollment fee, all on-campus students are required to place a \$100 housing deposit with the University. This fee will be held in escrow until the room is vacated with a satisfactory clearance report from the residence hall director. Any assessments for damage will be deducted from the deposit.

Before the beginning of a student's academic career at the University of Mary, he or she must complete a current medical history form provided by the Office of Admissions. Housing information is mailed only after a student has been accepted into the University of Mary community.

Consideration of Applicants with a Prior Criminal History

Admission decisions for applicants to the University who have a prior criminal history, those currently under a violence protection order,

and those currently under investigation for or charged with criminal activity who otherwise satisfy the University's admission criteria will be made by the Academic Standards and Admissions Committee.

Having a criminal record will not necessarily prevent an applicant from being admitted to a course of study at the University of Mary. The decision will depend upon the circumstances and background of the offenses as well as the requirements and nature of the applicant's course of study. Deliberation will be conducted as to whether the offense(s) may indicate a future risk to other members of the community.

In order to initiate the review process by the Academic Standards and Admissions Committee, applicants with a prior criminal history, those under a violence protection order, and those under current investigation for criminal activity must submit prepayment and authorization for the University to conduct a background check to be conducted by a vendor selected by the University. The University also reserves the right to require, at the applicant's expense, any court documents deemed relevant, a current psychological evaluation, letters of progress from parole/probation officers or other correction professionals, or additional documents or assessments as deemed necessary by the University.

The results of said evaluations and information in the documents may be used by the Academic Standards and Admissions Committee to determine continued eligibility for enrollment within the University on a term-by-term basis. The Academic Standards and Admissions Committee reserves the right to consult with other University officials, legal counsel, and independent experts in evaluating any or all information regarding an applicant.

The University reserves the right to delay a determination with regard to the admission of any applicant currently under investigation for criminal activity until such time as all criminal proceedings have been fully resolved. Applicants under a current violence protection order are not eligible for admission to the University until such time as the violence protection order has expired.

Applicants convicted of violent crimes as defined by the U.S. Federal Bureau of Investigation Uniform Crime Report shall be barred from consideration as full-time or residential students. Violent crimes under this system include murder and non-negligent manslaughter, forcible rape,

robbery, and aggravated assault. Applicants convicted of statutory sex crimes, domestic violence, or felony offenses of any type may be barred from consideration as full-time or residential students.

Applicants' eligibility for participation in student life activities may be restricted at the discretion of the Academic Standards and Admissions Committee due to a criminal history disclosed on the application or findings of the criminal background check. If restrictions are imposed, the committee will notify the candidate in writing.

Applicants and students with a prior criminal history may be excluded from consideration for certain programs of study at the University of Mary in which students are exposed to children or vulnerable adults. The University reserves the right to exclude a candidate who is considered by the Academic Standards and Admissions Committee to be unsuitable for a particular course or for attendance at the University in general. The University's appeal process does not apply to non-students.

The University of Mary does not guarantee placement for students with a prior criminal history who are accepted to the institution during any professional learning experiences. The institutions who receive our students and graduates may have their own standards for acceptance, including a clear criminal history.

All applicants and students with a prior criminal history are hereby advised that a criminal background check is required for admission to many professional schools including schools of medicine, law, pharmacy, and education. Some criminal offenses preclude students from participating in on-site professional experiences. In addition, some professional licensure boards include specific offenses that constitute those crimes for which licensure is prohibited. Students in these situations are subject to statutory or regulatory requirements independently imposed by law, or as required by affiliating entities. Ex-offenders are responsible for researching regulatory restrictions imposed on them by law or statute and making informed program choices.

The Academic Standards and Admissions Committee shall not consider the effect of an admission or denial decision on any candidate. For example, if admission or enrollment to a college or university is a condition of a candidate's parole or probation, the Academic Standards or Admissions Committee will not consider that information as part of the review process.

Students with a prior criminal history who are granted admission may be ineligible for certain work study opportunities. The University of Mary reserves the right to revoke an offer of admission if an applicant fails to report a criminal history at the time of admission.

Withdrawal of Offers of Admission

The University of Mary requires all applicants for admission to provide complete and accurate information and to disclose any prior criminal history. The University reserves the right to withdraw offers of admission under the following circumstances:

1. the conduct of an applicant is not consistent with the goals, purposes, values, and philosophy of the University as stated in the university catalog and the student handbook,
2. the misrepresentation of facts to the University by an applicant during the application, or
3. the failure of an applicant to provide complete information as requested in the application process.

Admission to a Major Area of Study

Acceptance at the University of Mary does not automatically qualify a student to pursue a program in one of the major areas of study.

Application requirements are specific to the major. The student should consult his/her advisor for details. Applications are reviewed by the faculty members of the program. Students are then notified that they have been admitted, admitted provisionally, or denied admission to the program.

Readmission

A student in good academic standing who withdraws from the University of Mary for more than one calendar year is required to submit to the Office of Admission an application for admission together with transcripts for any college work undertaken during the period of absence. A student seeking readmission who was not in good academic standing at the time of leaving must apply to the Academic Standards and Admissions Committee. Conditions for reinstatement may be imposed upon returning students.

Students who have withdrawn from the University for disciplinary reasons, and who

wish to be readmitted must apply to the Vice President for Student Development. Conditions for reinstatement may be imposed upon returning students.

Campus Visits

All prospective students are encouraged to visit the University of Mary campus for an interview with an admissions representative, a tour of the campus and facilities, and contact with students and faculty. The Office of Admissions provides student assistance and some meals for visitors during the school year. Visits or appointments at times other than during the regular working day can be arranged in advance by calling or writing the Office of Admissions:

1-800-AT U-MARY (1-800-288-6279)
Office of Admissions
University of Mary
7500 University Drive
Bismarck, ND 58504-9652

Our website is www.umary.edu
Our email address is admissions@umary.edu

Immunization Policy

The Immunization Policy at the University of Mary is intended to protect the campus community from illness and disease such as measles, mumps, and rubella. All degree seeking students are required to comply with the Immunization Policy.

Statement of the Policy

All students born after December 31, 1956 and enrolling in one or more face-to-face courses are required to provide proof of immunity to measles, mumps, and rubella (by showing either proof of two valid MMR injections or laboratory reports of adequate immunity to all three diseases), or have been granted a valid exemption. Students born before January 1, 1957 are considered to be immune and therefore do not need to submit proof of immunity.

Students not in compliance with this policy may have their registration cancelled. In the event of measles, mumps, or rubella outbreak on the campus, students who have not previously submitted proof of immunity to measles may be removed from residence halls or barred from classes and other activities until university officials determine that there is no likely significant risk to the student or to others within the community.

Exemptions

Exceptions are made for students who have religious objections and students whose physicians have certified that they cannot be immunized because of medical reasons. Exemptions may also be made for students who receive instruction solely via a medium which does not require physical attendance. The latter exemption is void should the student register for any class requiring physical attendance. Forms to verify compliance are available from the University of Mary Admissions Office.

Graduate Programs/Admissions

Graduate Study at the University of Mary

The University of Mary, America's Leadership University, defines leadership as competence in one's chosen profession, courage in making ethical decisions based on Benedictine values, and compassion in serving the needs of others. Intellectual communities and learning environments of the University of Mary are built on the learners' life experiences and baccalaureate education.

These, partnered with leadership experiences, challenge the adult learner to perform at an advanced level of excellence through focused study and reflective self-assessment.

Graduate programs of study are designed for competence in a focused area and allow for individualized planning and goal setting. Each adult learner generates new knowledge through completion of an integrative, scholarly project.

Opportunities to engage in scholarly activity include pursuit of learning and experiencing through discovery, through integration of knowledge and research, through application of professional expertise and service, and through reflective teaching and learning. Graduate University of Mary teaching faculty creates intellectual communities where graduate students are valued participants.

General information on the University of Mary is found at the beginning of the Catalog.

Admissions to Graduate Studies

Graduate degree seeking students must apply for admission to graduate study and must hold a bachelor's degree or higher from a United States regionally accredited institution of higher education or from an international school approved by the country's Ministry of Education. Additional requirements for admissions consideration are identified on the graduate studies application form.

One general application form is available for degree granting programs in Business, Counseling, Education, Human Performance, Nursing, and Respiratory Therapy. Application for the professional Occupational Therapy program is available at www.umary.edu/graduate/occupational_therapy. Application for the Doctor of Physical Therapy degree at the University of Mary is available at www.ptcas.org.

An official transcript from the institution of higher education granting the bachelor's degree (or higher) is required for admission to graduate studies. Exceptions are program specific and may be found in degree program sections within this catalog. Other requirements for admissions to a specific degree program (e.g., criminal background check; volunteer hours) are listed within degree program descriptions found in the appropriate catalog section and at www.umary.edu. Students are to use and refer to the catalog which aligns with the year of their admissions to graduate studies and enrollment in courses.

Degree seeking students in good academic standing who request to re-enter following a hiatus of one calendar year, must submit a Re-Entry Application for consideration by the department for the program of study. Official transcripts for college work undertaken during the period of absence must be submitted as part of the Re-Entry Application process.

Students who have unofficially withdrawn from the University (i.e., "stepped out") for greater than one calendar year must re-apply to the University of Mary and to the department which houses the original or selected program of study. The student who re-applies enters under the current program of study for the degree sought. Course credits earned prior to the 'step out' are considered current if they have been earned within a seven (7) consecutive year time frame and if they remain required for the program of study.

Non-Degree Seeking Graduate Students

A non-degree seeking graduate student is someone who plans to take at least one graduate course for one or more of the following reasons:

1. Graduate School Preparation

Students with an undergraduate degree and, in certain cases, students who are taking graduate courses pre-requisite to a graduate program may enroll as non-degree seeking students. In the latter case, students are to seek advisement from the graduate program director for specific information about enrolling in graduate courses as an undergraduate student. At minimum, the undergraduate student must hold senior status (greater than 90 semester credits earned).

2. Personal Interest

Students in this category, who often take courses for personal or professional development and do not necessarily intend on enrolling in a degree-seeking program, may apply as non-degree seeking graduate students.

3. Certificate Preparation

Students enrolled in graduate level certificate programs are non-degree seeking students.

4. Deciding on Degree-Seeking Program

University of Mary offers nine graduate degrees with 33 areas of study. The non-degree status offers students the opportunity to explore different courses in selected fields (e.g., business, nursing, education) before applying to a degree-seeking program. For example, a student may be unsure as to whether to seek a degree in business administration with a focus on management to seek a degree in project management or strategic leadership. However, students who take courses under the non-degree seeking status are not guaranteed placement into a degree-seeking program and must adhere to regular admissions requirements. Students may take up to nine (9) credits in some major areas of study as a non-degree seeking student before declaring degree-seeking status.

5. Missed Degree-Seeking Program Deadline

Although many programs at the University of Mary offer rolling admissions, some have specific application deadlines. Students who do not complete their application by the set deadline may apply as non-degree seeking students. However, students who take courses under the non-degree seeking status are not guaranteed placement into a degree-seeking program and must adhere to degree-seeking admissions requirements.

The minimum requirements to be admitted as a non-degree seeking graduate student are as follows:

- For graduate level academic certificate programs, a bachelor's degree or higher conferred by a United States regionally accredited institution or an international school approved by the country's Ministry of Education

- Academic achievement in undergraduate studies indicating a capacity to succeed in graduate coursework (minimum of 2.5/4.0)
- Students who are in the final phase of their undergraduate program of study may request approval to take up to nine semester credits graduate coursework while an undergraduate student providing they are in good academic standing and that they have a minimum undergraduate cumulative GPA of 3.0 or higher
- Approval by the director of graduate studies

Disability Services

The University of Mary is committed to working with students with disabilities to provide reasonable accommodations in academic programs and in the physical environment. The University's services are designed to offer personal attention to help students with disabilities succeed as well as to comply with the requirements of the Americans with Disabilities Act (ADA) and other legal mandates. Eligibility for services and accommodations is limited to students who make written application for services, furnishing all appropriate documentation in support of the services requested. To ensure adequate time to evaluate requests and to make accommodations, application must be made at least 60 days prior to the time the accommodation or service is needed. The application and guidebook are available for download at www.umary.edu/umlife/student_services/accessibility or contact the Director of Student Accessibility Services, Benedictine Center for Servant Leadership, University of Mary, Bismarck, ND 58504. Phone: 701.355.8264 or 701.355.3000.

International Student Admissions

(Please refer to the International Student Admissions policy found in the Admissions section of the catalog with special attention to the sections specific to graduate students.)

Please refer to the Graduate Academic Policies section near the back of the Catalog.

Gary Tharaldson School of Business

FACULTY: Cuperus, Fishbeck, Hager, Jiao, Kozojed, Krein, Long, J., Sautner, Sovak

Mission

Using a philosophy of continuous improvement, the Gary Tharaldson School strives to be innovative and responsive to the changing needs of students, faculty and the business community through experience-based curricula.

Goals

Students obtaining a major within the Gary Tharaldson School of Business will:

- demonstrate relevant disciplinary knowledge and competencies appropriate to their major(s)
- utilize effective business-related professional skills including critical thinking, oral and written communication, and use of decision support tools
- recognize and evaluate ethical issues related to business and their professional lives
- incorporate the merits of servant leadership into best practices.

Accreditation

The Gary Tharaldson School of Business at the University of Mary has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs in the following degrees are accredited by the IACBE:

- Executive Master of Business Administration
- Master of Business Administration – Accountancy
- Master of Business Administration – Healthcare
- Master of Business Administration – Human Resource Management
- Master of Business Administration – Management
- Master of Project Management
- Master of Science in Strategic Leadership
- Bachelor of Arts – Accounting

- Bachelor of Arts – Financial Services and Banking
- Bachelor of Arts – Business Administration
- Bachelor of Arts – Marketing
- Bachelor of Arts – Sport and Leisure Management
- Bachelor of Science – Accounting
- Bachelor of Science – Financial Services and Banking
- Bachelor of Science – Business Administration
- Bachelor of Science – Marketing
- Bachelor of Science – Sport and Leisure Management
- Bachelor of Science in Business with Concentrations in Human Resource Management, Management, and Marketing Areas of Study

Traditional Undergraduate Majors:

Accounting, Financial Services and Banking, Business Administration, Computer Information Systems, Healthcare Administration, Information Technology Management, Marketing, Sport and Leisure Management

Adult/Distance Education Undergraduate Majors:

Accounting, Organizational Leadership; Information Technology Management; Business with a Management Concentration, Business with a Human Resource Concentration, or Business with a Marketing Concentration

Bachelor Interdisciplinary Major: Business Education

Bachelor Degree Minors:

Accounting, Business Administration, Computer Information Systems, Financial Services and Banking, Healthcare Administration, Information Technology Management, Marketing, Sport and Leisure Management

International Courses:

Some business courses are offered through the Office of Global Studies. Please see the Global Studies section in the School of Arts and Sciences.

Admittance to a Major Area of Study within the Gary Tharaldson School of Business

The criteria for acceptance into the business majors include submission of the appropriate application form and completion of specific courses for each major (see specific major section) with a final grade of C or higher. A cumulative grade point average (GPA) of 2.5 is required for admittance. Less than a 2.5 cumulative GPA will result in being denied admittance. Student may reapply when their GPA meets the requirement. Attached to the letter of application, a resume, a graduation audit completed within the current semester and a letter of application must be included. The letter of application should be addressed to the Dean of the Gary Tharaldson School of Business, written in a professional manner and include the following:

- Discuss the reason you wish to pursue a degree in your selected major(s) area of study, focusing on how this major(s) will help you achieve your long term goals.
- Discuss your personal strengths and weaknesses that may help or impede you in completing your degree in your major(s) area of study.
- Describe how the Benedictine values of Hospitality, Moderation, Respect for Persons, Prayer, Service and Community relate to your major area(s) of study.
- Provide any other comments that will assist the Dean and the faculty in evaluating your application.

Application forms may be obtained from the University of Mary website under the Gary Tharaldson School of Business section or from the School's secretary. Following review of the application, students will receive written notice that they have been admitted or denied admission to the major(s).

Graduation Requirements for Students with a Major within the Gary Tharaldson School of Business

- Students must have been accepted into their major.
- All courses required for the major must have a grade of C or higher (includes

courses taken within the Gary Tharaldson School of Business and transfer courses.)

- Cumulative GPA of 2.5 or higher. Students must have met the general bachelor degree requirements as outlined in the appropriate release of the Catalog for that student. (See General Bachelor Degree Requirements section in the Catalog.)
- Volunteer activity of 25 hours or greater must be documented and provided to the Director of Student Volunteer Services.
- Any required courses in the Gary Tharaldson School of Business majors will be accepted toward meeting the requirements for a major if taken within the past seven academic years. Any courses taken prior to the seven year period will only be accepted upon approval of the Dean of the Gary Tharaldson School of Business to ensure that the program graduate has current knowledge in his or her chosen field.

Traditional Bachelor Degree Majors

■ Accounting Major

Chair: Susann Cuperus

Accounting majors graduating from the University of Mary's Gary Tharaldson School of Business will be enriched through a curriculum of discovery, development and application to ensure a sound knowledge of the key professional components of business. Students also gain an understanding of how to incorporate servant leadership into their everyday lives as business professionals. In addition to the core competencies of the University, graduates of the Accounting program will be able to:

- demonstrate the ability to apply generally accepted accounting principles, IRS regulations, audit standards, and SEC reporting requirements in the preparation of accounting information for internal and external users.
- demonstrate the ability to synthesize information and form arguments, adapting oral and written communication to the audience.
- evaluate ethical dilemmas and formulate actions using appropriate ethical and legal frameworks and standards of the profession.

- use information technologies to access, analyze, and report financial information.
- recognize economic, legal, and political forces that impact organizations operating in today's global environment.
- demonstrate the ability to analyze, synthesize, and evaluate ideas from multiple perspectives to make decisions and solve problems.
- demonstrate the ability to research emerging issues using appropriate professional resources.
- incorporate the Benedictine values and the merits of servant leadership into the best practices of academic projects and coursework, community projects, and work effectively in a team environment.

Additional Program Information

The Accounting program's curriculum is designed so that a student will earn both an Accounting Major and a Business Administration minor with emphasis on preparation for certification as a Certified Public Accountant (CPA). A typical bachelor's degree requires 128 semester hours. Accounting students who wish to sit for the CPA examination must have a total of 150 semester hours of college credit to be eligible to write the exam, so most accounting students have to plan for a fifth year of study. The accounting curriculum at the University of Mary has been designed to graduate with a bachelor's degree in accounting in three and a half years and then begin the MBA-accountancy program. At the end of five years, the student may have completed a master's degree and successfully completed all or part of the CPA exam. The student's accounting advisor will work with the student to determine the best courses (graduate and/or undergraduate) to meet the needs of the individual in obtaining the additional credit needed to sit for the exam and reach their individual career goals.

Accounting Major Required Courses:

All of the following courses require a final grade of C or higher to count towards the major. In addition, courses marked with an * must be completed prior to application to the major.

- *ACC 101,* 102, 204, 301, 302, 303, 322, 403, 404, 414, 422, 423, 432; 425 or 440
 - *ECN 203, 204; BUS 201, *215, 311, 312, 362, 380, *CIS 101 or pass the equivalency exam, *MAT 180, * ENG 121, *COM 110
- Students must complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

Transfer Students

To graduate with an accounting major, 16 upper-level (300-400) credits must be accounting courses taken from the University of Mary. Upper-level business or computer information electives do not count toward this requirement.

■ Business Administration Major

Chair: Karel Sovak

Business Administration majors graduating from the University of Mary's Gary Tharaldson School of Business will be enriched through a curriculum of discovery, development and application to ensure a sound knowledge of the key professional components of business. Students also gain an understanding of how to incorporate servant leadership into their everyday lives as business professionals. In addition to the core competencies of the University, graduates of the business administration program will be able to:

- assess the contemporary business environment in terms of societal, legal, and ethical issues on a global basis.
- apply analytical, critical thinking, decision-making skills in business policy formulation and implementation.
- demonstrate effective oral and written communication skills.
- engage in strategic planning and other key business, economic and marketing processes to solve complex business issues.
- demonstrate the management concepts of planning, leading, organizing and controlling.
- utilize finance, accounting, economic, marketing and information systems tools and concepts as they relate to contemporary business administration.
- conduct a quantitative and qualitative review of an organization within the context of change management.

- recognize and prepare solutions/recommendations regarding legal and ethical issues; understand the environment of business regulation.
- incorporate the Benedictine values and the merits of servant leadership into the best practices of academic projects and course-work, community projects, and work effectively in a team environment.

Business Administration Major Required Courses

All of the following courses require a final grade of C or higher to count towards the major. Courses marked with an * should be completed prior to application to the major. They also require a grade of C or higher.

- *ACC 101, *102; BUS 200, 201, *215, 230, 311, 333, 346, 362, 371, 380, 401, 420, 403; 446 or 452
- *ECN 203, 204; *ENG 121, *COM 110, *MAT 180, COM 414, *CIS 101 or pass the equivalency exam

Students must also complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

■ Business Education Major

Chair: Dr. Kevin Fishbeck

The curriculum in Business Education is designed to prepare students to be effective secondary classroom teachers capable of meeting the needs of all students, including those with special needs and from varied backgrounds. A student completing the Business Education program at the University of Mary is eligible for licensure to teach in grades 7-12 in North Dakota. Meeting the requirements for licensure in other states is the responsibility of each student.

Business Education Major Required courses:

- Education Courses: EDU 200 or 202; 295, 301, 310, 320, 365, 378, 401, 421, EDU 423, 445
- Business Communications and Technology Application Courses: ACC 101, 102; BUS 200, 215, 311, 420; COM 414, CIS 106, ECN 203, 204
- Plus two CIS or ITM courses

- Additional required courses: ENG 121, COM 110 and one of the following: EDU 367 and PSY 205

Please review the requirements for Middle School Endorsement if that option is intended.

Students must also complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

■ Computer Information Systems Major

Chair: Dr. Kevin Fishbeck

Computer Information Systems majors graduating from the University of Mary's Gary Tharaldson School of Business will be enriched through a curriculum of discovery, development and application to ensure a sound knowledge of the key professional components of computer information systems. Students also gain an understanding of how to incorporate servant leadership into their everyday lives as business professionals. In addition to the core competencies of the University, graduates of the computer information systems program will be able to:

- demonstrate effective oral and written communication skills in an information systems environment.
- apply computer literacy, information literacy, programming logic, and a variety of computer applications including word processing, spreadsheet, presentation, and database programs.
- demonstrate the knowledge of database technology to analyze and design a database system using professional tools and techniques.
- perform entry-level systems analysis and design work to solve business problems using both traditional and object-oriented methodologies within a project team environment.
- document, code, debug, test, and implement a source code program solution.
- model and develop a design for a web-based application.
- analyze, design and produce a web site.
- make ethical decisions incorporating the Benedictine values within the standards of the profession.

Computer Information Systems Major Required Courses:

All of the following courses require a final grade of C or higher to count towards the major. Courses marked with an * should be completed prior to application to the major. They also require a grade of C or higher.

- *CIS 106, 107, *203, 204; ITM 220, 300, 310, 340; CIS 356, 357, CIS 456 or 458; CIS 457; BUS 200, 201, 230, 380, 454
- *CIS 101 or pass the equivalency exam, *ENG 121, *COM 110, *MAT 180

Students must also complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

■ Financial Services and Banking Major

Chair: Susann Cuperus

Financial Services and Banking majors graduating from the University of Mary's Gary Tharaldson School of Business will be enriched through a curriculum of discovery, development and application to ensure a sound knowledge of the key professional components of business. Students also gain an understanding of how to incorporate servant leadership into their everyday lives as business professionals. In addition to the core competencies of the University, graduates of the banking and financial services program will be able to:

- assess the financial performance and condition of a firm using financial statement analysis techniques.
- determine the value of financial assets applying valuation models for stocks and bonds, and develop strategies for managing portfolios.
- evaluate capital investments by applying capital budgeting techniques that integrate costs of capital and capital structures and utilize the results in financial decision-making.
- understand risk, its effects on financing and investing decisions, and approaches to managing risk.
- demonstrate an understanding of the economic, political and legal environment and its effect on firms and individuals,

including the effects of tax and pension laws on financial decisions.

- design and evaluate personal financial plans, including investment, retirement and estate plans.
- understand the importance of building relationships within the community and with individuals in the banking and financial services profession.
- use information technologies to access, analyze and report financial information.
- recognize, examine, and resolve business issues utilizing appropriate legal and ethical frameworks.
- synthesize and communicate information effectively in written and oral forms.
- understand the regulatory environment of the banking and financial services industry.
- incorporate the Benedictine values and the merits of servant leadership into the best practices of academic projects and coursework, community projects, and work effectively in a team environment.

Additional program information:

Financial Services and Banking is a registered Certified Financial Planner Board program. Students who successfully complete the registered program will have met the prerequisite education requirement that allows them to apply for the CFP Certification exam.

Financial Services and Banking Major Required courses:

All of the following courses require a final grade of C or higher to count towards the major. Courses marked with an * should be completed prior to application to the major. They also require a grade of C or higher.

- *ACC 101, *102, 403; BUS 201, * 215, 220, 311, 317, 318, 333, 362, 372, 380, 381, 418, 460; 446 or 452
- *ECN 203, 204, *ENG 121, *COM 110, *MAT 180, *CIS 101 or pass the equivalency exam

Students must also complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

■ Healthcare Administration Major

Chair: Karel Sovak

Healthcare administration majors graduating from the University of Mary's Gary Tharaldson School of Business will be enriched through a curriculum of discovery, development and application to ensure a sound knowledge of the key professional components of healthcare administration. Students also gain an understanding of how to incorporate servant leadership into their everyday lives as business professionals. In addition to the core competencies of the University, graduates of the healthcare administration program will be able to:

- demonstrate knowledge of the functional areas of accounting, marketing, finance, and management in the context of healthcare organizations.
- demonstrate knowledge of the legal, social, and economic environments of business and the unique environment of healthcare organizations.
- demonstrate knowledge of the global environment of business and its impact to healthcare organizations.
- demonstrate knowledge of the ethical obligations and responsibilities of healthcare organizations.
- demonstrate the ability to use decision-support tools
- communicate effectively, both in written and oral formats.
- apply knowledge of business concepts and functions in an integrated manner including within the unique nature of healthcare organizations

Healthcare Administration Major Required Courses:

All of the following courses require a final grade of C or higher to count towards the major. Courses marked with an * should be completed prior to application to the major. They also require a grade of C or higher.

- *ACC 101, *102; *CIS 101 or pass the equivalency exam, BUS 200, 201,*215, 230, 311, 333, 350, 351, 362, 371, 380, 401, 403, 407, 408; 446 or 452; HPS 206

- *ECN 203, 204; *ENG 121, *COM 110, *MAT 180

Students must also complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

■ Information Technology Management Major

Chair: Dr. Kevin Fishbeck

Information technology management majors graduating from the University of Mary's Gary Tharaldson School of Business will be enriched through a curriculum of discovery, development and application to ensure a sound knowledge of the key professional components of computer information systems. Students also gain an understanding of how to incorporate servant leadership into their everyday lives as business professionals. In addition to the core competencies of the University, graduates of the information technology management program will be able to:

- examine industry and/or government compliance standards that need to be employed by business and industry.
- research and summarize different networking standards and specify the correct standards in a prescribed environment.
- identify and summarize information technology management principles.
- demonstrate effective written and oral communication skills in an information systems environment.
- identify and employ the principles of project management.
- demonstrate innovation and collaboration within a team environment.
- utilize information technology tools and techniques to formulate sound management decisions, in a way that improves the organization's competitive advantage.
- demonstrate technical and managerial skills in information technology.
- formulate ethical decisions incorporating the Benedictine values and standards of the profession.
- analyze and design a database system using the tools and techniques associated with the IT profession.

Information Technology Management Required Courses:

All of the following courses require a final grade of C or higher to count towards the major. Courses marked with an * should be completed prior to application to the major. They also require a grade of C or higher.

- BUS 200, 201, 215, 230, 371, 380, 401, 454; ITM 200, 220, 300, 310, 330, 340, 410, 420, 430; 456 or 452
- *CIS 101 or pass the equivalency exam, *ENG 121, *COM 110, *MAT 180

Students must also complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

■ Marketing Major

Chair: Karel Sovak

Marketing majors graduating from the University of Mary's Gary Tharaldson School of Business will be enriched through a curriculum of discovery, development and application to ensure a sound knowledge of the key professional components of business. Students also gain an understanding of how to incorporate servant leadership into their everyday lives as business professionals. In addition to the core competencies of the University, graduates of the marketing program will be able to:

- examine and assess the value and importance of past and contemporary marketing terminology and the ethical implications of various marketing theories and practices.
- identify and integrate concepts of the marketing mix: product, price, place and promotion, as well as market and target segmentation, positioning and consumer behavior.
- design and implement marketing research including development, administration, and evaluation of surveys utilizing reliable data measurement, collection, and analysis methods.
- analyze and appraise the results of qualitative and quantitative market research tools including interview, focus groups and regression (multiple and logistical) and various analysis methods (such as factor, cluster, conjoint, etc.)

- demonstrate effective team/group performance and product deliverables including written reports and presentations of marketing/consumer issue-based problems and effective responses and strategic solutions for a changing global environment.
- formulate effective strategies for incorporation of marketing concepts into an e-commerce environment with integration of those strategies into the existing marketing channels and distribution processes.
- demonstrate effective oral and written communication skills.
- incorporate the Benedictine values and the merits of servant leadership into the best practices of academic projects and coursework, community projects, and work effectively in a team environment.

Marketing Major Required Courses:

All of the following courses require a final grade of C or higher to count towards the major. Courses marked with an * should be completed prior to application to the major. They also require a grade of C or higher.

- *ACC 101, *102, *CIS 101 or pass the equivalency exam, BUS 200, 201, *215, 230, 311, 333, 340, 341, 362, 380, 403, 406; 446 or 452; COM 329, 330
- *ECN 203, 204; *ENG 121, *COM 110, *MAT 180
- Ancillary courses included in the major: COM 204, 226; ART 108

Students must also complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

■ Sport and Leisure Management Major

Chair: Karel Sovak

Sport and Leisure Management majors graduating from the University of Mary's Gary Tharaldson School of Business will be enriched through a curriculum of discovery, development and application to ensure a sound knowledge of the key professional components of sport and leisure management. Students also gain an understanding of how to incorporate servant leadership into their everyday lives as business professionals. In

addition to the core competencies of the University, graduates of the sport and leisure management program will be able to:

- demonstrate entry-level knowledge of the scope and the historic, scientific, and philosophical foundation of the profession.
- apply the knowledge of professional practice coupled with the historical, scientific, philosophical foundations of sport and leisure.
- develop through critical thinking valid and sound decisions about professional practices, policies, procedures, techniques, and related ethical and professional issues.
- design experiences clearly reflecting application of knowledge for relevant facets of contemporary professional practices, business, science and philosophy.
- assess needs and implement recreation programs, events and leisure experiences among diverse clientele, settings, cultures and contexts.
- evaluate services and experience offerings and use the data to improve the quality of the service.
- recognize and apply basic concepts, principles and procedures of organization, financial, human resource and business management, marketing, public relations, and communications.
- demonstrate through experience-based classroom work, a practicum field experience of not less than 80 hours and a comprehensive internship program of not less than 400 hours, the ability to use and apply the practices and methodologies of the field.
- incorporate the Benedictine values and the merits of servant leadership into the best practices of academic projects and coursework, community projects, and work effectively in a team environment.

Sport and Leisure Management Major Required Courses:

All of the following courses require a final grade of C or higher to count towards the major. Courses marked with an * should be completed prior to application to the major. They also require a grade of C or higher.

- *ACC 101, *102, *CIS 101 or pass the equivalency exam, BUS 200, 201, *215, 230, 333,

346, 371, 380; , COM 305, 414; , SLM 202, 227, 327, 411, 440, 441

- ECN 204, *ENG 121, *COM 110, *MAT 180
- Ancillary courses included in the major: COM 226, ART 108

Students must also complete ALU 499, Senior Competencies Assessment, an exam to be taken during their last semester of study.

Bachelor Degree Minors

Minor in Accounting Required Courses:

ACC 101, 102, 204, 301, 302, 303, and one of the following: ACC 403, 414, 423; BUS 381 or 362 (if not already required for the student's major)

Minor in Business Administration

Required Courses:

ACC 101, 102; ECN 203; BUS 215, 311; COM 110 and one elective from any 300-400 business course or ECN 204.

Note: This is for non-business majors only (Accounting, Computer Information Systems, Information Technology Management, and any other major outside the Gary Tharaldson School of Business)

Minor in Computer Information Systems

Required Courses:

CIS 106, 107, 203, 204; ITM 310 and one CIS or ITM elective

Minor in Financial Services and Banking

Required Courses:

ACC 101, 102; MAT 103, ECN 203, 204; BUS 317, 362, 372, 381

Minor in Healthcare Administration

Required Courses:

ACC 101, 102; BUS 362; HPS 206; BUS 350, 351, B407, 408

Note: This is only for majors in healthcare related professions.

Minor in Information Technology Management

Required Courses:

BUS 215; ITM 200, 220, 310, 340; BUS 454 and one CIS or ITM elective.

Minor in Marketing Required Courses:

BUS 215, 230, 333, 340 341; COM 330

Minor in Sport and Leisure Management

Required courses:

SLM 202, 227, 301, 327, 411, 441; BUS 215, 371; COM 305, ITM 340

Adult/Distance Education Undergraduate Degrees

Chair: Dr. James Long

■ Accounting

See description and course requirements on page 30.

■ Information Technology Management

See description and course requirements on page 34.

■ Organizational Leadership

Organizational leaders help propel businesses, both non-profit and for-profit, toward a certain vision. A bachelor's degree in organizational leadership from the University of Mary will help students gain a better understanding of organizations, their processes and interactions while meeting the challenges of today's diverse and rapidly changing workplace.

Students in the organizational leadership program will develop the skills to work in diverse environments, teams and organizations that are undergoing change. By obtaining an organizational leadership degree, students will be able to understand the formal and informal functions within an organization and how to effectively communicate with all individuals in an organization.

Required courses:

BUS 371; MGT 328, 380, 484; OLS 370, 374, 376, 378, 471, 472, 476, 478, 480 (All require a grade of C or higher)

■ Business Degree with a Concentration

For those who already work in the business world but are looking for advancement, the University of Mary's accelerated Bachelor of Science in Business is exactly what they may need to advance their careers. This business degree touches upon all aspects of what it takes to succeed in the business world. With concentrations in management, human resources and marketing, the degree can be customized to help each student reach their educational and career goals. In the core of the program, students receive training in all aspects of business from economics to opera-

tions, accounting to marketing, business law to strategic leadership. This degree provides preparation for career advancement, specialization in a certain business field or even pursuit of a master's degree. All this while, students continue with their commitments to work, family and community.

Degree requirements are completion of the core business course plus the course for one of the concentrations. All require a grade of C or higher.

Core business courses:

MGT 326, 371, 380; ACC 101, 102; BUS 311, 333, 362, 401, 403

Accounting Concentration courses:

ACC 204, 301, 302, 322, 403

Human Resource Concentration courses:

BUS 371; MGT 484, 485, 486, 487

Management Concentration courses:

MGT 328; BUS 346, 420, 454; OLS 472

Marketing Concentration courses:

MGT 330; BUS 341, 406; OLS 472; COM 330

Gary Tharaldson School of Business Undergraduate Course Descriptions

ACC 101 Principles of Accounting I

An introduction to accrual accounting and the basic financial statements, with emphasis on income statement items. 3 semester credits

ACC 102 Principles of Accounting II

.Continues the study of accrual accounting and the basic financial statements, with emphasis on the balance sheet and statement of cash flows Prerequisite: ACC 101 3 semester credits

ACC 204 Accounting Applications

An introduction to using a software program to perform typical accounting functions in a business. The course will focus on the use of a commercially available package. Includes business writing and research, spreadsheets, and database skills. Prerequisite: ACC 102. 4 semester credits

ACC 301 Intermediate Accounting I

A study of financial statement content and generally accepted accounting principles (GAAP) as they relate to various financial statement items (primarily assets). Prerequisite: ACC 204 or instructor consent. 4 semester credits

ACC 302 Intermediate Accounting II

A study of generally-accepted accounting principles (GAAP) as they relate to various financial statement items (primarily liabilities and stockholders' equity). Prerequisite: ACC 301 4 semester credits

ACC 303 Accounting Information Systems

An introduction to the systems, procedures, and processes management employs to control operating activities and information reporting systems, and comply with laws and regulations. Focuses on professional responsibilities and ethics. Includes an introduction to fraud in the business environment. Prerequisite: ACC 204 or instructor consent.
4 semester credits

ACC 322 Cost Management & Strategy

A study of accounting information as a management decision tool. Topics include product costing, methods including job-order costing, process costing, joint and standard costing. Planning and controlling of costs will also be studied including budgeting systems, variance analysis, cost-volume-profit relationships and cost allocation. Relevant costing techniques will also be applied in business decisions. The course focuses on the manufacturing environment, but there is some coverage of merchandising and service sectors. Prerequisite: ACC 102.
4 semester credits

ACC 403 Individual Income Taxation

Analysis of various tax policies and their effect on business and personal tax planning. Addresses issues of importance for successful tax planning and tax minimization. Prerequisite: ACC 301 or instructor consent.
4 semester credits

ACC 404 Business Income Taxation

In-depth study of federal income tax laws. Focuses on information covered on the Certified Public Accountant exam. Prerequisite: ACC 403
4 semester credits

ACC 414 Advanced Accounting

A study of financial accounting and reporting principles related to complex transactions or multiple ownership entities, including the preparation of consolidated financial statements, accounting for foreign currency translation, business segment reporting, accounting for partnerships, Securities and Exchange Commission financial reporting and other topics. Prerequisite: ACC 302
4 semester credits

ACC 422 Auditing and Attestation

Introduction to the independent audit function. Topics include audit planning, risk analysis, management's assertions, evidence gathering and analysis, and the audit report. Other assurance services performed by accountants will also be covered. Prerequisite: ACC 303 or instructor consent.
4 semester credits

ACC 423 Fraud Examination

In-depth study of fraud auditing. Topics include interviewing skills and techniques used by forensic accountant to gather and evaluate evidence. Prerequisite: ACC 303 or instructor consent.
4 semester credits

ACC 425 Special Topics – International Experience

This course is designed to meet special requirements that an individual student may encounter during his or her academic career.
1-4 semester credits

ACC 432 Leadership in the Accounting Profession

Leadership in the Accounting Profession is the capstone course for accounting majors. It is designed to build upon prior business and liberal arts courses to help increase appreciation for the context in which financial reporting takes place, beyond the rules and procedures, and to acquire skills that can be used in a variety of professional areas including public, corporate, governmental or non-profit accounting. Prerequisite: ACC 404 and ACC 414
4 semester credits

ACC 440 Internship

This course is designed to provide a meaningful work experience for the student in an area that is related to accounting. This course integrates curricular learning with practical hands-on experience while allowing the student to demonstrate proficiency in the core university competencies. Prerequisite: Acceptance into the division or consent of Director of Experiential Education.
4 semester credits

BUS 200 Business Applications

This course teaches correct techniques, resulting in increased speed and accuracy in use of the alpha/numeric keyboard. Formatting of basic personal and business correspondence, reports and tabulation will also be covered. Effective management of electronic communication is also covered.
4 semester credits

BUS 201 Advanced Spreadsheets

This course will prepare students for working with spreadsheets in a business environment. Students will learn to build spreadsheets and to use spreadsheets to analyze existing data sets to inform decision making.
4 semester credits

BUS 215 Principles of Management

Management stresses a set of activities directed at an organization's resources with the aim of achieving goals in an efficient and effective manner. This course explores the managerial activities of planning, decision-making, organizing, leading, and controlling.
4 semester credits

BUS 220 Introduction to Personal Financial Planning

Students will be introduced to the financial planning process; client/planner interactions; time value of money applications; personal financial statement development and assessment; cash flow and debt management; asset acquisition; education planning; planning elements of risk management; investment planning, retirement planning; special needs planning review; integrating planning recommendations; financial planning ethics review; and an overview of practice management concepts.
3 semester credits

BUS 230 Technology and Strategy

This course investigates ways effective and responsible use of various technologies can be used to achieve individual and organizational goals.
2 semester credits

BUS 311 Business Law I

Business Law deals with the legal implications of business decisions and activities. This course provides background information on the legal system and potential business liabilities and covers the law of contract and commercial paper such as promissory notes.

3 semester credits

BUS 312 Business Law II

Deal with the legal implications of business decisions and activities. Covers basic business organizations such as partnerships and corporations and also explores areas of debtor-creditor relationships, consumer protection, and employment.

3 semester credits

BUS 317 Money and Banking

Money and banking is a branch of economics covering financial institutions and their impact on economic activity. This course covers the Federal Reserve System, generated money multipliers, and general equilibrium analysis. Prerequisites: ECN 203, ECN 204 or instructor consent.

4 semester credits

BUS 318 Retirement Planning

Retirement planning focuses on preparation for retirement. The course will include the importance of retirement planning, on evaluation of the client's needs, and an understanding of Social Security and Medicare, and qualified and non-qualified retirement plans.

4 semester credits

BUS 325 Special Topics

This course is designed to meet special requirements that an individual student may encounter during his or her academic career. Prerequisite: instructor consent

1 – 4 semester credits

BUS 333 Marketing

Marketing consists of activities that satisfy needs through production, placement, promotion, and pricing of goods, services, and ideas. This course explores target markets, marketing mixes, and marketing environments. Prerequisite: BUS 215 or MGT 326 or instructor consent

3 semester credits

BUS 340 Sales Management

Sales management looks at the different tools needed to satisfy customer demand. This course looks at the various technologies available to manage accounts, opportunities to develop strategies and finally, how to evaluate customer satisfaction. Prerequisite: BUS 215 or instructor consent

4 semester credits

BUS 341 Retailing

Retailing is a unique business format which is distinct from manufacturing and wholesaling. This course explores how retailers develop strategies to attract customers and also how consumers develop strategies to acquire goods and services from retailers. Prerequisite: BUS 333 or instructor consent

3 semester credits

BUS 346 Small Business Management

Students explore the problems and responsibilities in organizing, financing, and operating a small business. Students also explore the advantages that are inherent in operating a small business. Prerequisite: BUS 215 or MGT 326 or instructor consent.

3 semester credits

BUS 350 Introduction to Healthcare Administration

This course introduces students to concepts, theories and approaches related to professional practice in the healthcare systems. It emphasizes management, coordination and organization of services from a customer perspective. A broad overview of the levels of care, the care continuum, regulations governing care delivery is provided.

3 semester credits

BUS 351 The American Healthcare System

This course presents students with an introduction to the structure, operations, and financing of the U.S. healthcare system. Major Industry participants are examined, how healthcare services are allocated and financed, various factors that influence cost and quality of care, as well as future concerns for healthcare in the U.S. Prerequisite: BUS 350

3 semester credits

BUS 362 Financial Management

The study of financial management includes the exploration of those activities that maximize stakeholder wealth. This course explores financial markets and institutions, valuation models, working capital management, forms of business organization, and the analysis of financial statement. Prerequisite: ACC 101, ACC 102, MAT 103 or instructor consent.

4 semester credits

BUS 371 Human Resources Management

The goal of managing human resources is to get the right person on the job so that the needs of both the individual and the organization are met legally and efficiently. This course studies the process of managing human resources including the topics of recruitment, selection and performance appraisal. Prerequisite: BUS 215 or MGT 326

3 semester credits

BUS 372 Insurance/Risk Management

This course introduces students to risk management and insurance decisions in personal financial planning. Topics include insurance for life, health, disability, property and liability risks, as well as annuities, group insurance, and long term care.

4 semester credits

BUS 380 Internship and Career Preparation

All students in the Gary Tharaldson School of Business are required to secure and complete a professional internship. Through a formal planning and development process, students will research career strengths and interests and assess internship opportunities in multiple industries for a positive learning experience in the internship setting. Completion of the internship and career preparation course is required at least one semester prior to enrollment in internship credits.

1 semester credit

BUS 381 Investments

The primary objective of investing is to gain value on capital. This course examines the basic economy so that the individual investor can develop strategies for acquiring wealth, managing a portfolio, and protecting assets. Some specific topics include: goal setting and budgeting, investing in real estate, using financial markets and institutions, and the impact of taxes on investing. Prerequisites: ACC 101, ACC 102 or instructor consent
4 semester credits

BUS 401 Operations Management

Students will learn about the planning, controlling, and implementation of the processes used by firms. Students will be exposed to operations management principles and their application to the daily functions of a company's business model. Prerequisite: BUS 215
3 semester credits

BUS 403 Strategic Leadership and Management

Effective managers need to know how to make effective decisions. This course uses case studies to explore the analysis, formulation, and implementation of strategies. Prerequisites: ACC 101, ACC 102, ECN 203 and, ECN 204 or MGT 371, BUS 215 or MGT 326, BUS 333, BUS 362 or instructor consent.
3 semester credits

BUS 406 Marketing Research

This course is designed to enable students to understand, interpret and conduct marketing research. It addresses the use of marketing research as an aid to make marketing decisions; specifically how the information used to make marketing decisions is gathered and analyzed. Students will be exposed to a variety of research designs including surveys and experimental designs, as well as data analysis and interpretation. Prerequisites: MAT 180, BUS 333
3 semester credits

BUS 407 Healthcare Law and Regulatory Environment

This course presents fundamental concepts of legal issues in healthcare including the healthcare provider's legal responsibilities, federal and state healthcare regulatory mandates, information management/security, informed consent and patient self-determination.
3 semester credits

BUS 408 Financial Management In Healthcare

This course provides students with a practical understanding of basic healthcare financial issues, processes and reports used in the healthcare industry. Prerequisite: BUS 362
3 semester credits

BUS 418 Estate Planning

Estate planning focuses on the efficient conservation and transfer of wealth, consistent with the client's goals. It is a study of the legal, tax, financial and non-financial aspects of this process, covering topics such as trusts, wills, probate, advanced directives, charitable giving, wealth transfers and related taxes.
4 semester credits

BUS 420 International Business

The course will provide a broad knowledge of international business management and stimulate the interpersonal and intercultural management skills necessary for conducting international business. The economic, political, and legal aspects of global business are discussed in the course. Prerequisite: BUS 215
3 semester credits

BUS 446 Internship

This course is designed to provide a meaningful work experience for the student that is business related. The course integrates curricular learning with practical hands-on work experience while allowing the student to demonstrate proficiency in the core university competencies. Prerequisite: Acceptance into the division or consent of Director of Experiential Education.
4 semester credits

BUS 452 Experiential Development

This course is an option to BUS 446 – Internship. Students will work on a special project to give them a hands-on experiential learning opportunity. The project must be approved by their advisor and Dean prior to enrollment in the course.
4 semester credits

BUS 454 Project Management

Project management is the application of project management concepts, skills, tools and techniques to project activities in order to meet project goals. Our studies will parallel the concepts, techniques, and tools set forth by industry professionals, specifically, the Project Management Book of Knowledge (PMBOK) developed by the Project Management Institute (PMI).
3 semester credits

BUS 460 Financial Planning Capstone

This course will engage the student in critical thinking and decision-making about personal financial management topics in the context of the financial planning process. The purpose of this course is to refine and develop skills needed for personal financial planners when working with individuals, families, and business owners in meeting financial needs and objectives. Prerequisites: BUS 220, BUS 317, BUS 318, BUS 362, BUS 372, BUS 381, BUS 418, or instructor consent
3 semester credits

CIS 101 Introduction to Computer Information Systems

This course teaches the fundamentals of computers and computer nomenclature focusing on the use of PC hardware, software, and the World Wide Web. No experience with computer applications is assumed; however, student should possess basic keyboarding and mouse skills. Specifically, the Windows operating system as well as the Microsoft Office Suite of applications will be studied.
4 semester credits

CIS 106 Application Software Concepts

This course presents a hands-on computer lab experience in the fundamental, introductory concepts of operating systems and object-oriented programming technology.

Topics include graphical user interface and text-based operating systems concepts and understanding introductory programming logic and design.
4 semester credits

CIS 107 Introduction to Programming

This is a beginning course in computer programming. This course will utilize programming language and introduce the student to modern structure programming concepts and problem solving techniques. Programming activities include solving common business problems of limited complexity. Prerequisite: CIS 106 or instructor consent
4 semester credits

CIS 203 Application Design and Implementation

This is a beginning course in the use of information systems techniques to solve managerial and organizational problems of limited complexity. Formal analytical problem-solving techniques are introduced. Students develop programmed solutions using information systems development techniques with graphic-based, object-oriented, event-driven programming tools. Prerequisite: CIS 107 or instructor consent.
4 semester credits

CIS 204 Applications Development

This is an intermediate course in the use of information systems techniques to solve managerial and organizational problems. Formal analytical problem-solving techniques are utilized. Students develop programmed solutions with information systems development techniques with graphic-based, object-oriented, event-driven programming tools. Prerequisite: CIS 203 or instructor consent.
4 semester credits

CIS 356 Programming Languages I

Provides advanced work with application design and development. Emphasis is on scripting languages, web database programming, and web server management tools. The course also focuses on the component model of software development and an exploration of client-server software development. Prerequisites: CIS 204 or instructor consent
4 semester credits

CIS 357 Programming Languages II

This current development technologies course guides the student through advanced program development, implementation and application using emerging program development tools. Prerequisite: CIS 356 or instructor consent.
4 semester credits

CIS 456 Internship

This course is designed to provide a meaningful work experience for the student that is related to computer information systems. The course integrates curricular learning with practical hands-on work experience while allowing the student to demonstrate proficiency in the core university competencies. Prerequisites: acceptance into the major or consent of the coordinator of internships.
4 semester credits

CIS 457 Advanced Programming Languages

A fundamental treatment of computer science topics featuring the study of the high-level programming language Java. Topics discussed will include computer architecture, programming languages, and ethical issues involved in computer use. Problem solving techniques involved in writing programs will be studied, proper style and documentation will be required, and object-oriented program design will be introduced. The required chapter lab work will involve an intensive study of programming techniques in Java. Prerequisite: CIS 357 or instructor consent.
4 semester credits

CIS 458 Systems Development Project

Students will discuss a variety of issues that take place during operating systems upgrades and learn how to resolve these issues. Students will design, build, and upgrade computer operating systems and networks. This course covers exam objectives for the MCSE Microsoft certification track. Prerequisite: ITM 410 or instructor consent.
4 semester credits

ITM 200 Introduction to Information Systems

This course presents fundamental knowledge essential to managing an information technology system successfully within an organization. It considers strategic and operational issues, the significance of rapidly advancing technology, and human and organizational issues related to technology introduction and use. The course describes management systems and models of successful behavior to capitalize on opportunities and avoid numerous potential pitfalls.
3 semester credits

ITM 220 Computer Networking Essentials

This course introduces the fundamental building blocks that for a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. The course will prepare you to select the best network design, hardware, and software for your environment.
3 semester credits

ITM 300 Systems Development I – Database

This course is an introduction to database systems design, implementation, and management. Database systems play a key part in systems development and are always designed as part of a larger system. The course emphasizes database design with a focus on relational database systems. Students will build a typical database application with a relational Data Base Management System. Traditional data modeling techniques are introduced for use in analyzing and designing a database. The course will also discuss database planning, administration, security, and integrity.
3 semester credits

ITM 310 Systems Development II – Methods

A detailed study of the systems development life cycle using strategies and techniques of structured systems analysis and design.
3 semester credits

ITM 330 Client/Server Operating Systems

The course provides students with an understanding of client/server operating systems in local area network environments. Students will learn basic client and server hardware and software requirements for operating systems. The course involves students in planning, installing, configuring and troubleshooting a network client and a server.

Prerequisite: ITM 310

3 semester credits

ITM 340 Webpage Development

ITM 340 provides training in Web page/site development. Students will work with all of the elements of a Web page including text, images, animated images, image maps, links, audio, video, forms JavaScript, and cascading sheets to name a few of the elements or techniques. The course will culminate in a sizeable project published to a Web server.

3 semester credits

ITM 410 Distributed Intelligence and Communication Administration

The course is an examination of the features and impact of distributed systems in the business enterprise. The course focuses on server administration and optimization in a wide-area networking environment. TCP/IP routed network theory, design and administration are covered. The student will configure, manage, and trouble shoot common administrative services in a multi-domain multi LAN environment. Prerequisite: ITM 330

3 semester credits

ITM 420 Systems Development Project

In this course students will design, build, and secure a network infrastructure. Students will administer additional server applications such as SQL servers and email servers. The course also covers security issues that are faced by many companies today such as cross site scripting, SQL injection, viruses, and virtualization, as well as topics of increasing importance in the industry as a whole, like the latest breed of attackers. Prerequisite: ITM 410

3 semester credits

ITM 430 Current Issues In IT

This course will examine current issues and trends relating to technology that is being used in business and industry. Students will research current practices, compliance of standards in the profession, and the competitive advantage of using technology in business and industry. Globalization of technology and standards, legal ramifications and the ethical standards will also be reviewed.

3 semester credits

ITM 456 Internship

This course is designed to provide a meaningful work experience for the student that is related to computer information systems. The course integrates curricular learning with practical hands-on work experience while allowing the student to demonstrate proficiency in the core university competencies. Prerequisites: CIS 203 or consent of instructor

4 semester credits

ITM 452 Experiential Development

This course is an option to ITM 456 – Internship. Students will work on a special project to give them a hands-on experiential learning opportunity. The project must be approved by their advisor and Dean prior to enrollment in the course.

4 semester credits

SLM 202 Introduction to Sport and Leisure Management

This course is an introduction to the history, management and professional foundations emphasizing the role, the relevance and scope of recreation, leisure, sport, hospitality and tourism in society and the careers available. Students will study the terminology, philosophies and evolution of leisure and sport, motivation factors, leisure concepts and relevant contemporary issues. Students will further examine the core learning competencies and understandings to be successful in the field of sport and leisure management. These competencies and understandings of sport and leisure are: the social and cultural influence, management, leadership and organization, ethics, marketing, communications, budget and finance, legal aspects, economics, governance and why we participate.

3 semester credits

SLM 227 Program/Event Design and Management

Program and Event Design Management will include the study of the foundations of program and event offerings, their structure, implementation and the organization types (public, non-profit and commercial/for profit) that provide them. Students will develop and apply understanding of program analysis and needs assessment, design, planning, budget development, implementation and evaluation through study, discussion and hands-on experience. Students will develop an understanding of the history of leisure programming and the individual and societal benefits provided by leisure programs and events. Students will also develop an understanding of service to program and event participants as customers and their role as a servant leader by programming for individuals, groups, teams and groups of individuals.

3 semester credits

SLM 301 Sport and Leisure in Society

Issues of Sport and Leisure in Society is a macro examination of the sport and leisure industry, as well as the issues and impacts on a global society. The course provides an opportunity to examine the sport and leisure industry by issues of participation in recreation, play, games and tourism. Students will analyze the social, economic, environmental, personal, political and cultural impacts of sport and leisure.

3 semester credits

SLM 327 Facilities Design and Management

Students in Facility Design and Management will explore central issues relative to facility planning, development and management and develop the understanding of facility core product and their extensions in providing services to the public. Students will define trends that dictate the growth or redevelopment of facilities and understanding of the operational demands placed on facilities for short term and long term use. Students will explore and discuss such

management issues as staffing, programming, governance, risk, liability, programming, contracting, accessibility, regulatory compliance, volunteers, operating budgets, revenue generation, maintenance, and design standards.

3 semester credits

SLM 333 Practicum

This course is a unique opportunity for students who are in the decision-making phase of their studies to test a career choice through practicum experience prior to completing professional courses. Students have a supervised part-time field experience at an approved site for the purpose of clarifying career goals.

2 semester credits

SLM 411 Governance and Policy Development

The study of organizational governance and policy development through the examination of governance models, structures, types, issues necessitating policy development and processes of implementation. The course will further explore within grass root to the highest level of public nonprofit and for profit sport and leisure organizations, their legal authorities, duty roles and responsibilities of planning

3 semester credits

SLM 440 SLM Internship I

This internship course is designed to provide sport management track majors with a pre-professional experience under the direct and individualized guidance and supervision of a sport management specialist outside the university setting. Internship sites vary.

4 semester credits

SLM 441 SLM Internship II

This is an opportunity to gain on-campus experience in a recreational program with emphasis on organization, leadership and supervision of health fitness activities under the guidance of a University professional.

4 semester credits

SLM 442 Sport and Leisure Management Leadership Seminar

The SLM Leadership Seminar is the capstone for SLM majors and should be taken during the student's final semester of study. Students will apply and integrate the concepts and theories from the other courses within the major utilizing case studies, projects, etc.

4 semester credits

Please note: all MGT and OLS courses are offered in adult/accelerated format only

MGT 326 Management/Leadership Concepts

Students will be introduced to principles of management and leadership within an organization. Students will learn the difference between management and leadership and the importance each plays in organizational effectiveness.

3 semester credits

MGT 328 Organizational Behavior

Organizational Behavior is the study of how individual behavior, group behavior and organizational environment impact organizational effectiveness. The intent of this course

is to introduce students to the history, theories, and practical application of organizational behavior concepts and their application in contemporary organizations.

3 semester credits

MGT 330 International Marketing

Students will be provided an overview of the dynamic and complex subject of international marketing. Students will also learn about the rising significance of global orientation in business and become familiar with the processes used and environments encountered by international marketers.

3 semester credits

MGT 371 Economics

Use economic information to make proactive decisions. Focus on planning and finance skills.

3 semester credits

MGT 380 Organizational Leadership Seminar

Explore the challenges affecting leaders today and how the traditions of a Benedictine education can help you meet those challenges.

1 semester credit

MGT 401 Communication in Corrections

This course will assist students with an understanding and an appraisal of the laws, policies and procedures which facilitate the development of quality communication skill, both written and oral. The course will include the production and evaluation of reports, audits as well as internal and external forms of communication. Additionally, the course will examine strategies which provide effective communication to those personnel in the correctional field. The course contribute to (provides a foundation for) the curricular concepts of spirituality and ethics, communication, critical thinking and global stewardship.

4 credit credits

MGT 470 Entrepreneurship

Plan for starting up a new business and managing its growth. Focus on creative and management skills.

3 semester credits

MGT 479 Marketing

Explore customer needs through production, placement, promotion, packaging, and pricing of goods. Focus on exploring target markets, product and service mixes, and marketing environments.

3 semester credits

MGT 484 Organizational Development

This course has been designed to help students develop an understanding of the professional field of human resource development (HRD) and how individuals and groups in organizations can change through learning. This course provides an introduction to HRD and HRD competencies, organizational learning, performance improvement and management, organizational development and change, and assessment.

3 semester credits

MGT 485 Compensation and Benefits

This course has been designed to build a strong foundation for students in the understanding of the issues of compensation benefits. The course will focus on strategic management,

and planning. It will explore legislation, and compensation systems, as well as pay administration. Students will study benefit packages, both mandated and voluntary. Finally, students will be able to develop and utilize compensation and benefit evaluation.

3 semester credits

MGT 486 Employee and Labor Relations

This course has been designed to provide an understanding of labor and management issues, and equip students to evaluate contemporary legislation and labor issues. The course will explore employee and labor relations as they relate to the organizational culture, as well as the strategic and communication plans of the organization. The principles and practices of collective bargaining and the grievance process are also investigated.

3 semester credits

MGT 487 Safety, Health and Security

This course has been designed to study the principles of the development and management of an effective safety and security program. The philosophy and historical development of major concepts in the field will be studied. Specific attention will be paid to the development of programs compliant with OSHA and emerging legal issues in a variety of industries. This course will explore the area of risk management as it relates to safety, security and health issues within the workplace.

3 semester credits

MGT 490 Strategic Methods in Professional Development

This course will assist students in assessing a number of workforce related issues and provide effective decision making strategies, methodologies and techniques to address the challenges which correctional professions face on a daily basis. Students will implement evidence-based practices to improve on core competencies in their professional development. Additionally, students will complete their program project directed within their facility or operations of their own organizational program. This course is the capstone course of the correctional management program.

5 credit credits

OLS 370 Transitional Leadership

Explore the sources of organization change. Focus on managing change and envisioning an effective future.

3 semester credits

OLS 374 Information Systems for Leaders

Use information as a resource you can manage to focus on your skills in understanding systems and communication.

3 semester credits

OLS 376 Writing for Leaders

Write clearly and effectively to achieve the ends you want. Focus on critical thinking and presentation skills.

3 semester credits

OLS 378 Interpersonal Communication Skills

Work effectively with other people to achieve corporate goals.

Focus on skills for conflict management, communications, and leadership.

3 semester credits

OLS 471 Leadership in the Legal Environment

Identify and analyze legal issues facing leaders in management. Focus on skills for critical thinking and ethics.

3 semester credits

OLS 472 Ethical Leadership

Understand values and make ethical business decisions.

Focus on critical thinking and conflict management skills.

3 semester credits

OLS 476 Global Leadership

Move successfully into foreign business cultures using the opportunities provided by international trade agreements.

Focus on risk-taking and marketing skills.

3 semester credits

OLS 478 Understanding Diversity

Leaders have to adapt to demographic shifts, changes in values and lifestyles, the rise of global market, and the emphasis on team building as a preferred management model. This course explores these topics and develops the skills required to manage diversity successfully.

3 semester credits

OLS 480 Strategic Decision Making

Design a strategic plan and a personal career management system. Focus on your skills for vision and presentation.

3 semester credits

Graduate Programs in Business

CHAIR: Dr. James Long

FACULTY: Fishbeck, Hager, Kozojed, Long, J., Sautner, Sovak

■ Master of Business Administration (MBA)

Today's business leaders must combine expertise in their field with an ability to lead and manage in a complex and constantly changing business environment. The goal of the University of Mary MBA Program is to help students develop skills, knowledge, and abilities needed to excel in this complex and changing environment.

The University of Mary offers the MBA in three formats through the University of Mary Worldwide and the Gary Tharaldson School of Business: (1) An on-site accelerated format; (2) An online accelerated format; (3) Blended, with a combination of on-site and online courses. Students choose a focused area of study: Accountancy, Executive Business Administration, Energy Management, Healthcare, Human Resource Management, or Management.

The accelerated formats provide adult students the opportunity to complete a graduate degree in as few as 18 months while continuing to work. Classes are taught in seminar style, allowing for student participation and discussion and for immediate application in the workplace.

Class size is limited in all formats to ensure interaction between students and faculty and to maintain high academic standards consistent with the University of Mary. Adult students enroll with a cohort and learn from one another as well as the faculty, a teaching style and learning effective for adults.

Students in the on-site format meet one night per week for the duration of the program. The curriculum is distributed in a series of learner guides with detailed assignments for each week.

The online format has a web-based curriculum that provides adult learners an opportunity to complete a graduate degree from the convenience of their computer. In the blended format, students may take some courses on-site and others online.

IACBE Accreditation

The Gary Tharaldson School of Business at the University of Mary has received specialized accreditation for its business programs through

the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs in the following degrees are accredited by the IACBE:

- Executive Master of Business Administration
- Master of Business Administration – Accountancy
- Master of Business Administration – Healthcare
- Master of Business Administration – Human Resource Management
- Master of Business Administration – Management
- Master of Project Management
- Master of Science in Strategic Leadership
- Bachelor of Arts – Accounting
- Bachelor of Arts – Banking and Financial Services
- Bachelor of Arts – Business Administration
- Bachelor of Arts – Marketing
- Bachelor of Arts – Sport and Leisure Management
- Bachelor of Science – Accounting
- Bachelor of Science – Financial Services and Banking
- Bachelor of Science – Business Administration
- Bachelor of Science – Marketing
- Bachelor of Science – Sport and Leisure Management
- Bachelor of Science in Business with Concentrations in Human Resource Management, Management, and Marketing

MBA Program Outcomes

Students completing a Master of Business Administration degree will be able to:

- Design organizational structures that maximize the resource capabilities of an organization
- Formulate and justify effective business processes
- Assess the impact of domestic and global forces utilizing a strategic process

- Express ideas and concepts using written and oral formats in a professional manner
- Incorporate cost analysis into decision making and evaluations
- Recommend appropriate courses of action based on quantitative theories and techniques
- Evaluate ethical issues and integrate ethical frameworks and Benedictine values into business leadership practices

Executive MBA

- Evaluate the financial position of a firm
- Integrate business operations from a systems perspective
- Incorporate information technology into decision making and evaluations
- Plan and manage a multi-disciplinary, team-based project

MBA in Accountancy

This program has been developed to help prepare students to sit for the Certified Public Accountant (CPA) exam.

- Create financial accounting reports in accordance with GAAP
- Devise an auditing and attestation process in accordance with GAAS
- Integrate knowledge of federal taxation, ethics, professional and legal responsibilities into the accounting role within an organization

MBA in Human Resource Management

This program has been developed based on the human resources body of knowledge defined by the HRCI and the Society for Human Resource Management (SHRM).

- Formulate innovative human resource management solutions which align with an organization's strategic goals
- Recommend practices and policies which integrate various human resource management issues in a manner to aid an organization in the attainment of competitive advantage
- Integrate labor relations issues into the work environment across an organization

MBA in Healthcare

- Recommend practices and policies which appropriately address the unique healthcare laws and regulations healthcare organizations must follow
- Assess the impact of financial decisions to a healthcare organization
- Evaluate current issues in healthcare administration and possible impacts to an organization

MBA in Management

- Formulate a comprehensive plan to lead an organization and its members through change and transition
- Appraise the unique challenges to take a new venture from creation to successful launch
- Integrate operations management concepts across the functional areas of an organization

MBA in Energy Management

- Examine and interpret energy issues and realities for the energy sector in the 21st century
- Compare and contrast the environmental, regulatory, and legal and political environments for various types of companies within the energy sector
- Discriminate differences in energy finance practices from standard business practices
- Evaluate economic factors, energy markets and trading practices utilized within the energy sector
- Assess risk factors for various energy organizations

Admissions for the MBA

Individuals holding a bachelor's degree or higher from a regionally accredited institution and who have an undergraduate GPA of 2.5 (on a 4.0 scale) overall, or 2.75 during the last two years of the undergraduate degree, or 3.00 in a major field of study will be admitted to begin graduate study.

Applicants who do not meet one or more of the admissions requirements may have their applications reviewed on a case-by-case basis.

To complete the application process, applicants submit:

- Completed University of Mary Graduate Studies application (to include goal statement essay)
- Official transcript from institution of higher education granting the bachelor 's degree or higher
- Current Resume
- Two letters of recommendation from professional sources
- Application fee

Academic Progress

After the successful completion of at least six semester credits of graduate course work and a review of academic progress by the graduate advisor, the student will be advanced to candidacy status according to the following criteria:

- A minimum cumulative GPA of 3.0 on a 4.0 scale for graduate course work
- All graduate level courses must have a grade of C or higher to count toward the program requirements
- Acceptable personal, academic and professional conduct
- An approved program of study

Students who do not maintain satisfactory academic progress as determined by University policy will be notified of their academic status in writing by the Office of Academic Affairs. Questions regarding academic standing should be referred to the student's academic advisor. The grading scale used for all graduate courses offered through the Gary Tharaldson School of Business is as follows:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
0%-59%	F

Students will be required to demonstrate they are properly prepared for the follow three courses within the core:

- MGT 571 – Executive Economic Analysis
- MGT 555 – Managerial Finance
- MGT 605 – Managerial Accounting

Students must demonstrate adequate knowledge in each of these core topics before proceeding to the corresponding higher-level course(s). To demonstrate proper foundation knowledge, students must complete one of the following three options:

1. Enroll in a 3-credit five-week course through the University of Mary.

Preparation courses are:

- MGT 532 Fundamentals of Economics
- MGT 533 Understanding Corporate Finance
- MGT 534 Financial Accounting: A Management Perspective

Participation in these courses will add additional credits onto your program of study.

2. Obtain a waiver of co-requisite by providing evidence of completion of undergraduate coursework at a grade of C or higher within the past five (5) years:

- Economics Undergraduate Economics
- Finance Undergraduate Corporate or Managerial Finance
- Accounting Principles of Accounting 1 and 2

If the following graduate-level courses at the University of Mary or the graduate-level equivalent at another regionally accredited institution have been completed within the past seven (7) years with a grade of C or higher, the waiver would apply:

- Economics MGT 531
Survey of Economics
or
MGT 535
Economic Principles
- Finance MGT 551
Foundations for Financial
Decisions
or
MGT 554
Survey of Accounting
and Finance
- Accounting MGT 554
Survey of Accounting
and Finance

- In addition, if a student has graduate level credit for MGT 571, MGT 555 and/or MGT 605 or the equivalent from another regionally accredited institution with a grade of B or higher that has been approved by the Gary Tharaldson School of Business for transfer, the waiver would apply. If a student has an appropriate certification, such as a current CPA license, that may also be reviewed on a case-by-case basis for waiver.
3. Pass an assessment test or complete a self-paced course. This assessment and self-paced course will be determined by The University of Mary. If necessary, a University of Mary representative will direct you to the applicable testing service. There is no cost for taking the initial assessment.
- If you receive a 70% or higher on the free assessment, you have shown adequate knowledge in that content area and have satisfied the pre-requisite requirement.
 - If you fail the assessment receive a score lower than 70%, you can enroll in the self-paced course. Once complete, you will need to score at least 70% on the assessment to satisfy the pre-requisite requirement.

Your advisor can provide additional information on how to access the assessment test, self-paced courses, etc.

- Receive a minimum of 70% average on the chapter tests.
- Receive a minimum of 70% on the final exam, which may be completed up to three times.
- Your advisor can provide you additional information as to how to access the Ivy assessment test, courses, etc.

Upon completion of the program of study, students are required to participate in university and program assessment of outcome achievement. Please see reference to ALU 799.

Required Core Courses for the MBA

The following courses are core content for the MBA and are completed by all MBA students:

MGT 504	Management and Organizational Behavior
MGT 555	Managerial Finance

MGT 571	Executive Economic Analysis
MGT 605	Managerial Accounting
MGT 610	Marketing
MGT 635	Law in the Managerial Environment
MGT 701	Strategic Decision Making

In addition to foundation and core courses, students enroll in the following courses which are focused content for their particular program.

MBA in Accountancy

MGT 656	Financial Accounting and Reporting
MGT 657	Auditing and Attestation
MGT 658	Regulation
MGT 659	Business Environment and Concepts

Executive MBA

MGT 502	Operations Management
MGT 575	Information Systems for Managers
MGT 580	Managerial Finance II
MPM 500	Introduction to Project Management

MBA in Human Resource Management

MGT 505	Human Resource Management
MGT 618	Collective Bargaining and Labor Relations
MGT 621	Strategic Compensation: A Human Resources Management Approach
MGT 622	Human Resource Development
MGT 624	Health, Safety and Security
MGT 626	Contemporary Issues in Human Resource Management

MBA in Management

MGT 502	Operations Management
MGT 505	Human Resource Management

MGT 645	Organizational Communication and Transition Management
MGT 685	New Ventures Management
MBA in Healthcare	
MGT 505	Human Resource Management
MGT 630	Current Issues in Healthcare Administration
NUR 648	Healthcare Law and Policy
MGT 653	Healthcare Organizations and Finance
MBA in Energy Management	
MGT 520	Introduction to Energy Management
MGT 521	Current Issues in Energy Development
MGT 522	The Economics and Markets of Energy
MGT 523	Financial Management in the Energy Industry
MGT 524	Environmental, Regulatory Issues and Politics in the Energy Industry
MGT 526	Legal Issues in Energy Management
MGT 527	Energy Management Capstone

■ Master of Project Management (MPM)

The goal of the University of Mary Project Management graduate program is to provide the skill sets needed in any industry to become a successful project manager. The curriculum is developed to provide students with the knowledge, resources and skills necessary to execute projects on time and on budget. Students will have an opportunity to enhance communication skills and learn team building and leadership skills necessary for successful project management.

All MPM faculty teaching project management-specific courses are PMP® certified (Project Management Professional). Additionally, as a Registered Education Provider, the University of Mary has been approved by the Project Management Institute to issue professional development units (PDU) for its courses.

Program Outcomes

- Professionally and knowledgeably practice project management concepts in the workplace
- Use best project management practices to lead ethically and professionally
- Effectively influence others to achieve organizational and project objectives on time and on budget using appropriate resources and create business value
- Assess and reduce risks to ensure project success
- Utilize Microsoft Project (software) for project monitoring and control
- Lead projects from a strategic perspective by aligning project goals within the broader organizational goals
- Generate a project management plan applicable to any industry

Admissions for the MPM

Individuals holding a bachelor's degree or higher from a regionally accredited institution and who have an undergraduate GPA of 2.5 (on a 4.0 scale) overall, or 2.75 during the last two years of the undergraduate degree, or 3.00 in a major field of study will be admitted to begin graduate study. Applicants who do not meet one or more of the admissions requirements may have their applications reviewed on a case-by-case basis.

To complete the application process, applicants submit:

- Completed University of Mary Graduate Studies application (to include goal statement essay)
- Official transcript from institution of higher education granting the bachelor's degree or higher
- Current Resume
- Two letters of recommendation from professional sources
- Application fee

Academic Progress

After the successful completion of at least six semester credits of graduate course work and a review of academic progress by the graduate advisor, the student will be advanced to candidacy status according to the following criteria:

- A minimum cumulative GPA of 3.0 on a 4.0 scale for graduate course work
- All graduate level courses must have a grade of C or higher to count toward the program requirements
- Acceptable personal, academic and professional conduct
- An approved program of study

Students who do not maintain satisfactory academic progress as determined by University policy will be notified of their academic status in writing by the Office of Academic Affairs. Questions regarding academic standing should be referred to the student's academic advisor. The grading scale used for all graduate courses offered through the Gary Tharaldson School of Business is as follows:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
0%-59%	F

Required Courses for the MPM

MPM 500	Introduction to Project Management
MPM 600	Project Initiation
MPM 610	Project Planning
MPM 620	Project Execution and Control
MPM 630	Project Closeout
MPM 635	Legal Issues in Project Management
MGT 555	Managerial Finance
MGT 640	Information System Planning, Project Management and Auditing
MGT 645	Organizational Communication and Transition Management
MGT 700	Management Seminar
PSY 542	Group Dynamics

■ Master of Science in Strategic Leadership

According to the Kellogg Foundation “many of the challenges that will be faced by the United States will require knowledge and actions that cannot be known today.” The Master of Science in Strategic Leadership (MSSL) degree equips students with the insights necessary to plan for and address future opportunities and challenges.

The program includes key leadership elements such as leadership traits, ethics, motivation, creativity, vision, strategic planning, teamwork, technology, problem solving, forecasting, innovation, change management, and effective communication. Its focus is to provide a specialized degree for business leaders who want to advance their careers and engage in more senior management activities and responsibilities oriented toward shaping the future of their organizations.

By taking a multi-disciplinary approach, the skills taught will be beneficial to individuals in any profession in a dynamic work environment and the degree can be completed in as few as 15 months.

The program is available both on-site and online. Students who take classes on-site meet one night per week for the duration of the program. Online classes can be taken any time of the day, seven days a week. The curriculum will be provided in a series of learner guides with detailed assignments for each week.

Program Outcomes

- Critically discuss the newest approaches to organizational leadership
- Distinguish the need for leaders to understand the role of social responsibility and ethical behavior in leaders and organizations
- Formulate a plan to build an organizational culture and success
- Illustrate how organizations may capitalize on diversity in organizations
- Assess how globalization affects leadership in an organization
- Evaluate and recommend performance measures organizational leaders may consider
- Incorporate leadership into strategic planning
- Develop a plan to build leadership into an organization

Admissions for the MSSL

Individuals holding a bachelor's degree or higher from a regionally accredited institution and who have an undergraduate GPA of 2.5 (on a 4.0 scale) overall, or 2.75 during the last two years of the undergraduate degree, or 3.00 in a major field of study will be admitted to begin graduate study.

Applicants who do not meet one or more of the admissions requirements may have their applications reviewed on a case-by-case basis.

To complete the application process, applicants submit:

- Completed University of Mary Graduate Studies application (to include goal statement essay)
- Official transcript from institution of higher education granting the bachelor's degree or higher
- Current Resume
- Two letters of recommendation from professional sources
- Application fee

Academic Progress

After the successful completion of at least six semester credits of graduate course work and a review of academic progress by the graduate advisor, the student will be advanced to candidacy status according to the following criteria:

- A minimum cumulative GPA of 3.0 on a 4.0 scale for graduate course work
- All graduate level courses must have a grade of C or higher to count toward the program requirements
- Acceptable personal, academic and professional conduct
- An approved program of study

Students who do not maintain satisfactory academic progress as determined by University policy will be notified of their academic status in writing by the Office of Academic Affairs. Questions regarding academic standing should be referred to the student's academic advisor. The grading scale used for all graduate courses offered through the Gary Tharaldson School of Business is as follows:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
0%-59%	F

Required Courses for the MSSL

- MPM 500 Introduction to Project Management
- MGT 505 Human Resource Management
- MGT 507 Influential Leadership
- MGT 554 Management Survey of Accounting and Finance
- MGT 603 Leading the Learning Organization
- MGT 635 Law in the Management Environment
- MGT 645 Organizational Communication and Transition Management
- MGT 696 Strategic Planning and Execution
- MGT 700 Management Seminar
- PHI 572 Ethics
- PSY 542 Group Dynamics

Graduate Certificate in Human Resources Management

Human resource management has become essential to an organization's competitive advantage. Organizations seek professionals who bring HR best practices and expertise, a strategic focus, the ability to manage change, and knowledge of business and finance. Challenges and opportunities for HR professionals have never been greater as they are an important partner in business.

The University of Mary human resource certificate program curriculum is based on a solid foundation of communication, critical thinking, academic and business competencies, and the HR body of knowledge and practices developed by SHRM and the Human Resource Certification Institute (HRCI).

The University of Mary is an approved provider of HR Certification by the Human Resource

Certification Institute (HRCI) 1800 Duke Street, Alexandria, VA 22314, 866-898-4724.

Students will find that the textbooks and subjects covered in these courses will help them prepare for professional exams in order to become a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certified by the HRCI. As a student in the HR graduate certificate program, you will benefit from contemporary and academically sound course content, skilled facilitators with appropriate certification and academic credentials, real-world learning in a participative and engaging classroom environment, and a schedule designed to meet the unique needs of working adults.

Core Courses

MGT 505	Human Resource Management
MGT 618	Collective Bargaining and Labor Relations
MGT 621	Strategic Compensation
MGT 622	Human Resource Development
MGT 624	Health, Safety & Security
MGT 626	Contemporary Issues in Human Resource Management

See Graduate Course Descriptions below.

Graduate Business Course Descriptions

MGT 502 Operations Management

This course emphasizes the importance of managing the activities involved in the process of converting or transforming resources into products or services. Topics include process planning, capacity planning, quality tools, and how the operations management area integrates with the other functional areas of the organization.

3 semester credits

MGT 504 Management and Organizational Behavior

One of the most important functions of a manager in an organization includes understanding and motivating individuals and organizing structural systems within which they can work in a productive manner. This course will review the concepts, issues and practices of organizational behavior at the individual, group and organizational levels. At the individual level, topics will include perception, decision-making, values, attitudes, job satisfaction, and motivation. The group level topics are work teams, communication, leadership, power and politics, conflict and negotiation. Organizational level topics include organizational structure, work design, human resources policies, organizational culture and change.

3 semester credits

MGT 505 Human Resource Management

This course has been developed based on the human resource body of knowledge defined by the HRCI and the Society for Human Resource Management (SHRM). This course will study the nature of human resource management, staffing the organization, developing human resources, compensating human resources and managing employee relations. The course emphasizes the need for HR professionals to effectively contribute to their organization as a strategic and knowledgeable business partner. Course competencies and outcomes focus on the importance of integrating HR knowledge with business essentials.

3 semester credits

MGT 507 Influential Leadership

Students explore various principles and approaches to organizational leadership, as well as the influence of relationships among leaders and followers. Students will compare and contrast different leaders and contextual and operational issues in organization leadership and define how organizational competitive advantage, goals and outcomes are achieved through ethical and effective leadership. Students evaluate and recognize the leadership potential in themselves and others.

3 semester credits

MGT 532 Fundamentals of Economics

The purpose of this course is to provide managers with fundamental economic principles, which they may use to think critically about micro and macroeconomic events.

3 semester credits

MGT 533 Understanding Corporate Finance

A practitioner-oriented course, Understanding Corporate Finance is designed to provide the reader with the basic analytical skills common to all disciplines within the field of finance.

3 semester credits

MGT 534 Financial Accounting

A working knowledge of accounting is critical to success in business. Accounting information underlies most strategic and operational decisions made by management. The purpose of this package is to supply managers with knowledge of the objectives of accounting and to provide the tools necessary to interpret accounting information.

3 semester credits

MGT 535 Economic Principles

Presents a number of debates on important and compelling economic issues, which are designed to stimulate critical thinking skills and initiate lively and informed discussion. These debates take economic theory and show how it is applied to current, real-world public policy decisions, the outcomes of which will have an immediate and personal impact. Additional research beyond the assigned debate-style reader for each issue will be a major component of this course.

3 semester credits

MGT 554 Management Survey of Accounting & Finance

This course addresses the principles of accounting and finance for students who do not have a background in business. It provides the student with the basis for decision-making in corporate level finance and economics.

3 semester credits

MGT 555 Managerial Finance

Analyze the relationship of the financial manager, the manager's organization, the financial markets, and the tax environment, as well as how to use time value of money valuation tools and risk and return valuation models. Focusing on the more technical or financial aspects of organizational life, the manager will be able to develop some measurable objectives by which to assess organizational goals. Prerequisites: MBA finance assessment or MGT 533
3 semester credits

MGT 571 Executive Economic Analysis

This course presents a wealth of real-world cutting-edge applications of advanced microeconomic theory. Concepts and constructs used to analyze "Old Economy" as well as "New Economy" markets include: price elasticity and the price consumption curve, consumer choice theory: budget lines and indifference curves, production functions, isoquants, isocost lines, returns to scale, economies of scope, network effects and monopoly: static versus dynamic views. Prerequisites: MBA economics assessment or MGT 532
3 semester credits

MGT 575 Information Systems for Managers

Directly concerned with the management issues surrounding information and telecommunications systems, it presents the ingredients of management knowledge necessary for success in the management of information technology. This course views information technology from the perspective of managers at several levels – from the CEO to the first line manager. It provides frameworks and management principles that current or aspiring managers can employ to cope with the challenges inherent in the implementation of rapidly advancing technology.
3 semester credits

MGT 580 Managerial Finance II

Includes financing of business operations, capital budgeting, cost of capital, capital structure, profit maximization, yield curves, risk and insurance, and an introduction to futures and options.
3 semester credits

MGT 603 Leading the Learning Organization

This course introduces students to the importance of a learning organization as a system and how to create a sustained organizational learning environment that enhances learning capacity, organizational intellectual capacity and strategic advantage.
3 semester credits

MGT 605 Managerial Accounting

Analysis of financial data and use of the results to make wise business decisions. Enables managers to better control valuable resources and more accurately predict the cost of future business ventures. Prerequisites: MBA accounting assessment or MGT 534
3 semester credits

MGT 610 Marketing

Introduces students to the area of marketing management and analysis of the domain of marketing, including theories of how marketing managers make decisions, appeal to

consumers, and develop unique marketing strategies.

The managerial implications of these theoretical foundations will also be presented.

3 semester credits

MGT 618 Collective Bargaining and Labor Relations

This course examines the principles and laws of collective bargaining and labor relations, and the reasoning involved in the collective bargaining process. Today's workplace is also in a state of rapid change and is becoming more complex and competitive. Negotiations do not end when a settlement is reached and an agreement is signed. This course focuses on collective bargaining as a continuous process consisting of contract negotiations, administration, interpretation and sometimes arbitration.

3 semester credits

MGT 621 Strategic Compensation: A Human Resource Management Approach

This course is designed to provide a solid understanding of the art and science of compensation practices. Compensation systems can promote an organization's competitive advantages when properly aligned with strategic goals. This course is designed to enhance the student's knowledge, skill and analytical ability in the area of strategic compensation practices.

3 semester credits

MGT 622 Human Resource Development

The overall intent of this course is to provide students with a comprehensive understanding of human resource development and how to successfully apply this knowledge in support of organizational goals and objectives. Course content includes adult learning and development, gap analysis, learning objectives, needs assessment, developing and delivering training curriculum based on adult learning theory, and the evaluation of programs.

3 semester credits

MGT 624 Health, Safety and Security

This course provides students with the rationale for safety and health regulations; demonstrates how to apply learning in support of business initiatives; explains the moral, legal and economic basis for standards and providing a safe and healthy work environment; describes the key elements of a safety and health management program; and acts upon opportunities to meet organizational safety, business and strategic goals.

3 semester credits

MGT 626 Contemporary Issues in Human Resource Management

This course explores contemporary issues in human resource management and the importance of discovering innovative solutions to provide an organization a competitive advantage. Emphasis is placed on current issues in the areas of globalization, measurement and assessment in human resource management, conflict management and communication skills needed by HR professionals, information and technology issues and concerns, and the demonstration of critical thinking and problem solving skills related to HR issues.

3 semester credits

**MGT 630 Contemporary Issues
in Healthcare Administration**

This course will cover current and evolving issues health care administrators must be aware of to develop proactive strategies.

3 semester credits

MGT 635 Law in the Management Environment

This course is intended to teach not just principles and rules of law but also the thinking involved in legal reasoning. The focus is on how the rules of law are applied to business situations.

3 semester credits

**MGT 640 Information System Planning,
Project Management and Auditing**

Planning, organizing, controlling user services, and managing the system development process are addressed in this course. You will develop basic information system specifications and requirements. Application of IS plans to organizational needs will be expanded through case studies and exercises.

3 semester credits

**MGT 645 Organizational Communication
and Transition Management**

The course is designed to teach an awareness of the managerial communication skills necessary to effectively lead an organization and its members through change and transition. Throughout the course, topics such as group communication, interpersonal communication, leadership, human relationships, and organizational culture and climate will be examined.

3 semester credits

MGT 653 Healthcare Organizations and Finance

This course is designed to provide students with a practical understanding of healthcare financial issues, financial reporting and analysis. Financial management tools and methods used in budget preparation, evaluation of investment alternatives, financial forecasting and capital structures are covered with a focus on common practices in healthcare organizations.

3 semester credits

MGT 656 Financial Accounting and Reporting

This course covers knowledge of accounting principles generally accepted in the United States (GAAP) for business enterprises, not-for-profit organizations and governmental entities, and the skills needed to apply that knowledge.

3 semester credits

MGT 657 Auditing and Attestation

This course covers auditing procedures and standards generally accepted in the United States (GAAS) and other standards related to attest engagements.

3 semester credits

MGT 658 Regulation

This course covers knowledge of federal taxation, ethics, professional and legal responsibilities, and business law as well as the skills to apply that knowledge.

3 semester credits

MGT 659 Business Environment and Concepts

This course covers knowledge of general business environment and business concepts that candidates need to know in order to understand the underlying business reasons for and accounting implications of business transactions.

3 semester credits

MGT 685 New Ventures Management

Creation of new ventures from the recognition of an opportunity to the launching of the enterprise.

3 semester credits

MGT 696 Strategic Planning and Execution

Students are introduced to the concepts, processes and tools used in organizational strategic planning. The strategic alignment of people, resources and processes to the vision, mission and purpose of the organization are addressed.

Students study the principles of strategic management and link these principles to both sound theory and best practices. This course prepares students for their final capstone leadership seminar project.

3 semester credits

MGT 700 Management Seminar

Students are assigned to work as a consulting team with a local organization to analyze a current or upcoming project. The students utilize their educational experience to assist the organization in the way that best suits the organizational needs. When possible students will work with a non-profit organization to educate them in the area of project management and assist with getting projects started while also building timelines to help the organization see the project through to completion.

3 semester credits

MGT 701 Strategic Decision Making

Students will complete individual and team work to make and assess strategic decisions in a simulated business environment.

3 semester credits

MPM 500 Introduction to Project Management

Provides a comprehensive overview of project management and program management. The course addresses the culture, the principles, and the basic techniques of project management. The course reviews the general stages of a project in chronological order and describes how the stages interrelate. The course identifies the basic tools of project and program management, such as work breakdown structure, scheduling, earned value analysis, and risk management. These tools are introduced by the instructor and subsequently used in student assignments. The elements of project management critical to the success of a project are also identified and explained. The principles and tools are integrated and clarified through case studies from a variety of organizational settings and through creation of project management plans developed by students working in teams.

3 semester credits

MPM 600 Project Initiation

This course will address aligning project goals with the broader organizational goals. Project feasibility and selection, interpersonal and organizational issues related to the initia-

tion of project will be discussed. Topic to be included are, a) Identify and communicate with project stakeholders; b) Work effectively with project sponsors and resource managers; c) Identify the team skill sets needed for the project; d) Identify project manager and project team; e) Produce a “business case”, which includes a statement of work (SOW); f) Perform initial risk analysis; and, g) Product a “project charter.”
3 semester credits

MPM 610 Project Planning

This course will introduce the process of project planning and will include the topics of defining the scope of the project, identifying potential problems early in the project, providing quality planning, ensuring consistent organizational goals, maintaining effective communications and set expectations needed for sound decision making. It will build upon the work performed during the Project Initiation and provides the prerequisites for the Project Execution and Control class.
3 semester credits

MPM 620 Project Execution and Control

This course will continue with the planning techniques of the Project Planning course and introduces the execution phase requirements to develop the product or service that the project was commissioned to deliver. This includes managing changes to the project scope and project schedule, implementing quality assurance and quality control processes, controlling and managing costs as established in the project budget, planning and monitoring the progress of deliverables, and utilizing the risk management plan.
3 semester credits

MPM 630 Project Closeout

This course will address the last two processes of the project life-cycle: project completion process and the professional and the social and legal responsibilities of the project manager. The processes include the steps needed to facilitate the closing and the turnover of the project, the assessment of the project and derive any lessons learned and best practices to be applied to future projects. An overview of the project manager career planning and development, and professional/social responsibility is presented.
3 semester credits

MPM 635 Legal Issues in Project Management

In this course, the student will examine contract negotiation and implementation, procurement, civil and criminal liability, utilization of people, and professional and social responsibilities.
3 semester hours

PHI 571 Ethics

Perceive, analyze, and assess systems of values. Maintain ethical standards in a professional environment.
3 semester hours

PSY 542 Group Dynamics

Focus on the critical components of team membership and leadership. Develop skills in negotiation, collaboration, and conflict resolution. This course focuses on analyzing and developing group leadership skills in negotiation, collaboration, and conflict resolution to provide a strong foundation for effective managers.
3 semester credits

ALU 799 Graduate Studies Assessment

Graduate students register for ALU 799 the final term of their tenure in the program of study to meet the University and program assessment requirement as specified in the graduate section of the catalog.
0 semester credits

MGT 899 Continuing Enrollment

Students officially accepted into a graduate program of study but not enrolled for course credits in the final phase of program completion may be required to enroll in Continuing Enrollment in 1.0 semester credit increments for each term of the academic year. Continuing Enrollment semester credits do not count toward fulfillment of the program of study for the degree. The academic advisor for the degree approves enrollment in Continuing Enrollment.
1-8 semester credits

MGT 520 Introduction to Energy Management

This course will provide an overview of the energy industry –past, present and future. Students will discuss general terms and terminology of the industry and general issues in energy development and production. The course will examine the operating diversity among energy companies and the relationship among the various energy sectors. The course is designed to give students a foundation for the remaining energy courses.
1 semester credit

MGT 521 Current Issues in Energy Development

This course will examine current topics, industry initiatives and new ventures and government programs that are impacting the operations of energy companies and the development of energy resources.
2 semester credits

MGT 522 The Economics and Markets of Energy

This course will help students understand the geo-economics of energy. It will include analysis of past energy production and consumption patterns, production and distribution in the United States and abroad. The course will examine traditional energy economics and the effects of alternative energy sources on a variety of issues including pricing, transportation, storage, regulations, taxation, economic efficiencies, energy policies and social welfare. This course will also examine how energy markets are established and how end products are prices and traded. Co-requisite requirements are the same as for MGT 571-Executive Economic Analysis.
3 semester credits

MGT 523 Financial Management in the Energy Industry

This course incorporates financial concepts for managers to assist in making decisions related to the energy sector, including the application of these concepts in attracting and preserving capital. Course work will focus on understanding the costs and benefits of various capital alternatives and the ability to evaluate these courses in achieving strategic objectives. Topics will include terms and terminology of energy financing, cash flows, working capital analysis and alternatives, long-term financing, risk analysis, asset management, decision-making and energy project financing. Co-requisite requirements are the same as for MGT 555 – Managerial Finance.
3 semester credits

MGT 524 Environmental, Regulatory Issues and Politics in the Energy Industry

This course will explore the current political situation regarding the energy industry and its environmental impact. The course will examine environmental and energy laws and regulations promulgated by the state and federal government, as well as international policies affecting domestic companies.

3 semester credits

MGT 526 Legal Issues in Energy Management and Development

This course will investigate laws, legislation and regulations governing the development and disposition of energy resources and their related business transactions, including the underlying theories used in establishing these laws and regulations. The course will examine the general concepts of property and contract law pertinent to conducting business in the United States.

3 semester credits

MGT 527 Capstone—Energy Management

This is the final and capstone course for the Energy Management concentration. Students will apply the concepts learned throughout the courses in the concentration in a comprehensive and integrated capstone project which will be presented to the class.

1 semester credit

School of Arts and Sciences

FACULTY: Anderson, Andreini, Augustadt, Becker, Behm, Bernier, Bohlen, Boyd, Butler, Candee, Chalmers, Chaussee, Cleary, Condic, De La Cruz, Ehrmantraut, Erling, Feser, Fischer, C. Fleischacker, D. Fleischacker (Dean), Gerlach, Gorzelska, D. Gowen, R. Gowen, Grau, Gunderson, Hall, Hardy, Haug, Henjum, Hellman, Hollar, Huschka, Jones, Krebsbach, Kunze, Lares, Litton, Maloney, Martin, Maskey, Mertz, Meyer, Nordlie, Palecek, Peske, Prebys, Porter, Ridenhour, Ritzke, Ronderos, Saabye, Sandberg, Springer, Stuart, Tasic, Willenbring, Wolf, Zhang.

Areas of Study

Majors:

Biology, Biology Education, Business Communication, Catholic Studies, Chemistry, Engineering Science, English, English Education, Government and Political Philosophy, History, History Education, Liberal Arts, Mass Communication, Mathematics, Mathematics Education, Music, Music Education, Music Performance, Music with an Emphasis in Sacred Music, Pastoral Ministry, Public Policy, Public Relations, Social and Behavioral Sciences, Social Studies Education, Spanish, Theological Studies, Theology.

Minors:

Biology, Catholic Studies, Chemistry, Environmental Science, Business Communication, English, History, Liturgy, Mathematics, Music, Native American Studies, Pastoral Ministry, Web Design, Philosophy, Philosophy/Theology, Political Science, Public Relations, Religious Education, Social and Behavioral Sciences, Sociology, Spanish, Speech, Theater, Theological Studies, Theology.

Pre-Professional Concentrations:

Pre-Law, pre-medicine, pre-dentistry, pre-podiatry, pre-physician assistant, pre-chiropractic, pre-veterinary, pre-pharmacy, pre-optometry, and wildlife and conservation biology.

Office of Global Studies

Coordinator: Kemerly Grau

Programs Abroad

Rome Campus

The program features specialized courses in the liberal arts, covering topics such as history,

theology, art, architecture and music—specifically developed for the Rome campus. The following programs are offered in Rome:

- Fall Semester (4 courses – 12 credits)
- Spring Semester (4 courses – 12 credits)
- Maymester (1 course – 3 credits)

Business Courses in Milan

This program is designed for Business major students partnering with Università Cattolica del Sacro Cuore (UCSC) – Milan campus. Students can take from 3-9 credits during the summer at UCSC.

Faculty-led Study Abroad Programs

Short-term study trips abroad are organized and led by a University of Mary faculty member who relates course objectives with local culture, customs, famous sites and history. These programs offer a set list of courses offering from 1-6 credits, depending on the program.

Our most popular faculty-led study programs are to Guatemala for OT, PT and Nursing students.

Major Areas of Study

Biology Department

Biology Program

The Biology Department exists to provide our majors a thorough and relevant foundation of knowledge in the biological sciences, and to support the liberal arts and professional programs of the University of Mary. It offers academic programs in a Benedictine environment that prepare students to function as life-long learners and servant leaders in their chosen careers in the sciences.

■ Biology Major

Chair: Dr. Margaret Nordlie

Program Advisors: Dr. Marla Behm, Dr. Christine Fleischacker, Sr. Nicole Kunze, Dr. Michael Lares, Dr. Jim Maskey, Dr. Margaret Nordlie

The Biology major is a Bachelor of Science or Bachelor of Arts degree program designed to prepare students for a career as a professional biologist, or to provide the essential background for entrance into graduate school or professional programs. Students planning to attend graduate

school or professional school should consult with their advisor and plan a program of study that meets the requirements of a particular school.

Outcomes

Biology graduates will:

- be able to effectively communicate in both written and oral formats
- demonstrate a broad, relevant knowledge base in biological science
- exhibit analytical and critical thinking skills
- demonstrate the ability to search for and access academic sources of information, to synthesize the information, and to evaluate it for relevance and reliability
- demonstrate technical proficiency in the lab
- recognize the role of the individual and society in understanding and improving the natural environment
- be competitive in gaining admittance to professional or graduate schools, or in securing employment requiring a baccalaureate

Required courses:

BIO 103, 106, 311, 354, 480; CHE 111, 112, 217, and either 310 or 318; PHY 203, 304; MAT 209 and one of the following: MAT 204, 206, or 210; ALU 499. Elective courses: Students must take five additional 300-400 level biology courses selected from three areas of study to complete the major. These electives are in addition to the required biology courses and must total a minimum of 20 semester hours.

Recommended courses:

Students are urged to consider taking the following as electives to strengthen the major: MAT 204 or a foreign language.

Minor sequence in Biology (20 semester credits):

BIO 103, 106; three Biology courses of 300 level or higher.

Minor sequence in Environmental Science (20 semester credits):

SCI 201; CHE 326 and 209 or 309; BIO 326 and 415 or 422 or 432 or 433.

Course listings for Biology, Biology Education and Science follow Biology Education major.

■ Biology Education Major

Program Advisor: Dr. Christine Fleischacker

The Biology Education major is a Bachelor of Science or Arts degree program designed to prepare students for a career as a secondary teacher or to provide the essential background for entrance into certain graduate programs. Students planning to attend graduate school should consult with their advisor and plan a program of study that meets the requirements of a specific program and a particular school.

Outcomes:

Biology Education graduates will:

- be able to effectively communicate in both written and oral formats
- demonstrate a broad, relevant knowledge base in biological science
- exhibit analytical and critical thinking skills
- demonstrate the ability to search for and access academic sources of information, to synthesize the information, and to evaluate it for relevance and reliability
- demonstrate technical skills appropriate to their professions
- recognize the role of the individual and society in understanding and improving the natural environment
- be competitive in securing employment in secondary education

Required courses:

ENG 121; COM 110; BIO 103, 106, 311; CHE 111, 112; PHY 203, 304; MAT 204, 209; SCI 201; EDU 200 or 202, 295, 301, 310, 320, 365, 367, 379, 411, 421, 423, 442; PSY 201; PSY 205; ALU 499. Please review the requirements for Middle School Endorsement if that option is intended. (For Middle School Endorsement, PSY 332 is required.)

Elective courses:

Students must take five additional biology courses selected from three areas of study to complete the major. These electives are in addition to the required biology courses and must total a minimum of 20 semester hours.

Recommended as electives:

BIO 309, 330, 354, and 422

Biology Course Descriptions

BIO 101 Human Biology

An introductory biology course for non-science majors and allied health majors, this course emphasizes the physiology of human organ systems and its relationship to health, human genetics and evolution, and the relationship between humans and the environment. Duplicate credit for BIO 101 and BIO 103 is not allowed. Co-requisite: BIO 101L or instructor consent
3 semester credits

BIO 101L Human Biology Laboratory

A forensic-based laboratory to complement BIO 101. 2 hours. Co-requisite: BIO 101 or instructor consent
1 semester credit

BIO 103 General Biology I

Designated for biology majors and those planning to pursue graduate studies in the sciences. Basic biological concepts showing organic unity and diversity in an evolving world. Includes metabolism, genetics, cell theory, and development. Duplicate credit for BIO 101 and 103 is not allowed. Co-requisite: BIO 103L or instructor consent.
3 semester credits

BIO 103L General Biology I Laboratory

An investigation-based biology lab to complement BIO 103. 2 hours. Co-requisite: BIO 103 or instructor consent
1 semester credit

BIO 106 General Biology II: Life Strategies

Survey of strategies employed by plants and animals in solving the problems they encounter in dealing with changing internal and external environments. Prerequisite: BIO 103 or instructor consent Co-requisite: BIO 106L or instructor consent
3 semester credits

BIO 106L General Biology II Laboratory

This lab is designed to complement the lecture in General Biology II: Life Strategies, and allows you to observe and describe representatives of each of the groups of organisms, perform experiments on selected topics and present information on physiological systems. Co-requisite: BIO 106 or instructor consent
1 semester credit

BIO 207 Human Anatomy and Physiology I

Gross anatomy and in-depth study of human physiology. Homeostasis, histology, and the musculoskeletal, nervous, and endocrine systems are covered. Prerequisite: Sophomore standing and ACT science score of at least 21, or BIO 101 or 103. Co-requisite: BIO 207L or instructor consent
3 semester credits

BIO 207L Human Anatomy and Physiology I Laboratory

This laboratory covers basic histology and the gross anatomy of the musculoskeletal, nervous, and endocrine systems. 2 hours. Co-requisite: BIO 207 or instructor consent
1 semester credit

BIO 208 Human Anatomy and Physiology II

Lecture covers in-depth study of the physiology of the cardiovascular, lymphatic and immune, respiratory, urinary, digestive and reproductive systems. Prerequisites: BIO 207 or instructor consent. Co-requisite: BIO 208L or instructor consent
3 semester credits

BIO 208L Human Anatomy and Physiology II Laboratory

Laboratory focuses on the gross anatomy of the cardiovascular, lymphatic, respiratory, urinary, digestive and reproductive systems. 2 hours. Co-requisite: BIO 208 or instructor consent
1 semester credit

BIO 209 Medical Microbiology

Morphology and physiology of bacteria and other microorganisms; their relation to health and disease. Prerequisite: ACT science score of at least 21, or BIO 101 or 103. Duplicate credit for BIO 209 and 309 is not allowed. Co-requisite: BIO 209L or instructor consent
3 semester credits

BIO 209L Medical Microbiology Laboratory

This lab is designed to complement the lecture in Medical Microbiology. This laboratory focuses on learning microbiology techniques while observing and performing experiments with various microbial organisms, with an emphasis on bacteria. 2 hours. Co-requisite: BIO 209 or instructor consent
1 semester credit

BIO 223 Biology of Aging

This course is designed to give an overview of the aging process in humans and how the major organ systems change during aging. Topics to be covered include theories of aging, general changes during aging, the function of each major organ system and age related changes in these systems. Laboratory: 2 hours. Prerequisite: none
4 semester credits

BIO 309 Microbiology

Morphology and physiology of microorganisms with emphasis on bacteria, laboratory diagnosis, and relationships to humans. Prerequisite: BIO 103 or instructor consent. Duplicate credit for BIO 209 and 309 is not allowed. Co-requisite: BIO 309L or instructor consent
3 semester credits

BIO 309L Microbiology Laboratory

This lab is designed to complement the lecture in Microbiology. This laboratory focuses on learning microbiology techniques and problem solving while observing and performing experiments with various microbial organisms, with an emphasis on bacteria. 3 hours. Co-requisite: BIO 309 or instructor consent
1 semester credit

BIO 311 Genetics

This course examines the fundamental principles of classical and molecular genetics. Topics covered include genes and their functions (DNA structure, transcription, translation), DNA and chromosome mutations, regulation of gene expres-

sion, principles of gene segregation analysis (Mendelian genetics, gene mapping, non-Mendelian inheritance), population genetics, quantitative genetics, and biotechnology. Prerequisite: BIO 103 or instructor consent. Co-requisite: BIO 311L or instructor consent
3 semester credits

BIO 311L Genetics Laboratory

Designed to complement BIO 311, this laboratory emphasizes problem-solving and techniques of molecular biology. 2 hours. Co-requisite: BIO 311 or instructor consent
1 semester credit

BIO 312 Parasitology

Physiology, anatomy, and life history of animal parasites with emphasis on those of man. Prerequisites: BIO 103, 106 or instructor consent. Co-requisite: BIO 312L or instructor consent
3 semester credits

BIO 312L Parasitology Laboratory

Designed to complement BIO 312, this laboratory emphasizes parasite anatomy and life cycles. Prerequisites: BIO 103, 106 or instructor consent. Co-requisite: BIO 312 or instructor consent
1 semester credit

BIO 314 Histology

A study of the microanatomy of cells, tissues, and organs. Prerequisites: BIO 103, 207 and 208 or instructor consent. Co-requisite: BIO 314L
2 semester credits

BIO 314L Histology Laboratory

A general histology laboratory designed to complement BIO 314. 2.5 hours. Co-requisite: BIO 314
2 semester credits

BIO 318 Immunology and Serology

Blood chemistry, antigen-antibody reactions, and general human immunology. Prerequisites: BIO 103, 106, or instructor consent. Co-requisite: BIO 318L or instructor consent
3 semester credits

BIO 318L Immunology and Serology Laboratory

This lab is designed to complement the lecture in Immunology. This laboratory focuses on learning cellular and molecular techniques while observing and performing experiments related to the immune system. 2 hours. Co-requisite: BIO 318 or instructor consent
1 semester credit

BIO 319 Hematology

The study of normal and abnormal human blood cells with an emphasis on clinical laboratory evaluations. Prerequisite: BIO 103 or instructor consent. Co-requisite: BIO 320 or instructor consent
3 semester credits

BIO 320 Hematology Lab

Laboratory evaluation of human blood cells with an emphasis on clinical laboratory evaluations. Co-requisite: BIO 319 or instructor consent
1 semester credit

BIO 324: Pre-Veterinary Practicum

Students in this course will volunteer with a local veterinarian to gain hands-on experience in the field prior to applying to veterinary school. Prerequisite: instructor consent
4 semester credits

BIO 326 Environmental Biology

Addresses and interprets human and natural impacts on the natural world. The focus will be on biological concepts and issues such as biodiversity, conservation, and agriculture. Prerequisites: BIO 103, 106, or instructor consent. Co-requisite: BIO 326L or instructor consent
3 semester credits

BIO 326L Environmental Biology Laboratory

This lab is designed to reinforce the concepts associated with Environmental Biology presented in the lecture portion of the course, and give some hands-on experience in the field. Prerequisites: BIO 103, 106 or instructor consent. Co-requisite: BIO 326 or instructor consent
1 semester credit

BIO 329 Biology Lab Practicum

Prerequisite: instructor consent
1 semester credit

BIO 330 Zoology

Phylogenetic examination of important invertebrate and vertebrate animal groups with emphasis on morphology and physiology. Prerequisites: BIO 103, 106, or instructor consent. Co-requisite: BIO 330L or instructor consent
3 semester credits

BIO 330L Zoology Laboratory

This lab is designed to supplement the lecture in zoology and allows you to observe, characterize and dissect representatives of the major animal groups discussed in lecture. Prerequisites: BIO 103, 106, or instructor consent. Co-requisite: BIO 330 or instructor consent
1 semester credit

BIO 333 Ornithology

An upper level zoology course focusing on the biology of birds. Emphases include the evolution, morphology, physiology, and ecology of birds. Students will also learn to identify bird species, with an emphasis on species found in North Dakota. Prerequisites: BIO 103 and 106. Co-requisite: BIO 333L or instructor consent
3 semester credits

BIO 333L Ornithology Laboratory

This lab is designed to reinforce the lecture in ornithology, and allows students to observe and characterize the unique features of birds. Students will also learn to identify bird species, with an emphasis on species found in North Dakota. Prerequisites: BIO 103 and 106. Co-requisite: BIO 333 or instructor consent
1 semester credit

BIO 339 Mammalogy

The study of mammals is inherently interesting because, as members of this group, humans are similar to other mammals in many aspects of form and function. Also, wild and domestic mammals have great cultural, economic, and ecological importance. This course involves the study of the

evolution, taxonomy, morphology, physiology, behavior, ecology, and conservation of mammals. It will examine the myriad structural and physiologic features which allow free-living mammals to exploit different types of habitats to survive and flourish. Prerequisites: BIO 103 and 106.

Co-requisite: BIO 339L or instructor consent
3 semester credits

BIO 339L Mammalogy Laboratory

This lab is designed to complement BIO 339. It focuses on the morphological characteristics of various mammal orders and the identification of mammal species found in the region. Prerequisites: BIO 103 and 106. Co-requisite: BIO 339 or instructor consent
1 semester credit

BIO 354 General Botany

Study of plant life with emphasis on anatomy, morphology, physiology, and evolutionary relationships. Prerequisite: BIO 103 or instructor consent. Co-requisite: BIO 354L or instructor consent
3 semester credits

BIO 354L General Botany Laboratory

A botany laboratory designed to reinforce the topics covered in BIO 354. Prerequisite: BIO 103 or instructor consent. Co-requisite: BIO 354 or instructor consent
1 semester credit

BIO 415 Conservation Biology

Conservation biology is an emerging field of ecology that focuses on integrating information on fundamental ecological principles, economics, and ethics into a framework for managing and restoring plants and animals that are threatened by overexploitation or habitat changes induced by human uses of resources and the Earth's rapidly growing human population. This course will provide an introduction into the rapidly expanding realm of conservation science. Prerequisites: BIO 103 and 106. Co-requisite: BIO 415L or instructor consent
3 semester credits

BIO 415L Conservation Biology Laboratory

This laboratory course will focus on practical exercises that reinforce the concepts covered in Conservation Biology lecture. Prerequisites: BIO 103 and 106. Co-requisite: BIO 415 or instructor consent
1 semester credit

BIO 417 Developmental Biology

Examines the processes of development and the mechanisms which control them in several different vertebrate organisms. Circulatory, digestive, nervous, and reproductive systems are discussed. Prerequisite: BIO 103. Co-requisite: BIO 417L or instructor consent
3 semester credits

BIO 417L Developmental Biology Laboratory

This lab is designed to complement the lecture in Developmental Biology. This laboratory focuses on learning cellular biology techniques and emphasizes project-based labs. Co-requisite: BIO 417 or instructor consent
1 semester credit

BIO 421 Advanced Physiology

A detailed examination of selected human organ systems with emphasis on biochemical principles of physiology. Prerequisites: BIO 207, 208; or instructor consent. Co-requisite: BIO 421L or instructor consent
3 semester credits

BIO 421L Advanced Physiology Laboratory

Designed to complement BIO 421, this lab focuses on the research process and the design and implementation of an independent research project. 2 hours. Co-requisite: BIO 421 or instructor consent
1 semester credit

BIO 422 Principles of Ecology

Basic relationships between organisms and their abiotic and biotic environments. Prerequisites: BIO 103, 106, or instructor consent. Co-requisite: BIO 422L or instructor consent
3 semester credits

BIO 422L Principles of Ecology Laboratory

This lab is designed to complement the lecture in Ecology. Experiments will include field sampling of natural populations, laboratory exercises, computer exercises, and discussion/analysis of topics. Prerequisites: BIO 103, 106 or instructor consent. Co-requisite: BIO 422 or instructor consent
1 semester credit

BIO 423 Animal Behavior

An exploration of the diversity of behavior in animals with an attempt to explain the similarities and differences in behavior in terms of phylogenetic history and the operation of natural selection. Both proximate and ultimate mechanisms will be examined. Prerequisites: BIO 103, 106, or instructor consent. Co-requisite: BIO 423L or instructor consent
3 semester credits

BIO 423L Animal Behavior Laboratory

This lab is designed to give you experience in the methods used by researchers in animal behavior, to reinforce concepts presented in the lecture portion of the course, and to provide an opportunity to design and conduct a study on the behavior of animals. Prerequisites: BIO 103, 106, or instructor consent. Co-requisite: BIO 423 or instructor consent
1 semester credit

BIO 428 Readings and Research in Biology

Prerequisites: BIO 103, 106, and instructor consent
1-4 semester credits

BIO 431 Endocrinology

This course will provide students with an understanding of the role of the endocrine system in both normal function and various diseases. Topics will include glands of the endocrine system, hormones produced, their actions in growth, metabolism, reproduction, and other physiologic processes and the mechanisms by which these actions occur. Prerequisites: BIO 103, 207 and 208 or instructor consent. Co-requisite: BIO 431L or instructor consent
3 semester credits

BIO 431L Endocrinology Laboratory

A laboratory to complement BIO 431. 2 hours. Co-requisite: BIO 431 or instructor consent
1 semester credit

BIO 432 Wildlife Ecology and Management

This course covers ecological principles as they relate to wildlife populations, with a focus on the application of those principles to wildlife management and natural resource conservation. The course also examines the philosophical and sociological framework of wildlife conservation as it relates to the practice of the science. Prerequisites: BIO 103 and 106. Co-requisite: BIO 432L or instructor consent
3 semester credits

BIO 432L Wildlife Ecology and Management Laboratory

This laboratory course is designed to complement BIO 432. It will introduce students to local wildlife professionals and provide students with practical experience in field and laboratory techniques used by wildlife managers. Prerequisites: BIO103 and 106. Co-requisite: BIO 432 or instructor consent
1 semester credit

BIO 433 Range Management

This course will cover the ecology and physiology of rangeland plants, as well as theory and techniques relating to the management of rangeland ecosystems. Topics include rangeland types, rangeland inventory and monitoring, grazing systems, stocking rates, manipulation of rangeland vegetation, and management of public rangeland. Prerequisites: BIO 103 and 106. Co-requisite: BIO 433L or instructor consent
3 semester credits

BIO 433L Range Management Laboratory

This laboratory course is designed to reinforce the concepts presented in BIO 433. It will include practical exercises relating to the theory and techniques of range management. Prerequisites: BIO 103 and 106. Co-requisite BIO 433 or instructor consent
1 semester credit

BIO 125, 225, 325, 425

Special Offerings in Biology
Instructor consent
1-4 semester credits

BIO 480 Senior Biology Seminar

A course in which students will synthesize, analyze, and critique papers from a broad range of biological research. Through seminars, presentations of journal articles, and discussions, students will integrate material from all their undergraduate biology courses. A final research paper is required.
2 semester credits

Science Course Descriptions**SCI 102 Physical Science**

Selected topics from chemistry and physics. Laboratory experience is emphasized. Laboratory: 2 hours. Prerequisite: MAT 103 or MAT 106 or equivalent, or consent of instructor
4 semester credits

SCI 104 Drugs and the Human Body

Introduction to human physiology and how drugs interact with it. Topics include prescription drugs, over-the-counter drugs, alcohol, and illegal drugs. Designed for non-science majors; no prerequisite.
4 semester credits

SCI 201 Earth Science

Designed primarily for non-science majors. The course will provide an understanding of fundamental concepts of astronomy, geology, and environmental sciences (meteorology, hydrology, atmospheric and surface processes, etc.). Emphasis will be placed on the relevance of earth science to everyday life and physical environment. Laboratory: 2 hours. Prerequisite: MAT 103 or MAT 106 or equivalent, or consent of instructor
4 semester credits

SCI 224 Nutrition

Study of nutrient function and requirements throughout the life span. Designed for non-science and non-nursing majors; no science prerequisite
4 semester credits

SCI 322 Environmental Issues

Issues dealing with noise, water, air, radiation, solid and hazardous wastes, and pesticides are discussed. Designed for non-science majors.
4 semester credits

SCI 381 Praxis Review in Biology

This course will prepare the biology teaching major for the Praxis certifying examination. Topics include completion of practice tests, test taking strategies, and a review of relevant topics in biology.
1 semester hour

■ Catholic Studies Program

Program Coordinator: Dr. Matthew T. Gerlach

The Bishop Paul A. Zipfel Catholic Studies Program invites students to encounter the living tradition of the Catholic Church and to examine the Catholic Church's comprehensive contributions to human thought and culture as she seeks to be faithful to the person of Jesus Christ. Drawing together faculty and students from across the university, the Catholic Studies Program complements any field of study and pre-professional training. Students will come to appreciate the vitality of the Catholic faith by:

- exploring the dynamic interplay between Catholicism and culture in different times and places.
- encountering the complementarity of faith and reason within multiple disciplines.
- experiencing how the Catholic faith can enliven every part of your life .

Several courses, cross-listed with other disciplines (e.g. theology, history, philosophy, social and behavioral science, psychology, etc.), fulfill University core and liberal arts elective requirements , as well as program requirements for other majors and minors . The program is committed to a

high level of faculty-student interaction both inside and outside the classroom. C-average minimum required to graduate with the major.

This program is offered at the University of Mary Tempe site in a collaborative relationship with Arizona State University, Tempe, AZ.

Required courses (Major):

CTH 101, CTH/PHI 210, CTH/HSS 220, CTH/THE 234, CTH 301, one CTH/HIS, one CTH Special Topics (325 or 425) or another approved interdisciplinary course at the 300 or 400 level, CTH 401 and 498.

Required courses (Minor):

CTH/THE 234 (taken sophomore year if possible); any two of CTH 101, CTH/PHI 210 or CTH/HSS 220 and two additional CTH courses from two of the following three options: CTH/HIS advanced elective (either CTH/HIS 330 or CTH/HIS 310); CTH 301; or CTH special topics (325 or 425).

Catholic Studies Course Descriptions

CTH 101 The Great Catholic Adventure

Introduces the interdisciplinary study of Catholic thought and culture: the interplay of Church and culture throughout the ages, the complementarity of faith and reason across multiple disciplines, and integration of faith and life as a whole. Required foundation course for Catholic Studies major; elective foundation course for CTH minor. 4 semester credits

CTH 210/PHI 210 Search for Happiness:

Faith and Reason in Life

Investigates the quest for happiness in light of the complementarity of Christian faith and human reason as found in the tradition of Catholic thought and culture. Evaluates arguments for and against various claims about happiness originating from popular culture, philosophy, theology, and other disciplines. Emphasis on the integration of the spiritual, bodily, and social dimensions of the human person. Required foundation course for Catholic Studies major; elective foundation course for Catholic Studies minor. 4 semester credits

CTH 220/HSS 220 Religion and Culture

Considers the sociological dynamics of religion in general and Catholicism in particular within human societies and culture. Examines the nature of a liberal arts-based education as a specific illustration of the relationship between religion and culture. Required foundation course for Catholic Studies major; elective foundation course for Catholic Studies minor. Elective for Social and Behavioral Sciences major. 4 semester credits

CTH 234/THE 234 Benedict: Yesterday and Today

Examines the influence of St. Benedict and Benedictines on Church, history, and various facets of human thought and culture. Monasticism's significance as a resource for ongoing

spiritual renewal in the Church and culture. Required foundation course for Catholic Studies major and minor. Advanced university core theology course (equivalent to THE 104, 110, 112). Offered on the main campus and other locations as well as every term on Rome Campus.

3 semester credits

CTH 301 Catholic Imagination

Explores the theological, aesthetic, and cultural significance of Catholicism's sacramental vision of the world and of the human person. Primary attention given to the nature of human imagination and to works of the imagination such as literature, art, and architecture. Required advanced course for Catholic Studies major; advanced elective for Catholic Studies minor. 4 semester credits

CTH 310/HIS 310 Catholicism and America

Examines the Catholic historical experience in America from colonization until the present. Consideration of how far Catholicism is compatible with American political and social values. Either this course or CTH/HIS 330 Catholicism and the Modern World is required for the Catholic Studies major; advanced elective for Catholic Studies minor. Upper-level U.S. History elective for History Education majors. 4 semester credits

CTH 325 or 425 Special Topics in Catholic Studies

Topics variable. Another interdisciplinary course may be substituted with the approval of the director. Required advanced course for Catholic Studies major; advanced elective for Catholic Studies minor. 3 or 4 semester credits

CTH 330/HIS 330 Catholicism and the Modern World

A comprehensive examination of Catholicism in relation to historical developments beginning in the Enlightenment and French Revolution. Treats the challenges and possibilities stemming from the encounter between Catholicism and the modern world as expressed in Ideas, cultures, and events since the eighteenth century. Either this course or CTH/HIS 310 Catholicism and America is required for the Catholic Studies major; advanced elective for Catholic Studies minor. Upper-level World History elective for History Education majors. 4 semester credits

CTH 401 Great Catholic Figures

Advanced seminar discussion of Catholic figures and their cultural achievements and non-Catholic figures who have influenced the Catholic tradition of thought and culture. Required advanced course for Catholic Studies major. Prerequisites: one 200-level CTH course, and one 300-level CTH course. 4 semester credits

CTH 499 Integrating Capstone Seminar

Interdisciplinary dialogue concerning the application of Catholic thought and culture to different professions, disciplines, vocations, and states in life. Special attention given to the tasks of the New Evangelization. Taken senior year. Required advanced course for Catholic Studies major. Prerequisites: CTH 101, two 200-level CTH courses, and two 300-level CTH courses. 4 semester credits

Chemistry Department

■ Chemistry Program

Chair: Sister Nicole Kunze, Ph.D.

Mission

The Chemistry Department at the University of Mary exists to provide students with an education in chemistry that will support their completion of programs in the liberal arts and professions. It is met through quality classroom and laboratory instruction. The department assists students in becoming life-long learners and servant leaders.

Outcomes

Students completing a chemistry major or minor will:

- demonstrate a broad knowledge base in chemistry
- communicate effectively in written and oral forms
- exhibit analytical and critical thinking skills

Required courses (Major):

(64 semester credits)

CHE 111, 112, 217, 230, 312, 318, 329, 340, 417, 429, 450, 490; MAT 204, 209, 210; PHY 203, 304.

Minor sequence in Chemistry

(20 semester credits):

CHE 111, 112, 217; and two of 209 or 309, 310, 318, 325, 326, 425, 428.

Chemistry Course Descriptions

CHE 104 Introductory Chemistry

An introductory course for students with minimal chemistry background, designed to prepare students for future chemistry courses. Does not meet lab science core requirement. 2 semester credits

CHE 107 General, Organic, and Biochemistry

This course introduces students to inorganic, organic, and biochemistry. The structure and properties of representative inorganic, organic, and biochemical compounds, the study of chemical processes occurring within the living system, and overall applications to the health sciences will be emphasized. Basic math skills are a course prerequisite. The course contains a laboratory component. Duplicate credit for CHE 107 and CHE 110 or CHE 310 is not allowed. 4 semester credits

CHE 109 Fundamentals of Chemistry

Survey of college chemistry; chemistry of inorganic elements and compounds. Duplicate credit for CHE 109 and 111 not allowed. Lab: 2 hours
4 semester credits

CHE 110 Introduction to Organic and Biochemistry

Structure and properties of representative organic and biochemical compounds. Chemical processes occurring within the living system. A terminal course for non-majors. Duplicate credit for CHE 110 and 310 not allowed. Lab: 2 hours. Prerequisite: CHE 109 or high school chemistry and ACT science score 21 or higher.
4 semester credits

CHE 111 General Inorganic Chemistry I

Laws and theories of inorganic chemistry; preview of inorganic descriptive chemistry. Duplicate credit for CHE 111 and 109 not allowed. Lab: 2 hours
4 semester credits

CHE 112 General Inorganic Chemistry II

Continuation of CHE 111 including qualitative analysis and descriptive inorganic chemistry. Lab: 2 hours. Prerequisite: CHE 111 or consent of instructor
4 semester credits

CHE 209 Quantitative Analysis

Principles of theories of gravimetric and volumetric analysis. Duplicate credit for CHE 209 and CHE 309 not allowed. Lab: 3 hours. Prerequisite: CHE 111 or consent of instructor
4 semester credits

CHE 217 Organic Chemistry I

Preparation and reactions of the main classes of organic compounds. Lab: 3 hours. Prerequisite: CHE 111 or consent of instructor
4 semester credits

CHE 230 Analytical Chemistry

This course covers fundamental theoretical concepts and practical skills relevant to analytical chemistry. The topics covered include statistics (as applied to chemical analysis), sampling and sample handling, quality control and quality assurance, and gravimetric and titrimetric methods of analysis (precipitation, acid-base, complexometric and reduction-oxidation). Lab: 1 hour. Prerequisites: CHE 111 and 112 (or equivalent) or consent of instructor
4 semester credits

CHE 309 Quantitative Analysis

Covers the same material as CHE 209. In addition, an in-depth research project in the area of analytical chemistry will be required. Duplicate credit for CHE 209 and 309 not allowed. Lab: 3 hours. Prerequisite: CHE 111 or consent of instructor.
4 semester credits

CHE 310 Biochemistry I

Carbohydrates, proteins, fats, enzymes, nucleic acids, vitamins, and hormones; process of digestion, absorption and metabolic cycles. Duplicate credit for CHE 110 and 310 not allowed. Lab: 3 hours. Prerequisite: CHE 217
4 semester credits

CHE 312 Biochemistry II

A second semester of biochemistry which covers metabolic reactions and cycles including the control mechanisms and associated energy changes. The structure and function of nucleic acids will also be included. Prerequisite: CHE 310
4 semester credits

CHE 318 Organic Chemistry II

Synthesis, mechanism, and spectroscopic analysis of typical organic compounds. Organic qualitative analysis is stressed in the laboratory. Lab: 3 hours. Prerequisite: CHE 217 or consent of instructor
4 semester credits

CHE 326 Environmental Chemistry

Study and analysis of the most important natural and human modulated chemical processes taking place within the earth's ecosystems and affecting natural resources. Lab: 3 hours. Prerequisites: CHE 111, 112, or consent of instructor
4 semester credits

CHE 329 Chemistry Lab Practicum

Prerequisite: Consent of instructor
1 semester credit

CHE 340 Instrumental Analysis

This course focuses on modern instrumental methods for chemical analysis. It covers theory, instrumentation, operation and calibration of instruments used in: spectroscopy, chromatography, and electrochemistry. Lab: 3 hours. Prerequisites: CHE 111 and 112 (or equivalent) or consent of instructor
4 semester credits

CHE 417 Advanced Inorganic Chemistry

Advanced Inorganic Chemistry plays a key role in the science of materials, catalysis, biological processes, nanotechnology, as well as other multi-disciplinary fields. Concepts inherent in this course can include atomic structure and its spectra, covalent molecular geometries, main group properties such as structure and synthesis and physical and chemical properties, transition metals and coordination chemistry, organometallic chemistry, solid state materials, as well as other special topics. Lab: 3 hours. Prerequisites: MAT 209, 210; PHY 203, 304 or consent of instructor
4 semester credits

CHE 429 Safety in the Chemistry Laboratory

The study of the principles and methods for proper chemical hygiene and safety practices for working in a laboratory environment. Prerequisites: CHE 111, 112
1 semester credit

CHE 450 Physical Chemistry

The study of the fundamental understanding of the molecular and atomic levels of materials; how they behave and how chemical reactions occur. Lab: 3 hours. Prerequisites: MAT 209, 210; PHY 203, 304 or consent of instructor
4 semester credits

CHE 490 Senior Chemistry Seminar

A course in which students will synthesize, analyze and critique papers from a broad range of chemical research. Through seminars, presentations of journal articles, and discussions, students will integrate material from all of their undergraduate chemistry courses. Students will also write a final research paper. Prerequisites: Minimum of three upper level Chemistry courses or consent of instructor
2 semester credits

CHE 428 Readings and Research in Chemistry

Prerequisites: CHE 111, 217, and consent of instructor
1-4 semester credits

CHE 125, 225, 325, 425

Special Offerings in Chemistry Prerequisite: Consent of instructor
1-4 semester credits

Communication Department

■ Communication Majors

Chair: Mike Chaussee

Mission

The Communication Department provides a learning atmosphere which fosters creativity and community, while offering each student the opportunities, skills, theory and experiences to be an ethical, professional communication leader.

Outcomes

Graduates of this department:

- behave ethically in the profession.
- write and speak effectively to various audiences in a variety of formats.
- use technical skills (in such areas as: audio, video, computer, photographic and research) to create and communicate effectively.
- demonstrate an understanding of communication theory as a basis for professional thinking.
- demonstrate the ability to learn so as to adapt, to create and to manage change in the world of communication.
- meet professional demands while developing productive working relationships.
- can discuss a range of global, societal, religious, political and like pertinent issues, and their importance to and influence on communication.

Major in Business Communication:

ENG 121; ART 108; MAT 180; ACC 101, 102; ECN 203, 204; BUS 215, 311, 362, 420; COM 102, 106, 204, 210 or 212, 226, 237, 309 or 311; 315, 329, 330, 413, 414, 426, 430, 432; two practica of the following: Forensics, Theatre, Video, Summit; ALU 499.

Major in Mass Communication:

ENG 121; ART 108, 116; BUS 215, 333; COM 102, 106, 110, 204; 210 or 212; 226, 237; 309 or 311; 315, 316, 318, 303; 329, 330, 406, 426, 430, 432; two practica from: Forensics, Theatre, Video, Summit; ALU 499.

Major in Public Relations:

ENG 121; ART 108, ART 115 or 121; BUS 215, 333, 371; COM 102, 106, 110, 204; 210 or 212; 226, 237, 303; 309 or 311; 315, 316, 329, 330, 332, 413, 414, 420, 426, 430, 432,; two practica from: Forensics, Theatre, Video, Summit; ALU 499.

Minor in Business Communication:

COM 204, 226, 315, 329, 413, 414; COM 330. ART 108 highly recommended.

Minor in Public Relations:

COM 204, 226, 315, 329, 332, 413; BUS 333 or COM 330. ART 108 highly recommended.

Minor in Speech:

COM 106, 204, 309, 311; COM 212 or 4 practicum credits in Theater and/or Forensics.

Speech Education Licensure:

Licensure is offered upon demand. Please see the Program Director of Communication or the Dean of the School of Arts and Sciences for further information.

To be licensed to teach speech, students must obtain a secondary teaching degree and complete the speech minor. In addition they must take COM 319, 320; and any 8 hours from the following: COM 226, 303, 315, 316, ; ENG 332, 352, 353.

Minor in Web Design:

Communication and Business students given priority. ART 108; COM 226 and 237 (must be taken in sequence.); 316; ITM 300, 340; CIS 356, 357.

Art Course Descriptions**ART 108 Introduction to Photography**

The study of basic photographic principles and procedures, including camera and digital image processing techniques. Photography will be studied as both an art form and a communication medium, and assignments emphasize a broad range of contemporary photographic practice. 3 semester credits

ART 115 Introduction to the Visual Arts

Designed for students with little or no experience in making or critically viewing the visual arts. Through artistic processes, reading and discussion, students learn the elements of design and the principles of composition and how these contribute to

a work's effectiveness. Students grow in understanding their own creative behavior and that of the visual artist. 3 semester credits

ART 116 Introduction to Film

Students in this course study the history and form of film including elements of composition and cultural relevance. Artistic comparison, criticism and interpretation foster student understanding of multiple points of view. 3 semester credits

ART 120 Art Appreciation:**Sacred and Secular Perspectives**

This course is an introduction to the visual arts exploring various approaches to understanding art, art history, terminology, techniques, media, and motivating factors for creating art from sacred and secular perspectives. 3 semester credits

ART 121 Introduction to the Art of Rome and Paris

This course is designed to provide a hands-on approach to Western art history from antiquity to the early twentieth century in Rome and Paris, two of the artistically richest cities in Europe. Students will gain the skills and knowledge required to: identify key architects, painters and sculptors, describe the characteristics of artistic periods, and analyze the importance of Christianity in art creation. 3 semester credits

ART 127 Introduction to Drawing

Introduction to techniques aimed at improving drawing ability by expanding ways of seeing and responding to subject matter. Wide variety of media and range of subject matter are explored while basic design concepts are also emphasized. 3 semester credits

ART 129 Calligraphy

Students learn the history and skill of calligraphy with an emphasis on contemporary uses of this art form. 2 semester credits

ART 243 Survey of Modern Art

Students learn about the major figures and art movements in Western Art beginning with Impressionism and continuing to the present day. Artistic processes and creative behavior are also emphasized. 4 semester credits

ART 125, 225, 325, 425

Special Offerings in Art
1-4 semester credits

Communication Course Descriptions**COM 102 Introduction to Communication Studies**

Communication Studies introduces students to the academic and professional dimensions within the field of communication. Special attention will be given to communication theory, professional practices, and ethical considerations that are relevant to such areas as public relations, advertising, and media. This course will provide an opportunity for students to become familiar with departmental policies and procedures. 4 semester credits

COM 106 Emerging Uses of Technology in Communication

This course is an introduction to emerging technologies and their use in professional communication. It will help students develop competence and understanding in radio broadcasting, pod casting, vod casting, and web casting. Competencies to be developed include writing in multiple media formats, preparing media for the presentation on the web, uploading information to the web and announcing for radio and pod casts.

4 semester credits

COM 110 Oral Communication

Examines the theories and practices students need to develop competence in public speaking and listening by providing experience in the preparation, presentation, and assessment of speeches. Informative and persuasive speaking are highlighted in this course.

3 semester credits

COM 110 Oral Communication – Speech Anxiety

Examines the theories and practices students need to develop competence in public speaking and listening by providing experience in the preparation, presentation, and assessment of speeches. Informative and persuasive speaking are highlighted in this course. COM 110-SA seeks to aid students with a self-report of high speech anxiety. Placement in these sections will take place based on the speech anxiety inventory conducted by Admissions upon arrival at the University. Students may also self-select to take this course.

3 semester credits

COM 204 Interpersonal Communication

Principles and theories of relational communication will be explored including such concepts as self, relational development, conflict, listening, language and nonverbal communication. Special emphasis will be given to interpersonal communication in small groups. Prerequisite: COM 110 or consent of the instructor

4 semester credits

COM 210 Intercultural Communication

A study of the theories and principles of communication within and across ethnic and multinational borders is the focus of this course with exploration into the fields of communication, business, healthcare, education, human rights, and global diversity. Study will culminate in a research project or a global issues service project. Prerequisites: COM 110; Suggested ANT 171 and BUS 215.

4 semester credits

COM 212 Persuasion

The art of persuasion is explored as an element of not only communication but society as well. Various aspects of persuasion and their impact (legal, ethical, etc.) and effectiveness as used in such areas as media, advertising, rhetoric, politics, and propaganda will be addressed.

Prerequisites: COM 110, ENG 121

4 semester credits

COM 226 Desktop Publishing I

Provides instruction in principles of graphic design and how to use those principles to create professional publications through the combining of images and text. The student will learn to solve visual problems using profes-

sional-level tools. These tools will include page-layout software, vector-based drawing software, and bit map-editing software. Prerequisite: ART 108 or consent of the instructor. Registration priority given to communication majors, web design minors, marketing, and management majors.

4 semester credits

COM 237 Desktop Publishing II

Emphasis on establishing effective design project management skills, reinforcing previous graphic design knowledge and skills, and understanding printing industry standards and practices. Students explore the underlying principles of grid theory, typography, page layout, and type and image integration as they relate to a range of publication design applications. Prerequisites: ART 108, COM 226

2 semester credits

COM 303 Mass Communication: History and Theory

History, process, philosophy, law, policy of U.S. communication media. Each medium examined individually. Effects of messages, regulation of media, and other current issues examined. Prerequisites: Eng121, Com110 or consent of instructor

4 semester credits

COM 305 Sports Communication

An in-depth look at sports and its influence on society including the media through which its story is told. Areas of emphasis include sports writing, broadcasting, advertising, marketing and public relations. The course will include tours of sports facilities and speakers from sports teams and from the media which cover them. Prerequisites: COM 102, COM 110, ENG 121, or consent of instructor.

4 semester credits

COM 308 TV and Lighting

A detailed study in lighting for television and video productions. Provides advanced theory in lighting and practical hands-on lighting experience. Develops an advanced competency with lighting and a basic understanding of special effects.

1 semester hour

COM 309 Oral Interpretation

Interpretive reading of prose, poetry and drama. Stresses techniques of effective vocal delivery and physical presentation. Provides experience in preparation, presentation, and evaluation of individual and ensemble readings. Prerequisite: COM 110

4 semester credits

COM 311 Advanced Public Speaking

Designed for students who desire to refine their public speaking skills. Areas include: informative, persuasive, limited preparation, special occasion speeches, and communication analysis. Prerequisite: COM 110

4 semester credits

COM 315 Written Journalism

Basic reporting techniques, lead and story writing, headline writing, feature and editorial writing, copy editing. Media convergence applications also emphasized.

Prerequisites: ENG 121, COM 102, COM 106, COM 110 or consent of the instructor.

4 semester credits

COM 316 Video Production I

Introduction to one-camera, studio and field video production. One camera projects include music video and short movie. Students learn how cameras and the studio work. Videography and editing techniques are also emphasized. Prerequisites: ART 108, COM 106 or consent of Instructor. 4 semester credits

COM 318 Broadcast Journalism

Broadcast journalism examines and practices executing television and radio news. Students learn how to produce a newscast including: hands-on experience in writing, researching, reporting, directing, delivering the news on air and doing the videography. Prerequisites: ART 108, COM 106, COM 316 4 semester credits

COM 319 Secondary Speech Methods

Examines methods, materials, opportunities, and problems typically encountered in teaching high school speech. Emphasis is on instruction and practice in procedures for planning, instruction, and evaluation. 2 semester credits

COM 320 Management of Extra Curricular Activities

Practice in the methods of advising and managing extracurricular programs in forensics, journalism, and theater. 2 semester credits

COM 329 Public Relations

Overview of history, theory, and research techniques and applications of public relations. Introduction to public relations writing and design. Projects include brochure preparation, problem research, and news releases. Focus on critical analysis of public relations problems and remediation. Prerequisites: BUS 215, COM 204, COM 226, or consent of the instructor. 4 semester credits

COM 330 Principles in Advertising

Intense study of advertising, the process and practice. Planning, formulating, implementing, and evaluating an ad campaign. Social responsibilities and legal restrictions of advertising. Case studies assigned for discussion and evaluation. Prerequisites: ENG 121, COM 110, BUS 215 or consent of the instructor 4 semester credits

COM 332 Public Relations Writing

Practical study of the various genres of public relations writing: news releases, speeches, press packets, agency newsletters, and special events. Prerequisites: COM315, COM226, COM329 or consent of the instructor. 4 semester credits

COM 405 Advanced Video Production

Intensive training in video production camera, direction, post production editing, phases of local origination programming. Live studio, remote production, field production, and set up followed by supervised production work to be aired on Community Access Television. Prerequisites: COM 316 and 318 or consent of program director 2 semester credits

COM 406 Video Production II

Advanced course in television production techniques and theory. Students are required to study equipment, staff, pre-production and post-production elements. Students also learn different roles of control room and field productions. Prerequisites: COM 316, 318 or consent of the instructor 4 semester credits

COM 413 Organizational Communication

Study of communication practices in formal organizations with emphasis on communication between supervisors and subordinates. Examination of structure and function of planned and unplanned organizational communication networks and an introduction to the communication audit. Special attention given to managerial communication. Prerequisites: BUS 215, COM 204 or consent of the instructor. 4 semester credits

COM 414 Business Communication

Preparation, practice and evaluation of oral and written communication for the business world: public presentation, small group skills, listening. Research, present, and evaluate communication for the business setting. Prerequisites: ENG 121, COM 110, BUS 215 4 semester credits

COM 416 Advanced Journalism

Course offered in cooperation with the press for the improvement of reporting and of writing skills and mastery of technical equipment of the profession. Prerequisites: Consent of COM 315 instructor and program director 4 semester credits

COM 420 Case Studies in Public Relations

In-depth study of public relations campaigns. Case studies examined for discussion. Course requires a 60-hour public relations placement. Prerequisites: COM 326, 329, 332 4 semester credits

COM 426 Communication Leadership

As the capstone experience for all senior students in Communication, this course provides for the integration of core liberal learning, professional course work and servant leadership in communication. Assessments and preparation for internship placement are also completed. Prerequisite: Acceptance into the internship program . 2 semester credits

COM 428 Reading and Research in Communication

An in-depth study to fit the student's competence and needs. Prerequisite: Consent of instructor 1-4 semester credits

COM 430 Internship

Structured, on-the-job learning experience under supervision of professionals in a cooperating organization. Faculty advisor supervises, awards credit and grade. A learning contract is written between faculty advisor, supervisor and student stating conditions of work assignment (13 weeks, minimum of 40 hrs/week). Prerequisite: All other major coursework completed; Taken concurrently with COM 432 10 semester credits

COM 432 Seminar

An in-depth original research or production study designed, proposed, presented, and defended by the student to a committee of peers and staff. Practical exploration of job search procedure. Preparation of employment portfolio and resume; presentation of portfolio to faculty and peers. Taken concurrently with COM 430
2 semester credits

COM 125, COM 225, COM 325, COM 425**Special Offerings in Communication**

1-4 semester credits

COM 133, 233, 333, 433 Practicum: Video

The video practicum is designed to give students hands-on experience in video production. The practicum experience will be tailored to the student's talents, goals and experience. Students typically produce a video as a service project for an organization. Other experiences include working with local television stations, touring video-related businesses, and interviewing professionals. No student can earn more than 4 hours in this practicum.

COM 135, 235, 335, 435 Practicum: Radio Communication

The radio practicum is designed to give students hands-on experience in video production. The practicum experience will be tailored to the student's talents, goals and experience. Students typically take an air shift at a local radio station for two hours a week. No student can earn more than 4 hours in this practicum.

COM 139, 239, 339, 439 Practicum: Summit

Students participate in the development and production of the twice-monthly publication "The Summit," as editors, photographers and/or reporters. No student can earn more than 4 hours in this practicum.

COM 143, 243, 343, 443 Practicum: Competitive Forensics

A supervised experience in forensics. Students contract with faculty advisor. This practicum contributes to the curricular competencies of Spirituality and Ethics, Global Stewardship, Communication, and Critical Thinking. No student can earn more than 4 hours in this practicum.

COM 145, 245, 345, 445 Practicum: Theater

Theater Practicum is a directed supervised, practical experience in theatre production. Students participate in executing a fully realized theater production before a live audience as either actor, stage crew, designer, operator or production assistant.

Human and Social Sciences Department

Chair: Dr. Chad Litton

Philosophy

Faculty within the Human and Social Sciences Department are committed to providing a well-rounded course of study in the social science disciplines of American Indian studies, Anthropology, Economics, Geography, History, Political Science and Sociology. Our curriculum is designed to mold students into lifelong learners and leaders who serve others in their professional, family, and civic environments.

Mission

Faculty within the Social & Behavioral Sciences provide a well-rounded social science program rooted in the Benedictine tradition of our sponsors, the Sisters of Annunciation Monastery. The curriculum is designed to expose students to critical thinking skills, historical analysis, cultural diversity, and respect for others.

■ Economics Program

Minor in Economics:

Minimum of 18 semester credits

Required courses: ECN 101, 203, 204, 343, 344

■ Government and Political Philosophy Major

Required Courses: COM 212; ECN 101, 343; HIS 307; PHI 201, 202, 308, 309, 311, 314; POL 202, 302, 408, 414, 440, 450, 490; SOC 302; ALU 499.

Minor in Political Science: POL 202, 302, 308, 414, 450 and one upper division political science course.

■ History Major

Major in History: HIS 101, 102, 271, 272, 480, 490; one 200 level History course elective; three 300 level History course electives (one of which is to be a Christianity in History elective); one 400 level History course elective; ALU 499. 40 semester credits, at least 28 semester credits must be taken at the University of Mary.

Minor in History: Five courses are required; three courses are to be in the upper division. At least eight upper division semester credits must be taken at the University of Mary.

■ History Education Major

Major in History Education: HIS 101; 102, 202; 271, 272, 300-400 US history elective, 300-400 world history elective, 300-400 diversity history elective, HIS 490; PSY 201, 205 (for Middle School Endorsement PSY 332 is required), 12 semester credits in one of the following areas: political science, geography, or economics; lab science requirement for education; math requirement for education; EDU 200 or 202, 295, 301, 310, 320, 365, 367, 373, 401, 411, 421, 423; 438; ALU 499.

■ Public Policy Major

Major in Public Policy: COM 212; ECN 101, 343; HIS 307; HIS/CTH 330; MAT 103, 204; PHI 202; POL 202, 302, 308, 316, 408, 414, 440, 490; POL elective; SOC 302; ALU 499.

■ Social & Behavioral Sciences Major

Major requirements may be met by completing courses in various combinations in geography, history, political science, anthropology, psychology, and sociology. Two options are available for the Social and Behavioral Science Major:

Major in Social and Behavioral Sciences:

HSS/HIS/POL 490; one lower division course in four of the following areas: anthropology, geography, history, political science, sociology, or psychology for a minimum of 13 credit hours; and five upper division courses in at least three of the following areas: anthropology, geography, history, political science, sociology, or psychology for a minimum of 18 credit hours minimum; ALU 499.

Minor in Social and Behavioral Sciences:

One lower division course in four of the following: anthropology, geography, political science, history, psychology, sociology: three upper division courses from three different areas (geography, political science, history, psychology, sociology). At least eight upper division credits must be taken at the University of Mary.

Minor in Sociology: SOC 107; 102 or 202; three additional upper level SOC courses (17 minimum credits; 14 credits must be from UMary, SOC 320 is a two credit course.

Minor in American Indian Studies: SOC 102, 107, 202, 304; HIS 471; THE 301; ENG 466

■ Social Studies Education Major

Major in Social Studies Education:

HIS 101 or 102; 271 or 272; 300-400 US history elective; 300-400 world history elective; 300-400 diversity history elective; HIS 490; PSY 201, 205 (for Middle School Endorsement, PSY 332 is required); 12 credit hours in two of the following areas: political science, geography, or economics; lab science requirement for education; math requirement for education; EDU 200 or 202, 295, 301, 310, 320, 365, 367, 373, 401, 411, 421, 423; 438; ALU 499.

Human and Social Sciences Course Descriptions

Anthropology Course Descriptions

ANT 171 Introduction to Cultural Anthropology

As part of the University of Mary Core Curriculum, this course is designed to introduce you to human culture. We will look at many aspects of what it means to be human from a cross-cultural perspective. This course will expose you to the variety and diversity that is humanity.
3 semester credits

Economics Course Descriptions

ECN 101 Economics of Social Issues

This course presents a social issues approach to the development of basic micro and macro principles of economics. Contemporary social issues covered in this course may include the following topics: Poverty; Discrimination; Economic Systems and Social Well-Being; Price Controls; Pollution; Crime; Education; Monopoly Power; Professional Sports; Economic Growth; Inflation; Unemployment; Monetary Policy; Fiscal Policy; and International Trade. Additional social issues will be selected by the instructor and class as time permits.
4 semester credits

ECN 203 Microeconomics

Microeconomics emphasizes the various market structures that individual units such as households and firms encounter when maximizing their utility and profits. It investigates the advantages and disadvantages of perfect competition, monopoly, oligopoly and monopolistic competition.
4 semester credits

ECN 204 Macroeconomics

Macroeconomics studies economic aggregates such as unemployment, inflation, and Gross Domestic Product and their impact on individuals and society. It examines the effects of fiscal and monetary policy on the level of economic activity.
4 semester credits

ECN 343 History of Economic Thought

This course is designed to study the major economic philosophers from Adam Smith to the present and their contributions to economic theory. Prerequisites: ECN 203, ECN 204 or instructor consent.
4 semester credits

ECN 344 Economic Policy Alternatives

This course presents the connections between economics and politics in our political economy. It explores the Impacts of alternative economic policy decisions on the goals of equity, efficiency, full employment, stable prices and economic growth. Economic policy making decisions will include monetary policy, fiscal policy, government regulations, income distribution and international trade.

4 semester credits

Geography Course Descriptions**GEO 101 Introduction to Geography**

Account of the earth and the home of human beings. Includes geographic principles and skills, environment, and the role of geography in human institutions.

4 semester credits

GEO 302 Regional Geography

Influence of natural environment on economic, social, and political life of people in North America and selected regions of the world.

4 semester credits

GEO 402 Human Geography

A review of the relationship between core areas of the earth and the peripheral environment as well as a display of the continuing transformation of the political economy of the world, nations, regions, and cities. An emphasis on how social and cultural differences are embedded in human geography, especially differences in race, ethnicity, gender, age, and class.

4 semester credits

History Course Descriptions**HIS 101- HIS 102 World Civilizations I and II**

An introductory survey of world civilizations from (I) ancient times to 1500 and (II) from 1500 to present .

4 semester credits each

HIS 202 North Dakota History

Survey from pre-history to present: physical features, people, cultures, politics, and place in United States history.

4 semester credits

HIS 210 Civil Rights in America

This course analyzes the structure and dynamics of the civil rights movement and examines the people, stories, events and issues of America's civil rights struggle.

4 semester credits .

HIS 271 - HIS 272 US History I and II

A survey of the history of the United States from: (I) pre-Columbian North America to 1877 and (II) from 1877 to the present.

4 semester credits each

HIS 303/THE 303 Church History

This course explores the history of the Church's emergence, development, and growth in the apostolic, patristic, medieval, and Reformation periods as well as the mutual effects of Christianity's engagement with various cultures .

4 semester credits

HIS 307/CRJ 307 Difference and Inequality

Examination of issues of human diversity from historical, global, social and cultural perspectives. Issues may include race, gender, age, ethnicity, class or culture.

4 semester credits

HIS 310/CTH 310: Catholicism and America

Examines the Catholic historical experience in America from colonization until the present. Consideration of how far Catholicism is compatible with American political and social values. Either this course or CTH/HIS 330 Catholicism and the Modern World is required for the Catholic Studies major; advanced elective for Catholic Studies minor. Upper-level U.S. History elective for History Education majors.

4 semester credits

HIS 330/CTH 330: Catholicism and the Modern World

A comprehensive examination of Catholicism in relation to historical developments beginning in the Enlightenment and French Revolution. Treats the challenges and possibilities stemming from the encounter between Catholicism and the modern world as expressed in Ideas, cultures, and events since the eighteenth century. Either this course or HIS/CTH 310 Catholicism & America is required for the Catholic Studies major; advanced elective for Catholic Studies minor. Upper-level World History elective for History Education majors.

4 semester credits

HIS 350 U. S. Historical Era

An examination of an historical era in US history.

4 semester credits.

HIS 351 World Historical Era

An examination of an historical era in world history.

4 semester credits

HIS 360 Civilization in History

A study of a civilization(s) in world history and the factors in the rise and decline of civilizations.

4 semester credits

HIS 420 Military History

An examination of the significance of war in human society and history. One or more major wars studied along with key concepts and problems in military history .

4 semester credits

HIS 440 Biography and History

A study of the ways various historical biographies reveal the cultures of the past. Analysis of how human lives are situated in complex webs of contexts at any given time in history.

4 semester credits

HIS 450 U.S. Historical Theme

An examination of an historical era in U.S. history.

4 semester credits

HIS 451 World Historical Theme

An examination of an historical era in world history.

4 semester credits

HIS 471 Indians in American History

Analyzes histories of American Indians in the United States from a Native perspective , changes that occurred through European colonization, impact of United States Indian policy, political activism, and contemporary issues.

4 semester credits

HIS 480 Historiography and Methods

A study of historical writing and of a wide variety of historians and their approaches. Analysis of historical sources. Advanced-level research and writing of a history paper.
4 semester credits

HIS 125, HIS 225, HIS 325, HIS 425

Special Offerings in History
1-4 semester credits

HIS 490 /POL 490/HSS 490 Senior Seminar

An examination of leadership from historical, political, and social perspectives through literature and discussion. Methodology, assessment of the program and connections of Benedictine Values, servant leadership, mission, and philosophy are also included.

4 semester credits

Political Science Course Descriptions

Minor in Political Science: POL 202, 302, 308, 414 450 and one upper division political science course.

POL 101 Responsible Citizenship

"Keep this rule... After that, you can set out for loftier summits" (RB 73:8-9). Leadership in the Benedictine Tradition calls us to care for the communities in which we live. This course gives the foundations to understanding the social and civic community of America. It serves as a focus of thinking, writing, and acting on issues of community import with critical awareness of the formation of American civic culture and an awareness of an individual's responsibility within that culture.

3 semester credits

POL 202 American Government and Politics

Examination of the development of the Constitution, understanding of political events, political participation, the components of the political system, policy issues and the debates surrounding them, along with current events related to government and politics.

4 semester credits

POL 302 State and Local Government

Consideration of the differences in governmental systems throughout the United States with emphasis on North Dakota.

4 semester credits

POL 308 Public Policy Analysis

Study of public policy that focuses on the theory and methodology that shapes policy inputs and policy outcomes In order to understand effective policy assessment.

4 semester credits

POL 313 The American Presidency

Rights, duties, and responsibilities of the President, constitutional guidelines, power command, reputation, transition, and the people in office.

4 semester credits

POL 316 American Foreign Relations

American foreign policy from 1895 to the present with an analysis of how the United States has played a changing role in world events and crises.

4 semester credits

POL 408/SOC 408 Political Sociology

This course is an examination of the relationships between society, culture and politics. It focuses on concepts of power, the state, social and political movements, citizenship, democracy, and global political relationships.

4 semester credits

POL 414 United States Constitutional Law

Focus on the politics of justice, the nature of the Constitution, decisions made by the United States Supreme Court, and how these decisions impact legal actions. Recommended for Pre-Law and Secondary Education majors who plan to teach political science and history.

4 semester credits

POL 125, POL 225, POL 325, POL 425

Special Offerings in Political Science and Politics
1-4 semester credits

POL 440 Political Science Internship

Observation of work experience under the direction of a faculty member in a local, state, or federal government agency with emphasis on learning about the political process within the placement agency.

4 semester credits

POL 450 Contemporary Political Thought

This course surveys major political ideas and theories of the 20th Century and application to modern issues.

4 semester credits

POL 490/HIS 490 /HSS 490 Senior Seminar

An examination of leadership from historical, political, and social perspectives through literature and discussion. Methodology, assessment of the program and connections of Benedictine Values, servant leadership, mission, and philosophy are also included.

4 semester credits

Human and Social Science Course Descriptions**HSS 220/CTH 220: Religion and Culture**

Considers the sociological dynamics of religion in general and Catholicism in particular within human societies and culture. Examines the nature of a liberal arts-based education as a specific illustration of the relationship between religion and culture. Required foundation course for Catholic Studies major; elective foundation course for Catholic Studies minor. Elective for Social and Behavioral Sciences major .

4 semester credits

HSS 125, HSS 225, HSS 325, HSS 425

Special Offerings in Human and Social Science
1-4 semester credits

HSS 490/POL 490/HIS 490 Senior Seminar

An examination of leadership from historical, political, and social perspectives through literature and discussion. Methodology, assessment of the program and connections of Benedictine Values, servant leadership, mission, and philosophy are also included.

4 semester credits

Sociology Course Descriptions

SOC 102 Introduction to American Indian Studies

Overview of American Indian society, culture, life ways, and values from pre-contact to present day. Emphasis on tribal people of the Northern Plains. This course meets certification requirements for education majors.

4 semester credits

SOC 107 General Sociology

Examines how the individual articulates with many concepts presented such as culture, society, socialization, groups, role, social stratification, socialization, deviance, norms, collective behavior and racism.

4 semester credits

SOC 202 Contemporary American Indian Societies

Examination of urban and reservation American Indian life including social institutions, values, tribal structure and government, tribal economic systems, federal Indian law.

This course is strongly recommended for social work majors.

4 semester credits

SOC 302 Social Problems

Adverse social conditions throughout the world such as population problems, war, ecological crises, poverty, racism, and genocide.

4 semester credits

SOC 304 Plains Indian Culture

Analysis of the interrelationships of past and present spiritual beliefs, attitudes, customs, art, languages, symbols of Plains Indian culture.

4 semester credits

SOC 305 Deviant Behavior

Adult crime, juvenile delinquency, drug addiction, alcoholism, and sexual deviance and analysis of theories.

4 semester credits

SOC 320 Sociology of Sport

This course is a study of sport as a social phenomenon; examining the process by which people are socialized into sport and sport rules, and the social processes by which sport functions as a vehicle for socialization. The course will explore the topic of sport from a critical perspective especially focusing on inequalities, gender, race, class, and power.

2 semester credits

SOC 404 Marriage and the Family

Theory of family development with emphasis on the American setting: changing roles, adolescence, parent-hood, mate selection, and crisis.

4 semester credits

SOC 408/POL 408 Political Sociology

This course is an examination of the relationships between society, culture and politics. It focuses on concepts of power, the state, social and political movements, citizenship, democracy, and global political relationships.

4 semester credits

SOC 125, SOC 225, SOC 320, SOC 425

Special Offerings in Sociology

1-4 semester credits

Department of Language and Literature

Chair: Dr. Rebecca Chalmers

■ English

Chair: Dr. Rebecca Chalmers

Mission

The Language and Literature Department strives to develop a true community of learners where a working knowledge of literary history and literary analysis gives students a home in their own culture and makes them careful and compassionate judges of human nature.

Departmental Learning Outcomes

A graduate of the English program at the University of Mary:

- displays mastery of usage and mechanics in edited work
- can analyze a text or image in terms of its formal elements and their implications
- can distinguish major critical theories
- can use major research tools to construct a preliminary bibliography
- can produce an original short work of narrative, dramatic, or poetic art
- can use grammatical terminology to explain the stylistic or dialectal differences between two texts
- can apply several different critical theories to the same literary text and discuss their implications
- can analyze an argument in terms of both its logic and rhetoric
- can produce a well-supported argument incorporating research

Major in English:

ENG 130, 202, 204, 215, 302, 315, 320, 481; plus four surveys from American, British, and World; two major focus classes.

Major in English Education:

The courses listed above under major in English plus MAT 103 or above; lab science course; PSY 201; PSY 205 (for Middle School Endorsement, PSY 332 is required); EDU 200 or 202, 295, 301, 310, 320, 365, 367, 371, 401, 411, 421, 423, and 430; ALU 499.

Minor in English:

ENG 130, 202, 215, 302; two of ENG 321, 324, 330, 331, 336, 337; one of ENG 461, 462, 463, 464, 465, 466.

Minor in Theater:

COM 145, 245, 345, 445; ENG 332, 352, 353, 418, 464. Another relevant focus course in English at the 400 level (i.e. Shakespeare) may be substituted.

Honors Program

English majors may pursue an honors program by taking the major sequence in English as defined above plus seven additional courses as follows:

Two courses from PHI 308, 309, 311; THE 303, 306, 312, 338, or 339. One course from HIS 371, 372, 471, 472; POL 316, 414; or SOC 304. Two years of the same foreign language or four additional courses from the preceding two lists.

Double Major:

Students are encouraged to pursue a double major with the English major as one component. Modest adjustments in scheduling can be made.

Language and Literature Course Descriptions**English Course Descriptions****ENG 098 Writing in Sentences and Paragraphs**

A developmental writing course in which students study grammatical rules and their application in the writing process. Students learn to develop coherent and unified paragraphs and essays, using appropriate transition signals. They also learn to summarize, paraphrase, quote and document reading materials. Class does not apply to graduation credit
4 semester credits

ENG 105 Crime Literature

Close reading, analysis, and interpretation of fictional and non-fictional writing about the crime of murder. Prerequisite: consent of instructor.
4 semester credits

ENG 111 Composition I

Guided practice in college-level critical reading and expository writing, emphasizing a process approach and such expository modes as definition, comparison, and analysis.
3 semester credits

ENG 121 Composition II

Guided practice in college-level research and writing, emphasizing a process approach and such expository modes as definition, comparison and analysis. Prerequisite: ENG 111.
3 semester credits

ENG 130 Introduction to Literature

Study of the literary genres and related elements of literary form. Close reading and analysis of fiction, poetry and drama is augmented with the study of literary criticism and critical writing. Artistic comparison and interpretation foster a student's understanding of multiple points of view.
3 semester credits

ENG 202 Grammar

A linguistics-based study of the grammar of modern English. Required for all English majors.
4 semester credits

ENG 204 English Language and Linguistics

Introduction to findings from the scientific study of human language, the major systems of language, and the sub disciplines of linguistics. Pre-history and evolution of major dialects of English up to the present. Required for all English majors.
4 semester credits

ENG 215 Introduction to the Profession of English

Outline of major theoretical stances towards the interpretation of literature plus tools and techniques especially applicable to research in language, literature, and culture. Required for all English majors.
4 semester credits

ENG 302 Classical and Contemporary Rhetoric

History of rhetoric from classical Western ideas through the middle ages and into the 21st century. Emphasis on theory and structure of argument, proofs, reasons, evidence, and fallacies – with application of these in writing arguments for various audiences. Required for all English majors.
4 semester credits

ENG 315 Senior Seminar Prospectus

Development of an arguable topic, rough thesis, plan of work, and preliminary bibliography for the senior seminar. Required for all English majors. Prerequisite: Admission to the English major.
1 semester hour

ENG 320 Critical Theory

Historical and comparative study of major theoretical stances towards the interpretation of literature. Emphasis on primary documents. Required for all English majors.
4 semester credits

ENG 321 Survey of British Literature I

Important works in British literature from the beginnings through Neoclassicism.
4 semester credits

ENG 324 Survey of British Literature II

Important works in British literature from the Romantics to the present.
4 semester credits

ENG 330 Survey of World Literature I

Important works in world literature from the beginnings through the European Renaissance. Emphasis on non-English-language works read in translation.
4 semester credits

ENG 331 Survey of World Literature II

Important works in world literature from the European Renaissance through the present. Emphasis on non-English-language works read in translation.
4 semester credits

ENG 332 Acting

Guided experience in basic principles and major styles. Study will correspond to techniques applicable to student professional goals regardless of major. Required for Theatre minors.
4 semester credits

ENG 336 Survey of American Literature I

Important works in American literature from the beginnings through Whitman.
4 semester credits

ENG 337 Survey of American Literature II

Important works in American literature from Whitman through the present.
4 semester credits

ENG 351 Creative Writing

Guided experience in writing various genres. Emphasis on effective use of form, technique, and style.
4 semester credits

ENG 352 Introduction to Theater Production: Directing

Study of the basic principles and theories of stage direction. On-demand; required for Theatre minors.
2 semester credits

ENG 353 Introduction to Theater Production: Stagecraft

Study of the basic principles and theories of set and lighting design for the stage. On-demand; required for Theatre minors.
4 semester credits

ENG 461 Major Theme

Advanced study of a particular literary theme or trope. For example: attitudes toward science in European literature, visits by the living to the land of the dead, the archetype of the goddess, or Plains literature.
4 semester credits

ENG 462 Major Author

Advanced study of a particular author. For example: Shakespeare, Whitman, or Dante.
4 semester credits

ENG 463 Literary Era

Advanced study of a particular literary era. For example: the Victorian era, the colonial era, or the high Middle Ages.
4 semester credits

ENG 464 Literary Genre

Advanced study of a particular genre or sub-genre. For example: lyric poetry, the novel, drama, or epic.
4 semester credits

ENG 465 Literary Movement

Advanced study of a particular literary movement. For example: Modernism or Romanticism.
4 semester credits

ENG 466 Literary Diversity

Literature of those groups whose works have often been omitted from the canon of a dominant culture. For example: Native Americans, African Americans, ethnic minorities, women, or the working class.
4 semester credits

ENG 481 Senior Seminar

Guided work in the development of an extended scholarly essay emphasizing collaborative refinement of ideas and approaches. Required oral presentation of findings. Capstone course required for all English majors.
4 semester credits

ENG 125, 225, 325, 425

Special Offerings in English
1-4 semester credits

Classics Course Descriptions**CLA 201 Classical Etymology**

Vocabulary building through the prefixes, suffixes, and roots of Greek and Latin.
2 semester credits

CLA 310 Glory of Greece

An introduction to the history of the ancient Greeks, their literature, politics, customs, art, and architecture.
4 semester credits.

CLA 311 Grandeur of Rome

An introduction to the history of ancient Rome, its literature, politics, customs, art, and architecture.
4 semester credits

CLA 312 Classical Mythology

A study of the gods and heroes of the ancient Greeks and Romans as found in classical and modern literature, sculpture, painting, music, and film.
4 semester credits

GRK 201 Beginning/First Semester Greek

An introduction to the forms, syntax, and vocabulary of Attic Greek.
4 semester credits

GRK 202 Second Semester Beginning Greek

An introduction to the forms, syntax and vocabulary of Attic Greek. Prerequisite: GRK 201.
4 semester credits

GRK 301: Second Year Greek I: Classical Prose

Readings from selected classical Greek authors. Prerequisite: GRK 202
4 semester credits

GRK 302 Second Year Greek II: New Testament Greek

An introduction to koine Greek as found in the New Testament. Prerequisite: GRK 301
4 semester credits

ITA 101 Conversational Italian

An introduction to conversational Italian: pronunciation, vocabulary, simple grammar.
2 semester credits

LAT 101 Beginning Latin I

An introduction to the forms, syntax, and vocabulary of classical Latin.
4 semester credits

LAT 102 Beginning Latin II

The second semester, continued introduction to the forms, syntax, and vocabulary of classical Latin. Prerequisite: LAT 101
4 semester credits

LAT 201 Second Year Latin I

Designed to form a transition from introductory material offered in first year Latin to the next level with Latin authors. Prerequisite: LAT 102
4 semester credits

LAT 202 Second Year Latin II

A continuation of the transition from Latin I designed to form a transition from introductory material to the Latin authors. Prerequisite: LAT 201
4 semester credits

LAT 301 Advanced Latin

Readings from a variety of sources from ancient Roman literature, depending upon the semester's focus.
Prerequisite: LAT 202
4 semester credits

■ Liberal Arts Major

Program Advisor: Dr. David Fleischacker

Mission

The Liberal Arts major offers students the opportunity to gain a broad-based understanding of a number of disciplines including humanities, philosophy and theology, modern languages, social and behavioral science, and mathematics and natural sciences. The major leads to a Bachelor of Science or a Bachelor of Arts degree in Liberal Arts.

Graduates are expected to apply knowledge, skills, and ethical reasoning to contemporary situations learned in diverse disciplines. Students become leaders in the service of Truth springing from the Benedictine tradition. The major prepares students for advanced graduate study as well as a variety of careers. Nationally, liberal arts majors often are employed in management, sales, and human services.

Major in Liberal Arts-Bachelor of Science:

A minimum of 13 semester credits in Philosophy and Theology; a minimum of 13 semester credits in Social and Behavioral Sciences; a minimum of 14 semester credits including speech, English composition and two courses of a modern language; a minimum of 19 credits in math/natural sciences; a capstone in interdisciplinary studies and unrestricted electives to complete the minimum required for a bachelor's degree. A minimum of 56 total credits must be at the 300-400 level.

Major in Liberal Arts-Bachelor of Arts:

ALU 122 or HSL 110; ENG 121; COM 110;
3 semester credits of required arts plus 16 semester credits required humanities electives from ENG, COM, CTH, MUS OR SPA; POL 101 or ANT 171;
6 semester credits of required electives from ECN, GEO, HIS, POL, PSY, SBS or SOC; 3 semester credits

selected from theology core plus 9 semester credits of required electives from PHI or THE; one 4-semester credit course from required ethics core; 16 semester credits in modern language; MAT 103 and one 4-semester credit laboratory math/ science course plus 8 semester credits of required electives from MAT, BIO, CHE, PHY or SCI; CIS 101; a capstone in interdisciplinary studies and 39 semester credits of unrestricted electives; ALU 499. A minimum of 56 total credits must be at the 300-400 level.

■ Spanish Program

Program Coordinator: Angela De La Cruz

Mission

Since its foundation, the University of Mary has supported the need to form students with key values of the Christian, Catholic, and Benedictine tradition, sending forth students as leaders who serves Truth with moral courage.

The Spanish Program offers students the opportunity to expand their thinking and living by learning and experiencing a language and culture outside their own. The program prepares liberal arts students to be citizens of a global community. We offer them the opportunity to expand their concepts of language, culture, civilization, geography, philosophy and art while enhancing their job opportunities in a market that aims for excellence.

Major in Spanish:

SPA 101, 102, 201, 202, 304, 306, 401, 402, plus one or more summers abroad of upper level classes; ALU 499. Twenty-four semester credits must be at the upper level.

Objectives and Outcomes of a major in Spanish

Students are able to:

- A. Communicate orally in Spanish in real-life situations.
- demonstrate proficiency in the comprehension of oral messages.
 - demonstrate proficiency in oral expression in Spanish including presentation to an audience of listeners on a variety of topics study (i.e., linguistics, literature, culture)
 - understand someone else speaking about a discipline-related topic and be able to engage that person in discussion.

- evaluate the use of language to convey meaning, to inform, and to persuade.
 - participate in multilingual communities at home and around the world.
- B. Communicate in writing with minimal errors in grammar, spelling, and the mechanics of writing.
- write clear and coherent essays in Spanish on various topics related to everyday situations and work.
 - exhibit research skills for producing papers including familiarity with library resources such as online databases and catalogs, the ability to gather and synthesize information, the ability to properly quote, paraphrase and summarize other texts, and familiarity with basic documentation formats.
- C. Read critically, interpret analytically, and write coherently about literature produced in Spanish
- analyze and interpret a variety of literary and cultural texts.
 - write clear and coherent essays in Spanish on literary topics.
 - interpret the use of rhetorical and literary techniques.
 - demonstrate a broad and deep knowledge of literary and cultural traditions: major movements, genres, writers and works of the Spanish-speaking world.
 - apply critical thinking skills as they read texts.
- D. Read critically, interpret analytically, and write coherently about fundamental principles of the Spanish language
- identify and explain distinctive linguistic features of Spanish.
 - identify and analyze some distinctive stylistic and dialectal features of Spanish.
 - synthesize selected scholarly work in Spanish linguistics, and Spanish Applied Linguistics.
 - apply Spanish linguistics theory to textual analysis.
- E. Understand and demonstrate appreciation of the cultural values of the Spanish-speaking world
- identify significant individuals, key eras, and major historical events and developments within Spanish-speaking nations and cultures.
 - describe and compare political, religious, social, economic and educational systems and institutions in Spanish-speaking nations and cultures.
 - discuss how the major physical and geographical features of Spanish-speaking countries have shaped their development and evolution of their cultures.
 - analyze social, ethnic and linguistic diversity in the Spanish-speaking world.
 - compare and contrast the differences and similarities between the U.S. and the Spanish speaking cultures.
 - draw connections with other disciplines
 - acquire information about other disciplines using the Spanish language.

Minor in Spanish:

Twelve semester credits beyond the intermediate level (beyond 202) in Spanish.

Placement Test

Students who have studied a foreign language for two years or more in high school before enrolling at the University of Mary receive advanced standing by passing a CLEP test or a placement test. Please contact the program coordinator.

Study Abroad Program

Travel abroad is open to students who have completed a language at the intermediate level and have completed an acceptable preparatory exploration for travel abroad. Students who major and/or minor in Spanish are strongly advised to deepen their knowledge of the language by taking classes and experience culture immersion abroad. A variety of graduate and undergraduate courses may be offered at partner institutions. A seminar abroad may also be available and may be applied to a minor sequence; consult the Program Coordinator for more information.

State of the Art Language Lab

The University of Mary offers its students the best in technology with a portable, wireless language lab providing instant immersion from anywhere with internet connection.

Spanish Course Descriptions

SPA 101 Beginning Spanish I

Understanding, speaking, reading, and writing in Spanish for students who have no previous knowledge of the language.
4 semester credits

SPA 102 Beginning Spanish II

Continuation of SPA 101.
4 semester credits

SPA 201 Intermediate Spanish I

Review of fundamentals and the four language skills by building students' language proficiency and encouraging comparing, contrasting and developing an appreciation of Spanish-speaking cultures.
4 semester credits

SPA 202 Intermediate Spanish II

Continuation of SPA 201.
4 semester credits

SPA 304 Spanish Conversation and Composition

Through reading and writing of the cultures and history of Latin America. Prerequisite: SPA 202
4 semester credits

SPA 306 Contemporary Spanish Culture

Today's Spain/Latin America and the Hispanics.
4 semester credits Seminar Abroad

SPA 308 Spanish Readings

Selected readings that focus on a theme, author, genre, or professional topic. Prerequisite: SPA 202
4 semester credits

SPA 401 Advanced Spanish

Advanced study and practice of Spanish syntax, grammar, vocabulary, and Idiomatic expressions in writing and in conversational skills.
4 semester credits

SPA 402 Español Superior

In this course, the student will integrate and deepen his/her knowledge, comprehension, and use of the Spanish language in all the advanced areas of grammar, listening comprehension, vocabulary, and phonetics.
4 semester credits

Department of Math, Physics, and Engineering

Chair: Richard Cleary

Mathematics Program

Mission

The mission of the Mathematics Program is to promote academic excellence in a Benedictine environment by offering thorough, relevant courses and programs that prepare students to function as leaders in their communities and as professionals in their chosen careers. We provide service to all University of Mary students requiring mathematics

for general education or for their major, and we provide a program for students who will teach mathematics or work in careers using mathematical skills.

■ Mathematics Program

Chair: Richard Cleary

Program Advisors: Rev. Victor Feser, Ph.D.;
Dr. Robert Willenbring

The Mathematics major is a four-year program leading to the Bachelor of Science or Bachelor of Arts degree. This major is designed to prepare students for professional work or graduate study in mathematics. Depending on their previous coursework, students generally start in MAT 103, 153 or 209 unless they already have college credit for Calculus.

Program Outcomes

Mathematics graduates will:

- exhibit analytical, critical thinking, and problem solving skills
- be able to interpret and analyze data using quantitative reasoning skills
- be able to use technology to aid in the solving of problems and analysis of data
- be able to communicate in the formal language of proof-based mathematics
- demonstrate a broad background in both pure and applied mathematics
- be competitive in securing employment requiring either an undergraduate degree in mathematics or significant quantitative reasoning skills, or gaining admittance to programs of advanced study.

Required Courses:

A total of 40 semester credits in mathematics at the 200 level or higher, with at least 20 semester credits at the 300 level or higher, including MAT 209, 210, 211, 221, 312, 402, 421, 429.

Recommended courses:

Students are encouraged to take more than the minimum 2 mathematics electives and/or to consider a minor in another area of interest to strengthen the major.

Minor in Mathematics

MAT 209, 210, 211; one elective 200 level or higher; two additional electives 300 level or higher.

■ Mathematics Education Major

Program Advisors: Rev. Victor Feser, Ph.D.,
Dr. Robert Willenbring

The Mathematics Education major is a Bachelor of Science degree program designed to prepare students for a career as a secondary teacher or to provide the essential background for entrance into certain graduate programs. Depending on their previous coursework, students generally start in MAT 103, 153 or 209 unless they already have college credit for Calculus.

Program Outcomes

Mathematics Education graduates will:

- exhibit analytical, critical thinking, and problem solving skills
- be able to interpret and analyze data using quantitative reasoning skills
- be able to use technology to aid in the solving of problems and analysis of data
- be able to communicate mathematics to others in written and oral formats
- be able to communicate in the formal language of proof-based mathematics
- understand how the history and development of mathematics affects learning today
- be able to explain the mathematical concepts that underlie Algebra, Geometry, Trigonometry, Statistics, and Calculus, and be able to illustrate these concepts through appropriate applications
- be competitive in securing employment teaching middle school or high school mathematics or gaining admittance to programs of advanced study.

Required Courses:

ENG 121; COM 110; a total of 40 semester credits in mathematics at the 200 level or higher, with at least 20 semester credits at the 300 level or higher, including MAT 209, 210, 221, 312, 402, 421, 443 and 204 or 411. EDU 200 or 202, 295, 301, 310, 320, 365, 367, 377, , 401, 411, 421, 423, 444;; PSY 201; PSY 205 (For Middle School Endorsement, PSY 332 is required.); one lab science; ALU 499.

Mathematics Course Descriptions

Placement Evaluation

Students enrolling in ASD 097; MAT 102, 103 or 107 must first have a placement evaluation.

ASD 097 Fundamental Concepts of Algebra

Basic algebraic concepts and skills; for students with a minimum of high school mathematics. Taken by math placement only; a grade of "C" or better is required to progress to MAT 102. May not be taken for credit hours after completing MAT 103. Does not fulfill core requirement. Does not apply to graduation credit.

4 semester credits

MAT 102 Intermediate Algebra

Provides an overview of the algebraic skills necessary to succeed in College Algebra. Concepts and topics include linear equations, graphing, inequalities, systems of equations, rational expressions, functions, exponents, radicals, radical equations, and quadratic equations. This course is taken by math placement and will not fulfill a core requirement nor will it substitute for a mathematics course of a higher number. Credits are applicable for liberal arts and graduation requirements.

4 semester credits

MAT 103 College Algebra

Topics included are the real number system; linear and quadratic equation and inequality solutions and applications, polynomial functions; exponential and logarithmic functions; other topics. Prerequisites: Two years of high school algebra and satisfactory placement evaluation; or MAT 102 with a grade of "C" or higher.

4 semester credits

MAT 107 College Mathematics for Non-Science Majors

Mathematical concepts in algebra, geometry, consumer mathematics, statistics, and probability with emphasis on problem solving. Applications are made in a variety of areas including business, social sciences, and natural science. Either MAT 103 or MAT 107, but not both, will fulfill a Math/Science general education core requirement. May not be taken for liberal arts credit after successfully completing a higher numbered math course. Prerequisites: Two years of high school mathematics, one of which is algebra, and satisfactory placement evaluation; or MAT 102 with a grade of "C" or higher.

3 semester credits

MAT 153 Algebra and Trigonometry

Functions and their graphs; emphasis on linear, quadratic, polynomial, and rational functions and their applications. Exponential and logarithmic functions, trigonometric functions and identities, applications. Conic sections. Systems of equations, counting and probability. Prerequisite: placement evaluation or consent of instructor.

4 semester credits

MAT 180 Elementary Statistics

The study of descriptive statistics such as mean, mode, range, standard deviation, variance, histograms, etc., that describe statistical information. The study of inferential statistics such as hypotheses testing of a population mean, proportion, etc., using a sample drawn from the population or testing to see if the sample is representative of the population being studied.

4 semester credits

MAT 204 Applied Statistics

Theoretical and practical introduction to graphic representations of data, probability theory, normal curve model, point and interval estimation, hypothesis testing, linear correlation,

and inferential statistics. Critiques of scientific publications, data collection and analysis procedures, statistical analyses, and employing personal computers. Prerequisite: MAT 103 or consent of instructor
4 semester credits

MAT 206 Discrete Mathematics

Combinatorics and counting techniques; graphs, trees and networks; algorithms; induction. Prerequisite: MAT 103 or consent of instructor
4 semester credits

MAT 209 Calculus with Analytic Geometry I

Two dimensional analytic geometry; functions, limits, continuity. Differentiation of algebraic and trigonometric functions. Prerequisite: MAT 153, placement, or consent of instructor
4 semester credits

MAT 210 Calculus with Analytic Geometry II

Development and applications of the definite integral; logarithmic and exponential functions; methods of integration, including numeric; improper integrals. Prerequisite: MAT 209
4 semester credits

MAT 211 Calculus with Analytic Geometry III

Infinite series; vectors in two and three dimensions; differential calculus of functions of several variables; multiple integration. Prerequisite: MAT 210
4 semester credits

MAT 221 Topics in Euclidean Geometry

Euclidean geometry topics including properties of polygons, congruences, parallelism, similarity, circles, constructions, area and solid geometry. Prerequisite: MAT 103 or consent of instructor
4 semester credits

MAT 306 Combinatorics

Combinatorics and counting techniques-graphs, trees and networks; algorithms; induction. Prerequisite: MAT 103 or consent of instructor.
4 semester credits

MAT 310 College Geometry

Advanced Euclidean geometry topics; non-Euclidean geometry, including hyperbolic and elliptic geometries. Prerequisite: MAT 221 or consent of instructor
4 semester credits

MAT 311 Algebraic Structures

Groups and isomorphism, normality, factor groups, and homomorphism; introduction to rings, ideals, and fields. Prerequisite: One MAT 200 or higher level course. MAT 312 recommended
4 semester credits

MAT 312 Linear Algebra

Vector spaces, their general properties, and linear transformations; systems of linear equations, matrices, determinants. Prerequisite: One MAT 200 or higher level course
4 semester credits

MAT 318 Number Theory

Divisibility and congruence theory; prime numbers; number theoretic functions. Prerequisite: One MAT 200 or higher level course
4 semester credits

MAT 334 Differential Equations

Ordinary differential equations; systems of equations; solution by series. Prerequisites: MAT 211, 312
4 semester credits

MAT 402 Algebraic Structures

Introduction to algebraic structures such as groups, rings, ideals, integral domains and fields. Comparing structures through equivalence relations, isomorphism, homomorphism. Divisibility and factorization of integers and polynomials. Fundamental Theorem of Algebra. Relevant proof techniques. Prerequisites: MAT 221 and MAT 312.
4 semester credits

MAT 411 Mathematical Statistics

Probability theory; random variables and distribution functions; estimation; tests of hypotheses; regression and correlation. Prerequisites: MAT 204, 211
4 semester credits

MAT 421 Real Analysis

Underlying theory of Calculus and its applications. Theory of sets and Real numbers. Sequences and series. Limits and Continuity. Basic Topology of sets and space, including the Heine-Borel Theorem. Differentiation and Integration. Calculus theorems, such as the Mean Value Theorem, Intermediate Value Property, and the Fundamental Theorem of Calculus. Prerequisites: MAT 210, MAT 221, MAT 312 (concurrent or previous).
4 semester credits

MAT 428 Readings and Research in Mathematics

Prerequisite: Senior standing or consent of instructor.
1-4 semester credits

MAT 429 Seminar in Mathematics

A survey of a variety of mathematical topics, in familiar areas (such as Algebra, Number Theory, Geometry) and unfamiliar areas (such as Fractals, Chaos Theory). Students are expected to complete written and oral presentations demonstrating the ability to comprehend, communicate, and apply diverse mathematical methods. Prerequisites: MAT 221 (concurrent or previous), MAT 312
4 semester credits

MAT 443 History of Mathematics

Greek period; Western math up to 1650; modern math (calculus, group theory, axiomatization); current developments. Prerequisite: Consent of instructor
4 semester credits

MAT 451 Numerical Analysis

Introduction to Numerical Methods, algorithms, and error estimates. Numerical solutions of linear or non-linear equations. Interpolation and polynomial approximation. Numerical integration and differentiation. Prerequisites: MAT 312, Recommendations: MAT 334 (concurrent or previous), MAT 211 and familiarity with a programming language
4 semester credits

MAT 125, MAT 225, MAT 325, MAT 425

Special Offerings in Mathematics
1-4 semester credits

Physics Course Descriptions

PHY 203 Introduction to Physics

An algebra-based approach to mechanics (kinematics, dynamics, force, momentum, energy). Lab: 2 hours.
Prerequisite: MAT 103 or consent of instructor
4 semester credits

PHY 304 Intermediate Physics

A continuation of the algebra-based introduction to electricity and magnetism and other topics which may include vibrations and wave motion, fluids, light and optics, and modern physics. Lab: 2 hours. Prerequisite: PHY 203 or consent of instructor.
4 semester credits

■ Engineering Science Major

Program Advisor: Mr. Dan Bauer

The Engineering Science major is a Bachelor of Science or Bachelor of Arts degree program for students in the dual degree engineering program in conjunction with the University of Minnesota. Since the requirements are specific for each individual engineering program, students should consult with the engineering advisor at the earliest opportunity to insure that their course of study meets the requirements of the desired engineering degree.

Engineering Science Requirements:

A total of 40 semester credits of mathematics and science courses at the 200 level or above. The University of Mary's affiliation agreement with the University of Minnesota allows for a variety of different engineering majors. Because of the diverse requirements for these majors, the student should note a few pertinent guidelines:

- Students must build a solid mathematics back-ground, especially in calculus.
- Students will need to build solid computer skills.
- The curriculum includes courses in chemistry, biology and physics.

Department of Music

Chair: Dr. Tom Porter

Mission

The Music Department strives to develop a true community of learners where a challenging curriculum is integrated with professional training so that graduates are prepared to excel in their chosen specializations.

Outcomes

Graduates of this department:

- perform instrumentally and/or vocally with artistic competence
- conduct musical groups with attention to artistic concerns
- know the field of music study; can use its technical vocabulary and common approaches; can describe current issues and significant artistic works
- assess their own performance for purposes of continued development
- work effectively with others and demonstrate respect for them
- can describe the values of this Benedictine institution and reflect on them in their work
- contribute to their civic, cultural, and professional communities

Students choose from a Bachelor of Arts in Music, a Bachelor of Science in Music Education, a Bachelor of Music in Performance, a Bachelor of Arts in Music with an Emphasis in Sacred Music, and a minor in music. Incoming students are assessed for placement in music theory, ear training, and functional piano skills.

The University of Mary Department of Music is accredited as an Associate Member of the National Association of Schools of Music.

■ Major in Music

Bachelor of Arts:

Advisor: Dr. Thomas Porter

MUS 121, 122, 123, 124, 151, 152, 196, 221, 222, 223, 224, 262, 341, 342, 440 or 471 or 481; six semesters of major performance ensemble (primary area); piano proficiency-level two; six semesters of perform lab; six semesters of applied music (primary area); and 16 semester hours of a foreign language or a minor in Philosophy/Theology; ALU 499.

■ Major in Music Education

Bachelor of Science

Advisor: Katherine Henjum

ENG 121; COM 110; MAT 103 or above; one lab science; MUS 121, 122, 123, 124, 132, 151, 152, 153, 154, 196, 221, 222, 223, 224, 231, 232, 251, 252, 253, 254, 262, 321, 323, 331, 333 or 334, 341, 342, 362, 382, 383, 384, 431, 471; seven semesters of applied music (primary); four semesters of applied music (secondary); piano proficiency-level four; seven semesters of major performance ensemble (primary); three semesters of major performance ensemble (secondary); one semester of chamber ensemble (primary); seven semesters of perform lab; EDU 200 or 202, 295, 301, 320, 367, 411, 422, 423, 434; ; PSY 205 (For Middle School Endorsement, PSY 332 is required); ALU 499.

■ Major in Music Performance

Bachelor of Music: MUS 121, 122, 123, 124, 151, 152, 196, 221, 222, 223, 224, 251, 252, 262, 341, 342, 371, 471; eight semesters of major performance ensemble (primary area); four semesters of small performance ensemble; piano proficiency-level four; eight semesters of perform lab; eight semesters of applied music (primary area, one-hour lessons); vocal pedagogy and literature or instrumental pedagogy and literature, or diction and two semesters foreign language (voice majors) and 14-16 semester hours music electives (no more than eight semester hours may be in ensembles and/or applied music); ALU 499.

■ Major in Music with an Emphasis in Sacred Music – Bachelor of Arts

Advisor: Dr. Thomas Porter

MUS 121, 122, 123, 124, 151, 152, 196, 221, 222, 223, 224, 251, 252, 262, 321, 323, 341, 342, 362, 370, 470; two semesters of applied music: organ; three semesters of applied music: voice (or class voice); four semesters of applied music: piano (or class piano); two to four additional semesters to total six semesters of applied music: organ or voice or piano; three semesters of concert choir; three semesters of any major performance ensemble; piano proficiency-level four; six semesters of perform lab; THE 104 or 110 or 112; three of the following: THE 221, 323, 332, 337; one additional THE elective; ALU 499; 30 volunteer hours in a parish setting.

Minor in Music:

MUS 121, 122, 123, 124, 151, 152, 196, 262, 341 or 342, 382 or 383 or 384 or one music pedagogy course; four semesters of performance lab; four semesters of applied music in primary performance area; four semesters of major performance ensemble in primary performance area; piano proficiency-level two.

Music Course Descriptions

MUS 121 Sight Singing/Ear Training I

Designed to improve aural skills in the areas of sight singing and dictation. Rhythmic, melodic, and harmonic exercises are studied and executed. Prerequisite: MUS 196. 1 semester credit

MUS 122 Sight Singing/Ear Training II

Designed to improve aural skills in the areas of sight singing and dictation. Rhythmic, melodic, and harmonic exercises are studied and executed. Prerequisite: MUS 121. 1 semester credit

MUS 123 Music Theory I

Theoretical concepts of diatonic harmony and 16th century counterpoint are studied and applied. Prerequisite: MUS 196. 3 semester credits

MUS 124 Music Theory II

Theoretical concepts of diatonic and chromatic harmony, and basic concepts of composition, are studied and applied. Prerequisite: MUS 123. 3 semester credits

MUS 132 Percussion Pedagogy

Percussion instruments with an emphasis on teaching procedures. Emphasis is placed on playing percussion instruments, as well as the pedagogy of percussion, including appropriate teaching repertoire. Prerequisite: MUS 196.

2 semester credits

MUS 151 Class Piano I

First semester of a four semester sequence. Development of level I piano proficiency skills including sight reading, harmonization, accompaniment, theory, piano repertoire and technique. No prior piano performance experience required. 1 semester credit

MUS 152 Class Piano II

Second semester of a four semester sequence. Development of level II piano proficiency skills including sight reading, harmonization, accompaniment, theory, piano repertoire and technique. Prerequisite: MUS 151.

1 semester credit

MUS 153 Class Voice I

Vocal technique and repertoire are studied in a class format, with emphasis placed on the development of a healthy speaking and singing voice.

1 semester credit

MUS 154 Class Voice II

Vocal technique and repertoire are studied in a class format, with emphasis placed on the development of a healthy speaking and singing voice. Prerequisite: MUS 153.
1 semester credit

MUS 155 Class Guitar I

Guitar technique and repertoire are studied in a class format, with emphasis placed on the development of correct technique and performance skills. This course is designed for any student who is not a guitar major or minor. No prerequisite.
1 semester credit

MUS 156 Class Guitar II

Guitar technique and repertoire are studied in a class format, with emphasis placed on the development of correct technique and performance skills. This course is designed for any student who is not a guitar major or minor. Prerequisite: MUS 155.
1 semester credit

MUS 196 Introduction to Music

Forms, styles, trends, cultural and historical aspects of western and world music within the context of creating increased enjoyment and understanding of music. Meets core and aesthetics requirements.
3 semester credits

MUS 200 Pep Band

Large instrumental performance ensemble open to all students with some prior experience. Provides entertainment and boosts school spirit at university football and basketball games.
1 semester credit

MUS 201 Applied Music: Piano

Collegiate level individual piano instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.
1-2 semester credits

MUS 202 Applied Music: Voice

Collegiate level individual vocal instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study. Diction is also studied at all levels.
1-2 semester credits

MUS 203 Applied Music: Brass

Collegiate level individual brass instrument instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.
1-2 semester credits

MUS 204 Applied Music: Woodwind

Collegiate level individual woodwind instrument instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.
1-2 semester credits

MUS 205 Applied Music: Percussion

Collegiate level individual instruction in percussion instruments. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.
1-2 semester credits

MUS 206 Applied Music: Guitar

Collegiate level individual classical guitar instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.
1-2 semester credits

MUS 207 Applied Music: Strings

Collegiate level individual string instrument instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.
1-2 semester credits

MUS 208 Applied Music: Bass Guitar

Collegiate level individual bass guitar instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.
1-2 semester credits

MUS 209 Applied Music: Organ

Collegiate level individual organ instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.
1-2 semester credits

MUS 210 Perform Lab

Music students gather in a pedagogical environment to develop critical listening and performance skills through attendance and performance at recitals, concerts and seminars.
0 semester credits

MUS 211 Concert Band

Large instrumental performance ensemble open to all students with some prior experience. Repertoire includes original band works as well as transcriptions and arrangements.
1 semester credit

MUS 212 Concert Choir

Large vocal ensemble open to all students with some prior experience. Repertoire includes significant choral works from chant to contemporary.
1 semester credit

MUS 213 Jazz Ensemble

Study and performance of classic and contemporary big band literature. Open by audition to all interested students.
1 semester credit

MUS 214 Vocal Chamber Music

Vocal ensembles, including Vocal Jazz, Vocal Arts Ensemble (opera scenes), and Chamber Choir (Renaissance through contemporary), open to all students by audition. Ability to rehearse and perform challenging vocal repertoire.
1 semester credit

MUS 215 Woodwind Chamber Music

Study and performance in woodwind groups of varying sizes. Open to all students by audition. Repertoire includes original works, transcriptions and arrangements.
1 semester credit

MUS 216 Brass Chamber Music

Small to medium-sized brass instrument performance ensembles open to all students by audition. Aptitude necessary to perform concerts of diverse and challenging repertoire developed through rehearsal and performance. Repertoire includes original works for brass as well as transcriptions and arrangements.
1 semester credit

MUS 217 Percussion Chamber Music**Steel Drum Band:**

Study and performance of the unique steel pans from Trinidad and Tobago. Music includes calypso, soca, pop, Latin, classical, and jazz.

1 semester credit

Percussion Ensemble:

Study and performance in percussion groups of varying sizes. Repertoire includes historically significant works for percussion, contemporary compositions, improvised music, rudimental drumming, and world music.

1 semester credit

MUS 218 String Chamber Music

Study and performance in string groups of varying sizes. Open to all students by audition. Repertoire includes original works, transcriptions and arrangements.

1 semester credit

MUS 219 Bismarck-Mandan Civic Chorus

Community ensemble open to students by audition. Repertoire includes choral works from the Renaissance to today.

1 semester credit

MUS 220 Orchestra

Community ensemble open to students by audition. Repertoire includes original orchestral works as well as transcriptions and arrangements.

1 semester credit

MUS 221 Sight Singing / Ear Training III

Designed to improve aural skills in the areas of sight singing and dictation. Rhythmic, melodic, and harmonic exercises, error detection, and chromatic solfège are studied and executed. Prerequisite: MUS 122.

1 semester credit

MUS 222 Sight Singing / Ear Training IV

Designed to improve aural skills in the areas of sight singing and dictation. Rhythmic, melodic, and harmonic exercises, error detection, and chromatic solfège are studied and executed. Prerequisite: MUS 221.

1 semester credit

MUS 223 Music Theory III

Theoretical aspects of Baroque and Classical era music are studied through analysis and composition. Prerequisite: MUS 124.

3 semester credits

MUS 224 Music Theory IV

Theoretical aspects of Romantic and 20th Century music are studied through analysis and composition. Prerequisite: MUS 223.

3 semester credits

MUS 225 Special Topics

Arranged study.

1-4 semester credits

MUS 231 Brass Pedagogy

Brass instrument teaching methods for music educators and studio brass instructors. Emphasis is placed on playing

several brass instruments, as well as the pedagogy of all brass, including appropriate teaching repertoire. Prerequisite: MUS 196.

2 semester credits

MUS 232 Vocal Pedagogy

Vocal teaching methods for studio voice instructors and music educators. Emphasis is placed on development of healthy singing techniques. Prerequisite: MUS 196.

2 semester credits

MUS 251 Class Piano III

Third semester of a four semester sequence. Development of level III piano proficiency skills including sight reading, harmonization, accompaniment, theory, piano repertoire and technique. Prerequisite: MUS 152.

1 semester credit

MUS 252 Class Piano IV

Fourth semester of a four semester sequence. Development of level IV piano proficiency skills including sight reading, harmonization, accompaniment, theory, piano repertoire and technique. Prerequisite: MUS 251.

1 semester credit

MUS 253 Class Voice III

Vocal technique and repertoire are studied in a class format, with emphasis placed on the development of a healthy speaking and singing voice. Prerequisite: MUS 154.

1 semester credit

MUS 254 Class Voice IV

Vocal technique and repertoire are studied in a class format, with emphasis placed on the development of a healthy speaking and singing voice. Prerequisite: MUS 253.

1 semester credit

MUS 255 Class Guitar III

Guitar technique and repertoire are studied in a class format, with emphasis placed on the development of correct technique and performance skills. This course is designed for any student who is not a guitar major or minor. Prerequisite: MUS 156.

1 semester credit

MUS 256 Class Guitar IV

Guitar technique and repertoire are studied in a class format, with emphasis placed on the development of correct technique and performance skills. This course is designed for any student who is not a guitar major or minor. Prerequisite: MUS 255.

1 semester credit

MUS 262 Conducting I

Intended for the music major or minor with no prior background in conducting. The course will deal with the fundamentals of choral and instrumental conducting. Prerequisite: MUS 122 and 124.

2 semester credits

MUS 321 Music Technologies

Basics of sound reinforcement and stage lighting for music ensembles including proper set-up and safety procedures as well as trouble-shooting sound and lighting equipment. Synthesizer programming will include use of tone generators, sequencing, operational MIDI, and basic recording tech-

niques. Brief overview of music education software.

Prerequisite: MUS 196.

2 semester credits

MUS 323 Orchestration and Arranging

Study of orchestrating and arranging music for both instrumental and choral ensembles. Prerequisites: MUS 221 and 223.

2 semester credits

MUS 324 Jazz Studies

A course for students interested in studying jazz improvisation.

1 semester credit

MUS 331 Woodwind Pedagogy

Woodwind instruments with emphasis on teaching procedures. Emphasis is placed on playing several woodwind instruments, as well as the pedagogy of all woodwinds, including appropriate teaching repertoire. Prerequisite: MUS 196.

2 semester credits

MUS 333 Jazz Pedagogy & History

History of jazz from its beginnings to the present day. Jazz teaching techniques and methods for the school music educator. Prerequisites: MUS 122 and 124.

2 semester credits

MUS 334 Piano Pedagogy

Intended for the music major/minor with a strong interest in developing pedagogical skills on the keyboard for use in the private studio.

2 semester credits

MUS 341 Music History I

History of the evolution of musical style, form, and literature through a study of major composers and their works. Prerequisites: MUS 121 and 123.

3 semester credits

MUS 342 Music History II/World Cultures

History of the evolution of musical style, form, and literature as it relates to various world cultures. Prerequisites: MUS 121 and 123.

3 semester credits

MUS 350 Instrumental Pedagogy and Literature

Overview of instrumental pedagogy, literature, and history for the private studio instructor and performer. Topics covered include: teaching methods and techniques, beginning to advanced solo and small ensemble music literature, famous performers and composers, historical performance practices, and studio management .

2 semester credits

MUS 355 Vocal Pedagogy and Literature

Study of the numerous solo vocal works by the major composers of the genre, including operatic works, for all voice types and from all historical periods .

2 semester credits

MUS 357 Diction for Singers I

Study designed to further familiarize the students with the International Phonetic Alphabet and those sounds particular to Italian and English art song literature and opera .

1 2 semester credits

MUS 358 Diction for Singers II

Study designed to further familiarize the students with the International Phonetic Alphabet and those sounds particular to German and French art song literature and opera .

1 2 semester credits

MUS 362 Conducting II

Development of further choral and instrumental conducting techniques: time beating, mixed meter, baton, and the left hand as well as the more advanced expressive gestures. Advanced score reading and the development of effective rehearsal techniques. Prerequisite MUS 262.

2 semester credits

MUS 370/THE 370 Sacred Music

Study of the historical tradition of church music from the New Testament to the present, and the practical implications of current teachings and practices. Cross-listed as THE 370.

4 semester credits

MUS 371 Junior Recital

Half-hour solo recital presented to the public on a student's primary instrument or voice under the guidance of a music faculty member.

1 semester credit

MUS 382 Elementary Music Methods

Methods of introducing singing, classroom instruments, rhythm, reading notation, and music appreciation in the elementary school. Prerequisites: MUS 122 and 124.

3 semester credits

MUS 383 Secondary Choral Methods

An overview of techniques and repertoire for music education majors who are preparing to teach choral music. Prerequisites: MUS 122 and 124.

2 semester credits

MUS 384 Secondary Instrumental Methods

An overview of techniques, repertoire, software and classroom management strategies for music education majors who are preparing to teach instrumental music. Prerequisites: MUS 122 and 124.

2 semester credits

MUS 392 Wind Instrument Maintenance and Repair

Maintenance and repair of woodwind and brass instruments. Acoustical and mechanical characteristics are dealt with in detail.

2 semester credits

MUS 400 Pep Band

Large instrumental performance ensemble open to all students with some prior experience. Provides entertainment and boosts school spirit at university football and basketball games.

1 semester credit

MUS 401 Applied Music: Piano

Collegiate level individual piano instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.

1-2 semester credits

MUS 402 Applied Music: Voice

Collegiate level individual vocal instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study. Diction is also studied at all levels.

1-2 semester credits

MUS 403 Applied Music: Brass

Collegiate level individual brass instrument instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.

1-2 semester credits

MUS 404 Applied Music: Woodwind

Collegiate level individual woodwind instrument instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.

1-2 semester credits

MUS 405 Applied Music: Percussion

Collegiate level individual instruction in percussion instruments. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.

1-2 semester credits

MUS 406 Applied Music: Guitar

Collegiate level individual classical guitar instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.

1-2 semester credits

MUS 407 Applied Music: Strings

Collegiate level individual string instrument instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.

1-2 semester credits

MUS 408 Applied Music: Bass Guitar

Collegiate level individual bass guitar instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.

1-2 semester credits

MUS 409 Applied Music: Organ

Collegiate level individual organ instruction. Emphasis is placed on the development of technical, musical and artistic proficiency at each level of study.

1-2 semester credits

MUS 410 Perform Lab

Music students gather in a pedagogical environment to develop critical listening and performance skills through attendance and performance at recitals, concerts and seminars.

0 semester credits

MUS 411 Concert Band

Large instrumental performance ensemble open to all students with some prior experience. Repertoire includes original band works as well as transcriptions and arrangements.

1 semester credit

MUS 412 Concert Choir

Large vocal ensemble open to all students with some prior experience. Repertoire includes significant choral works from chant to contemporary.

1 semester credit

MUS 413 Jazz Ensemble

Study and performance of classic and contemporary big band literature. Open by audition to all interested students.

1 semester credit

MUS 414 Vocal Chamber Music

Vocal ensembles, including Vocal Jazz, Vocal Arts Ensemble (opera scenes), and Chamber Choir (Renaissance through contemporary), open to all students by audition. Ability to rehearse and perform challenging vocal repertoire.

1 semester credit

MUS 415 Woodwind Chamber Music

Study and performance in woodwind groups of varying sizes. Open to all students by audition. Repertoire includes original works, transcriptions and arrangements.

1 semester credit

MUS 416 Brass Chamber Music

Small to medium-sized brass instrument performance ensembles open to all students by audition. Aptitude necessary to perform concerts of diverse and challenging repertoire developed through rehearsal and performance. Repertoire includes original works for brass as well as transcriptions and arrangements.

1 semester credit

MUS 417 Percussion Chamber Music**Steel Drum Band:**

Study and performance of the unique steel pans from Trinidad and Tobago. Music includes calypso, soca, pop, Latin, classical, and jazz.

1 semester credit

Percussion Ensemble:

Study and performance in percussion groups of varying sizes. Repertoire includes historically significant works for percussion, contemporary compositions, improvised music, rudimental drumming, and world music.

1 semester credit

MUS 418 String Chamber Music

Study and performance in string groups of varying sizes. Open to all students by audition. Repertoire includes original works, transcriptions and arrangements.

1 semester credit

MUS 419 Bismarck-Mandan Civic Chorus

Community ensemble open to students by audition. Repertoire includes choral works from the Renaissance to today.

1 semester credit

MUS 420 Orchestra

Community ensemble open to students by audition. Repertoire includes original orchestral works as well as transcriptions and arrangements.

1 semester credit

MUS 425 Special Topics

Arranged study.

1-4 semester credits

MUS 431 String Pedagogy

String instruments with emphasis on teaching procedures. Emphasis is placed on playing several string instruments, as well as the pedagogy of all strings, including appropriate teaching repertoire. Prerequisite: MUS 196.

2 semester credits

MUS 440 Internship

Structured, on-the-job learning experience under supervision of professionals in a cooperating organization. Faculty advisor supervises, awards credit and grade. A learning contract is written between faculty advisor, supervisor and student stating conditions of the internship. Capstone option for B.A. Music major. Prerequisites: MUS 222, 224 and 342. 4 semester credits

MUS 462 Advanced Conducting : Directed Study

Further development of conducting techniques and expression, including rehearsal technique. Enrollment by instructor permission only. 1-2 semester credits

MUS 470 Sacred Music Practicum

Course requires immersion in a parish setting. Students will synthesize information learned through their coursework and practicum experience, and will demonstrate servant leadership in planning, preparing, and directing the musical prayer of a local church. Satisfies capstone requirement for Sacred Music major. Prerequisites: MUS 222, 224, 370. 4 semester credits

MUS 471 Senior Recital

One-hour solo recital presented to the public on a student's primary instrument or voice under the guidance of a music faculty member. 2 semester credits

MUS 481 Senior Project

Guided work in the development of an extended scholarly essay, composition, arrangement, or portfolio of work. Capstone option for B.A. Music major. Prerequisites: MUS 222, 224, 342. 4 semester credits

Department of Philosophy

Chair: Dr. Samuel Condic

Philosophy Program

Minor in Philosophy:

Minimum of 18 semester credits. At least four courses in philosophy and one course in either philosophy or theology; 12 credits must be upper division philosophy.

With the philosophy minor, a student receives the degree of Bachelor of Arts.

Philosophy Course Descriptions

PHI 201 Introduction to Philosophy

Basic approach to the different areas of philosophy; some of the major philosophers and philosophical issues. 4 semester credits

PHI 202 Logic

Methods of correct reasoning, both deductive and inductive. Formal and informal fallacies. 4 semester credits

PHI 208/PHI 308 Philosophical Ethics

A normative study of human conduct. Analysis of contemporary ethical problems in light of major ethical theories. PHI

308 students will be required to complete a term research project. The paper should reflect a topic appropriate to philosophical ethics (appropriate topics may include in-depth readings of a given philosopher's views, analyses of the implications of a particular ethical theory, or detailed analyses of a particular ethical Issue.) A student may not receive credit for both 208 and 308. 4 semester credits

PHI 210/CTH 210: Search for Happiness: Faith and Reason in Life

Investigates the quest for happiness in light of the complementarity of Christian faith and human reason as found in the tradition of Catholic thought and culture. Evaluates arguments for and against various claims about happiness originating from popular culture, philosophy, theology, and other disciplines. Emphasis on the integration of the spiritual, bodily, and social dimensions of the human person. Required foundation course for Catholic Studies major; elective foundation course for Catholic Studies minor. 4 semester credits

PHI 309 Ancient and Medieval Philosophy

Beginnings of Western philosophy through the Middle Ages. Writings of major thinkers such as Plato, Aristotle, Augustine, Boethius, and Aquinas. 4 semester credits

PHI 310 Philosophy of the Human Person

Examination of classical and contemporary views of the human person. Topics may include some of the following: human knowledge, emotions, thinking computers, talking animals, human reason, the immortality of the soul, free will, and others. 4 semester credits

PHI 311 Modern Philosophy

Analysis of the major philosophical movements in the period from 1600-1900 with representative writings from major philosophers such as Descartes, Locke, and Kant. 4 semester credits

PHI 313 Business Ethics

Examination of foundational perspectives in business which determine the practices and decision making of leaders in the field. Resources from the humanities, theology, social sciences, and management theory are used to address ethical theories, codes of ethics, and ethical decision-making. Designed to enhance moral sensibility, critical inquiry, and decision making in personal as well as professional lives. Some issues: executive pay and perks, "creative" accounting, legal vs. ethical, cover-ups, just wage, stock options, work-place climate, truth in advertising, social responsibility, corporate culture. 4 semester credits

PHI 314 Political Philosophy

A study of the nature and justification of political authority. Possible topics include: The relation of natural rights to natural law and of the common good to individual good; liberty, equality, and toleration; foundationalism and the alternatives; the role of religion in public life. Attention is given to both classical and contemporary authors, with particular emphasis on Aquinas and his modern natural law commentators. Prerequisite: PHI 208 or 308 4 semester credits

PHI 482 Biomedical Ethics

This course provides an overview of ethical issues arising in healthcare. It covers the major ethical theories such as utilitarianism, deontology, virtue ethics, and natural law and shows how these theories apply to concrete situations in healthcare. It addresses important concerns in medical ethics such as confidentiality, informed consent, honesty, the just distribution of healthcare resources, questions of death and dying, assisted suicide, abortion, and cloning.
4 semester credits

PHI 328, PHI 428 Readings and Research in Philosophy
1–4 semester credits

Department of Theology

Chair: Dr. Leroy Huizenga

The Department of Theology strives to advance the dialogue between faith and reason through the study of scripture, liturgy, Church history, and Christian morality.

With a major in Pastoral Ministry, Theology, or one of the minors listed below, a student receives the degree of Bachelor of Arts.

Theology courses are grouped into Four Major Theological Areas of Study:

- 1. Biblical Theology/Scripture:**
THE 110, 203, 210, 213, 318, 330
- 2. Moral Theology/Ethics/Spirituality:**
THE 208, 215, 217, 220, 302, 314, 315, 319, 320, 363, 382
- 3. Liturgical Theology/Sacraments:**
THE 221, 323, 326, 332, 337
- 4. Systematic/Historical Theology:**
THE 104, 112, 234, 301, 303, 306, 310, 312, 314, 317, 318, 337, 338, 339

Pastoral Ministry Program

Outcomes

- Critically evaluate the dialogue between faith and reason.
- Articulate Christian values and their application to human life.
- Demonstrate an understanding of servant leadership as reflected in the Christian scriptures and the Benedictine tradition.
- Develop ministerial skills necessary for individual and collaborative ministry in pastoral settings.

■ Major in Pastoral Ministry:

THE 217, 303 or 310; 310 or 330; 332, 415, 418; plus a minimum of 26 semester credits in Theology, of these 26 credits, one course from each of the four major areas of theological study is required; SWK 309; ALU 499

Note: For those considering graduate studies, 12 semester credits of philosophy and two years of a foreign language are recommended.

Minor in Pastoral Ministry:

Minimum of 22 semester credits in theology (21 if taking THE 415), of which three courses must be upper division. THE 217 or 302 or 315 (Area 2); 303 or 310 or 318 or 330 (Area 4); 221 or 332 or 337 (Area 3); three additional theology courses.

Course descriptions are listed after the Theology program.

Theological Studies Program (Second Major)

Outcomes

- Critically evaluate the dialogue between faith and reason.
- Articulate Christian values and their application to human life.
- Demonstrate an understanding of servant leadership as reflected in the Christian scriptures and the Benedictine tradition.
- Analyze and evaluate theological issues.

■ Major in Theological Studies (Second Major):

THE 110, 112, 208, 220, 221, 303, 318, 326, and 330; ALU 499

Minor in Theological Studies:

THE 110, 112; 208 or 220; two 300 level theology courses offered by the University of Mary

This program is also offered at the University of Mary Tempe site in a collaborative relationship with Arizona State University in Tempe, AZ.

Course descriptions are listed after the Theology program.

Theology Program

Outcomes

- Critically evaluate the dialogue between faith and reason.

- Articulate Christian values and their application to human life.
- Demonstrate an understanding of servant leadership as reflected in the Christian scriptures and the Benedictine tradition.
- Analyze and evaluate philosophical and theological issues.

■ Major in Theology:

40 semester credits in theology, one of which must be THE 429, at least 24 credits must be upper division; 12 semester credits in philosophy, at least eight credits must be upper division; ALU 499

Recommended: 1) Two years of a foreign language, 2) eight credits above the 100-level in communications, English, or education; and 3) for those considering a pre-seminary program, a minor in philosophy.

Minor in Theology:

Minimum of 18 credits. Students must take at least five courses in theology, 12 of these credits must be upper division theology.

Minor in Liturgy:

Minimum of 18 credits. Students must take at least five courses in theology, 12 credits of which must be in liturgical theology or sacraments (THE 221, 323, 326, 332, 337) [especially suited to those in music or in the arts].

Minor in Religious Education:

Minimum of 22 semester credits. Students must take six courses in theology, one of which must be THE 313; one course from each of the four major areas of theological study. 12 credits must be upper division theology courses. EDU 200 and EDU 301 are recommended.

Minor in Theology / Philosophy

Minimum of 22 semester credits. Students must take at least five courses in Theology or Philosophy, 12 credits of which must be upper division.

Theology Course Descriptions

THE 104 Basic Catholic Beliefs

Survey of fundamental teachings of the Catholic Church, Revelation, Christ, and the Sacraments. Consideration of theological teachings in daily living.
4 semester credits

THE 110 Introduction to the Bible

This course examines the structure and content of the Bible in its historical, literary, and canonical contexts with attention

to traditional and modern interpretive approaches and the Bible's role in faith, life, and liturgy.

3 semester credits

THE 112 Introduction to Theology

This course explores the nature, sources, methods, and history of the various disciplines of Christian theology by engaging in reasoned reflection upon revelation in Scripture and Tradition.

3 semester credits

THE 203 Letters of the New Testament

A historical and theological study of the New Testament Letters with emphasis on those by Paul; their importance for early Christianity and significance for the contemporary Church.

4 semester credits

THE 208 Introduction to Christian Ethics

This course examines significant conceptions of the Christian moral life and their sources as well as their relationship to natural law and virtue-centered approaches.

3 semester credits

THE 210 Biblical Prophets and Prophets Today

Major messages of Israel's prophets in light of social conditions of their time. Messages related to modern day men and women whose lives witness the Gospel's mandate of social justice.

4 semester credits

THE 213 Wisdom and Psalms of the Bible

Poetic writings of the Bible—the Psalms and wisdom writings in both the theological and artistic aspects. Students apply texts to contemporary life and create own poetry and proverbs for today's living.

4 semester credits

THE 215 Virtue and Character

Critical reflection on values that promote growth and conscience formation. Examination of insights from psychology and the Christian tradition that foster integration and growth in virtue of the human person. Use of reflective methodology aimed at character development.

4 semester credits

THE 217 Theology of Christian Service

Explores the theological foundations and scriptural roots for servant leadership in the contemporary Christian Church. Students discuss and discover servant leader characteristics and the transformative power of service within the human experience.

4 semester credits

THE 220 Faith and Justice

This course explores Christian perspectives on the common good in light of challenges to peace and human dignity presented by the modern world, with special attention to Catholic social teaching.

4 semester credits

THE 221 Sacramental Theology

This course examines the incarnational and sacramental nature of Christian faith, life, and worship: the particular sacraments, especially baptism and the Eucharist; Christian mystagogy; and other sacramental rites and practices.
4 semester credits

THE 234/CTH 234: Benedict: Yesterday and Today

Examines the influence of St. Benedict and Benedictines on Church, history, and various facets of human thought and culture. Monasticism's significance as a resource for ongoing spiritual renewal in the Church and culture. Required foundation course for Catholic Studies major and minor. Advanced university core theology course (equivalent to THE 104, 110, 112). Offered on the main campus and other locations as well as every term on Rome Campus.
3 semester credits

THE 301 Native American Religion

Examination of traditional American Indian religious concepts, beliefs, teachings, practices, and rituals. Analysis of the place and role of Christian teachings and churches among American Indian people. Emphasis on the tribes of the Northern Plains region.
4 semester credits

THE 302 Suffering and Christian Healing

Explores the universal nature of human pain and suffering as well as ways to help oneself and others move through pain, suffering, loss, depression and grief.
4 semester credits

THE 303/HIS 303 Church History

This course explores the history of the Church's emergence, development, and growth in the apostolic, patristic, medieval, and Reformation periods as well as the mutual effects of Christianity's engagement with various cultures.
4 semester credits

THE 306 The Reformation: Its Theology and History

Covers the four "traditions" of the Reformation, tracing their roots and consequent development. Special attention given to those factors which led to the Reformation and the present teachings and expressions of those churches who consider themselves to be the contemporary inheritors of the Reformation.
4 semester credits

THE 310 Church: A Theology of Christian Community

The Church as mystery and historical reality in light of Vatican Council II. The Church's worship, pastoral efforts, and models of government.
4 semester credits

THE 312 Religions of the East

The course will introduce students to the historical development, basic doctrines, and contemporary practices of Hinduism, Buddhism, and Taoism. Topics will also include the academic study of religion and the development of a theology of religious pluralism.
4 semester credits

THE 313 Religious Education and Youth Ministry

Development of leadership in people who create environments that promote moral growth and faith development. Theological foundations underlying programs. Analysis of

the nature, context, approaches, and subjects of religious formation. Skills of relational ministry. Practicum in local church.
4 semester credits

THE 314 Literature and Religious Imagination

Reading of selected literary works, most from the last century, to analyze their treatment of theological themes. Examination of the role of imagination in personal growth and of aesthetics in human living. Aims to foster a personal narrative theology.
4 semester credits

THE 315 Virtue and Character

This course consists of the material of THE 215 with additional study in areas assigned by the instructor. A student may not receive credit for both 215 and 315.
4 semester credits

THE 317 Religion of the West

Familiarizes the student with the religious beliefs, thought, and practices of traditions originating within Western cultures. An exploration of a variety of religious traditions including, but not limited to Zoroastrianism, Judaism, Christianity, and Islam, and using historical, cultural, and textual analyses to examine these rich and vast traditions.
4 semester credits

THE 318 Jesus the Christ

This course concerns Christology, the study of Christian teaching about the person and work of Jesus Christ as presented in biblical texts, early Christian creeds, the formulas of the great ecumenical councils, sacramental rites, and the liturgy of the Church.
4 semester credits

THE 319 Contemporary Pilgrimage to God

Personal search for God in a fast-paced secular world. Basic elements and tools of spiritual growth: reflective texts, body stillness, holiness of time, and personal journal writing.
4 semester credits

THE 320 Theology of Body, Mind, Spirit

A theological study of the interconnection of the body, mind, and spirit with emphasis on the gifts/ strengths of the functions of the total personality.
4 semester credits

THE 323 Liturgical Celebration

Basic principles of prayerful, creative worship and their application to celebrating the primacy of Sunday and the liturgical year (Advent, Christmas, Lent, Easter, and Ordinary Time). Practical experience in planning, leading, and evaluating liturgies.
4 semester credits

THE 326 Christian Marriage

This course explores the development of Catholic thought regarding marriage, sex, and family; its sources in Scripture, Tradition, reason and nature; the covenantal and sacramental nature of marriage; and its corporal, spiritual, and personal dimensions, with attention to challenges presented by the modern world.
4 semester credits

THE 330 The Gospels

This course examines the Gospels with regard to their background and development; their relationship to Jesus of Nazareth; their historical, literary, and canonical relationships; their narrative structure, theology and Christology; and their role in Christian faith, life and liturgy.

4 semester credits

THE 332 Eucharistic Liturgy (The Mass)

The dynamic structure of thanksgiving (Eucharist) as creative of Christian community and the meaning of the Mass in the lives of Christians today based on a study of its origin and history.

4 semester credits

THE 336 Benedictines and Leadership

Leadership as seen in the model of community living and the "leading" persons found in the Rule of Benedict. Examination of Benedictine values that contribute to vital human community. Application of its humane approach to family life, business, and voluntary groups. Option of live-in experience at a monastery.

4 semester credits

THE 337 Christian Thought and Worship

Examination of the elements of worship-symbol, narrative, and ritual-and their roles in the formation of the Christian tradition. Exploration of the relationship of language to faith, conversion, and religious identity. Related to music, art, and literature in the liturgy, as well as to religious education.

4 semester credits

THE 338 Religion in the United States: Native American to Protestant

An examination of the various religious traditions which have contributed to life in the United States from colonial times to present including a brief over-view of the background of those traditions which did not originate on these shores. Special attention is given to those movements which have had their birth in the United States, the interrelationships between the various traditions, and the shaping of religious traditions by their setting on this side of the Atlantic.

4 semester credits

THE 339 Civil & Cultural Religion in the United States

An examination of the "one" but varied religion we share as U.S. citizens regardless of our denominational affiliations, the roots of this "oneness," and its expression in civil, cultural, and political forms. A thesis of this course is that politics is the practice of civil religion.

4 semester credits

THE 363 Spirituality and Men/Spirituality and Women

A reflective and experiential course on the faith development of men/women in our society. This examination of fundamental issues of growth as a person includes group work, consciousness raising, and reflection on gender issues and spirituality.

4 semester credits

THE 370/MUS 370 Sacred Music

Study of the historical tradition of church music from the New Testament to the present, and the practical implications of current teachings and practices. Cross-listed as MUS 370.

4 semester credits

THE 382 Moral Issues Seminar

Ethical inquiry into specific topic for extended exploration. Topics change periodically but include: social justice, business ethics, labor, medical ethics, and others.

4 semester credits

THE 328, THE 428 Readings and Research in Theology

Open to students of junior and senior standing. This course is student-initiated and only available upon the consent of instructor. Usually students in this course will have taken at least one other theology course. The course may be taken twice.

2-4 semester credits

THE 415 Servant Leadership in a Parish

Qualities of a servant leader enabling others to serve the Church more effectively. Ministerial skills explored and identified with the managerial processes and human relationships.

2 semester credits

THE 418 Pastoral Ministry Practicum

Field experience in a parish setting with integrative seminar.

6-8 semester credits

THE 429 Seminar in Theology

Toward the end of their program, majors in theology will demonstrate proficiency in research and application of theological knowledge by some product.

4 semester credits

THE 125, 225, 325, 425

Special Offerings in Theology

1-4 semester credits

School of Education & Behavioral Sciences

FACULTY: Berogan, Bitz, Dragamic, Fridley, Gess, Ghorbani, Gutensohn, Jonas (Dean), Johnson-Krug, Kleingartner, Neumann, Newell, Reichert, Renner, Salvesson, Schuetzle, Shelley, Tufte, Werner and Westbrook.

Mission:

Providing the undergraduate and graduate students with a strong philosophy-based academic foundation that will prepare them for successful careers in education, social work, psychology, criminal justice, and counseling.

Department of Behavioral Sciences Philosophy

The Department of Behavioral Sciences' philosophy is to develop competent and principled professionals who demonstrate professional and community leadership, personal growth and accountability, and ethical and evidence-based practice.

Addiction Counseling Program

Program Director: Jim Renner, MSW, LCSW

Outcomes

Upon completion of the Addiction Counseling major, beginning-level addiction counselors will be able to demonstrate competence in the Counselor Performance Domains listed below. These standards are developed by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission.

- Treatment Planning
- Service Coordination
- Multi-cultural Counseling and Education
- Counseling Services
- Documentation
- Referral, Discharge and Continuing Care
- Professional Ethics

Note: Successful completion of the Addiction Counseling Program qualifies students to take the Addiction Counseling license exam. Program completer's license exam pass rates are available by contacting the Addiction Counseling Program Director.

Major in Addiction Counseling:

BIO 101; MAT 103 or higher ; POL 101; PHI 201 or 202; ANT 171; EDU 367, 390 ; SOC 404; PSY 201, 207, 332, 406; ADC 201, 309, 311, 314, 318, 410, 411, 420, 421; SWK 309, 413; ALU 499; and four semester credits of related electives.

Minor in Addiction Counseling:

ADC 309, 311, 318; PSY 406 and four 300/400 semester credits approved by advisor.

Addiction Counseling Program Undergraduate Course Descriptions

ADC 201 Introductory Practicum

Examines the scope and practice of addiction counseling. By studying course concepts and successfully completing a 40 hour practicum, students will obtain knowledge of addiction counseling and will determine personal suitability for the profession. The course is open to all students interested in learning more about addiction counseling.
2 semester credits

ADC 309 Professional Relationships and Ethics

Surveys the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision making and to increase awareness of the complexities in practice. Students study the continuum of services for individuals and families experiencing addiction and mental health issues and are introduced to the performance domains of the addiction profession .
4 semester credits

ADC 311 Dynamics of Addiction

This course will provide the student with a broad overview of the nature and progression of addictive conditions, and it will explore the impact of those conditions in the lives of addicted individuals, and within the home, family, community, school, work, and social environments.
4 semester credits

ADC 314 Theories and Practice of Advanced Counseling

Counseling approaches will be demonstrated in situations involving interpersonal problems, marital difficulties, vocational and career conflicts, educational dilemmas, and other settings bearing relevance to maladaptive human behaviors.
4 semester credits

ADC 318 Pharmacology of Addiction

This course will provide an overview of the study of drugs, motivations for drug use, social implications, and factors affecting how drugs interact with the human body. It will describe the basic principles and terminology of pharmacology, psychology and physiology of drug use. An introduction and information on the classes of drugs will be discussed. The categories of drugs will include: alcohol, benzodiazepines, sedative-hypnotics, opiates, marijuana, stimulants, caffeine, cocaine, amphetamines, hallucinogens, inhalants, tobacco, and over-the-counter medications.

In addition, psychotherapeutic drugs and mental illness will be reviewed along with addictive behaviors, including gambling addiction. Contagious diseases including AIDS/HIV are presented .
4 semester credits

ADC 410, ADC 420 Addiction Counseling Internship I and II

Provides actual on-site training for a nine-month period at the Missouri Valley Training Consortium or at other training facilities approved by the North Dakota Board of Addiction Counseling Examiners.
12 semester credits each

ADC 411, ADC 421 Case Care Seminar I and II

Develops clinical skills through the case presentation oral examination and the development and presentation of case studies. Students will identify problem cases that challenge their clinical skills and allow for the development of new approaches in dealing with clients. Case care seminars are taken in series concurrent with the internships.
2 semester credits each

Masters of Science Programs in Counseling

FACULTY: Gess (Director), Bitz, Long, K., Renner, Westbrook

Mission

In keeping with the mission of the University of Mary and the traditions of the Benedictine Sisters of Annunciation Monastery, the Master of Science in Counseling (MSC) program seeks to:

- Develop competent leaders in service to others
- Promote scholarship and evidence-based practice
- Encourage integration of Christian values with professional ethics
- Prepare individuals for advanced levels of professional service in diverse communities

■ Master of Science in Counseling (MSC)

The University of Mary Master of Science in Counseling offers advanced education for those seeking clinical and direct practice opportunities in mental health, education and human service settings. Completion of the program will position students for North Dakota professional credentialing and licensure in specific fields of practice.

The program curriculum is designed to provide foundational coursework in counseling theories, practice models, and professional ethics as well as specializations in addiction counseling, clinical mental health counseling, school counseling, and student affairs. Term three of the program of study provides the counseling track courses after the successful completion of the Practicum before the internship begins. If the 100 hour COU 590 Practicum and all foundational coursework is successfully completed, the student may make application for the internship by completing the appropriate forms.

Upon successfully completing the coursework, comprehensive program exam, optional thesis, practicum, and internship, graduates will have demonstrated academic competence, ethical and evidence based practice, and personal growth.

The curriculum is based on the outcomes and standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP), Council for Higher Education Accreditation (CHEA), the National Board for Certified Counselors (NBCC), the North Dakota Board of Counseling Examiners (NDBCE), the North Dakota Board of Addiction Counseling Examiners (NDBACE), the Education Standards and Practices Board (ESPB), and the Department of Public Instruction (DPI).

Program Outcomes

To educate ethical and evidence based professional counselors in a collegial learning environment that will foster competence in:

- Effective communication and relationships
- Critical thinking, analysis and decision making
- Leadership development in profession and community
- Professional skill development for education and human services counseling
- Self-understanding, growth and enrichment
- Contributions to professional knowledge base of counseling through research and scholarship
- Integration of Christian and Benedictine values with professional ethics
- Culturally sensitive practice

Distinctive Features and Requirements

- Student centered learning environment
- Concentrated coursework-one class at a time
- Cohort learning community
- Courses offered in evenings
- Some clinical training offered weekends
- Focus on development of competent practitioners
- Faculty with school, addiction, clinical, higher education, counseling, and social work practice
- Only program in Western North Dakota
- The core curriculum brings all four tracks together strengthening the preparation of counselors statewide.

Admission Requirements

- Minimum undergraduate cumulative GPA equivalent of 3.0 on a 4.0 point scale; if the GPA is not a 3.0, a scheduled one on one meeting with the program Director is an available option.
- Undergraduate major in Psychology, Counseling, Social Work, Education, or closely related human services or healthcare field is optimal
- Coursework or experience in the following areas: developmental psychology, abnormal psychology, statistics, and methodology
- Any areas found to be unmet can be petitioned for waiver or completed during the first semester in the program

Pre-admission Background Check Requirement

Background checks are required for **admission** to the Counseling program in order to verify eligibility to participate in the required COU 590 Practicum, COU 695 Internship, and COU 614 Internship Seminar. Both the Criminal Background Check completed by the North Dakota Bureau of Criminal Investigation and the Child Abuse and Neglect Background Inquiry completed by the North Dakota Department of Human Services will be completed.

In the event a derogatory is reported, it may jeopardize admission to the program as well as licensure. It is meant to protect students from

progressing academically towards a degree where the applicant may not be able to attain a Practicum, Internship, and/or become licensed.

Licensing Boards in the State of North Dakota review applicants with felonies on a case by case basis. They may or may not become licensed. It is the applicant's obligation to address this with the appropriate Licensing Board.

In addition, it is the applicant's responsibility to accurately report any felonies and provide an explanation addressing the following items:

1. Brief description of the incident/arrest;
2. Specific charges;
3. Related dates;
4. Consequences;
5. Reflect on how this impacted your life.

If an incident/arrest occurs following acceptance into the program, it is the applicant's duty to inform the Counseling Program Director.

Qualifying Conference Requirements for the Master of Science in Counseling

- Minimum academic performance in completed coursework of 3.0 average
- Completion of all unmet areas of admission criteria
- Satisfactory progress on program outcomes for personal and professional behavior
- Continuing Requirements for the Master of Science in Counseling
- Requirements for beginning Internship in the Master of Science in Counseling
- Completion of all appropriate application forms
- Completion of state and federal background checks, individual assessment, and child abuse and neglect check prior to the required COU 590 Practicum experience.

Candidacy Requirements for the Master of Science in Counseling Program

- Minimum academic performance in completed coursework of 3.0 average
- Satisfactory progress on program outcomes for personal and professional behavior
- Completion of all appropriate application forms

Programs of Study

Addiction Counseling

Professional counselors interested in providing substance abuse services to individuals and families complete courses specific to addictions, including psychopharmacology, substance abuse counseling and prevention strategies. The internship is completed in a training site approved by the North Dakota Board of Addiction Counselor Examiners. A minimum of 1400 supervised training hours is required. Students apply for an internship to the Consortium of the Board of Addiction Counselor Examiners prior to February 1 of each academic year.

Required Core Courses

COU 590	Counseling Practicum
COU 510	Professional Orientation and Ethics
COU 520	Social and Cultural Foundations of Counseling
COU 530	Dynamics of Self
COU 540	Career Counseling and Testing
COU 551	Research and Program Evaluation for Counseling
COU 570	Counseling Methods and Techniques
COU 572	Counseling Theories
COU 574	Group Counseling Theories and Techniques
COU 580	Assessment Techniques
COU 582	Psychopathology and Assessment
COU 695	Internship
COU 614	Counseling Internship Seminar
COU 611	Crisis Counseling
COU 612	Relationship Counseling
COU 613	Issues in Sexuality
COU 698	Counseling Thesis (optional)
ALU 799	Graduate Studies Assessment

Addiction Counseling Track Courses

COU 600	Psychopharmacology
COU 602	Prevention and Intervention Strategies
COU 604	Substance Abuse Counseling

Community Counseling

Clinical Mental Health Counseling

This program option is for professional counselors interested in providing services to individuals and families within a mental health or family based practice setting. Courses in family counseling, spousal counseling, child and adolescent counseling, and clinical mental health counseling are required. Internships are completed in a community based setting that provides mental health, individual and family counseling. A minimum of 800 supervised hours in the internship is required for licensure at the Licensed Associate Professional Counselor level in North Dakota.

Required Core Courses

COU 590	Counseling Practicum
COU 510	Professional Orientation and Ethics
COU 520	Social and Cultural Foundations of Counseling
COU 530	Dynamics of Self
COU 540	Career Counseling and Testing
COU 551	Research and Program Evaluation for Counseling
COU 570	Counseling Methods and Techniques
COU 572	Counseling Theories
COU 574	Group Counseling Theories and Techniques
COU 580	Assessment Techniques
COU 582	Psychopathology and Assessment
COU 695	Internship
COU 614	Counseling Internship Seminar
COU 611	Crisis Counseling
COU 612	Relationship Counseling

COU 613	Issues in Sexuality
COU 698	Counseling Thesis (optional)
ALU 799	Graduate Studies Assessment

Clinical Mental Health

Counseling Track Courses

COU 640	Clinical Mental Health Counseling
COU 645	Child and Adolescent Counseling
COU 650	Family Counseling

Military Families Emphasis

The Military Counseling Emphasis may be included as part of the Master of Science in Counseling (MSC) offered by the University of Mary, or added to an existing master's degree. In addition, the courses may be taken as stand-alone courses for personal growth and development or as continuing education credits.

Kristi Clifton, LCSW, Wing Director of Psychological Health of the 119th Wing with the North Dakota Air National Guard will be the instructor for the courses.

Pre-requisites and/or co-requisites (if applicable) added to an existing MSC: COU 570, 572, 574, 612, or a MSC or other master's degree in a related field.

COU 604	Substance Abuse Counseling
COU 670	Counseling Military Families
COU 680	Trauma and Loss in Military Families

School Counseling

This program is designed to prepare school counselors for K-12 counseling. The focus of the program is to give students the skills and tools needed to meet the demands of individual, career, and group counseling within an elementary and secondary school setting. The demands for school counselors who can navigate a variety of issues in a diverse setting are increasing. This program aims to prepare the student not only as a traditional school counselor but also as a quality practitioner in the counseling field. A minimum of 450 supervised training hours is required if you have a Teaching License. For applicants who do not have a Teaching License, there are four additional content

areas that must be completed as well as an internship of 600 hours. For licensure, all students will complete the Praxis I and Praxis II after July 2012.

Required Core Courses

COU 590	Counseling Practicum
COU 510	Professional Orientation and Ethics
COU 520	Social and Cultural Foundations of Counseling
COU 530	Dynamics of Self
COU 540	Career Counseling and Testing
COU 551	Research and Program Evaluation for Counseling
COU 570	Counseling Methods and Techniques
COU 572	Counseling Theories
COU 574	Group Counseling Theories and Techniques
COU 580	Assessment Techniques
COU 582	Psychopathology and Assessment
COU 695	Internship
COU 614	Internship Seminar
COU 611	Crisis Counseling
COU 612	Relationship Counseling
COU 613	Issues in Sexuality
COU 698	Counseling Thesis (optional)
ALU 799	Graduate Studies Assessment

School Counseling Track Courses

COU 620	Elementary School Counseling
COU 622	Secondary School Counseling
COU 626	Guidance, Administration, and Consultation

Student Affairs

This program is designed to prepare counselors interested in providing services to individuals in a higher education setting. Coursework in founda-

tions, diversity, advocacy, prevention and intervention are required. Theory and research will be applied to student development, student affairs, and student affairs administration. An internship is required as part of the program.

Required Core Courses

COU 590	Counseling Practicum
COU 510	Professional Orientation and Ethics
COU 520	Social and Cultural Foundations of Counseling
COU 530	Dynamics of Self
COU 540	Career Counseling and Testing
COU 551	Research and Program Evaluation for Counseling
COU 570	Counseling Methods and Techniques
COU 572	Counseling Theories
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COU 613	Issues in Sexuality
COU 695	Internship
COU 698	Counseling Thesis (optional)
ALU 799	Graduate Studies Assessment

Student Affairs Track Courses

COU 630	Foundations in Higher Education
COU 631	Student Development Theory and Research in Higher Education
COU 632	Student Affairs Organizational Behavior and Leadership in Higher Education

Thesis or Comprehensive Exam Options

Each student may complete a thesis if they wish to. This should be discussed with the Counseling Program Director during the Qualifying Conference in the first year.

Thesis

The thesis option emphasizes original research. It represents a student's capacity for detailed, in-depth research or advanced scholarship. A thesis must demonstrate a student's ability to clearly define a worthwhile problem, to conduct a thorough investigation, to organize the findings, to draw defensible conclusions, and to give an oral presentation of the findings. After the student has been admitted to candidacy for the degree, a research proposal is written and the thesis committee is selected.

Required Comprehensive Examination

The comprehensive examination is required and emphasizes an assessment of the entirety of learning that takes place in the program. It involves case assessment, demonstration of individual and group skills, development of a therapeutic plan, theoretical and methodological explanation and application. This examination is administered during the 4th Term of the program. Students are required to master the material on the examination before the degree is conferred.

Non-Degree Seeking Candidates

There are a number of reasons a person may select to be non-degree seeking. The most common candidates are professional counselors completing the required continuing education units or those who already have a Master's Degree seeking a specific licensure. If this is the case, please meet with the Program Director for approval. Persons may also take courses for personal growth and development.

Graduate Counseling Course Descriptions

COU 510 Professional Orientation and Ethics

This course explores the professional identity of counselors, professional organizations, publications, certification and licensing. The roles and expectations of counselors in various settings are examined as well as the ethical standards and legal issues of the professional utilizing the Ethical Standards of the American Counseling Association.
3 semester credits

COU 520 Social and Cultural Foundations of Counseling

Study of social, cultural and gender differences, and issues related to counseling clients with various backgrounds, beliefs and concerns. Includes multicultural counseling techniques, human sexuality, and sex equity.
3 semester credits

COU 530 Dynamics of Self

This course applies personality theory and the stages of life to human behavior and the given implications relating to the counseling process.

3 semester credits

COU 540 Career Counseling and Testing

Students in this course will examine theories of career development and occupational choices as it applies to career counseling and guidance in schools and community settings. Areas to be included are lifestyle development, changing social structures, collecting and evaluating occupational education and social information with use of assessments, and career counseling techniques.

3 semester credits

COU 551 Research and Program Evaluation for Counseling

This course will focus on applied social research for human service professions and evidence based practice and evaluation. In addition, research and statistics discussed will primarily relate to the counseling and student affairs professions.

3 semester credits

COU 570 Counseling Methods and Techniques

This course teaches students basic counseling theories, techniques, and skills including drop-out prevention. The students will focus on developing and enhancing their skills in order to facilitate their ability to intervene effectively with their clients. Students will be encouraged to explore their own style of counseling and begin to integrate theory with practice.

3 semester credits

COU 572 Counseling Theories

This course surveys the field of counseling. It considers the aspects of counseling theories, issues in the practice of mental health counseling, as well as individual and family dynamics.

3 semester credits

COU 574 Group Counseling Theories and Techniques

This course overviews various group theories and basic aspects of group therapy as well as application of these theories to the counseling process. Topics covered include group therapy as a laboratory for interpersonal learning, therapist facilitative techniques, group dynamics, the development and role of group cohesiveness, selection and composition of groups, and stages of group therapy.

3 semester credits

COU 580 Assessment Techniques

Students will focus on the collection, interpretation, and application of various assessments contributing to a greater understanding of the individual, couples, and family.

3 semester credits

COU 582 Psychopathology and Assessment

Study of causes, manifestations, and treatment of mental disorders with an emphasis on diagnostic interviewing skills and diagnosis according to the DSM classifications. Child abuse, sexual abuse, and substance abuse will be examined as part of the course.

3 semester credits

COU 590 Practicum

The Practicum is a supervised, onsite field experience that occurs in a professional counseling setting. This affords the graduate student the opportunity to shadow a master counselor.

3 semester credits

COU 600 Psychopharmacology

Students will gain an understanding of the brain's chemistry and its interactions with various drugs. Emphasis placed on the prescription of psychopharmacological drugs, their side effects, and implications for treatment. Aspects related to the use of illicit drugs as it relates to treatment will also be addressed.

3 semester credits

COU 602 Prevention and Intervention Strategies

Explores a multidisciplinary/multidimensional discussion, with emphasis on "best practices" and care for select populations, on risk factors, outreach services, pretreatment, community education, referral networks and prevention activities in schools, the workplace, community groups, and healthcare delivery organizations.

3 semester credits

COU 604 Substance Abuse Counseling

Introduction to theories concerning addictive behavior: causes, assessment, intervention, and treatment.

3 semester credits

COU 611 Crisis Counseling

This course is intended to provide an overview of the dynamics related to training in crisis intervention.

3 semester credits

COU 612 Relationship Counseling

This course will provide an opportunity for students in the Masters in Counseling program to build on the track course requirements. This course will explore a broad range of issues in relationship counseling the family developmental process as well as how relationships change, grow and develop over time, as well as how these issues may impact counseling as well as therapies to assist with counseling in this area.

3 semester credits

COU 613 Issues in Sexuality

This course will provide an opportunity for students in the Masters in Counseling program to build on the track course requirements. This course will explore a broad range of issues in sexuality, sexual growth and development, how these issues may impact counseling as well as therapies to assist with counseling in this area.

3 semester credits

COU 614 Internship Seminar

This course will provide an opportunity for students in the Master's in Counseling Program to reflect on their internship experience, to debrief, to discuss case management with peers, and to prepare for the Program Comprehensive Examination.

4 semester credits

COU 620 Elementary School Counseling

Basic orientation to the role of an elementary school counselor. Focus is on plans for achieving counseling, consulting and coordinating objectives with emphasis on principles as well as methods.

3 semester credits

COU 622 Secondary School Counseling

Principles and practices of counseling in the secondary school related to the curriculum, counseling services, and the counseling practice.

3 semester credits

COU 626 Guidance, Administration, and Consultation

This course is designed to provide information about the organization and administration of guidance and counseling programs in the public schools as well as consultation practices.

3 semester credits

COU 630 Foundations in Higher Education

This course provides an overview of the historical context of post-secondary education. In addition the course will address the philosophical, intellectual, and organizational foundations of Student Affairs as it relates to higher education.

3 semester credits

COU 631 Student Development Theory and Research in Higher Education

This course provides students with an introduction to student development in a college setting, human development theories appropriate to college students, student affairs research and its application to best practice.

3 semester credits

COU 632 Student Affairs Organizational Behavior and Leadership in Higher Education

This course focuses on understanding the principles of organizational behavior from a cultural, human resource management, political and structural perspective emphasizing the leadership component in Student Affairs as it relates to Higher Education.

3 semester credits

COU 640 Clinical Mental Health Counseling

The brief history of community psychology is reviewed with a focus on those events that led to the development of a "community point of view." The course also acquaints students with the various approaches (preventative model, consultative role, etc.) and techniques (needs assessment, program evaluation) used by community psychologists. Distinctions between traditional clinical interventions and community interventions are highlighted.

3 semester credits

COU 645 Child and Adolescent Counseling

This course provides an introduction to the specific disorders and problematic psychological states manifested during childhood and adolescence. It will also provide an overview of currently used interventions with psychologically troubled youths.

3 semester credits

COU 650 Family Counseling

This skills course surveys current approaches to family counseling with an emphasis on a systemic conceptual model of couples and family functioning and therapeutic intervention. It is designed to develop specific intervention competencies.

3 semester credits

COU 670 Counseling Military Families

This course examines the impact of military culture on children and families. An overview of the cycle of deployment, post-deployment and reentry to the community will be discussed. Special emphasis will be on counseling spouses and children to include but not limited to: secondary trauma, post-traumatic stress disorder [PTSD], substance abuse, family violence, attachment issues as well as intimacy.

3 semester credits

COU 680 Trauma & Loss in Military Families

This course examines the impact of trauma and loss on military culture and children and families. Special emphasis will be on counseling spouses and children to include but not limited to "survivors of natural disaster, violence, terrorism, loss of limb, etc. as well as death and dying. This course will emphasize the counselors immediate response, assessment and treatment protocols for recovery, trauma, post-traumatic stress disorder, suicide prevention and assessment as well as death, dying, and the grief process.

3 semester credits

COU 695 Internship

Students enrolled in Internship meet weekly in a practicum seminar led by a faculty member. This experience provides an opportunity for the student to perform the activities of a regularly scheduled employee in a professional clinical setting and complete contact hours required for licensure. Variable semester credits

COU 698 Counseling Thesis

Directed study to meet thesis track requirements under the guidance of a chair and committee.

3 semester credits

COU 899 Continuing Enrollment

A student who has completed all coursework required by his/her degree plan and who has registered for the capstone course and who does not complete the capstone project during the term in which he/she is registered must register for COU 899—Continuing Enrollment for each subsequent term (fall, summer, spring) until the capstone project is successfully completed. If the student fails to register, he/she will be withdrawn from candidacy for the master of science degree in counseling.

1 semester credit

ALU 799 Graduate Studies Assessment

Graduate students register for ALU 799 the final term of their tenure in the program of study to meet the University and program assessment requirement as specified in the Graduate Catalog.

0 semester credits

Criminal Justice Program

Program Director: Tim Schuetzle

Outcomes

After completing the required curriculum in the criminal justice program, graduates will be able to:

- Evaluate the relative strengths of various approaches to criminal justice.
- Show an understanding of the major areas in criminal justice, to include:
 - Criminal justice and juvenile justice process
 - Criminology
 - Law enforcement
 - Law adjudication
 - Corrections
 - Facility and community corrections
 - Homeland security
 - Probation and parole
 - Private security
- Display ethical and professional behavior while applying this knowledge to problems and changing fact situations.
- Communicate this knowledge effectively in written and oral form.
- Process and apply information reliably.
- Demonstrate research skills to include statistics and computer methods.
- Demonstrate logic, critical thinking, and ethical decision-making.
- Display an understanding of the impact of issues of diversity on themselves and their communities.

■ Major in Criminal Justice:

CRJ 201, 210, 212, 307, 310, 312, 320, 390, 410, 420; ADC 311; MAT 103, 204; POL 101, 414; PSY 201, 406; ANT 171; SWK 350; one of the following CRJ electives: CRJ 325, 425, 490; two of the following electives: POL 302, SOC 302, SWK 311, or SWK 330; ADC 318, PSY 308, 332; SOC 210, 305; SOC 404 or SWK 303; ALU 499

Minor in Criminal Justice:

CRJ 201, 212, 210, 310, and any two of the following courses CRJ 307, 312, 320, 325/425, 410, 420; ADC 311, POL 302, 414; PSY 308, 332, 406, SOC 302, 305; SWK 303

Criminal Justice Program Course Descriptions

CRJ 201 Introduction to Criminal Justice

The criminal justice system and process including: crime, law-making, criminality, prosecution, police, courts, and corrections. Both historical and contemporary practices covered.

4 semester credits

CRJ 210 Police Science

The foundations of policing in the United States through an exploration of the history, organization, and process of police systems, as well as contemporary policing issues.

4 semester credits

CRJ 212 Criminal Law

Basic principles of substantive criminal law, traditional definitions of crime and recent developments in criminal law through an examination of the definitions of acts and omissions, with an emphasis on historical and philosophical concepts of criminal law.

4 semester credits

CRJ 307/HIS 307 Difference and Inequality

This course is an examination of issues of human diversity from historical, global, social, and cultural perspectives. Issues may include race, gender, age, ethnicity, class, or culture.

4 semester credits

CRJ 310 Corrections

Survey of current correctional thought and practice in the United States. Evolution of modern correctional practices in different types of institutions and in the community. Course includes a critical review of how politics influences sentencing and impacts the size of the correctional system.

4 semester credits

CRJ 312 Criminal Procedure

Basic principles of procedural criminal law, focusing on the 5th and 14th Amendment procedures, along with definitions of elements that detail how the government processes persons in the criminal justice system, with an emphasis on safeguards taken by the criminal justice system to ensure fair treatment in the criminal process.

4 semester credits

CRJ 320 Juvenile Justice

An examination of the historical development and philosophy of juvenile court, the theoretical explanations of delinquency, and how the courts are currently dealing with juvenile offenders while also attempting to meet the demands of society. In addition, the course will provide hands-on experience in dealing with the complexities of juvenile delinquents and their families.

4 semester credits

CRJ 390 Junior Internship

Observation of work experience under the direction of a faculty member in a local, state, or federal criminal justice agency. Work credits are arranged by the employer, advisor, and student. Progress is checked by oral and written reports from the employer. Periodic student-advisor conferences are required to discuss progress or problems. Students are

required to submit an accounting of their experiences to the instructor. All internship experiences are based on a satisfactory/unsatisfactory basis.
4 semester credits

CRJ 410 Criminology

An examination of the major schools of criminological thought and their influence on the development of criminal justice policy.
4 semester credits

CRJ 420 Senior Seminar (capstone)

The capstone class for seniors, this is the culmination of the student's prior classes as they pursue their major in Criminal Justice. Students will read and analyze significant criminal justice research studies and legal cases that have formulated theory and policy direction in law enforcement, the courts, and corrections. Emphasis will be placed on decision making models, and students will evaluate ethical scenarios criminal justice professionals face daily. The course will critique current criminal justice policies and debate the more controversial ones. Assessment of the criminal justice program and its connections with the Benedictine values, servant leadership, and University of Mary mission and philosophy are included throughout the course curriculum.
4 semester credits

CRJ 490 Senior Internship

Observation of work experience under the direction of a faculty member in a local, state, or federal criminal justice agency. Work hours are arranged by the employer, advisor, and student. Progress is checked by oral and written reports from the employer. Periodic student-advisor conferences are required to discuss progress or problems. Students are required to submit an accounting of their experiences to the instructor. All internship experiences are based on a satisfactory/unsatisfactory basis.
4 semester credits

CRJ 125, 225, 325, 425

Special Offerings in Criminal Justice
Topics in selected areas of the criminal justice field.
4 semester credits

Psychology Program

Program Director: Michelle Westbrook

Outcomes

After completing the required curriculum in the psychology program, it is anticipated that prospective graduates will demonstrate a set of skills, knowledge, and aptitudes that will enable them to join the professional field of psychology. In the main, it is generally expected that psychology graduates will:

- Demonstrate competency in various forms of oral communication
- Show clear-cut competency in written communication skills; these would include

writing research papers, article reviews, and classroom assignments

- Demonstrate a capacity for rational, logical, and effective thinking across a variety of contexts
- State, clarify, and act upon a set of personal beliefs, ideological orientations, and social value systems
- Become aware of impacts of social and physical environments on various areas of human functioning
- Develop the perspective, both attitudinal and behavioral, that continuing education and professional development must be integral to their future careers

■ Major in Psychology:

BIO 101, 207; MAT 103, 204; PHI 202; PSY 201, 207, 307, 308, 332, 340, 350, 406, 410, 420, 430; ALU 499

Minor in Psychology:

PSY 201, 207, 307 or 332, 308, 406; PSY 340 or SOC 404

Psychology Program Course Descriptions

PSY 201 General Psychology

Physiological and cultural basis of human behavior; theories of learning, thinking, and behavior; techniques of studying human behavior.
4 semester credits

PSY 205 Educational Psychology

This course examines the principles of psychology as they relate to teaching and learning and focuses on how psychological theory and concepts can be understood and utilized to inform effective classroom practices. Topics of study include the role of educational psychology, learner differences, development, cognition, culture and diversity, views of learning, motivation, and assessment. Prerequisite: PSY 201
3 semester credits

PSY 207 Life Span Development

Physical, intellectual, cognitive, emotional and social growth in the normal person from infancy to late adulthood. Prerequisite: PSY 201 or consent of instructor
4 semester credits

PSY 307 Cognitive Psychology

Learning processes, memory, perception, information processing, thinking, problem-solving, and decision-making will be examined from various scientific perspectives in this course. Prerequisite: PSY 201
4 semester credits

PSY 308 Social Psychology

Interpersonal behaviors from individualized and collective points of view. Socialization processes, interpersonal attraction, prejudice, human aggression, leadership, and group functioning. Prerequisite: PSY 201
4 semester credits

PSY 332 Child and Adolescent Psychology

An examination of child and adolescent developmental processes as these relate to self, family, peers, and social institutions. Normal as well as pathological developments are studied. Prerequisite: PSY 201
4 semester credits

PSY 340 Industrial and Organizational Psychology

Employee selection, training, work motivation, job satisfaction, leadership, and productivity are examined within this course. In addition, the nature of the work environment will be analyzed from the human engineering perspective. Prerequisite: PSY 201
4 semester credits

PSY 350 Research Techniques for the Social/Behavioral Sciences

Social science research methods, procedures, data collection and analysis. Also listed as SWK 350. Prerequisite: MAT 204
4 semester credits

PSY 406 Abnormal Psychology

Development and structure of normal and abnormal personality forms. Theoretical and empirical bases for the emergence of various personalities. Biological, chemical, environmental, and social approaches to dealing with psychoses, anxieties, phobias, and personality disorders. Prerequisite: PSY 201
4 semester credits

PSY 410 Psychological Testing and Assessment

This course will explore a variety of tests of personality, intelligence, abilities, and vocational aptitudes. In addition, principles of test construction, administration, and professional ethics in reporting test results will be explored. Prerequisites: PSY 201; MAT 204
4 semester credits

PSY 420 Clinical Psychology

Essential elements of psychological diagnosis and treatment approaches will be the primary focus of this course. Prerequisites: PSY 201; PSY 406
4 semester credits

PSY 430 History and Systems of Psychology

The history of psychological thought from the Greek philosophers to contemporary theories, focusing on such approaches as Structuralism, Functionalism, Psychodynamic Theories, Behaviorism, Humanistic and Existential Psychology, Neuropsychology, and Psychobiology. Prerequisite: PSY 201
4 semester credits

Social Work Program

Program Director: Nancy Kleingartner, MSW, LCSW

Outcomes

Upon completion of the Social Work major, beginning level B.S.W. graduates will be able to:

- Identify as professional social workers and conduct themselves accordingly.
- Apply social work ethical principles to guide professional practice.
- Apply critical thinking to inform and communicate professional judgments.
- Engage diversity and difference in practice.
- Advance human rights and social and economic justice.
- Engage in research-informed practice and practice-informed research.
- Apply knowledge of human behavior and the social environment.
- Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
- Respond to contexts that shape practice.
- Engage, assess, intervene and evaluate with individuals, families, groups, organizations and communities.
- Engage in the practice of servant leadership.

Note: Successful completion of the Social Work Program qualifies students to take the Social Work license exam. Program completers' license exam pass rates are available by contacting the Social Work Program Director.

■ Major in Social Work:

BIO 101; MAT 204; PHI 201 or 202; PSY 201, 207, 406; ANT 171, EDU 367, 390; SOC 404; POL 101; SWK 201, 309, 311, 312, 318, 319, 330, 350, 413, 417, 418, 419, 431, 432, ALU 499.02; and four semester credits selected with the guidance of the advisor.

Social Work Program Course Descriptions

SWK 201 Introduction to Social Work

Historical development of the profession, key concepts, values and skills, range of employment fields and settings, as well as the social welfare issues and political contexts in which they are viewed.

4 semester credits

SWK 303 Services to Children and Families

Examination of the historical, social, and legal issues that have shaped traditional child welfare programs, a study of the wide range of programs to support families and children, and a study of the role of the social worker in services to children and families.
4 semester credits

SWK 309 Introduction to Generalist Practice

Presentation of theory and skills required for generalist social work practice. Introduce students to interventive processes common to social work and counseling practice with a wide range of clients including individuals, families, groups and communities. Particular attention is given to the use of strength based, problem solving and direct practice with clients. Prerequisite: (SWK 201 for social work majors).
4 semester credits

SWK 311 Social Welfare Policies I

Examination of the historical, political, philosophical, and economic forces that shape current social welfare systems. Development and analysis of social policy and programs emphasized. Prerequisite: SWK 201
4 semester credits

SWK 312 Social Welfare Policies II

Analysis of administrative and legislative processes that affect social programs; grant writing and program funding included. Pre-requisites: SWK 201, 309 and 311.
4 semester credits

SWK 318 Field Experience I

Experience in a professional human service setting under agency and educational supervision. Provides the student with a basic understanding of the human service delivery system, professional roles and responsibilities in human services, and the effective use of self in the helping role. Minimum of 150 hours. Prerequisites: SWK 201; SWK 309 and SWK 311 to be taken prior to or concurrently.
4 semester credits

SWK 319 Integrative Seminar I

Integration of theory from academic work with field experience as students learn about the diversity of human services agencies and client populations served in rural/urban areas. Taken in conjunction with SWK 318.
2 semester credits

SWK 330 Human Behavior/Social Environment I

Examines theory and process of human interactions including social groups, organizations, institutions, families, and communities. Models and systems are explored. Prerequisites: SWK 201, 309, and 311.
4 semester credits

SWK 350 Research Techniques for the Social/Behavioral Sciences

Social science research methods, procedures, data collection and analysis. Also listed as PSY 350.
Prerequisite: MAT 204
4 semester credits

SWK 413 Generalist Practice with Groups

Addresses basic knowledge and skills needed in group work practice. Includes the study of stages, models, theory, dynamics, and techniques. Prerequisites: SWK 201, 309, 311, 312, 318, 319, 330, and 350.
4 semester credits

SWK 417 Generalist Practice with Families

Includes methods for assessment and intervention with families. Application of family theory to direct counseling, advocacy, problem-solving, and family policy stressed. Prerequisites: SWK 201, 309, 311, 312, 318, 319, 330, and 350; SOC 404.
4 semester credits

SWK 418 Field Experience II

Advanced experience in a professional human service agency to prepare students for professional generalist practice. Minimum of 400 hours. Prerequisites: SWK 201, 309, 311, 312, 318, 319, 330, 350, 413, 417, and 431; SWK 432 taken prior to or concurrently.
8 semester credits

SWK 419 Integrative Seminar II

The senior social work seminar is designed to provide each student with the opportunity to develop further integration of social work theory and practice from a generalist perspective. To facilitate this, the seminar participants address topics and issues that are immediate and practical for beginning level professionals. Students are required to examine these topics and issues in relation to their current and previous field experiences as well as in relation to theoretical and classroom content. Concurrent with SWK 418.
2 semester credits

SWK 428 Readings and Research in Social Work

A directed study to fit the student's area of interest. Prerequisite: Consent of instructor. Fulfills elective requirement.
1-4 semester credits

SWK 431 Human Behavior/Social Environment II

Provides critical, theoretically-based examination of interaction of people and their environments, with attention to individual, family, group, community, organizations, and institutions. The phenomena of violence, addictions, aging, and grief and loss are analyzed from systems and ecological perspective. Prerequisites: SWK 201, 309, 311, 312, 318, 319, 330, and 350.
4 semester credits

SWK 432 Generalist Practice with Organizations and Communities

Practice with large system (organizations and communities) assessment, intervention and evaluation, with an emphasis on theory and practice as they relate to rural/urban and reservation areas. Prerequisites: SWK 201, 309, 311, 312, 318, 319, 330, and 350.
4 semester credits

SWK 125, 225, 325, 425

Special Offerings in Social Work
1-4 semester credits

Department of Education

Chair: Dr. Brenda Werner

Philosophy

The Department of Education undergraduate programs are designed to develop competent and principled professionals who take responsibility for student learning and who demonstrate strong pedagogical content knowledge and professional characteristics.

Note: Successful completion of a program of study in the Department of Education qualifies students to take the teacher licensure exam in their program area. Candidate teacher licensure pass rates can be found on the Department of Education web page.

Department of Education

Admission Requirements:

The specific requirements for entrance to the Department of Education are as follows:

1. A student must have minimum overall GPA of 2.5.
2. A student must complete a Personal Data Form.
3. A student must submit a current Graduation Report.
4. A student must write and submit an essay on his or her philosophy of education.
5. For Business Education, SBS Education, English Education, History Education, Biology Education, Math Education, and Music Education Majors only: Students must provide written evidence of acceptance by their major.

Admission to the Department of Education is prerequisite to taking EDU and PED 300–400 level courses. Admission requirements are presented and discussed in EDU 200 (Introduction to Education), and students are strongly advised to complete all 200-level courses prior to enrollment in EDU/PED 300 and/or 400-level courses.

Student Teaching Program

Admission Requirements:

The student teaching experience is the capstone course of the teacher preparation program in the Department of Education at the University of

Mary. The specific requirements for admission into the student teaching program are as follows:

1. A student must be admitted into the Department of Education.
2. A student must attend the Preliminary Student Teaching Meeting on September 10 or January 10 and complete a Student Teaching Program Application Form that is provided at the preliminary student teaching meeting one semester ahead of the student teaching semester .
3. A student must provide his/her advisor with a Graduation Audit Report and a Program Review of Studies for Graduation form and submit the completed forms to the Department of Education. These forms provide verification that the prospective student teacher has met the following Student Teaching Program requirements:

- Has completed all course work required for a teaching license
- Has an overall GPA of 3.0 or above in teaching major(s)
- Has no grade lower than a C- in any course required for teaching license

Note: If a student has any coursework to complete, the candidate is required to submit, along with a copy of the Graduation Audit Report, a petition letter listing all of the courses to be completed for his/her teaching degree and a time line of when and where the courses will be completed. The petition letter must be submitted to the Student Teaching Program Director, who may present the petition letter to the Department of Education faculty for approval.

4. A student must submit a copy of his/her Praxis I test scores to the Department of Education and must receive Praxis I test scores that meet the North Dakota Education Standards and Practices Board (ESPB) licensure cut-off scores.
5. A student must present an Electronic Portfolio for Student Teaching Assessment Day and receive a passing grade in EDU 411 Student Teaching Assessment.
6. A student must submit a Student Teaching Recommendation Form from two full-time Department of Education teaching

faculty members and one recommendation from a person outside of the Department of Education of the student's choice.

Note: For secondary education students, the third letter of recommendation must come from the student's content major instructors .

7. A student must complete a diversity experience as part of his/her program of study. The Department of Education offers various diversity experiences to fulfill this requirement. Students have the option of registering for a variety of diversity experiences for credit .

Note: To obtain information about the diversity experiences and the various options to fulfill this requirement, please contact the Elementary Education Program Director.

8. A student must have completed two technology workshops offered by the Department of Education and a certificate of workshop participation must be on file in the Department of Education for each workshop.

Note: If the background check reveals that the student has a conviction, that record must be submitted to the school district in which the student has been assigned as a student teacher. Based on the nature of the conviction, the school district can refuse to have the student placed in that school district and, as a result, that student will NOT complete his/her teaching major requirements or university graduation requirements.

■ Early Childhood Education Program

Program Director: Dr. Linda Gutensohn

Program Outcomes:

- Students who complete the early childhood education program will be eligible for the North Dakota Educator's Professional License to teach in kindergarten and pre-K programs.
- The curriculum in Early Childhood Education will provide students with a broad base of knowledge of the standards aligned content and curricular goals of the early childhood disciplines.

- Students will be prepared to become effective and reflective early childhood teachers who can plan and implement a broad range of instructional, assessment, and management strategies to create positive learning environments to meet the diverse needs of all students.
- Students will be able to engage in responsible professional behaviors as they apply effective decision making and communication skills while collaborating with career teachers in the field, families, and with community agencies for professional growth.

Early Childhood Education

Course Requirements:

ENG 121; COM 110; HIS 101 or 102; GEO 101 or 302; EDU 367; PSY 205; 332; BIO 101; SCI 102, 201; MAT 103 or above; SWK 303 or EDU 413; PED 235 or 305; EDU 200 or 202, 215, 250, 295, 301, 303, 307, 312 or 316, 315, 318, 320, 332, 334, 335, 336, 337, 338, 400, 411, 423, 424, 585; ALU 499.

■ Elementary Education Program

Program Outcomes:

- Students who complete the elementary education program will be eligible for the North Dakota Educator's Professional License to teach in grades 1-6.
- The curriculum in elementary education will provide students with a broad base of knowledge of the standards aligned content and curricular goals of the elementary disciplines.
- Students will be prepared to become effective and reflective elementary teachers who can plan and implement a broad range of instructional, assessment, and management strategies to create positive learning environments to meet the diverse needs of all students.
- Students will be able to engage in responsible professional behaviors as they apply effective decision making and communication skills while collaborating with career teachers in the field, families, and with community agencies for professional growth.

Elementary Education Course Requirements:

ENG 121; COM 110; PSY 205; HIS 101 or 102 or MUS 342; GEO 101 or 302; EDU 367; BIO 101 or 103; SCI 102, 201; MAT 103 or above; PED 305; EDU 200 or 202, 250, 295, 300, 301, 303, 307, 312, 315, 316, 318, 320, 400, 411, 418, 423; ALU 499.04.

■ Coaching (Minor) Program

The curriculum in Coaching (minor) is designed for students who are interested in pursuing a career in the coaching profession.

Coaching Minor Course Requirements:

BIO 101; BIO 207 or PED 207; ATH 151, 238; EXS 302, 336; PED 157, 159, 326, 343, 360, 370, 401.

■ Health Education (Minor) Program

The curriculum in Health Education (minor) is designed to prepare students to teach health education courses in the secondary school setting. A student who completes the health education minor program along with a teachable major at the University of Mary is eligible for licensure to teach health courses in grades 7-12 in North Dakota. Meeting the requirement of other states is the responsibility of the student.

Health Education Minor Course Requirements:

PED 157, 159, 267, 312, 313; HPS 206; BIO 101 or 103; BIO 207 or PED 207; EDU 295, 310; EXS 305, 336; and ATH 317.

■ Middle School Endorsement

A Middle School Endorsement is recommended for all students who would like to become middle school teachers in North Dakota. A middle level major equivalency endorsement consists of 24 semester hours for a single content area (English, Math, Business, Social Studies, or Science) and is verified through official transcripts from a state-approved college of teacher education. These courses can be taken along with the Middle School Endorsement. To be highly qualified to teach Middle School English, Math, Social Studies, or Science, it is recommended that candidates successfully pass the Middle School Content Test for their discipline.

Middle School Endorsement Course Requirements:

PSY 332, EDU 305, 365 or 652, 530, and 573

■ Physical Education and Health Program

Program Director: Dr. Patricia Raube-Keller

Program Outcomes:

- Students who complete the physical education program will be eligible for the North Dakota Educator's Professional License to teach in grades K-12
- The curriculum will provide the students with the ability to become an effective Physical Education instructor who is able to motivate their students to become healthy active individuals.
- Students will be able to engage in responsible professional behaviors as they apply effective decision making and communication skills while collaborating with career teachers in the field, families, and with community agencies for professional growth.

Physical Education Course Requirements:

ENG 121; COM 110; PSY 205; EDU 367; BIO 101; BIO 207 or PED 207; MAT 103 or above; EXS 336; ATH 238; HPS 206; EDU 200 or 202, 295, 301, 310, 320, 401, 411, 421, 423, 432-01, 432-02; PED 105, 157, 159, 221, 222, 235, 267, 303, 305, 313, 326, 339, 360, 401; and ALU 499.

■ Reading Credential

The courses in the reading credential program are intended for students pursuing a teaching major, or professionals with a current endorsement, in elementary education or secondary education. A reading credential will provide students with the credential required to work with students assigned Title I reading programs.

Reading Credential Course Requirements:

Elementary education majors: EDU 365 or 652, 611, and 617. Secondary education majors must have a major in English, social studies or science, including a minimum of two semester hours in three of the following course areas: foundations or survey of reading, reading in the secondary school, diagnosis and correction of reading disabilities, clinical or laboratory practicum in reading with secondary students, reading in the content areas, research and the literature in reading or language arts, exceptional child, curriculum development, or English education methods.

■ Secondary Education Program

Program Director: Dr. John Tufte

Program Outcomes:

- Students may complete a bachelor's degree in secondary teaching in biology, business, English, history, mathematics, music, and social studies which will meet eligibility requirements for North Dakota teacher licensure for teaching in grades seven through twelve.
- The curriculum will prepare students to be effective secondary classroom teachers capable of meeting the needs of all students, including those with special needs and varied backgrounds.
- Coursework includes a strong liberal arts background, an integrated slate of courses from both the Education Department and the content major, and a number of opportunities to explore school systems outside of the local framework.

■ Special Education Program

Program Director: Dr. Rebecca Yunker Salvesson

Program Outcome(s):

- University of Mary students who complete the major in Special Education meet eligibility requirements for the North Dakota Intellectual Disabilities endorsement for K12 schools. The University of Mary's coordinated course of study meets the state guideline which requires the special educator to attain a general education teaching major as well as a major in special education. The program also provides a basis for graduate study in emotional disturbance, learning disabilities, or special education strategist.
- In today's K12 schools, students with disabilities are served by general education teachers, special education teachers, and other school personnel. In order to support and coordinate service to students with disabilities, the special educator must be competent in: characteristics of disabilities, federal and state special education law, collaboration and consultation, general school curriculum, behavior support, assess-

ment, family school relations, and applied research and writing.

- Special education majors will have knowledge and skills that meet the Common Core of Knowledge and Skills, the Individualized Education Curricula, the Developmental Disabilities Curricula of the Council for Exceptional Children (CEC), and the endorsement standards for the state of North Dakota.
- Special education majors develop personal and professional skills and attitudes that prepare them for a variety of career options supporting people with disabilities in schools, human service agencies, adult education, community- home support, and administration.

Special Education Major Course Requirements:

PED 313; PSY 406; EDU 332, 383, 388, 392, 409 or 656, 410, 412 or 595, 413 or 645, 415 or 657, 423, 426, 429, and two semester credits of special education electives. (For course descriptions of EDU 595, 645, 656, and 657, see the Graduate Education section.)

Special Education Minor Course Requirements:

EDU 295, 383; at least four semester credits from the following: PED 313; EDU 332, 388, 392, 410, 429, 670, 576; and at least five semester credits from the following: EDU 409 or 656, 412 or 595, 413 or 645.

Note: A minor in Special Education does not lead to a North Dakota endorsement; however, the content and practices involved in a Special Education minor will be valuable to general education teachers and may be valuable to other human service majors such as occupational therapy and/or social work.

Education Program

Course Descriptions (EDU)

EDU 200 Introduction to Education

This course is intended to provide students with an understanding of the historical and philosophical foundations of American education and give prospective teachers a basis for linking theory to practice. Students will gain insight into understanding their role as teachers in shaping and sustaining modern education and learn about the teaching profession, learner diversity among today's students, curriculum, instruction and productive learning environments in America's schools. During this course, students will be invited to make application to the Department of Education.

3 semester credits

EDU 202 Introduction to Teaching for Transfer Students

Assuming that the student has had some college coursework in teacher preparation, this course introduces the transfer student to the University of Mary's philosophy of teacher preparation and the conceptual framework of the Department of Education. The transfer education student develops his/her philosophy of education and has the opportunity to apply to the Department of Education.

1 semester credit

EDU 215 Introduction to Early Childhood Education

This course explores the historical and philosophical foundations of the care and schooling of young children, ages 0-8. An over-view of typical and atypical child development, current theories, program models and issues, and various curriculum models will be covered.

2 semester credits

EDU 250 Children's Literature

Literature is a foundation for instruction and enjoyment in the early childhood and elementary curriculum. Students explore various genres of children's literature, with an emphasis on the use of literature across the curriculum.

2 semester credits

EDU 295 Learners with Exceptional Needs

Teachers must teach students with a wide variety of educational needs. This course presents an overview of learners with exceptional needs. Emphasis will be on processes and principles of special education, overviews of exceptionalities, curriculum and inclusion.

3 semester credits

EDU 300 Elementary Practicum I

This course is designed to give students practical experience in the classrooms in the areas of language arts, music, physical education, and art. This course must be taken concurrently with Block I methods courses: EDU 301, 315, 312; and PED 305.

2 semester credits

EDU 301 Classroom Management

This course is designed to familiarize students with basic theories of classroom discipline and management. This course will focus on proactive strategies to cultivate an atmosphere of mutual respect for all within a classroom as well as implement prevention and re-mediation strategies when working with disruptive students. Prospective elementary teachers should take classroom management concurrently with Block I methods courses: EDU 300, 312, 315 and PED 305.

2 semester credits

EDU 303 Elementary and Middle School Science Methods

This course is a survey of current elementary and middle school science teaching strategies and science programs with an emphasis on the integration of theory and practice. This course should be taken concurrently with EDU 307, 316, 318, and 400. Prerequisites: BIO 101; SCI 102, 201.

2 semester credits

EDU 305 Middle School Practicum

This course is designed to provide students with an observational practicum experience in the middle school practicum in each student's major area of study.

1 semester credit

EDU 307 Elementary and Middle School Math Methods

This course is a survey of current elementary and middle school math teaching strategies and math programs with an integration of theory and practice. Should be taken concurrently with EDU 303, 316, 318, and 400 if an elementary education major. Prerequisites: MAT 103 or 106.

2 semester credits

EDU 310 Secondary Practicum I

This course is designed to provide students with a practicum teaching experience in the secondary education classroom in each student's major area of study. This course must be taken concurrently with the major specific secondary teaching methods course.

1 semester credit

EDU 312 Arts in the Elementary School

This course provides students with the study of the basic theories of music, theater, and visual arts as applied to the elementary education curricula and art programs in elementary schools. This course should be taken concurrently with EDU 300, 315; and PED 305.

4 semester credits

EDU 315 Elementary and Middle School Language Arts Methods

Elementary and middle school classrooms are learning environments in which students develop communication skills. Students in this course design instructional programs based upon theoretical foundations of instruction in reading, writing, listening, speaking, and thinking. This course should be taken concurrently with EDU 300, 301, 312, 320 and PED 305 if an elementary education major.

3 semester credits

EDU 316 Elementary and Middle School Reading Methods

This course is designed to examine effective scientifically-based instructional practices used to teach reading in the elementary and middle school curriculum. Emphasis is placed on the use of data in providing flexible grouping and differentiated instruction to effectively meet student needs. This course should be taken concurrently with EDU 303, 307, 318, and 400. Prerequisite: EDU 315.

3 semester credits

EDU 318 Elementary and Middle School Social Studies Methods

This course is a survey of elementary and middle school social studies teaching strategies and social studies programs with an emphasis on the integration of theory and practice. This course be taken concurrently with EDU 303, 307, 316 and 400 if an elementary education major. Prerequisites: HIS 101 or 102.

2 semester credits

EDU 320 Curriculum, Instruction and Assessment

This course focuses on the curriculum development process in K-12 schools; the techniques used in designing and delivering learning activities; and the formal and informal assessment methods used to assess the performance of all students. Emphasis will be placed on the interdependence of curriculum, instruction, and assessment.

2 semester credits

EDU 332 Cognitive and Language Development

The importance of language, cognition, and thinking are highlighted in this course. Students are exposed to the current theories as well as the traditional theories of Piaget, Vygotsky, Chomsky, and Skinner. Attention is also given to how these theories impact teaching and learning. A 30-hour practicum is included in this course.

4 semester credits

EDU 334 Methods and Materials in Early Childhood Education

This course is a survey of current curriculum of early childhood education for young children ranging in age from birth to age eight with an integration of theory and practice. Professional development, ethical conduct and understanding what developmentally appropriate practices are fundamental in participation in the practicum field experiences. Curriculum planning and managing early childhood classrooms for infants and toddlers, preschool and kindergarten will be integrated throughout the semester. The course is taken concurrent with EDU 335.

2 semester credits

EDU 335 Early Childhood Education Practicum

This course requires 60 credits of field work with 20 credits spent training with each age group – Infant/Toddler, preschool and kindergarten. Students are required to work 5-6 hours a week for 12 weeks at a teaching location selected by the instructor. Evaluations will be conducted by supervising practicum teachers and include a self-evaluation component. Must be taken concurrently with EDU 334.

2 semester credits

EDU 336 Developing Learning Environments

This course helps students design early childhood classroom environments that enhance the curriculum. Students learn how to manage the routines of the classroom and plan for instruction within the areas of health, safety and nutrition. Throughout the course examining the role of licensing requirements in setting up an early childhood facility, assessing the quality of that environment and administration and management of a facility will be discussed.

2 semester credits

EDU 337 Inclusion in Early Childhood Settings

More young children with disabilities are being included in regular childcare and classroom settings. Inclusion is adding to the tasks that teachers have in classrooms. By helping early childhood educators understand the basic needs of children with disabilities, they will better meet the diverse needs of all children.

2 semester credits

EDU 338 Social Emotional Foundations of Early Childhood Education

During the early childhood years, play is one of the main vehicles by which children assimilate their experiences with the world around them. During this class, students will discover how to successfully use play to enhance the learning.

2 semester credits

EDU 365 Reading Instruction in the Content Areas

This course emphasizes the importance of content literacy in elementary, middle school, and secondary grades. Special

emphasis is given to various models of reading and differentiated instructional strategies for reading in the content areas, as well as best teaching practices in reading. Students in this course will utilize reading and study skills to facilitate vocabulary development, decoding skills, and comprehension abilities in the content areas. Focus of this course is to develop reading and study techniques to be used in content areas, both in regular classrooms and in resource situations.

2 semester credits

EDU 367 Cultural Diversity and Human Relations

The course will focus on how culture and other diversity topics affect interactions with others and will help students gain an increased awareness of, and an appreciation for, the dimensions related to their own culture and to the cultures of others with particular emphasis on the Native American culture. Students will have the opportunity to examine and analyze the impact of prejudice, discrimination, and privilege within self and between groups. The skills necessary for promoting positive human relations in a diverse society will be explored and developed.

3 semester credits

EDU 371 Secondary Methods – English

This course is designed to examine a variety of teaching, planning, and assessment strategies at the secondary level. Students will study ways in which middle and high school teachers can develop positive relationships with students and differentiate instruction to help diverse learners master content standards. The course is delivered online by licensed teachers in the Bismarck area middle schools and/or high schools and includes current issues and practices affecting curriculum and teaching. Assignments, reading, and threaded discussions are designed to strengthen content knowledge and develop reflective practitioners who take responsibility for student learning. Concurrent registration with EDU 310 is required. Prerequisites: EDU 301 and 320.

2 semester credits

EDU 373 Secondary Methods – Social/Behavioral Sciences

This course is designed to examine a variety of teaching, planning, and assessment strategies at the secondary level. Students will study ways in which middle and high school social studies and history teachers can develop positive relationships with students and differentiate instruction to help diverse learners master content standards. The course is delivered online by licensed teachers in the Bismarck area middle schools and/or high schools and includes current issues and practices affecting curriculum and teaching. Assignments, reading, and threaded discussions are designed to strengthen content knowledge and develop reflective practitioners who take responsibility for student learning. Concurrent registration with EDU 310 is required. Prerequisites: EDU 301 and 320.

2 semester credits

EDU 377 Secondary Methods – Mathematics

This course is designed to examine a variety of teaching, planning, and assessment strategies at the secondary level. Students will study ways in which middle and high school math teachers can develop positive relationships

with students and differentiate instruction to help diverse learners master content standards. The course is delivered online by licensed teachers in the Bismarck area middle schools and/or high schools and includes current issues and practices affecting curriculum and teaching. Assignments, reading, and threaded discussions are designed to strengthen content knowledge and develop reflective practitioners who take responsibility for student learning. Concurrent registration with EDU 310 is required. Prerequisites: EDU 301 and 320.

2 semester credits

EDU 378 Secondary Methods – Business Education

This course is designed to examine a variety of teaching, planning, and assessment strategies at the secondary level. Students will study ways in which middle and high school business education teachers can develop positive relationships with students and differentiate instruction to help diverse learners master content standards. The course is delivered online by licensed teachers in the Bismarck area middle schools and/or high schools and includes current issues and practices affecting curriculum and teaching. Assignments, reading, and threaded discussions are designed to strengthen content knowledge and develop reflective practitioners who take responsibility for student learning. Concurrent registration with EDU 310 is required. Prerequisites: EDU 301 and 320.

2 semester credits

EDU 379 Secondary Methods – Biology

This course is designed to examine a variety of teaching, planning, and assessment strategies at the secondary level. Students will study ways in which middle and high school biology teachers can develop positive relationships with students and differentiate instruction to help diverse learners master content standards. The course is delivered online by licensed teachers in the Bismarck area middle schools and/or high schools and includes current issues and practices affecting curriculum and teaching. Assignments, reading, and threaded discussions are designed to strengthen content knowledge and develop reflective practitioners who take responsibility for student learning. Concurrent registration with EDU 310 is required. Prerequisites: EDU 301 and 320.

2 semester credits

EDU 383 Introduction to Learners with Mild Disabilities

Special education teachers need to have a working knowledge of different mild disabilities. This course will provide an introduction to the characteristics of students who are intellectually disabled, emotionally disturbed, and learning disabled. This course is designed so that students learn special education terminology, laws, and general practices.

3 semester credits

EDU 388 Methods of Education for Learners with Moderate/Severe Intellectual Disabilities

Teachers who serve students with moderate and severe disabilities must implement specialized teaching practices. This course explores those practices. Students learn about alternative curricula; how to teach students with physical, sensory or other health impairments; and how to evaluate and provide for the long-range needs of learners with intel-

lectual disabilities. Practicing professionals will be sharing their expertise with students. This course will be combined with classroom and practicum experience.

3 semester credits

EDU 390 Diverse Learners Practicum

This course provides students with several opportunities to observe and work with students with diverse backgrounds and learning needs. Students will spend 30 hours to earn one credit to fulfill the Department of Education's diversity requirement.

1 semester credit

EDU 392 Transition Issues for Learners with Disabilities

Students must be knowledgeable about strategies and programs for persons with disabilities making a transition from school settings to: a) employment, b) post-secondary training or education, or c) independent living. This course will focus on the critical issues facing persons with disabilities when transitioning from the school setting to full participation in adult society. It emphasizes empowering service providers with the tools and strategies needed to assist students throughout the transition process. Practicum required.

3 semester credits

EDU 400 Elementary Practicum II

This course is designed to give students practical experiences in the classroom in the areas of reading, mathematics, science, social studies, and the integration of technology. This course must be taken concurrently with the Block II methods courses: EDU 303, 307, 316, and 318.

2 semester credits

EDU 401 Secondary Practicum II

Students must have practical teaching experience in the secondary education classroom prior to student teaching. In this course students are placed in a secondary education classroom in the student's major area of study. Each student is required to teach a specific number of lessons and the practicum student's knowledge, skills, and attitude as a preservice teacher are evaluated by the assigned practicum teacher. This course must be taken concurrently with EDU 421.

1 semester credit

EDU 409 Introduction to Integrated Assessment

Teachers specializing in the areas of exceptionality assess students in order to provide the most appropriate programs for students with special needs. Based upon the premises of least restrictive environment and inclusive practice, students will establish beginning proficiency as consultants and practitioners of strategies related to Universal Design, Response to Intervention, and Positive Behavior Support. Emphasis is on developing skill in informational assessment and meeting individual learners' needs through accommodations and modifications.

2 semester credits

EDU 410 Practicum in Special Education

Teachers must apply best practices within real-life settings. This course allows students to observe and apply content and methods from current and prior coursework and provides an experiential base for upcoming courses. Taken concurrently with EDU 388.

2 semester credits

EDU 411 Student Teacher Assessment

Student teacher candidates must have obtained a satisfactory level of proficiency in a number of teaching skill areas prior to their student teaching placement. This course is designed to provide students with feedback on the Department of Education professional competencies. This assessment provides insight into the professional readiness of each student teacher candidate. The student teaching candidate must present Praxis I test scores no lower than the state mandated cut-off scores, a Graduation Audit Report and a Program Review of Studies for Graduation before being placed in student teaching.

0 semester credits

EDU 412 Cognitive Behavior Strategies

Teachers of special needs students will be direct service providers and consultants to other teachers, and they must have expertise in behavioral theory and intervention. This course explores the philosophy and applied practice of behavior change. Emphasis will be on functional behavior analysis, positive behavioral support, and cognitive practices. Students will write individual and group behavior change plans based on case studies.

2 semester credits

EDU 413 Community/Parent/Teacher/Child

This course examines the relationship between schools, families, and communities in meeting the educational needs of children in many settings.

2 semester credits

EDU 415 Integrated Assessment II

Special education teachers demonstrate competence in using assessments for identification of disabilities and for monitoring of students' progress. Teacher candidates practice choosing appropriate assessment instruments, administering of standardized and non-standardized instruments (including state mandated achievement tests and the alternative assessment process), interpreting results, and identifying eligibility and/or planning instruction based upon interpretations.

2 semester credits

EDU 421 Instructional Strategies in the Technological Classroom

This course is designed to increase the teaching effectiveness of preservice teachers who are preparing to become licensed teachers by improving their teaching skills in the areas in which research has demonstrated will increase student learning. The course is also designed to familiarize students with managerial, instructional, and institutional responsibilities of the professional teacher and the pre-service teacher in the technological classroom. Concurrent registration with EDU 401 is required.

2 semester credits

EDU 423 Student Teaching Seminar

The purpose of the seminar is to provide an orientation for students about to begin to student teach; to offer practical support for students while student teaching; and to provide students with a capstone culminating educational experience. In this course, students will discuss problems common to student teachers in K-12 classrooms, address individual concerns, and readdress legal issues. The course relies extensively on people outside of the program to serve as resources.

1 semester credit

EDU 429 Assistive Technology

Special education teachers must be competent in choosing and using assistive technology to support and enhance educational and life experiences for students with disabilities. Teacher candidates will gain knowledge and skills in assessment, funding, and use of specific, complex technology available for students with disabilities. Teacher candidates will learn to enhance their own productivity through use of general information technologies (e.g. computers, telecommunications, and the Internet) and to share information resources on disabilities, education, independent living, and health and wellness with the community.

2 semester credits

Practicum and Student Teaching Course Descriptions

(see PED course numbers for PED practica)

EDU 300 Elementary Practicum I

This course is designed to give students practical experience in the classrooms in the areas of language arts, music, physical education, and art. This course must be taken concurrently with Block I methods courses: EDU 301, 315, 312; and PED 305.

2 semester credits

EDU 305 Middle School Practicum

This course is designed to provide students with an observational practicum experience in the middle school practicum in each student's major area of study.

1 semester credit

EDU 310 Secondary Education Practicum

Students must have experience in the classroom prior to student teaching. This course is designed to give students the opportunity to observe teachers and student in the classroom in each student's major area of study. This course must be taken concurrently with secondary teaching methods courses.

1 semester credit

EDU 335 Early Childhood Education Practicum

This course requires 60 hours of field work with 20 hours spent training with each age group- infant/toddler, preschool and kindergarten. Students are required to work 5-6 hours a week for 12 weeks at a teaching location selected by the instructor. Evaluations will be conducted by supervising practicum teachers and self-evaluation.

1 semester credit

EDU 400 Elementary Practicum II

This course is designed to give students practical experiences in the classroom in the areas of reading, mathematics, science, social studies, and the integration of technology. This course must be taken concurrently with the Block II methods courses: EDU 303, 307, 316, and 318.

2 semester credits

EDU 401 Secondary Practicum II

Students must have practical experience in the classroom prior to student teaching. This course is designed to give students practical experiences in the classroom in each student's major area of study. This course must be taken concurrently with EDU 421.

1 semester credit

EDU 410 Practicum in Special Education

Teachers must apply best practices within real-life settings. This course allows students to observe and apply content and methods from current and prior coursework and provides an experiential base for upcoming courses. Taken concurrently with EDU 387, 388, and 389.
2 semester credits

EDU 418 Student Teaching – Elementary Education

Students majoring in Elementary Education are required to spend 8-12 weeks in an elementary education classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8–16 semester credits

EDU 424 Student Teaching – Early Childhood Education

Students majoring in Early Childhood Education are required to spend 8-12 weeks in an early childhood classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8–12 semester credits

EDU 426 Student Teaching – Special Education

Students majoring in Special Education are required to spend 6-8 weeks in a special education classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
6-8 semester credits

EDU 430 Student Teaching – English

Students majoring in English Education are required to spend 8-12 weeks in a secondary English classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8–12 semester credits

EDU 432-01 Student Teaching – Elementary Physical Education

Students majoring in Physical Education are required to spend 8 weeks in an elementary physical education classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8 semester credits

EDU 432-02 Student Teaching – Secondary Physical Education

Students majoring in Physical Education are required to spend 8 weeks in a secondary physical education classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8 semester credits

EDU 434 Student Teaching– Elementary, Vocal, Instrumental Music Education

Students majoring in Elementary, Vocal, and/or Instrumental Music Education are required to spend 8-12 weeks in an elementary, vocal, and/or instrumental music classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8–12 semester credits

EDU 438 Student Teaching – Social and Behavioral Science

Students majoring in Social and Behavioral Sciences Education are required to spend 8-12 weeks in a secondary social studies or history classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8–12 semester credits

EDU 442 Student Teaching – Biology

Students majoring in Biology Education are required to spend 8-12 weeks in a secondary biology classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8–12 semester credits

EDU 444 Student Teaching – Mathematics

Students majoring in Mathematics Education are required to spend 8-12 weeks in a secondary math classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8–12 semester credits

EDU 445 Student Teaching –Business Education

Students majoring in Business Education are required to spend 8-12 weeks in a secondary business education classroom under the supervision of an assigned cooperating teacher. The student teaching experience includes observation, teaching, and the performance of teacher related responsibilities. Prerequisite: Admission to Student Teaching Program
8–12 semester credits

Physical Education and Health Program Course Descriptions (PED)**PED 105 Swimming**

This course focuses on the development of beginning swimming skills.
1 semester credit

PED 100-400 Varsity Sports Courses

For all students who are interested in participating in a varsity sport. These physical education courses are announced each term in the class schedule.
1 semester credit

PED 121 Weight Training

The course is designed to help students gain knowledge relative to the use of resistance training methods in order to achieve fitness objectives.

1 credit

PED 157 CPR/AED First Aid

This course focuses on the American Red Cross Standard First Aid and CPR/AED for the Professional Rescuer training.

1 semester credit

PED 159 Personal and Community Health

The study of community and environmental health along with emphasis on social, physical, emotional, spiritual, occupational, and mental wellness as they relate to the total person concept of health.

3 semester credits

PED 207 Survey of Human Anatomy

This survey course covers the gross anatomy and physiology of the human body including the cardiovascular, muscular, lymphatic and immune, respiratory, digestive, and reproductive systems.

4 semester credits

PED 221 Professional Activities I

This course focuses on the development of the knowledge and skills necessary to teach the activities taught in the physical education classroom at elementary school level with emphasis on the following activities: dance, basic tumbling, and fine motor skills development activities.

3 semester credits

PED 222 Professional Activities II

This course focuses on the development of the knowledge and skills necessary to teach the activities taught in the physical education classroom at the secondary school level with emphasis on the following activities: team sports, individual and dual sports, life-time activities, and aquatic activities.

3 semester credits

PED 235 Motor Development

The study of the motor skill development process as it pertains to the development and improvement of children's motor skills.

2 semester credits

PED 260 ARC Lifeguarding

This course is designed by the American Red Cross to educate the student about the variety of aquatic emergencies. It will give the student an opportunity to participate in aquatic skills, practice saving skills, view and evaluate guarding techniques and read and report about the different areas of lifeguarding.

2 semester credits

PED 267 Human Sexuality

The study of the biological, social, and emotional aspects of human sexuality. Prerequisite: PED 159.

2 semester credits

PED 303 Secondary Methods: Physical Education

This course is designed to familiarize students with managerial, instructional, and institutional responsibilities of a middle school and/or secondary physical education teacher. Prerequisites: EDU 301, 320, and 391. *Note: Concurrent registration with EDU 310 is required for University of Mary students.*

2 semester credits

PED 305 Elementary Physical Education Methods

The study of the methods utilized in teaching physical education at the elementary level. For Physical Education majors to be taken concurrently with PED 339 and for Elementary Education majors to be taken concurrently with EDU 300. Prerequisites: Physical Education majors must have completed all 100 and 200 level PED courses and Elementary Education majors must be enrolled in all Block I courses.

2 semester credits

PED 312 Secondary Methods: Health Education

This course is designed to familiarize students with managerial, instructional, and institutional responsibilities of a middle school and/or secondary physical education teacher. This course is delivered by licensed teachers in middle schools and/or high schools in the Bismarck area. *Concurrent registration with EDU 310 is required.* Prerequisites: EDU 301, 320, and 391.

2 semester credits

PED 313 Adaptive Physical Education

The study of the philosophy, knowledge, teaching techniques, and implementation of a quality adapted physical education program for students with special needs in both inclusive and small group settings. Students will learn about a large variety of disabilities and conditions, and their impact on the child's educational process. This course will challenge the student to think of children/people with disabilities in inclusive ways, and will incorporate a variety of teaching methods to achieve its goals (lecture, group work, individual work, play acting, hands on learning activities, disability simulation, designing and creating equipment, etc.).

2 semester credits

PED 326 Psychological and Sociological Aspects of Coaching

The study of psychological and sociological aspects that apply to the coaching of sports and the elementary and secondary levels. Prerequisites: Completion of all PED 100-200 level courses.

2 semester credits

PED 339 Elementary Physical Education Practicum (PED)

A supervised practical experience in the teaching of physical education classes at the elementary school level. Concurrent registration with PED 305 required for all physical education majors. Prerequisite: Completion of all 100 and 200 level EDU and PED courses.

1 semester credit

PED 343 Coaching Practicum

A supervised practical experience in coaching a particular sport that is of interest to the student. This course must be taken concurrently with PED 370. Prerequisite: Completion of 100 and 200 level courses required for coaching minor.

2 semester credits

PED 360 Biomechanics and Kinesiological Studies

This course explores the study of anatomical and mechanical aspects of human movement which apply to the development and improvement of efficient human movement. Prerequisite: BIO 207.

4 semester credits

PED 370 Coaching Methods

The study of pedagogical aspects of coaching with emphasis on the theoretical aspects of coaching and the organization, theory, and techniques of coaching at the elementary and secondary school levels.

2 semester credits

PED 401 Administration of Physical Education and Sports Programs

The study of principles and practices in the administration of sound physical education, health, and athletic programs. Emphasis is on staff development, facilities and equipment, administrative procedures, and legal implications that apply to physical education, health, and sports programs.

2 semester credits

Master's Programs in Education

FACULTY: Ghorbani, Gutensohn, Jonas (Dean), Salvesson (Chair: Graduate & Distance Education Programs), Tufte, Werner.

Description of the Graduate Program in Education

The University of Mary Graduate Program in Education offers a wide range of opportunities for the adult learner. Students may take courses towards educational credentials and endorsements, or may complete their Master's degree in education. Master's candidates have the option of completing a thesis or preparing a comprehensive portfolio as their capstone project. In order to meet the needs of adult learners, graduate classes are offered summers, weekends, and evenings.

Admission Procedures

An individual holding a Bachelor's degree or higher from an accredited institution may be admitted to begin graduate study. An individual seeking a North Dakota credential or endorsement must hold a Bachelor's degree in education from an accredited institution and must have the appropriate North Dakota licensure and years of experience, as well as the required coursework, in order to be recommended for North Dakota credentialing or endorsement by the Graduate Program in Education. In most cases, the requirements listed below must be met prior to admission for graduate study. In addition, a student must maintain an overall GPA of 3.00 in order to continue in graduate programs in education.

- An undergraduate GPA of 2.5 overall, or 2.75 during the last two undergraduate years, or 3.00 in the undergraduate major

- Current teacher education licensure (unless the individual is seeking licensure or enrolling in the M.Ed.: Curriculum Instruction, and Assessment track for reasons other than teacher licensure)
- Two letters of professional recommendation
- Appropriate experience

In addition to the above, a graduate student seeking Master's candidate status must apply for and complete a qualifying conference after admission for University of Mary graduate study and upon completion of up to six hours of coursework. At the qualifying conference, the student meets with a committee of graduate faculty members appointed by the Director of the Education Graduate Program. This conference has a three-fold purpose: to decide whether the student will be admitted to the Master's degree program, to develop a plan of study, and to determine whether any transfer credit will be accepted. A member of the qualifying conference committee is generally appointed the student's advisor during the conference. A student may request a qualifying conference by contacting the secretary of the School of Education and Behavioral Sciences.

The Master of Education Degree Requirements (M.Ed.)

The Master's degree must be completed within seven years of the completion of the earliest graduate course used in the course of study. Up to one-third of the total credits required for the course of study may be transferred from another accredited institution. To achieve the Master's Degree, the student must complete courses within an emphasis area (listed following) and must successfully complete either a thesis or a comprehensive professional portfolio.

Thesis Option

The thesis option emphasizes original research. It represents a student's capacity for detailed, in-depth research or advanced scholarship. A thesis must demonstrate a student's ability to clearly define a worthwhile problem, to conduct a thorough investigation, to organize the findings, to draw defensible conclusions, and to give an oral presentation of the findings. After the student has been admitted to candidacy for the degree, a research proposal is written and the thesis committee is selected. These activities are completed within EDU 551: Critique

and Design of Research. The research proposal must be approved by the Graduate Committee and the Vice President for Academic Affairs. Writing and presentation of the thesis totals at least five semester credits (EDU 700, Research Seminar I, 1 credit; EDU 701, Research Seminar II, 1 credit; and EDU 704, Research Presentation, 3 credits). EDU 704, Research Presentation, must be completed by the date established in EDU 551: Critique and Design of Research, or the student must register for continuing credit each semester until the thesis has been completed and the research presented.

Portfolio Option

The portfolio option requires the student to complete courses within an emphasis area (listed following) and to create an electronic portfolio demonstrating competence in the University of Mary's graduate requirements, competence in the student's emphasis area, and further demonstrating the graduate's ability to assume a leadership role in the field of education. Creation and presentation of the graduate portfolio totals four hours of credit (EDU 705, Portfolio Preparation, 2 credits; and EDU 706, Portfolio Presentation, 2 credits).

Accreditation

The University of Mary is accredited by North Central Association of Colleges and Schools, with its most recent notification of accreditation occurring in 2003. The Education program is approved by the state of North Dakota. Other memberships include the North Dakota Association of Colleges for Teacher Education (NDACTE), the Association of Independent Liberal Arts Colleges for Teacher Accreditation Status Education (AILACTE), the North Dakota Center for Leadership and Educational Administration Development (LEAD), the North Dakota Teacher Learning Center (TLC).

Information

For information concerning the Education Graduate Program, contact the Division of Education secretary, Leona Friedig at lfriedig@umary.edu or at 701-355-8058.

The graduate webpage may be accessed through the University of Mary website www.umary.edu.

Please note: The emphasis area courses in the following degree plans meet the North Dakota Endorsement or Credential requirements in all programs applicable.

■ Master of Education

Reading Emphasis*

Core Courses (15-16 semester credits):

EDU 531	Ethics in Education and Human Performance (2)
EDU 551	Critique and Design of Research (2) <i>(It is strongly suggested that EDU 551 be taken prior to EDU 565.)</i>
EDU 565	Statistics (3)
EDU 567	Diversity in Culture and Human Relations (2)
EDU 608	Foundations in Education (2)

Thesis Option:

EDU 700	Research Seminar I (1)
EDU 701	Research Seminar II (1)
EDU 704	Research Presentation (3)

Portfolio Option:

EDU 705	Portfolio Preparation (2)
EDU 706	Portfolio Presentation (2)

Emphasis Area Requirements (13 semester credits):

EDU 535	Foundations of Literacy (2)
EDU 536	Teaching Writing Across School Curriculum K-12 (3)
EDU 611	Reading Diagnosis and Correction (2)
EDU 617	Reading Clinic (2)
EDU 652	Teaching Reading in the Content Area (2)
EDU 566	School Curriculum K-12 (3)

Electives (2-4 semester credits):

Must be graduate level courses and should be selected from areas to enhance reading education.

Total: 32 semester credits

*If seeking the North Dakota Reading Credential, the candidate must meet the Department of Public Instruction qualifications for the reading specialist: elementary or secondary.

■ Master of Education

Elementary Administration*

Core Courses (15-16 semester credits):

EDU 531	Ethics in Education and Human Performance (2)
EDU 551	Critique and Design of Research (2) <i>(It is strongly suggested that EDU 551 be taken prior to EDU 565.)</i>
EDU 565	Statistics (3)
EDU 567	Diversity in Culture and Human Relations (2)
EDU 608	Foundations in Education (2)

Thesis Option:

EDU 700	Research Seminar I (1)
EDU 701	Research Seminar II (1)
EDU 704	Research Presentation (3)

Portfolio Option:

EDU 705	Portfolio Preparation (2)
EDU 706	Portfolio Presentation (2)

Emphasis Area Requirements (19 semester credits):

EDU 545	School Administration (2) <i>Prerequisite to other Emphasis Area Courses</i>
EDU 527	Management Theory and Personnel (3)
EDU 566	School Curriculum K-12 (3)
EDU 570	Differentiated Instruction (3)
EDU 620	Integrating Technology in Education (2)
EDU 632	School Law (2)
EDU 634	School Finance (2)
EDU 692	Internship: Elementary Administration (2)

Total: 34 - 35 semester credits

* Graduate credit carrying a letter grade of "B" or better earned through LEAD Center may be accepted as elective coursework for this degree. Completion of a Master of Education in Elementary Administration meets the requirements for the Level I Elementary Principal Credential. If seeking a North Dakota Elementary Administration credential, an individual must:

- Hold a valid North Dakota teaching license based on a bachelor's degree with a major (or other appropriate endorsement) in elementary education.
- Have three years of successful teaching and/or administrative experience in elementary schools.
- Have a Master's degree.

■ Master of Education

Secondary Administration*

Core Courses (15-16 semester credits):

EDU 531	Ethics in Education and Human Performance (2)
EDU 551	Critique and Design of Research (2) <i>(It is strongly suggested that EDU 551 be taken prior to EDU 565.)</i>
EDU 565	Statistics (3)
EDU 567	Diversity in Culture and Human Relations (2)
EDU 608	Foundations in Education (2)

Thesis Option:

EDU 700	Research Seminar I (1)
EDU 701	Research Seminar II (1)
EDU 704	Research Presentation (3)

Portfolio Option:

EDU 705	Portfolio Preparation (2)
EDU 706	Portfolio Presentation (2)

Emphasis Area Requirements (19 semester credits):

EDU 545	School Administration (2) <i>Prerequisite to other Emphasis Area Courses</i>
EDU 527	Management Theory and Personnel (3)
EDU 566	School Curriculum K-12 (3)
EDU 570	Differentiated Instruction (3)
EDU 620	Integrating Technology in Education (2)
EDU 632	School Law (2)
EDU 634	School Finance (2)
EDU 692	Internship: Secondary Administration (2)

Total: 34 - 35 semester credits

*Graduate credit carrying a letter grade of “B” or better earned through LEAD Center may be accepted as elective coursework for this degree. Completion of a Master of Education in Elementary Administration meets the requirements for the Level I Elementary Principal Credential. If seeking a North Dakota Elementary Administration credential, an individual must:

- Hold a valid North Dakota teaching license based on a bachelor’s degree with a major (or other appropriate endorsement) in elementary education.
- Have three years of successful teaching and/or administrative experience in elementary schools.
- Have a Master’s degree.

■ Master of Education

Curriculum, Instruction and Assessment

Core Courses (15-16 semester credits):

EDU 531	Ethics in Education and Human Performance (2)
EDU 551	Critique and Design of Research (2) <i>(It is strongly suggested that EDU 551 be taken prior to EDU 565.)</i>
EDU 565	Statistics (3)
EDU 567	Diversity in Culture and Human Relations (2)
EDU 608	Foundations in Education (2)

Thesis Option:

EDU 700	Research Seminar I (1)
EDU 701	Research Seminar II (1)
EDU 704	Research Presentation (3)

Portfolio Option:

EDU 705	Portfolio Preparation (2)
EDU 706	Portfolio Presentation (2)

Emphasis Area Requirements (13 semester credits):

EDU 566	School Curriculum K-12 (3)
EDU 570	Differentiated Instruction (3)
EDU 620	Integrating Technology in Education (2)
EDU 637	Educational Assessment (3)
EDU 645	School and Family Relations (2)

Electives (3-4 semester credits):

Electives must be graduate level courses and should be selected from areas to enhance college teaching.

Total: 32 semester credits

■ Master of Education

Special Education Strategist

Core Courses (15-16 semester credits):

EDU 531	Ethics in Education and Human Performance (2)
EDU 551	Critique and Design of Research (2) <i>(It is strongly suggested that EDU 551 be taken prior to EDU 565.)</i>
EDU 565	Statistics (3)
EDU 567	Diversity in Culture and Human Relations (2)
EDU 608	Foundations in Education (2)

Thesis Option:

EDU 700	Research Seminar I (1)
EDU 701	Research Seminar II (1)
EDU 704	Research Presentation (3)

Portfolio Option:

EDU 705	Portfolio Preparation (2)
EDU 706	Portfolio Presentation (2)

Emphasis Area Requirements (39-40 semester credits):

EDU 523	Introduction to Specific Learning Disabilities (2) or
EDU 593	Introduction to Emotional Disorders (2) or
EDU 507	Special Education: Mild Disabilities (3)
EDU 576	Advanced Methods and Materials Learning Disabilities (2)
EDU 588	Advanced Methods and Materials Intellectual Disabilities (3)
EDU 592	Special Education Transitions (3)
EDU 595	Behavior Management (3)
EDU 609	Internship: Mental Retardation (2)
EDU 611	Reading Diagnosis and Correction (2)

EDU 617	Reading Clinic (2)
EDU 645	School and Family Relations (2)
EDU 656	Assessment of Exceptional Students (2)
EDU 657	Assessment of Exceptional Students II (2)
EDU 660	Special Education Law (2)
EDU 670	Education of Students with Emotional Disorders (2)
EDU 682	Advanced Practicum: Emotional Disorders, Intellectual Disabilities, and Learning Disabilities (2)
EDU 690	Internship: Emotional Disorders (2)
EDU 691	Internship: Learning Disabilities (2)
* EDU 505	Exceptional Child (or undergraduate equivalent) is prerequisite to Emphasis Area Requirements

* If the candidate's licensure is at the secondary level, Elementary Math Methods and Elementary Reading Methods are required for ND endorsement.

Total: 53 – 55 semester credits

North Dakota Reeducation Endorsement Plans

Endorsements are issued by the Education Standards and Practice Board (ESPB). Additional information may be obtained from the Education Standards and Practice Board, 2718 Gateway Avenue, Suite 308, Bismarck ND 58503 (701) 328-9641. A student seeking an endorsement should access the ESPB website for a list of required coursework. The student will list courses already taken and courses that he/she intends to take on the form provided. This form must be approved by ESPB as part of obtaining each endorsement. Although education graduate faculty can assist students in planning, the student seeking an endorsement is typically a non-degree seeking student, and therefore does not have an official advisor in the Department of Education. Access the ESPB web site at www.state.nd.us/esp.

North Dakota Endorsements appropriate to University of Mary graduate coursework:

- Middle School
- Secondary
- Special Education

North Dakota Credential Plans

The Graduate Program in Education offers the coursework necessary to fulfill the following credentials issued by the North Dakota Department of Public Instruction:

- Superintendent/Principal
- Reading

Additional information may be obtained from the Department of Public Instruction, 600 East Boulevard Avenue, Bismarck ND 58505-0080 (701) 328-2260. A student seeking a credential should access the DPI website www.dpi.state.nd.us for a list of required coursework. The student will list courses already taken and courses that he/she intends to take on the form provided.

This form must be approved by DPI as part of obtaining each credential. Although Education Graduate Faculty can assist students in planning, the student seeking a credential only is typically a non-degree seeking student, and therefore does not have an official advisor in the Department of Education. For additional information regarding courses that meet credential or endorsement requirements, access the Education pages of the University of Mary website: www.umary.edu.

Graduate Education Course Descriptions

EDU 505 Exceptional Child

Teachers in public schools have the responsibility to provide an education in the least restrictive environment for children who have been identified as having physical, emotional and/or academic disabilities. Using terminology specific to each area of exceptionality as defined in the Individuals with Disabilities Education Act, students examine prevalence, causes, medical and psychosocial interventions, and outlooks. Emphasis is on practical application of inclusionary strategies.

3 semester credits

EDU 507 Special Education: Mild Disabilities

Special education teachers need to practice strategies for teaching students with mild disabilities. This course will provide an introduction to the characteristics of students who are intellectually disabled, emotionally disturbed, learning disabled, or who otherwise need adaptations due to difficulties in learning. This course is designed so that the students learn special education terminology, laws, and practices.

3 semester credits

EDU 509 Writing for Professionals

Successful professionals need to write clear and effective proposals, reports, directives, and requests. Students learn how to re-search, manage, and clarify information; how to revise through multiple drafts to tailor writing to its intended audience; how to anticipate reader's needs for

information and manage reader's attitudes; and how to balance conciseness with communication. They also study the results of recent research into how people read and how writers write most effectively. This focus enables student writers to manage the process of writing to achieve both clarity and desired results.

2 semester credits

EDU 510 Secondary Education

Clinical Practice: Licensure Track

This course is designed to familiarize adult learners with the managerial, instructional, and institutional responsibilities of a middle school and/or secondary teaching assignment. Research in current best teaching practice, general pedagogy, and teaching in a particular content area will be addressed. The course content is delivered by licensed teachers in the middle and/or secondary schools in Bismarck, Mandan, or surrounding area. This course meets the needs of students seeking North Dakota teacher licensure at the graduate level who are currently employed in schools.

1 semester credit

EDU 511 Student Teacher Assessment: Licensure Track

Graduate level teacher licensure candidates must have a satisfactory level of proficiency in a number of teaching skill areas prior to being placed in an applied internship. This course is applied to provide candidates with feedback and insight regarding their readiness for internship. The candidate must present Praxis I test scores no lower than the state mandated cut-off scores and a graduate plan of study (including transcript review) prior to placement in the school.

0 semester credit

EDU 525 Special Topics in Education

Students have the opportunity to explore special topics in the field of education. Pre-requisite: Admission to the Graduate Program and consent of advisor and instructor.

1-4 semester credits

EDU 527 Management Theory/Personnel

Administrators must know how to effectively manage resources in order to attain school objectives. The students study the theories of management and know how they relate to effective decision making. Discussion will focus on the study of research and data-based program evaluation, management and the use of information systems, planning, and education improvement processes. By concentrating efforts toward these areas, administrators will develop effective management skills.

3 semester credits

EDU 530 Philosophy and Foundations of Middle School

The heart of the middle school philosophy is interdisciplinary team organization. Interdisciplinary teams are faced with the problems of how to use the resources of time and space effectively. This course will describe the philosophy and foundations of middle school education. Emphasis will be on the use of teams to meet the physical, intellectual, social, and emotional needs of the young adolescent.

3 semester credits

EDU 531 Ethics in Education and Human Performance

Educators and human performance leaders must uphold community norms while at the same time demonstrating exemplary tolerance for differing ethical viewpoints.

Students learn how to identify and analyze systems of values including their own, and how to structure meaningful ethical standards and practices in the community and larger society.

2 semester credits

EDU 535 Foundations of Literacy

Practitioners in the elementary and secondary schools make effective instructional decisions that are based upon exemplary research based teaching methods for reading and writing education. Students will examine and apply contemporary theory and pedagogical issues and techniques in literacy instruction to include comprehension, word knowledge, social/environmental, psycholinguistic factors in reading and writing development.

2 semester credits

EDU 536 Teaching writing Across the School Curriculum, K-12

The focus will be upon comprehensive writing instruction for learning across the curriculum at grade levels K-12. The current best practices in the teaching of writing to understand the role of writing instruction and assessment in promoting student learning and motivation will be studied. Graduate candidates will identify the interdependence of reading and writing development as similar recursive processes. The teaching of one process can affect the students' expertise in the other process. Writers need to be readers for when they read, they have the opportunity to study the why, how, and what of the reading process. Candidates are expected to gain competency and growth through a variety of writing assignments during the course.

3 semester credits.

EDU 542 Language Development and Disorders

Being able to effectively communicate with others is essential. Students study normal language development in children, both expressive and receptive. Students study the literature, observe and record language use, assess language using formal and informal assessment tools, and evaluate a child's language scores with suggested norms to determine the discrepancy from acceptable performance.

3 semester credits

EDU 545 School Administration

The administrator's role in the local educational agency is a multi-faceted leadership function. Students learn the principles of personnel administration and staff development. They also develop introductory skills in curriculum design, budgeting, and effective communication.

2 semester credits

EDU 551 Critique and Design of Research

Effective educators are able to synthesize current research and develop new knowledge through investigation. To develop their research skills, students study the components of the research process and the methods employed in conducting experimental and descriptive research with application to the field of education.

2 semester credits

EDU 561 Classroom Culture and Management

This course exposes graduate candidates to cultures within schools and the broader community that form the basis of social and behavioral practices while familiarizing them with theories and practices of classroom management and discipline. The course emphasizes research and application of proactive strategies designed to cultivate an atmosphere of respect for all within the K-12 classroom. Students will also focus on prevention of disruptive behaviors and resolution of conflict.

3 semester credits

EDU 565 Statistics

Effective educators and administrators must have a basic understanding of the application of statistical concepts and procedures. Students learn descriptive and inferential statistics utilized in educational research for the purpose of analyzing and interpreting research findings.

3 semester credits

EDU 566 School Curriculum K-12

This course explores the foundations, design, development, and implementation of curriculum in K-12 and other settings and examines administrators', teachers', and leaders' role in curriculum decision-making, development, and implementation.

3 semester credits

EDU 567 Diversity in Culture and Human Relations

Educators and human performance professionals must be respectful of the needs of all People. This course examines ethnic, cultural, economic, gender and other types of diversity in the classroom. It fosters attitudes and strategies that meet the needs of diverse students, families, and communities. North Dakota Indian heritage, culture, education, and health issues will be emphasized.

2 semester credits

EDU 570 Differentiated Instruction

This course fosters the use of differentiated instruction. Differentiated Instruction is a teaching theory based on the premise that instructional approaches should vary and be adapted in relation to individual and diverse students in classrooms. Graduate candidates are encouraged to evaluate their own teaching strategies and to adopt an approach to teaching and learning that provides multiple options for taking in and making sense of ideas and information. Candidates will also be encouraged to make curricular and instructional decisions based upon student assessment data.

3 semester credits

EDU 573 Curriculum and Methods of Middle School Education

Curriculum and methods of a middle school are designed to meet the intellectual, physical, emotional, and social needs of the young adolescent. The course will explore components necessary for effective middle school curriculum. A number of interactive strategies including cooperative learning and integrated curriculum will be presented. The application of integrated curriculum and service learning will be modeled.

3 semester credits

EDU 576 Advanced Methods and Materials / Learning Disabilities

Teachers of children and youth with learning disabilities design programs for direct instruction and for collaboration and consultation services. To attain this skill, students develop a working knowledge of methods and materials for teaching students who have been identified with learning disabilities. Emphasis is on developing effective teaching strategies.

2 semester credits

EDU 578 Methods in Secondary**Education: Licensure Track**

This course is designed to familiarize adult learners with the managerial, instructional and institutional responsibilities of a middle school and/or secondary teaching assignment. Research in current best teaching practice, general pedagogy, and teaching in a particular content area will be addressed. This course meets the needs of students seeking North Dakota teacher licensure at the graduate level and who are not currently employed in schools.

2 semester credits

EDU 585 Organization and Administration of Early Childhood Education

Personnel who supervise and organize early childhood programs serve as leaders in governance. Students examine local, state and federal regulations governing the administration and management of preschools and day care centers. Methods of record keeping, personnel management, resource management, budgeting and government programs are explored. Parental and community support and involvement is also considered.

2 semester credits

EDU 588 Advanced Methods and Materials Intellectual Disabilities

Teachers serving students with moderate and severe disabilities must implement specialized teaching practices. This course explores those practices. Students will learn about alternate curricula; how to teach students with physical, sensory, or other health impairments; and how to evaluate and provide for the long range needs of learners with intellectual disabilities. Practicing professionals will share their expertise with students. Students will participate in EDU 609 - Internship: Intellectual Disabilities concurrent with this course.

3 semester credits

EDU 592 Special Education Transitions

Special Education service providers must be knowledgeable of strategies and programs for persons with disabilities transitioning from the school setting to: a) employment, b) post-secondary training or education, or c) independent living. This course will focus on the critical issues facing persons with disabilities when transitioning from the school setting for full participation in adult society. It emphasizes empowering service providers with the tools and strategies needed to assist students throughout the transition process. Local travel required.

3 semester credits

EDU 595 Behavior Management

Skilled school personnel function on the premise that academic progress is achieved through effective management of children's behavior. Students demonstrate their knowledge of the theories underlying the appropriate practices of managing significant behavior in therapeutic settings. This course is designed with a practicum component to provide students with observation and application opportunities. Emphasis is upon functional behavior analysis and positive behavior support.

3 semester credits

EDU 608 Foundations in Education

This course examines the historical, legal, and philosophical foundations of American education and the current issues and trends influencing it. Students study the development of the field of education and the issues and trends currently affecting teaching and learning.

2 semester credits

EDU 611 Reading Diagnosis and Correction

Children with difficulties in reading and language arts make significant gains when their problems are properly diagnosed and the correct remediation procedures are prescribed. These gains are made when children are taught by clinicians who have developed skill in the selection and administration of formal and informal diagnostic procedures and in prescribing remediation strategies that address the children's needs. This course is designed to provide knowledge of theories and procedures of the remedial reading process and application of those theories and procedures in the reading clinic. (EDU 617 required concurrently).

2 semester credits

EDU 617 Reading Clinic

The remedial reading teacher is a specialist who has background knowledge of the reading process and has technical training in administration of diagnostic/prescriptive procedures. Student and reading teachers experience teaching and remediation strategies in a supervised practicum setting. The course is designed to provide training in formal test administration, scoring and interpretation within the framework of the case study report. (EDU 611 required concurrently).

2 semester credits

EDU 620 Integrating Technology in Education

Educators must have expertise in teaching strategies that effectively integrate current technology into the curriculum. Students are given the opportunity to examine and develop computer-based teaching strategies and techniques that will improve student learning. Emphasis is placed on the examination of computer-based instructional strategies, but students also examine computer software programs designed to assist educators with other professional responsibilities, including grading, database development, record keeping, and research.

2 semester credits

EDU 622 Supervision and Teaching of Language Arts

Educators design learning environments that develop communication skills in elementary school children. Students design instructional programs, based upon sound curricular theory as applied to current technological processes, that provide children the opportunity to develop their skills in

reading, writing, speaking, listening and thinking. This focus gives teachers and administrators experience in making curricular decisions.

2 semester credits

EDU 624 Supervision and Teaching of Elementary Math

Effective educators provide opportunities for displaying logical/mathematical intelligence in classroom activities. Students examine strategies in the teaching, evaluation, and supervision of an elementary math program. This focus gives teachers and administrators experience in making curricular decisions. Emphasis is placed on the implementation of manipulative materials.

2 semester credits

EDU 625 Special Topics in Education

Students have the opportunity to explore special topics in the field of education. Pre-requisite: Admission to the Graduate Program and consent of advisor and instructor.

1-4 semester credits

EDU 626 Supervision and Teaching of Elementary Social Studies

Effective educators are practitioners of the social democratic process. Students examine current research and methodology in the teaching and supervision of an elementary social studies curriculum. This focus gives teachers and administrators experience in making curricular decisions.

2 semester credits

EDU 627 Current Research in Teaching Reading

Effective secondary educators must have knowledge about the current trends and best practices employed in teaching at the secondary level. Students work independently to synthesize current knowledge in the teaching of a discipline specific content area at the secondary level. Emphasis is placed on the research of teaching strategies and techniques that improve student learning.

2 semester credits

EDU 628 Supervision and Teaching of Elementary Science

Effective educators are practitioners of the scientific process. Students investigate current content of science curricula and develop the process skills necessary to plan, design, and supervise an effective elementary science curriculum. Emphasis is placed on laboratory experiences.

2 semester credits

EDU 629 Current Research in Assessment Strategies

This course examines the background and rationale for assessment in education from assessment of individual student outcomes to program-wide assessment. The primary focus is the systematic and school-wide use of assessment tools and data to evaluate the effectiveness of teaching and learning.

2 semester credits

EDU 631 Supervision of Student Teaching

Effective teacher educators provide a laboratory for teachers in training where their skills are guided, nurtured and enhanced. Professionally certified personnel develop the techniques, processes, and observation skills needed to be cooperating teachers. The focus of this course is to develop supervisory skills.

2 semester credits

EDU 632 School Law

School personnel must have knowledge of the complexity of legal precedents governing school and student relations, use of public funds, procedural due process, and curricular decisions. Students develop an understanding of the federal, state and local precedents affecting local educational agencies. This course is designed to involve students in the study of the factual and technical aspect of problem solving procedures involved in school law.
2 semester credits

EDU 634 School Finance

The quality of fiscally based decisions that impact the students who attend our schools is often dependent upon the knowledge and judgment of the school administrator who understands the relationship between revenues and the development and maintenance of programs designed to benefit students. Attainment of competence in school finance is a lifelong process that requires flexible and analytical thinking. This course is designed to provide students with an overview of the fundamental principles that govern school finance.
2 semester credits

EDU 636 School Plant

The school plant is an important component of a safe and healthy school climate. This course provides methods and procedures of developing, operating, and maintaining school facilities.
2 semester credits

EDU 637 Educational Assessment

Effective educators use ongoing assessment strategies to assure student learning. This course provides individualized research and instruction in assessment strategies ranging from informal feedback to standardized testing. Particular emphasis will be upon federal and local assessment mandates. Applied research and case study will be conducted within the graduate candidate's school setting.
3 semester credits

EDU 638 Secondary Education**Internship: Licensure Track**

This course is designed to provide adult learners with a secondary or middle school internship that meets the ESPB standard for student teaching at the graduate level.
3 semester credits

EDU 642 Public Relations

This course involves the study of the responsibility of school administrators, boards, and school personnel to cultivate a positive relationship with the community, staff, students, and the media to enhance the education of students. Ethical implications of policy initiatives will be explored. Emphasis is placed upon the leadership role necessary in effectively dealing with political issues, public relations programs, and appropriate role of the community in the education process. The course will highlight a positive, proactive approach to leadership that is necessary to create a positive educational image for the twenty-first century.
2 semester credits

EDU 645 School/Family Relations

The success of any special education program is the relationship with parents and community resources. The student explores the relationships of schools, communities and families. Family dynamics, conferencing with parents and developing networks with school and community resources are considered. Parent panels, community resource panels, and various other resources are used.
2 semester credits

EDU 652 Teaching Reading in the Content Area

Students in upper elementary, middle, and secondary schools use reading to access content. In order to develop students' reading skills, each teacher must know how to teach reading within the content area. Graduate candidates will develop strategies to use reading to develop vocabulary, comprehension, and critical thinking in elementary, middle school, and secondary students in all school settings.
2 semester credits

EDU 656 Assessment of Exceptional Students

Teachers specializing in the areas of exceptionality assess students in order to provide the most appropriate programs for students with special needs. Based upon the premises of least restrictive environment and inclusive practice, students will establish beginning proficiency as consultants and practitioners of strategies related to universal design, response to intervention, and positive behavior support. Emphasis is on developing skill in informal assessment and meeting individual learners needs through accommodations and modifications.
2 semester credits

EDU 657 Assessment of Exceptional Students II

Special education teachers demonstrate competence in using assessments for identification of disabilities and monitoring of students' progress. Teacher candidates practice choosing appropriate assessment instruments, administering of standardized and non-standardized instruments (including state mandated achievement tests and the alternative assessment process), interpreting results, and identifying eligibility / planning instruction based upon interpretations.
2 semester credits

EDU 660 Special Education Law

Special education and general education teachers, administrators, and related service personnel must know and apply educational practices required by law in order to effectively serve all students, including those with special needs. This course teaches the history, intent, educational practices and major court cases in special education law. Emphasis will be on the Individuals with Disabilities Education Acts and the Americans with Disabilities Act (ADA).
2 semester credits

EDU 670 Education of Students with Emotional Disorders

School personnel who work with children identified as seriously emotionally disturbed understand the unique educational, emotional and behavioral needs of this population. Students explore strategies and materials designed to meet the specific needs of emotionally disturbed children and youth in school and therapeutic settings. A practicum is included.
2 semester credits

EDU 682 Advanced Practicum: Emotional Disorders, Intellectual Disabilities, Learning Disabilities

Teachers of children with special learning needs must have technical and experience based skills to provide appropriate programs for those students. Graduate students develop advanced skills through review of current best practice literature and through tours and interviews at regional sites serving students with disabilities. The course design allows flexibility in scheduling and individualization in topical work to meet each graduate student's particular interests and course of study.

2 semester credits

Internships

School personnel have developed skills in their areas of study that are augmented by field based experiences under the supervision of master teachers and administrators. Students practice their knowledge and skills at practicum sites or other school environments. Through the internship/practicum, students have practical experiences in their areas of emphasis as well as experiences such as site based decision making, personal relations, curricular planning, organization and time management, and student relations. Prerequisite: Admission to the Graduate program and completion of area of emphasis.

12 semester credits

EDU 609 Internship: Intellectual Disabilities**EDU 690 Internship: Emotional Disorders****EDU 691 Internship: Learning Disabilities****EDU 692 Internship: Elementary School Administration****EDU 693 Internship: Secondary School Administration****EDU 694 Internship: School Superintendent****EDU 695 Internship: Special Education Director****EDU 700 Research Seminar I**

Research seminars guide students through thesis research and writing.

1 semester credit

EDU 701 Research Seminar II

Research seminars guide students through thesis research and writing.

1 semester credit

EDU 704 Research Presentation

Students present research to faculty and guests upon completion of their research and writing.

3 semester credits

EDU 705 Portfolio Preparation

Students are introduced to development of their electronic professional portfolios.

2 semester credits

EDU 706 Portfolio Presentation

Students present their electronic professional portfolios for approval and program completion.

2 semester credits

EDU 899 Continuing Enrollment

A student who has completed all coursework required by his/her degree plan and who has registered for the capstone course (either EDU 704–Thesis Presentation or EDU 706–Portfolio Presentation) and who does not complete the capstone project during the term in which he/she is registered must register for EDU 899–Continuing Enrollment for each subsequent term (fall, summer, spring) until the capstone project is successfully completed. If the student fails to register, he/she will be withdrawn from candidacy for the master's degree in education.

1 semester credit

ALU 799 Graduate Studies Assessment

Graduate students register for EDU 999 the final term of their tenure in the program of study to meet the University and program assessment requirement as specified in the graduate section of the catalog.

0 semester credits

School of Health Sciences

FACULTY: Allen, Anderson C., Anderson T., Arndt, Beachey, Bensen, Berg, Bruun, Busch, Currie, Dietrich, Dockter, Doerner, Dunnigan, Eckert, Fleischacker C., Gebhardt, Hall, Hutzenbiler, Johnson, Johnson Krug, Kitzenberg, Klein, Kobes, Lawson, Leetun, Madler, Maier, Nustad, Olson, Parker, Reemts, Roller (Dean), Roth, Schroeder, Schulte, Sibla, Sperle, Swanson, Taylor, Vollrath, Weigel.

Undergraduate Areas of Study

Majors:

Athletic Training, Exercise Science, Medical Laboratory Science, Nursing, Occupational Therapy, Radiologic Technology, Respiratory Therapy.

Minor
Wellness.

Graduate Areas of Study

Human Performance Science, Nursing, MSN/MBA Dual Degree Program, Occupational Therapy, Physical Therapy, Respiratory Therapy

Interdisciplinary Courses Offered

HPS 206 Medical Terminology

This course introduces the student to the fundamentals of medical terminology. The course includes word structure of body parts and organs, body systems, basic medical and surgical terms and therapeutic interventions, diagnostic and medical abbreviations and symbols.

2 semester credits

HPS 310 Foundation in Health Promotion and Wellness

Foundations of Health Promotion and Wellness will define health promotion and wellness (HPW) and explore current issues of HPW in the context of a social-ecological model, advocacy, intervention programs, economic impact, and measurement of wellness.

3 semester credits

Major Areas of Study

■ **Medical Laboratory Science Program**

Program Advisor: Dr. Christine Fleischacker

Medical Laboratory Science (MLS) is a four-year program leading to a Bachelor of Science or Bachelor of Arts degree. It consists of 128 semester credits, 96 of which are taken on campus and 32-37 of which are granted for courses taken during the clinical internship.

The campus preparation provides a basic curriculum in biology, chemistry, and mathematics. The student has a flexible schedule of required competence and science courses during the first three years at the University of Mary. Transfer students must earn a minimum of 32 semester credits on campus; 16 of these must be from the Math/Science Department (credit received for the clinical internship does not satisfy this requirement).

All students must complete a minimum of 12 semester credits of upper division Math/Science courses.

A clinical internship of 12 consecutive months is taken during the last year of preparation at UND School of Medicine or the Mayo School of Health Sciences with clinical training at one of their approved sites such as St. Alexius Medical Center, Bismarck; Trinity Medical Center, Minot; or at any other accredited school of MLS. Students cannot be guaranteed a specific location for their internship.

Upon graduation, the student is eligible to take the national examination for certification for MLS by the American Society of Clinical Pathologists.

Major in Medical Laboratory Science:

BIO 103, 106, 207, 208, 209 or 309, 311, 312, 318, 319, 320; CHE 111, 112, 217, 310; MAT 103; MLS 417, 418, 419. Clinical Internship in Medical Laboratory Science 32-37 semester credits.

MLS Courses Offered:

MLS 417 UND Summer Intensive

MLS 418 Medical Laboratory Science Internship I

MLS 419 Medical Laboratory Science Internship II

Department of Athletic Training

Faculty: Hall (Clinical Education Coordinator), Johnson-Krug (Chair), Currie.

Adjunct faculty include, but is not limited to professionals from the disciplines of athletic training, physical therapy, occupational therapy, nursing, exercise science, athletic administration, and family and orthopedic medicine.

The certified athletic trainer (ATC) is a qualified healthcare professional educated and experienced in the management of healthcare problems associated with physical activity. In cooperation with physicians and other allied health personnel,

the ATC functions as an integral member of the healthcare team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs, industrial settings, and other healthcare environments. The American Medical Association recognizes athletic training as an allied healthcare profession.

Mission

Our mission is to prepare students to become professionals who assist athletes of all ages and abilities to participate in recreational and competitive activities. The program strives to develop leaders in the athletic training profession or allied health professions who possess excellent communication and critical thinking skills. We encourage understanding and respect for social, physical, and cultural diversity.

■ Athletic Training Program

Faculty: Hall (Clinical Education Coordinator), Johnson-Krug (Chair), Currie.

The Athletic Training Program at the University of Mary is accredited by the Commission on Accreditation for Athletic Training Education Program (CAATE). More information on CAATE can be found at www.caate.net. By graduating from an accredited curriculum program, students become eligible candidates to sit for the Board of Certification (BOC) examination.

The athletic training student's professional preparation is directed toward the development of specific competencies in the following domains: prevention, clinical evaluation and diagnosis, immediate care, treatment, rehabilitation, and reconditioning, organization and administration, and professional development; in the following content areas: evidence-based practice; prevention and health promotion; clinical examination and diagnosis; acute care of injury and illness; therapeutic interventions; psychosocial strategies and referral; healthcare administration; professional development and responsibility. Through a combination of formal classroom instruction and clinical experience, the athletic training student is prepared to apply a wide variety of specific healthcare skills and knowledge in each domain during assigned hours of supervised clinical experience.

The athletic training major is a three or four-year Bachelor of Science degree.

Mission

The mission of the University of Mary Athletic Training Program is to prepare students to become professionals who assist athletes of all ages and abilities to participate in recreational and competitive activities. The program strives to develop leaders in the athletic training profession or allied health professions who possess excellent communication and critical thinking skills. We encourage understanding and respect for social, physical, and cultural diversity.

Outcomes and Goals

The goal of the University of Mary Athletic Training Education Program is to develop athletic training students who will successfully meet the Board of Certification (BOC) standards for certification, consistent with the domains of the most current BOC Role Delineation Study.

Criteria for Acceptance of Students Application

1. Application materials are distributed to the student enrolled in ATH 121 and ATH 243. Minimum criteria for selection include: Applications for admission are submitted in September of the fall semester. All prerequisites are strictly enforced. Student-athletes at the University are considered for admittance into the professional level of the ATP with the same criteria as other prospective students.
2. Application materials due at this time include: a letter of application, application for athletic training admissions, three recommendation forms, proof of current Emergency Cardiac Care and First Aid certification, report of medical history and report of health evaluation, documentation of completed HBV series, a copy of student's immunization certification, an a signed and dated copy of the Technical Standards for Admission to the Major.
3. The Athletic Training Program (ATP) Admissions Committee reviews all applications for completeness, and the applicant is informed of any deficiency. The applicant has the opportunity for immediate remediation of the deficiency to allow for continuation in the application process. Applicants with completed application materials are notified of their provisional acceptance into the ATP. A non-remediated deficiency affects the applicant's continuation in the admission process.

- The applicant will be interviewed by the Athletic Training Admissions Committee during the fall semester when the student is enrolled in ATH 243. The admissions committee includes but is not limited to the athletic training program director, clinical education coordinator, and a minimum of one University faculty member, one preceptor, and one athletic training student.

Pre-Admission Courses:

ATH 151, 238, 243, 244, 314; BIO 103, 207, 208; PED 157, 159, 360; HPS 206.

Required Professional Courses:

ATH 316, 317, 319, 327, 328, 329, 353, 354, 441, 453, 454; EXS 336; PSY 201, 207; MAT 180 or 204.

Athletic Training Course Descriptions

ATH 121 Introduction to Athletic Training

An introductory class designed to help educate the freshman level student about the different career paths in Athletic Training. Students will have the opportunity to interact with professionals currently working in the field, research job/higher education opportunities, become introduced to athletic training equipment, interact with current athletic training students, and learn the process of acceptance into the University of Mary Athletic Training program.

Prerequisites: None.

1 semester credit

ATH 151 Introduction to Athletic Taping Techniques

An introductory course for athletic training and physical education students in elementary taping and wrapping techniques designed to meet specific athletic training educational competencies for the healthcare of the physically active. Content to be covered will include, but is not limited to, risk management, acute injury care, and pathology of injury.

Prerequisites: None.

1 semester credit

ATH 238 Prevention and Care of Athletic Injuries

The Prevention and Care of Athletic Injuries course will provide an overview of the prevention, treatment and rehabilitation of athletic injuries. General principles to be covered in the course will be: physical conditioning; equipment fitting; recognition, assessment and management of various athletic injuries; rehabilitation of athletic injuries; basic nutrition; blood borne pathogens; skin disorders and other related medical conditions. Prerequisite: PED 157

2 semester credits

ATH 243 Introduction to Clinical Education

An introductory course to the field of athletic training designed to meet specific athletic training educational competencies. Through a combination of formal classroom instruction and clinical observation, the prospective athletic training student experiences and gains a better understanding of the profession of athletic training and the specific healthcare skills and knowledge that will be developed within each of the domains of professional development and responsibilities and general medical conditions and disabilities. Students

will be orientated to the application process and material for admittance into the upper-level professional athletic training education program as part of this course. Students enrolled in this course are required to complete clinical observation hours under the direct supervision of a certified athletic trainer through the course of the semester. Co-requisites: ATH 151, 238; BIO 207; PED 157
2 semester credits

ATH 244 Introduction to Clinical Education in Athletic Training II

The second of two clinical education courses designed to meet specific athletic training educational competencies for the healthcare of the physically active. The course expands on the knowledge gained in ATH 243 and introduces the domains of injury assessment, first aid and emergency care, pathology of injury and risk management and injury prevention. The lab portion of this course will focus on advanced taping techniques. The athletic training student will learn the theory and application of taping and wrapping techniques and use materials essential to the advancement of the student but were not covered in the ATH 151 course. Through a combination of formal classroom instruction and clinical observation, the prospective athletic training student experiences and gains a better understanding the profession of athletic training. Students enrolled in this course are required to complete clinical observation hours through the course of the semester. Prerequisites: Successful completion of ATH 151 and ATH 243 with a grade of "B" or better, BIO 207. Co-requisite: ATH 238, BIO 208, and PED 157.

3 semester credits

ATH 300 Clinical Education I

The athletic training student applies a wide variety of specific healthcare skills and knowledge during assigned hours of supervised clinical experience that occur through the course of the semester in the athletic training room and rotational setup with various university or area high school athletic teams' practices and/or events. The National Athletic Trainers' Association Education Council has identified athletic training educational competencies and clinical proficiencies for the healthcare of athletes and others involved in physical activity. This content area is a collection of knowledge, skills, and values that the entry-level certified athletic trainer must possess for effective performance as an entry-level certified athletic trainer. Skill competency is obtained during the classroom and laboratory instruction. Skill proficiency is demonstrated during laboratory evaluation, and skill mastery is demonstrated when the skills are applied appropriately in the clinical setting with appropriate choices made and appropriate outcomes achieved. Skill competency is knowledge and skills to be mastered within a self-study guide to evaluate the athletic training student's strengths and areas for improvement.

0 semester credits (Pass/Fail)

ATH 305 Clinical Education II

The athletic training student applies a wide variety of specific healthcare skills and knowledge during assigned hours of supervised clinical experience that occur through the course of the semester in the athletic training room and rotational setup with various university or area high school athletic teams' practices and/or events. The National Athletic Trainers' Association Education Council has identified athletic

training educational competencies and clinical proficiencies for the healthcare of athletes and others involved in physical activity. This content area is a collection of knowledge, skills, and values that the entry-level certified athletic trainer must possess for effective performance as an entry-level certified athletic trainer. Skill competency is obtained during the classroom and laboratory instruction. Skill proficiency is demonstrated during laboratory evaluation, and skill mastery is demonstrated when the skills are applied appropriately in the clinical setting with appropriate choices made and appropriate outcomes achieved. Skill competency is knowledge and skills to be mastered within a self-study guide to evaluate the athletic training student's strengths and areas for improvement.
0 semester credits (Pass/Fail)

ATH 314 Advanced Techniques in Athletic Training

A lecture/laboratory course for the prospective athletic training student in advanced techniques in athletic training. Content to be covered will include, but is not limited to, human anatomy and assessment of injury/illness, both of which are domains to meet athletic training educational competencies. Other general principles to be covered in this course will be: goniometry, manual muscle testing; and other related medical conditions. Prerequisites: Successful completion of ATH 243 with a grade of "B" or better, BIO 207. Co-requisites: ATH 238, 244, BIO 208
3 semester credits

ATH 316 Basic Pharmacology for Human Performance Sciences

An introductory course designed for health science majors, content area is a collection of knowledge, skills and values that entry-level students must possess in pharmacologic applications, precautions, and interactions of medications. Content to be covered would include, but is not limited to pharmacologic applications, drug classifications, awareness of the indications, contraindications, precautions, and interactions of medications and of the governing regulations relevant to the treatment of injuries to and illnesses of athletes and others involved in physical activity. This course will also cover storage, dispensing and tracking information of pharmaceutical products, use of the Physician Desk Reference, and activation of poison control services. Prerequisites: BIO 207, 208. Enrollment limited to students who have been accepted into the departments of Human Performance Sciences and Education.
3 semester credits

ATH 317 Sports Nutrition for Health and Performance

A course designed for athletic training, exercise science, pre-physical therapy, and physical education students. Content to be covered will include, but is not limited to, nutritional aspects of injury and illness, risk management, pharmacological aspects of injury and illness, psychosocial intervention and referral, and weight management and body composition. Other general principles to be covered in this course will be: eating disorders, weight gain and weight loss, hydration, and performance enhancing supplements, all of which are common among physically active individuals. Prerequisites: BIO 207, 208. Enrollment limited to students that have been accepted into the departments of Human Performance Sciences and Education.
3 semester credits

The following courses are limited to students enrolled in the professional level athletic training education program: ATH 200, 300, 305, 319, 327, 328, 329, 353, 354, 400, 405, 441, 453, and 454.

ATH 319 Therapeutic Exercise in Athletic Training

A course in therapeutic exercise and rehabilitative techniques with content primarily addressing basic theories and principles of athletic injury rehabilitation including therapeutic exercise and the use of physical agents. Direct supervision of a certified athletic trainer through the course of the semester will provide a basis for the development of rehabilitation protocols. Prerequisite: Successful completion of ATH 238, 244, 314, 329 and 353 with a grade of a "B" or better.
3 semester credits

ATH 327 Evaluations I

A course in the evaluation of musculoskeletal injury and illness with content including, but not limited to, the concepts and techniques in evaluation of normal human movement and biomechanics, abnormal movement and biomechanics, specific evaluation techniques to determine the presence and cause of faulty movement which may predispose an individual to injury/illness and establish an athletic training diagnoses and describe movement disorders. In addition to the didactic content, the course provides laboratory skill acquisition and research experience in evidence based clinical practice. Prerequisite: Successful completion of ATH 314 with a grade of a "B" or better. Co-requisite: PED 360.
4 semester credits

ATH 328 Evaluations II

An advanced course in the evaluation and recognition concepts of musculoskeletal injury and illness with content including, but not limited to, the concepts and techniques in surgical intervention and treatment, abnormal movement and biomechanics of gait, specific evaluation, and treatment techniques for extremity joint accessory movement and cause of faulty movement which may predispose an individual to injury/illness.
2 semester credits

ATH 329 Therapeutic Modalities in Athletic Training

A course in the application of therapeutic modalities. Practical and relevant information about the use of therapeutic modalities for treatment of injuries and illnesses in the sports medicine setting, as well as planning, implementation, documentation, and evaluation of the efficacy of therapeutic modalities. In addition, the course provides laboratory and research experiences and practice in the use of therapeutic modalities during assigned clinical hours in the athletic training room setting under the direct supervision of a certified athletic trainer through the course of the semester. Prerequisites: Successful completion of ATH 314 with a grade of a "B" or better.
3 semester credits

ATH 353 General Medical Conditions in Athletic Training

This course covers assessment and evaluation of general medical conditions and disabilities including psychosocial intervention and referral and pathology of injury and illness. Prerequisites: Successful completion of ATH 244 and 314 with a grade of "B" or better.
3 semester credits

ATH 354 Healthcare Administration

This course covers healthcare administration. Content to be covered will include, but is not limited to, medical ethics and legal issues, emergency planning, professional development and responsibilities, and organization, administration, and management in the athletic training room and/or clinical setting. Prerequisite: Successful completion of ATH 353 with a grade of "B" or better.

3 semester credits

ATH 400 Clinical Education III

The athletic training student applies a wide variety of specific healthcare skills and knowledge during assigned hours of supervised clinical experience that occurs through the course of the semester in the athletic training room, mentoring sophomore and junior athletic training students, and working with various university or area high school and professional athletic team practices and/or events. The National Athletic Trainers' Association Education Council has identified athletic training educational competencies and clinical proficiencies for the healthcare of athletes and others involved in physical activity. This content area is a collection of knowledge, skills, and values that the entry-level certified athletic trainer must possess for effective performance as an entry-level certified athletic trainer. Skill competency is obtained during the classroom and laboratory instruction. Skill proficiency is demonstrated during laboratory evaluation, and skill mastery is demonstrated when the skills are applied appropriately in the clinical setting with appropriate choices made and appropriate outcomes achieved. Skill competency is knowledge and skills to be mastered with a self-study guide to evaluate the athletic training student's strengths and areas for improvement.

1 semester credit (Pass/Fail)

ATH 405 Introduction to Clinical Education III

The athletic training student applies a wide variety of specific healthcare skills and knowledge during assigned hours of supervised clinical experience that occurs through the course of the semester in the athletic training room, and with various University or area high school athletic team practices and/or events. The National Athletic Trainers' Association Education Council has identified athletic training educational competencies and clinical proficiencies for the healthcare of athletes and others involved in physical activity. This content area is a collection of knowledge, skills, and values that the entry-level certified athletic trainer must possess for effective performance as an entry-level certified athletic trainer. Skill competency is obtained during the classroom and laboratory instruction. Skill proficiency is demonstrated during laboratory evaluation, and skill mastery is demonstrated when the skills are applied appropriately in the clinical setting with appropriate choices made and appropriate outcomes achieved. Skill competency is knowledge and skills to be mastered with a self-study guide to evaluate the athletic training student's strengths and areas for improvement.

1 semester credit (Pass/Fail)

ATH 441 Practicum in Athletic Training

This course will enhance the athletic training students' knowledge of orthopedic and general medical aspects of athletic training. It involves direct observation, experimental learning, and case study under the direct supervision of the instructor as well as local and regional medical professionals in various settings. The student will be exposed to advanced evaluation

and treatment skills in outpatient physical therapy/sports medicine clinics: orthopedic, family practice, and sports enhancement clinics. Prerequisites: ATH 319, 327, 329, 353, 354; Co-requisites: 453 or 454

1 semester credit

ATH 453 Athletic Training Senior Capstone I

An advanced course designed for students enrolled in the athletic training major, the emphasis of this course will be practical assessment and care of athletes in the athletic training environment in preparation for the BOC practical examination. Content to be covered will include, but is not limited to, acute care of injury and illness: assessment and evaluation of injury and illness: professional development: as well as orthopedic assessment. Prerequisite: Successful completion of ATH 354 with a grade of B or better

3 semester credits

ATH 454 Athletic Training Senior Capstone II

The final in a series of clinical education courses designed for students enrolled in the athletic training major. This second capstone course focuses on integration of knowledge and the culmination of concepts and theories regarding the practice of athletic training. Prerequisite: Successful completion of ATH 453 with a grade of "B" or better

3 semester credits

■ Department of Exercise Science

Faculty: Kobes (Fieldwork Director); Nustad (Program Director/Department Chair)

The Exercise Science Program at the University of Mary is a four-year Bachelor of Science degree. The curriculum was endorsed by the American College of Sports Medicine from 2003-2010, and has currently achieved accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP; 1361 Park Street, Clearwater, FL 33756 phone: 727-210-2350). Graduation from an accredited program is a demonstration of high quality knowledge, skills, and abilities.

The curriculum emphasizes a strong foundation in the sciences and promotes community involvement. The educational philosophy of the Exercise Science Program supports learning through experiences, interactions, and application of knowledge and skills. The Exercise Science Program also focuses on clinical competencies and aims to prepare graduates for higher education opportunities, entry level clinical roles in cardiac rehabilitation, pulmonary rehabilitation, adult fitness, and for personal training and leadership roles in the fitness industry. The Department of Exercise Science extends the Benedictine values of living a healthy and holistic lifestyle.

Mission

The Department of Exercise Science exists to provide the people of this region with leaders in

the areas of fitness and exercise testing, exercise prescription, exercise program development, and fitness instruction, meeting the fitness and exercise needs for people who are apparently healthy, at higher risk, or have known disease. The mission of the Department of Exercise Science is driven by the Rule of St. Benedict and aims to provide the region with services that promote the exercise component of a healthy, holistic lifestyle.

Outcome and Goals

Based on the missions of the University of Mary, the Division of Human Performance Sciences, and the Department of Exercise Science, graduates of the degree program in exercise science will have the knowledge, skills, and abilities to:

1. Assess and provide for the fitness and exercise needs of people who are apparently healthy, at higher risk, or with known disease
2. Perform as entry-level technicians in clinical cardiac rehabilitation and pulmonary rehabilitation programs
3. Serve in leadership roles in the health fitness industry as personal trainers, coordinators and directors of fitness programs
4. Promote the component of exercise and fitness for a healthy lifestyle in a safe, legal, and ethical manner
5. Interpret, analyze, be resourceful, and think critically in a world of constant change and discovery
6. Demonstrate a commitment to professionalism including lifelong learning, community service, and the Benedictine values.
 - a. Pursue higher education degrees in related areas including exercise physiology, physical therapy, occupational therapy, physician assistant, and other health occupation programs.
 - b. Be eligible for application for the American College of Sports Medicine (ACSM) Health Fitness Specialist Certification

■ Exercise Science Program

Admission Requirements

Entrance into the University of Mary Exercise Science Program is selective. Students may declare a major in exercise science during their freshman year. However, acceptance to the professional Exercise Science Program requires an application

process which typically occurs in the spring of the sophomore year. Students will be accepted during the spring semester to begin course work in the fall semester of the same calendar year.

Minimum criteria for selection include completion of pre-requisite course work with a cumulative 2.5 grade point average and a 2.75 grade point average in the prerequisite courses.

Students are encouraged to consider the Exercise Science Program as preparation for furthering their education in a masters degree program in exercise physiology, occupational therapy, doctorate in physical therapy, or other allied health/health disciplines.

Major in Exercise Science:

BIO 103, 207, 208; CHE 109 and 110, or 111 and 112; MAT 103, 180 or 204; ATH 238, 316, 317; PSY 201, 207, 406; PHY 203, 304; PED 157, 159, 360; EXS 302, 305, 336, 406, 420, 443, 445, 452, 455, 465, 466, 467; HPS 206, NUR 319, ALU 499

Exercise Science Course Descriptions

EXS 300 Research Fieldwork Experience (elective)

This introductory course provides an opportunity to interact with leading investigators actively engaging in scholarly research activity within the Division of Human Performance Sciences or within the local or regional community. Students may be involved in data collection, data input, scheduling subjects for testing, data analysis and other forms of assistance. Prerequisite: Course facilitator approval. May be taken up to four times, i.e. 300.1, 300.2, 300.3, 300.4
1 semester credit

EXS 302 Concepts of Strength and Conditioning

This course includes study and application of proper weight lifting techniques for a variety of populations including the apparently healthy, children, elderly, cardiac and pulmonary patients, athletes, and others. Prerequisite: BIO 207 or PED 207
2 semester credits

EXS 305 Community Fitness Methods

Community Fitness Methods is a course involving a combination of group fitness activity and study of the theory behind specific group fitness methods. The course aims to incorporate current group fitness methods and trends, and will address group fitness delivery/adaptations for diverse populations. Prerequisites: EXS 336, BIO 207 or 215
2 semester credits

EXS 310 Foundations of Health Promotion and Wellness (Wellness Minor; Not required for EXS Major)

Foundations of Health Promotion and Wellness will define health promotion and wellness (HPW) and explore current issues of HPW in the context of a social-ecological model, advocacy, intervention programs, economic impact, and measurement of wellness. Stress management and resilience will also be addressed.
3 semester credits

EXS 336 Exercise Physiology

The study and application of the principles of physiology of the human body influenced by exercise or a lack of exercise. Prerequisites: BIO 207, 208, or 215
4 semester credits (includes lab)

EXS 406 Introduction to Electrocardiography

This course focuses on foundational information of electrocardiography and ECG rhythm interpretation skills. Prerequisites: BIO 207, 208
2 semester credits

EXS 420 Exercise Prescription

This course involves study, discussion, and hands-on service learning in developing appropriate exercise programs for a variety of populations including the apparently healthy as well as those at risk, with known disease, and other special population groups. Major components of the course include health risk assessment, exercise testing and prescription, and program development. Prerequisites: EXS 336
4 semester credits

EXS 443 Exercise Science Practicum I

The focus of the practicum experience is to develop clinical competencies, apply knowledge, skills and abilities, and prepare for professional practice in cardiac rehabilitation, pulmonary rehabilitation, athletic development programs, or community fitness programming. Practicum I consists of four fieldwork rotations of 80 to 100 hours.
3 semester credits

EXS 445 Exercise Science Internship

The Exercise Science Internship requires a minimum of 240 hours (40 hours per credit) of field experience. The focus of the internship experience is to further develop clinical competencies, knowledge, skill and abilities, and prepare for professional practice in a designated area of interest falling in one of the following categories: cardiac rehabilitation, pulmonary rehabilitation, athletic development programs, or community fitness programming. The clinical hours involved in the internship experience may be applied toward required hours of practical experience for application for the American College of Sports Medicine Health Fitness Instructor Certification or Exercise Specialist Certification. Prerequisite: EXS 443
6–12 semester credits

EXS 452 Cardiopulmonary Rehabilitation

The student will study, discuss, and experience hands-on application of current practices in cardiac and pulmonary rehabilitation. Clinical laboratory includes observation at a clinical cardiac and pulmonary rehabilitation sites. Prerequisites: EXS 406, 336
4 semester credits (includes lab)

EXS 455 Advanced Exercise Physiology

This advanced course involves detailed study of the metabolism of carbohydrates, fats, and proteins. Special attention is given to variations and alterations in the pathways as a result of certain disease processes and the effects of exercise. Prerequisite: EXS 336
2 semester credits

EXS 465 Senior Seminar I

Senior Seminar I is the first capstone course in the Program in Exercise Science, melding together the foundational studies,

knowledge, skills, and abilities. The primary focus consists of planning for the capstone research project, including completion of forms required by the University of Mary Institutional Review Board. Students will also begin work on a professional portfolio and resume. Senior Seminar I is completed in the spring of the junior year. Prerequisite: Must have a declared major in Exercise Science and be in the junior year of studies.

1 semester credit

EXS 466 Senior Seminar II

Senior Seminar II is the second capstone course in the Program in Exercise Science, bridging the foundational curricular experience with professional preparedness and/or higher education directives. Senior Seminar II involves completion of a capstone research project as well as directed preparation for the ACSM-HFS Certification Exam. Students will continue to build on the development of a resume and professional portfolio. Senior Seminar II is completed in the fall of the senior year. Prerequisite: Must be accepted into the professional Exercise Science Program and completing studies for the senior year of the Exercise Science curriculum.

1 semester credit

EXS 467 Senior Seminar III:

Senior Seminar III is the final capstone course of Exercise Science, melding together foundational studies, knowledge, skills, and abilities. Key assignments include a capstone review of literature paper, and mock exam in preparation for the ACSM-HFS certification. Students will also contribute to a market analysis class project and will present their completed research from Senior Seminar II in a public forum. Senior Seminar III is completed in the spring of the senior year. Prerequisite: Must be accepted into the professional Exercise Science Program and completing studies for the senior year of the Exercise Science curriculum.

2 semester credits

ALU 499 Senior Competency Testing

Senior competency testing is required of all University of Mary graduating seniors. University of Mary competencies levels of achievement are assessed. Scores are made available students as well as used for overall university assessment of competency achievement.

0 semester credits

Wellness Minor

The Wellness Minor exists to 1) broaden the knowledge, skills, and abilities of those interested in the healthcare and allied healthcare industries and 2) to engage students in the process of becoming stewards of their personal health and wellness and stewards of global population health and wellness.

Wellness, defined as a multi-dimensional sense of being, includes the physical, psychological, social, spiritual, emotional, financial and intellectual domains. A minor in wellness provides a

concentration of study that prepares individuals to develop or to serve on work site wellness teams. Students with an additional bachelor's degree in athletic training or exercise science may also find employment as a wellness program coordinator or wellness director. The wellness minor seeks to prepare students to be stewards of their personal well-being and provides a concentration of study for those preparing for graduate studies in physical therapy or occupational therapy.

Required Courses:

EXS 310, EXS 336, PSY 207, ATH 317 or SCI 224, THE 320 or 302 or 363.

Elective Courses, Students need 8 credits of additional electives chosen from the following courses:

ATH 238; BUS 215, 362, 371, 381; EXS 302; PSY 307, 308, 406; PED 159, 267, 326; THE 326; THE 215 or 315.

Master's Program in Human Performance

FACULTY: Johnson-Krug, Nustad

■ Master of Science in Human Performance (MSHP)

The Master of Science degree in Human Performance offers concentrations in Sports and Physical Education Administration, Movement and Performance and Exercise Physiology. The Sports and Physical Education Administration concentration is offered as an online program, targeting professionals interested in becoming athletic and sports directors or enhancing their physical education degree to include administration. Movement and Performance is a traditional program for people interested in sports enhancement and kinesiology related fields. Exercise Physiology will be delivered via a blended model (traditional and distance), and would have a clinical focus in exercise for clinical populations (i.e. cardiac, bariatric, diabetic, cancer, arthritis, etc.).

Mission

The University of Mary Master of Science degree program in Human Performance exists to develop experts in human performance who will be servant leaders for their constituents.

Vision

The University of Mary Master of Science degree program in Human Performance will become the premier university program in development of human performance experts in this region and beyond.

Program Formats

The Exercise Physiology program is offered in a blended format:

The Movement and Performance program is offered in a traditional format.

The Sport and Physical Education Administration program is offered in an online format.

Distinctive Features

- Comprehensive curriculum founded in specialty standards.
- Servant leadership, evidence based practice and practica frame student experiences.
- Small class size facilitates collaborative learning.
- The University of Mary philosophy of a student centered learning environment.
- GRE not required.

Graduate Degree Requirements

To achieve the master's degree, the student must complete the selected course of study.

Satisfactory Academic Progress

The student must maintain a GPA of 3.0 during all of the semesters as a graduate student in the Human Performance Master's.

Application/Admission Requirement

Submit an application form, apply to the University of Mary, send a letter of intent, official transcripts from all undergraduate Universities/Colleges, and three letters of recommendation to the Program Director.

Human Performance Program Outcomes

- Achieve advanced levels of knowledge and skills in human performance
- Incorporate research methodology in human performance.
- Develop human performance practices that benefit communities and society.

Courses for Each Concentration

Movement and Performance Pre-requisites for Acceptance into the Movement and Performance Concentration:

- Bachelor 's degree in Athletic Training, Exercise Science, Physical Education, or related field
- Undergraduate GPA 3.0 minimum

Fall Semester

EDU 531	Ethics in Education and Human Performance
HPM 670	Kinesiology

Spring Semester

EDU 565	Statistics
EDU 567	Diversity in Cultural and Human Relations
HPS 505	Psychology of Human Performance
HPM 600	Internship

Fall Semester

HPM 635	Motor Learning
EDU 560	Sports Compliance
or HPS 617	Human Performance Nutrition
HPM 700	Capstone Internship/ Project
or HPM 703	Thesis

Spring Semester

HPM 660	Biomechanics
EDU 543	Coaching Today's Athlete
or HPS 602	Strength and Conditioning
HPM 702	Capstone Project
or HPM 704	Thesis

■ Sports and Physical Education Administration

Pre-requisites for Acceptance into the Sports and Physical Education Administration Concentration:

- Bachelor 's degree in Athletic Training, Exercise Science, Physical Education, or related field
- Undergraduate GPA 2.5 minimum

Required Courses

EDU 531	Ethics in Education and Human Performance
EDU 551	Critique and Design of Research
EDU 565	Statistics
EDU 567	Diversity in Cultural and Human Relations
EDU 600	Internship
EDU 602	Administration of Physical Education
EDU 603	Assessment and Planning in Physical Education and Sports
HPS 501	Foundations and Concepts in Human Performance
HPS 505	Psychology of Human Performance
HPM 600	Internship

Choose Two Courses

EDU 527	Management Theory and Personnel
EDU 632	School Law
EDU 642	Public Relations (Elective)

Electives: Choose Two Courses

EDU 543	Coaching Today's Athlete
EDU 560	Sports Compliance
HPS 603	Strength and Conditioning
HPS 617	Human Performance Nutrition

Capstone Options

EDU 700	Research Seminar I
EDU 701	Research Seminar II
EDU 704	Research Presentation
or	
EDU 705	Portfolio Preparation
EDU 706	Portfolio Presentation

■ Exercise Physiology

Pre-requisites for Acceptance into the Exercise Physiology Concentration:

- Bachelor 's degree from an accredited Exercise Science program OR Bachelor's degree in a related field, plus completion of the following undergraduate courses:

Anatomy and Physiology I and II (with labs),
College Chemistry series (with labs),
Exercise Physiology, Lifespan/ Developmental
Psychology, Abnormal Psychology,
College Math.

- Undergraduate GPA 3.0 minimum

Required Courses

EDU 531	Ethics in Education and Human Performance
EDU 551	Critique and Design of Research
EDU 565	Statistics
EDU 567	Diversity in Cultural and Human Relations
HPS 501	Foundations and Concepts in Human Performance
HPS 505	Psychology of Human Performance
HPE 506	Electrocardiography for Clinical Exercise Physiology
HPE 620	Exercise Testing and Prescription
HPE 621	Cardiovascular and Respiratory Physiology
HPE 636	Advanced Exercise Physiology I (& lab)
HPE 637	Advanced Exercise Physiology II (& lab)
HPE 700	Internship I: Clinical
HPE 701	Internship II: Clinical

Electives for Capstone Thesis; Required for Capstone Project

HPS 603	Strength and Conditioning
HPS 617	Human Performance Nutrition

Capstone Options

HPE 703	Thesis Part I
HPE 704	Thesis Part II
or	
HPE 702	Project

Graduate Course Descriptions

(EDU prefix classes not listed here but required
for the MSHP programs are found under the
Education program listings.)

EDU 531 Ethics in Education and Human Performance

Educators and human performance leaders must uphold community norms while at the same time demonstrating exemplary tolerance for differing ethical viewpoints. Students learn how to identify and analyze systems of values including their own, and how to structure meaningful ethical standards and practices in the community and larger society.

2 semester credits

EDU 551 Critique and Design of Research

Effective educators are able to synthesize current research and develop new knowledge through investigation. To develop their research skills, students study the components of the research process and the methods employed in conducting experimental and descriptive research with application to the field of education.

2 semester credits

EDU 543 Coaching Today's Athlete

This course will enable students to discover new and additional perspectives in the professions of coaching. This course is developed to address the coach-athlete relationship, team cohesion, the various elements contributing to peak performance, arousal and anxiety, attentional focus, successful performance components, aggression and sportsmanship, and strategies for avoiding burnout. Student will perform an analysis of National Coaching Standards.

3 semester credits

EDU 560 Sports Compliance

The course examines the governing structure, rules, and legislative process within the NCAA Division I, II, and III and high school athletics associations. Students will classify and relate practices of institutional control, amateurism and recruiting, academic eligibility, financial aid, awards and benefits, playing and practice season and enforcement. Students will develop an understanding of the history of college athletics, high school athletics, gender issues in athletics, and the various roles athletics plays on campus and in society.

3 semester credits

EDU 565 Statistics

Effective educators and administrators must have a basic understanding of the application of statistical concepts and procedures. Students learn descriptive and inferential statistics utilized in educational research for the purpose of analyzing and interpreting research findings.

3 semester credits

EDU 567 Diversity in Culture and Human Relations

Educators and human performance professionals must be respectful of the needs of all People. This course examines ethnic, cultural, economic, gender and other types of diversity in the classroom. It fosters attitudes and strategies that meet the needs of diverse students, families, and communities. North Dakota Indian heritage, culture, education, and health issues will be emphasized.

2 semester credits

EDU 600 Internship for Sports and Physical Education Administration

This course will require a minimum of 30 hours of field experience. The focus of the internship experience is to further develop knowledge, skill and abilities, and prepare for professional practice in a designated area of interest.
1 semester credit

EDU 602 Administration of Physical Education and Sport

The course involves the study of principles and practices in the administration of physical education, health, and athletic programs. Students will create staff development and budget plans, will learn about management of facilities and equipment, will develop administrative procedures, and will understand legal implications.
3 semester credits

EDU 603 Assessment and Planning

The course includes developing, evaluating, integrating, and designing assessment programs within human performance geared toward physical education and athletics. The student will develop the skills to use, select and administer appropriate tests for measurement of physical performances; to interpret the measurement results; and to prescribe programs to meet the needs of the tested individuals. In addition, the student will learn classroom skills and will be able to construct effective objectives and assessments, and to evaluate the results.
3 semester credits

HPE 506 ECG for Clinical Exercise Physiology

This course involves development of electrocardiography (ECG/EKG) descriptive analysis skills and ECG interpretation in the context of clinical exercise physiology professional practice. Students will develop decision making skills based upon clinical scenarios, ECG descriptive analysis, and interpretation. This course includes a blended delivery with face-to-face instruction including analytical and application exercises.
2 semester credits.

HPE 620 Exercise Testing and Prescription

This service learning course will involve the study and application of evidence based safe and effective exercise programming for people who are apparently healthy, at risk, and with known disease. Exercise for people of different ages as well as special populations including (but not limited to) cardiac, pulmonary, diabetes, cancer, obesity, pregnancy, ultra-endurance athletes, osteoporosis, arthritis, HIV, stroke, spinal cord injury, and cerebral palsy will be studied. This course includes a blended delivery with online and face-to-face interactions, including fitness and health risk assessment skills, clinic experience, and problem based learning.
4 semester credits

HPE 636 Advanced Exercise Physiology I

Students will engage in detailed study and application of principles of human physiology with special focus given to variations and alterations in metabolic pathways as a result of sedentary behavior and the effects of exercise. This course includes a blended delivery with online and face-to-face interactions including laboratory skills development, practice time, and skills testing.
4 semester credits

HPE 637 Advanced Exercise Physiology II

Students will further engage in advanced study and application of principles of human physiology influenced by disease, exercise or lack of exercise, and the effects of exercise in altered environments. This course is sequential to HPE 636 Advanced Exercise Physiology I, and involves a blended delivery with online and face-to-face interactions, with lab skills practice time and skills competency testing. Prerequisite: HPE 636
4 semester credits

HPE 621 Cardiovascular and Respiratory Physiology

This course will address the function of the cardiovascular and respiratory systems in detail, and in the context of exercise physiology. This course has blended delivery with online and face-to-face interactions.
3 semester credits

HPE 700 Internship I: Clinical Physiology

The internship experience will consist of a pre-arranged hands-on experience in the student's chosen clinical area(s) of exercise physiology, including, but not limited to, cardiac rehabilitation, pulmonary rehabilitation, bariatric, cancer, diabetes, and/or arthritis. The Internship site must be approved by the program fieldwork coordinator.
3 semester credits

HPE 701 Internship II: Clinical

The internship II experience will consist of a pre-arranged hands-on experience in the student's chosen clinical area(s) of exercise physiology, including, but not limited to, cardiac rehabilitation, Pulmonary rehabilitation, bariatric, cancer, diabetes, and/or arthritis. The Internship II site must be approved by the program fieldwork coordinator. It may be a continuation at the Internship I site or a different site.
3 semester credits

HPE 702 Project

This capstone option for the Master's degree in Human Performance from the University of Mary requires the completion of a directed study. The purpose of the directed study is to provide each graduate student with the opportunity to interact with graduate faculty and other graduate students to better understand the procedures employed in conducting, critiquing, and applying research in his/her chosen field.
2 semester credits

HPE 703 Thesis Part I

Students will develop and form research ideas via discussion with faculty and exercise physiology program director prior to the beginning of this course. Students will have approval for their committee chair and submit a research proposal to the University of Mary Institutional Review Board (IRB) the semester prior to Thesis I. Students will secure a full thesis committee and implement their research plan following IRB approval. This course will involve blended delivery with online and face-to-face interactions.
3 semester credits

HPE 704 Thesis Part II

Students will complete their research. A research paper will be prepared and submitted according to the guidelines in the Thesis Handbook. Prerequisite HPE 703 Thesis Part I
3 semester credits

HPM 600 Internship for Movement and Performance

The course will require a minimum of 30 hours of field experience. The focus of the internship experience is to further develop knowledge, skill and abilities, and prepare for professional practice in a designated area of interest.

1 semester credit

HPM 635 Motor Learning

This course is research based with practical application which will give the student a solid foundation in motor skills. The students will examine the function of the separate systems and cumulative systems that aid in the development and refinement of human motion.

3 semester credits

HPM 660 Biomechanics

The course is an advanced study of biomechanical concepts and their application to human movement and skill. The students will create hypotheses regarding the causes of particular motions and what result occurs.

3 semester credits

HPM 670 Kinesiology

Students will study human anatomy in order to categorize origins, insertions, and actions according to function. Students will analyze movements and skills in light of different kinesiological theories and will synthesize skill applications based upon that analysis.

3 semester credits

HPM 700 Capstone Internship

The course will require a minimum of 90 hours of field experience. The focus of the internship experience is to further develop knowledge, skill and abilities, and prepare for professional practice in a designated area of interest.

3 semester credits

HPM 702 Capstone Project

The capstone option for the Master's Degree in Human Performance from the University of Mary requires the completion of a directed study. The purpose of the directed study is to provide each graduate student with the opportunity to interact with graduate faculty and other graduate students to better understand the procedures employed in conducting, critiquing, and applying research in his/her chosen field.

3 semester credits

HPM 703 and 704 Thesis

The capstone option for the Master's in Human Performance from the University of Mary requires an oral defense of a completed thesis. The oral defense provides the opportunity for each graduate student to defend his or her research study findings and to receive constructive feedback. Students are expected to present the conclusions of the findings and recommendations on how these findings may impact their field.

6 semester credits

HPS 501 Foundations and Concepts of Human Performance

This course will initiate the comprehensive analysis of human performance and how it is justified in students' specific areas of expertise. Focus will be on integrating and combining ideas about human performance for application in

future classes. Emphasis will be upon the study of improving productivity in organizations by designing and developing effective interventions that are results-oriented, comprehensive, systematic, and ethical.

3 semester credits

HPS 505 Psychology of Human Performance

This course enhances understanding of the relationship of athletic performance and human social psychology. Students will study the history of human performance psychology, the role of human performance psychology, and the different methods and principles used in the field of human performance psychology.

3 semester credits

HPS 602 Strength and Conditioning

This course is a comprehensive study of strength development. The students will develop programs for a variety of populations with different health issues. Students will compare and contrast strength and conditioning styles and techniques to ensure peak performance.

3 semester credits

HPS 617 Human Performance Nutrition

The course examines the effect of nutrition upon human performance. Students will compare and contrast nutritional aspects of injury and illness, risk management, psychosocial intervention and referral, weight management, and body composition. Students will create a nutritional plan for their area of study. Students will examine eating disorders, weight gain and weight loss, hydration, and performance enhancing supplements.

3 semester credits

■ Division of Nursing

FACULTY: Bensen, Bruun, Buechler, Busch, Doerner, Dunnigan, Fladeland, Gebhardt, Hutzenbiler, Johnson, Klein, Leetun, Madler, Maier, Reemts, Roth, Thompson-Korte, Vollrath, Weigel.

Nursing Division Chair: Dr. Glenda Reemts

Mission

The Nursing Division prepares nurses to provide safe, quality, patient-centered healthcare to the people in the region and beyond without regard to race, religion, cultural background, or gender. By fostering a Christian, Catholic, and Benedictine learning environment, the Division supports the University mission to prepare leaders in the service of truth and to be competent in spirituality and ethics, communication, critical thinking, and global stewardship. Academic preparation and nursing practice opportunities in a variety of health-care settings along the continuum of care will prepare students to achieve competence in the areas of professionalism, environmental contexts, valuing, and scholarship.

Vision

The undergraduate nursing faculty maintains that the baccalaureate degree (BSN) is the essential entry level of education for professional nursing practice. The BSN degree prepares professional nurses in the generalist role. Concurrent with professional nursing standards and the mission, vision, and philosophy of the University of Mary, faculty believe that nursing practice is built on knowledge, theory, and research.

Faculty believe graduate nursing education builds upon the knowledge and skills defined by the Baccalaureate Essentials document and prepares one for nursing practice at an advanced level. The faculty's goal is that nurses of graduate programs acquire depth and breadth of advanced nursing knowledge for expert practice.

Graduates of the Nursing Division will be successful leaders, effective collaborators, and sophisticated consumers of research. These graduates will be socially accountable, culturally sensitive, and responsive to the changing healthcare environment.

The Division of Nursing offers a Bachelor of Science or Bachelor of Arts degree in nursing. The curriculum prepares the graduate to: (1) practice professional nursing in a variety of environmental and cultural settings, (2) become leaders in healthcare, and (3) pursue graduate study in nursing.

The division traces its beginnings to the St. Alexius Hospital School of Nursing founded in 1915. The sponsoring body, the Benedictine Sisters of Annunciation Monastery, recognized the necessity of baccalaureate education and began Mary College; a major in nursing was among its initial programs. The first nursing students received a baccalaureate degree from the college and graduated in 1964. In 1986 the graduate program was initiated and the name, Mary College, changed to the University of Mary.

Continuing the Benedictine tradition which formed its beginnings, the division offers a program holistic in nature and characterized by Benedictine values. These values are manifested in the community-focused nursing curriculum with a health promotion, health support, and health restoration framework. With this preparation, the nurse can continue to learn both through experience and further academic study and meet the demands of the role of the nurse in contemporary society.

Through its Kappa Upsilon Chapter-at-large,

the Division of Nursing has membership in Sigma Theta Tau, the International Honor Society in nursing. Candidates for membership must demonstrate superior scholarly achievement, evidence of leadership, and marked potential for achievement in the field of nursing.

The baccalaureate and master's programs are approved by the North Dakota Board of Nursing and accredited by the Commission on Collegiate Nursing Education.

Successful completion of this program of study prepares the graduate to apply for licensure through the National Council of State Boards of Nursing to take the NCLEX-RN Exam.

Required courses:

BIO 207, 208, 209; CHE 110; PSY 201, 207; ANT 171; MAT 180; NUR 216, 240, 242, 248, 317, 319, 321, 335, 336, 340, 342, 344, 346, NUR 423, 424, 436, 438, 441, 443, 444, 446, 448, and 450.

Cooperating Clinical Agencies

Nursing students receive nursing practice experience in a variety of settings in addition to the classroom and laboratory. These settings include homes of clients, clinics, public health agencies, nursing homes, hospitals, special population agencies, schools, human service centers, community agencies, and childcare agencies.

Curriculum Pathways

Required nursing courses may be completed following the traditional pathway or a completion pathway. Program objectives are the same in both pathways but the course content is organized differently to facilitate learning for different types of students.

The traditional pathway is designed for those who enter the Department of Nursing without formal nursing knowledge or skill. This is the pathway presented in this catalog.

The completion pathway is designed for persons who have formal nursing knowledge and skills and are licensed either as an LPN or RN. LPNs and RNs may choose to take courses in either the traditional or a completion pathway. The Completion Pathway for LPNs combines distance learning with limited on-site instruction. The RN Completion Pathway combines distance learning with accelerated coursework. A description of this option is available upon request.

Admission Policy

Application into the Division of Nursing begins during the fall semester of the sophomore year.

Requirements for acceptance into the Division are:

- Completed Application form.
- Two completed recommendation and appraisal forms
- Cumulative GPA of 2.75 or higher on U-Mary and transferred courses.
- Grade of "C" or higher in each of the following nursing prerequisite courses and official transcript for transferred credits:

ANT 171 Anthropology or Soc. Substitute

BIO 207 Anatomy & Physiology I

BIO 208 Anatomy & Physiology II

BIO 209 Microbiology

CHE 110 Intro to Org. & Biochemistry

MAT 180 Elementary Statistics

PSY 201 Intro to Psychology

PSY 207 Lifespan Psychology

NUR 216 Nutrition

*NUR 240 Introduction to Nursing as a Profession
(current CNA license required)

* Enrollment in NUR 240 is restricted to students who have declared nursing as a major and hold a current CNA license. All other nursing courses are restricted to students who have been accepted into the Division of Nursing with the exception of NUR 216, NUR 317, and NUR 319.

- The total number of prerequisite courses which may be repeated is limited to two. The grade received during the student's second attempt will be used in evaluation for admission. Repeated classes will also include those from which a student has withdrawn (W, WP, WF). Students who withdraw due to nonacademic reasons may request consideration for admission.
- American Heart Association Basic Life Support for Healthcare Providers Certification © is required (two year certification). This must be obtained and in place at the start of the junior year.
- Criminal background checks.

- Signed disclosure form.
- Signed Professional Behavior contract
- Acceptable score on preadmission exam and essay.

Documentation of health requirements as given below:

- Documentation of physical assessment, health history, current immunizations, and Hepatitis B Series must accompany the application to the division.
- TB testing is required, but will be done Fall Semester of the Junior year at the University.

An individual with a disability is considered for admission based on his/her ability to meet the curriculum requirements. No otherwise qualified person shall be, solely by reason of a disability, excluded from participation in the program (American Disabilities Act of 1990). Students must verify that they meet the Physical & Mental Requirements to Provide Safe Patient Care for Students, Faculty, and Preceptors.

Applicants are considered primarily on the basis of academic achievement as evidenced by a minimum cumulative GPA of 2.75 by admission. This GPA must be maintained through the sophomore year to progress into the junior year. Preferential consideration is given to applicants who have taken all prerequisite coursework at the University of Mary, and have demonstrated participation in volunteer activities. Entry into the nursing major is competitive and class size is limited.

Progression

Once admitted, the total number of nursing courses (NUR) which may be repeated is limited to one. Repeated classes will also include those from which a student has withdrawn (W, WP, WF). Students who withdraw due to nonacademic reasons may request consideration for continuing.

Department of Nursing Course Descriptions

NUR 204 Calculating Medication Dosages

This course enhances the student's ability to calculate medication dosages. A review of basic mathematical skills is included. The metric and apothecary systems and conversions between the two are addressed. The student reads labels, performs medication calculations and IV flow rates. This course is required for those who fail a medication calculations competency exam and highly recommended for those with a Math ACT < 21.

2 semester credits

NUR 215 Nutrition and Diet Therapy

Nutrition is studied from a perspective of its influence on health promotion and support. This includes Healthy People 2010 Goals/President's New Freedom Initiative and the study of food and nutrients and their action as well as nutrient need changes through-out the life cycle. Assessment of dietary intake and the influence of culture, values, and economics will be integrated. The influence of diet therapy in the treatment of diseases and symptoms is incorporated.
3 semester credits

NUR 216 Nutrition

This course will focus on the study of nutrition and its impact on health. This knowledge is foundational to assess nutritional needs. Nutritional principles will be applied to promote and support health throughout the life span. Influences of culture, values, economics, and evidence based literature will be integrated into the assessment and plan for meeting dietary needs. This course will build on the liberal arts core.
2 semester credits

NUR 228 Health & Healing Concepts for Professional Nursing Practice

Designed to facilitate role socialization and transition of the LPN or RN to baccalaureate nursing practice. It delineates health and healing as foundational concepts for nursing practice. Selected contemporary healing modalities will also be studied. Benedictine values will be examined as principles to guide nursing.
3 semester credits

NUR 240 Introduction to Nursing as a Profession

This course introduces students to professional nursing roles and attributes. Standards of nursing care; therapeutic communication; and quality and safety concerns will be explored utilizing the Quality and Safety Education for Nurses (QSEN) framework. The University of Mary competences and Division of Nursing philosophy, as well as the Benedictine values, will be explored and applied to nursing. Certified Nursing Assistant (CNA) skills will be validated for safety and effectiveness.
3 semester credits

NUR 242 Nursing Fundamentals

This course introduces the student to the role of the professional nurse as provider of patient-centered care. There is an emphasis on knowledge, judgments, skills, and professional values within a framework of Quality and Safety Education for Nurses (QSEN). Topics include the nursing process; accident and injury prevention; communication skills including documentation; and nursing care interventions. Laboratory experiences provide the opportunity to learn, practice, document, and demonstrate nursing skills in a controlled environment.
6 semester credits

NUR 248 Health Assessment

This course emphasizes the integration of skilled observation, systematic data collection, proficient examination, and effective communication in performing patient-centered, holistic health assessments with lifespan, ethnic, socioeconomic, cultural, and health risk reduction (genetic/genomic) considerations. Students utilize the liberal arts core, Benedictine

values, professional values, QSEN principles, and the nursing process in obtaining, organizing and interpreting health assessment data.

4 semester credits

NUR 306 Dimensions of Professional Nursing Practice

This course introduces the licensed nurse student to principles of critical thinking and professional communication utilized by the baccalaureate prepared nurse. It also continues to facilitate the role socialization and transition of the student to baccalaureate nursing practice.

4 semester credits

NUR 317 Pharmacology

This course is an introduction to pharmacology. Its focus is on the fundamental principles of pharmacology and actions/interactions of selected drugs used throughout the life span. Legal, cultural, ethical, and economic aspects related to drug therapy will be discussed. This course builds upon the liberal arts core and explores professional and Benedictine values as they relate to pharmacology.

3 semester credits

NUR 319 Pathophysiology

This course builds on knowledge gained from anatomy, physiology and microbiology to provide the student the opportunity to examine health deviations and their impact on human functioning throughout the lifespan. This course focuses on factors that influence disease and the body's mechanisms to compensate for pathophysiological changes. The effects of genetics/genomics and the environment on health and illness are explored.

4 semester credits

NUR 321 Advanced Nursing Skills

This course familiarizes the student to the concepts and principles necessary to perform select advanced nursing skills for the adult patient based on evidence-based knowledge and utilizing the framework of Quality and Safety Education for Nurses (QSEN). Students will demonstrate competence in the performance of nursing procedures in the laboratory setting while integrating legal/ethical considerations. This course builds upon the liberal arts core and implements professional and Benedictine values.

2 semester credits

NUR 328 Readings and Research in Nursing

This course provides in-depth study of an area not covered in the existing curriculum.

1-4 semester credits

NUR 334 Research

This course is designed to acquaint the student with the research process. Emphasis is on examination of scientific merit and critique of research literature as a foundation for evidenced-based nursing. Ethical dimensions of nursing research are explored.

3 semester credits

NUR 335 Research and Evidence Based Decision Making

This course is designed to provide the student with foundational principles of the research process. Emphasis is on examination of scientific merit and critique of research literature as a foundation for evidence-based decision making.

Evidence-based literature and ethical dimensions of nursing research are explored to enhance the quality of patient care.
2 semester credits

NUR 336 Ethics, Law & Policy

This course explores ethical and legal issues in relation to the political, economic, social, cultural, and regulatory environments influencing the practice of nursing and healthcare in the local, national, and global community. Students will build upon the liberal arts core and implement professional and Benedictine Values during classroom and written activities.
3 semester credits

NUR 338 Health, Promotion and Support

This course focuses on the holistic, multi-dimensional nature of health promotion including individual, family, and community wellness. Theories of life stage transitions and chronicity will guide nursing care of individuals and families.
8 semester credits

NUR 340 Medical Surgical Nursing I

This course focuses on nursing care of adults who have common health problems with predictable outcomes and chronic disease states that may have acute exacerbations. Nursing process, Quality and Safety Education for Nursing (QSEN) principles, the liberal arts core, and Benedictine values provide direction to promote, restore, and maintain the health of the medical-surgical patient.
4 semester credits

NUR 342 Gerontologic Nursing

This course focuses on the health and nursing care of older adults with an emphasis on healthy aging and wellness. Students will develop respect and an appreciation for the older adult across the continuum of care. Ethical considerations in aging and the variations of health and wellness will be explored. Nursing process and Quality and Safety Education for Nurses (QSEN) principles provide direction to promote, restore, and maintain the health of the older adult patient.
3 semester credits

NUR 344 Pediatric Nursing

This course focuses on the nursing care of children from birth through adolescence. Education of the child and family regarding health promotion, disease prevention and safety issues are addressed. The effects of acute and chronic illness and the impact of genetics/genomics on growth and development are studied in selected care settings. The nursing process, ethical principles, and Quality and Safety Education for Nurses (QSEN) competences provide direction to promote, restore, and maintain the health of children. This course builds upon the liberal arts core and implements professional and Benedictine values.
4 semester credits

NUR 346 Maternity Nursing and Women's Health Care

This course focuses on nursing care for the childbearing family. Topics related to women's health will be explored. The course provides an introduction to the process of normal childbirth, women's health, dynamics of the childbearing family, and identification and nursing care of high-risk antepartum, laboring, and postpartum patients. Nursing process and Quality and Safety Education for Nurses (QSEN) principles provide direction to promote, restore, and maintain

the health of women and newborns. This course builds upon the liberal arts core and implements professional and Benedictine values.
4 semester credits

NUR 325, 425 Special offerings in Nursing

1-4 semester credits

NUR 420 Nursing Leadership and Management

This course enables the student to pursue professional development and competence in the foundational skills in healthcare leadership and management. Content focuses on the art or aesthetics of value-oriented principles of servant leadership, care management, client orientation, coordination of care, outcome orientation, collaboration, delegation, and resource efficiency. Core elements of the care management process, current models, and multiple care manager roles will be explored. Prerequisite: Successful completion of all junior level courses.
4 semester credits

NUR 421 NCLEX Review

Focuses on test-taking strategies, written and computerized exams, and nursing curricular content review. Students master test-taking skills needed for successful completion of the NCLEX-RN Exam. Prerequisite: Successful completion of all senior first semester nursing courses.
1 semester credit

NUR 423 NCLEX Review I

This course focuses on nursing curricular content review with regard to the following categories: Management of Care; Safety and Infection Control; Health Promotion and Maintenance; and Psychosocial Integrity. Clinical decision test taking strategies and computerized practice exams are utilized. Students master content and test-taking skills needed for successful completion of the NCLEX-RN exam. In addition, the following concepts are utilized throughout the major patient needs categories and subcategories of the NCLEX test plan: Nursing Process; Caring; Communication and Documentation; and Teaching and Learning. This course builds upon the liberal arts core and utilizes professional and Benedictine values.
1 semester credit

NUR 424 NCLEX Review II

This course focuses on nursing curricular content review with regard to the following categories: Basic Care and Comfort; Pharmacological and Parental Therapies; Reduction of Risk Potential; and Physiological Adaptation. Clinical decision test taking strategies and computerized practice exams are utilized. Students master content and test-taking skills needed for successful completion of the NCLEX-RN exam. In addition, the following concepts are utilized throughout the major patient needs categories and subcategories of the NCLEX test plan: Nursing Process; Caring; Communication and Documentation; and Teaching and Learning. This course builds upon the liberal arts core and utilizes professional and Benedictine values.
1 semester credit

NUR 425I Trauma Care

This course will provide an overview of the ND emergency trauma system, role of diverse trauma team members, kinematics of trauma, and presentation of specific trauma-

related injuries. Students will develop beginning skills in: 1) assessment of actual and potential injuries (single and multiple system), 2) principles of early stabilization, and 3) prevention of further complications. Community education for injury prevention will be stressed. Pre or Co-requisites: Junior level course.
2 semester credits

NUR 428 Readings and Research in Nursing

This course provides for in-depth study of an area not covered in the existing curriculum.
1-4 semester credits

NUR 434 Professional Role Development

This course provides the opportunity to facilitate professional role development and student transition to professional nursing practice. A preceptorship provides an opportunity to refine leadership and management skills, to work collaboratively with healthcare professionals, to synthesize knowledge acquired in previous course work, and to gain self-confidence in problem-solving and decision-making. Prerequisite: Successful completion of all junior level nursing courses. (This course is delivered over five semesters in seminar format beginning second semester of the sophomore year.
3 semester credits

NUR 436 Nurse as Leader

This course enables the student to pursue development and competence of skills in the beginning role of healthcare leader and care manager. The purpose is to provide the nursing student with the basic concepts and theories needed for safe, effective, patient-centered care. Core elements of the care management process, leadership theories, and multiple care manager roles are explored. This course builds upon the liberal arts core and the student will implement professional and Benedictine values.
3 semester credits

NUR 438 Interdisciplinary Care

This course will focus on the concept of inter/intra-disciplinary provision of care. Students will learn to function effectively within their discipline and inter-professional teams by fostering open communication, mutual respect, and shared decision making to achieve safe, quality patient care. This course builds upon the liberal arts core and utilizes professional and Benedictine values.
1 semester credit

NUR 441 Medical Surgical Nursing II

This course focuses on nursing care of the adult patient who experiences acute and/or progressive health problems. Nursing process and Quality and Safety Education for Nursing (QSEN) principles provide direction to promote, restore, and maintain the health of medical-surgical patients in selected acute care settings.
4 semester credits

NUR 442K Internship: Summer

This course provides the opportunity for the student to apply nursing knowledge skills and abilities learned in the junior year nursing curriculum in provision of nursing care under the direct supervision of a clinical supervisor by the hiring agency.
2 semester credits

NUR 442L Internship: Summer

This course provides the opportunity for the student to apply nursing knowledge skills and abilities learned in the junior year nursing curriculum in provision of nursing care under the direct supervision of a clinical supervisor by the hiring agency.
1 semester credit

NUR 443 Critical Care Nursing

This course focuses on nursing care of adult patients experiencing acute, complex and potentially unstable illnesses. Students use high acuity nursing principles to prevent potential complications of and optimize recovery from serious illness. The nursing process and Quality and Safety Education for Nursing (QSEN) principles provide direction to promote and restore optimum health in the seriously ill patient.
4 semester credits

NUR 444 Mental Health Nursing

This course provides the student with knowledge, skills, and experiences related to mental health nursing as well as an opportunity to apply previously learned behavioral and scientific concepts to nursing practice. Nursing process and Quality and Safety Education for Nursing (QSEN) principles provide direction to promote, restore, and maintain the health of patients with mental health concerns. Concepts relate to ethical/legal, professional accountability, community, and Benedictine values will be applied to patient care issues. Past, present, and future trends in mental health nursing will be explored. Discussion of the roles of the interdisciplinary mental health team, with emphasis on the nursing role, will occur throughout the course.
4 semester credits

NUR 446 Community Health Nursing

This course will enable students to analyze nursing's role as it relates to core competencies of community, public, and global health nursing. Principles of health promotion, disease prevention, and health restoration will be addressed utilizing the framework of Quality and Safety Education for Nurses (QSEN). Emphasis will be placed on the synthesis of concepts, theories, knowledge, and practice from intra/interprofessional sciences to determine the health status, needs, and assets of communities. Students will assess physical, social, and cultural environments to identify populations at risk to implement appropriate patient-centered and evidence-based nursing interventions.
4 semester credits

NUR 448 Preceptorship

This clinical preceptorship provides students with the opportunity to synthesize knowledge, concepts, and skills learned in previous courses and apply them to a practice setting. The course is designed to enhance competence and self-confidence in problem solving and decision making skills. Students provide patient-centered care in collaboration with a baccalaureate prepared registered nurse preceptor under the guidance of a faculty member.
2 semester credits

NUR 450 The Role of the Professional Nurse

This capstone course prepares the student for the professional nursing role and assists in the transition to nursing practice.

Coursework is directed at providing opportunities to synthesize knowledge of nursing concepts acquired in previous course work for utilization as a registered nurse.

3 semester credits

NUR 498 Nursing Guatemala:

A Service Learning Experience

Cultural competence is a necessary skill for successful nursing practice. This 10-day excursion with the God's Child Project in Antigua, Guatemala allows students to broaden their cultural perspective and appreciate lifestyles and socioeconomic levels very different from their own. In this service learning experience, students volunteer to build a house in Guatemala for a very poor family. They volunteer at a malnourishment center and are able to utilize their prior learning in caring for severely malnourished infants and children. Other volunteer options include volunteering at the Dreamer Center School, serving meals at a homeless shelter and traveling with social workers into mountain villages to observe needs assessments. Tours of hospitals and nursing homes may also be available. The opportunity will deepen student understanding of other cultures/lifestyles and the challenges others face in living a healthy life amidst poverty.

1 semester credit

Graduate Programs in Nursing

FACULTY: Bruun, Ceynar-Moen, Clouse-Smith, Dietrich, Doerner, Ferry, Gebhardt, Gerhardt, Herman, Horner, Johnson, Klein, Lassiter, Madler, Reemts (Nursing Division Chair), Rivinius, Swanson

Chair, Graduate & Distance Nursing Education:
Dr. Billie Madler

Mission

The Nursing Division prepares nurses to provide safe, quality, patient-centered healthcare to the people in the region and beyond without regard to race, religion, cultural background, or gender. By fostering a Christian, Catholic, and Benedictine learning environment, the Division supports the University mission to prepare leaders in the service of truth and to be competent in spirituality and ethics, communication, critical thinking, and global stewardship. Academic preparation and nursing practice opportunities in a variety of health-care settings along the continuum of care will prepare students to achieve competence in the areas of professionalism, environmental contexts, valuing, and scholarship.

Description of Graduate Nursing Degrees

The demand for nursing leaders prepared to meet the challenges of providing healthcare today is well established. At the University of Mary, graduate students have opportunities for

varied learning experiences designed to develop expertise in advanced nursing practice, education and administration. The curriculum is intended to provide learning opportunities in high-quality clinical services, cutting edge education pedagogy, and leading nursing institutions.

The University of Mary nursing graduate demonstrates the University Mission to prepare servant leaders. We believe that students desiring to be leaders who are competent, autonomous practitioners, and ethical decision makers are best served by faculty who facilitate reflective thinking and critical inquiry vetted in information that is complimentary of current environmental contexts.

The University of Mary offers several programs culminating in a Master's degree.

■ Master of Science in Nursing (MSN)

The University of Mary offers four programs of study options for the MSN degree: BSN to MSN: Nurse Administrator, Diploma/ADN to MSN: Nurse Administrator, MSN: Nurse Educator, and, MSN: Family Nurse Practitioner. The MSN/MBA-Healthcare Administration is available as a dual degree.

Program Formats

The Diploma/ADN to MSN: Nurse Administrator and the BSN to MSN: Nurse Administrator are offered in two formats:

- (1) An on-site accelerated format in selected cities.
- (2) An online accelerated format.

Students participating in either format will be required to participate in a practical experience within a clinical setting.

The Nurse Educator program is offered in one format:

- (1) An online accelerated format.

Students participating in this program will be required to participate in a practical experience within a clinical setting.

The Family Nurse Practitioner program is offered in one format.

- (1) A blended online/on-site format.

Students are required to participate in a limited number of campus visits. Students will be required to participate in a variety of clinical experiences.

The MSN/MBA in Healthcare Administration dual degree is offered in two formats:

- (1) An on-site accelerated format in selected cities
- (2) An online accelerated format.

Students participating in either format will be required to participate in a practical experience within a clinical setting.

Distinctive Features

- Choose a learning format and program schedule that best meets your lifestyle.
- Collaborative learning environment among a diverse peer group that is guided by faculty with practical lived experiences in content area.
- Comprehensive curriculum informed by nursing specialty standards.
- Servant leadership, evidence based practice and practica frame student experiences.
- The University of Mary philosophy of a student centered learning environment.
- GRE not required.

Accreditation Status

University of Mary nursing graduate program is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791. The graduate pre-licensure program (i.e., Family Nurse Practitioner program) is approved by the North Dakota Board of Nursing.

Graduate Degree Requirements

The Master of Science in Nursing degree must be conferred within seven years of completion of the earliest graduate course used in the course of study. Up to one-third of the total graduate credits required for the course of study may be transferred from another accredited institution. To achieve the master's degree, the student must complete the selected course of study.

Satisfactory Academic Progress

Graduate nursing students are expected to maintain: a cumulative GPA of 3.0 or higher, completion of no less than 67% of attempted courses, achieve a grade of B- or higher in each course, pass all clinical or practical educational experiences, and pass all course and program

competency exams. Should students fall below this expectation they will be referred to the Nursing Academic Progression Committee for recommendation of action. Students may be dismissed from Graduate Nursing Programs if a letter grade lower than a B- is earned more than once for a repeated course or for more than one course in their program of study. Please refer to the Graduate Nursing Handbook for additional details.

Application/Admission Requirement

Individuals holding a nursing diploma or associate degree from an accredited institution are eligible to apply to the Diploma/ADN to MSN: Nurse Administrator program of study. Persons with a bachelor degree in nursing from an accredited institution are eligible to apply to the BSN to MSN: Nurse Administrator, MSN/MBA in Healthcare Administration dual degree, MSN: Nurse Educator, or MSN: Family Nurse Practitioner programs of study.

Requirements listed below must be met before admission to graduate nursing study:

- Evidence of current, unencumbered RN licensure
- Undergraduate GPA of 2.75 or higher on a 4.0 scale
- Completed graduate application (including application fee)
- Professional goals essay
- Official transcripts (including degree granting institution and transcripts of any graduate courses completed)
- Current resume
- Two letters of professional reference
- Evidence of required immunizations
- Background check through Certified Background® and Release of Information of Criminal Background Report

Additional admission requirements unique to each program are listed below.

Applicants for the Diploma/ADN to MSN: Nurse Administrator

- Signed Memorandum of Understanding
- Evidence of satisfactory completion of pre-requisite courses: Human Anatomy

and Physiology I and II with labs, Microbiology with lab, Sociology, Psychology, Nutrition, Pharmacology, Chemistry, Composition II, Oral Composition.

BSN to MSN: Nurse Administrator and MSN/MBA in Healthcare Administration Dual Degree

- Evidence of satisfactory completion of an undergraduate or graduate statistics course.

FNP applicants

- Admissions interview
- Complete physical assessment demonstration
- Evidence of satisfactory completion of an undergraduate or graduate statistics course

Individuals interested in pursuing graduate nursing education who have not decided on a program of interest must apply to University of Mary Graduate Studies as a non-degree seeking student. A non-degree seeking student is allowed to take up to nine (9) credits of nursing graduate core coursework prior to gaining acceptance to a program of study. However, students who take courses under the non-degree seeking status are not guaranteed placement into a degree program; must adhere to expected admissions criteria; and, are not eligible for federal financial aid.

Nurse Administrator Specialty

In today's healthcare environment nurse leaders, both executive and managerial, need a broad background in nursing and business concepts. Emphasis of this content is placed within the context of advanced nursing practice in healthcare. The graduate program provides the student with the opportunity to identify and partner with a healthcare organization and nursing leader to participate in a clinical experience. The capstone seminar, a service project, is designed to guide students in the integration of nursing and management theory with a practical application.

Nurse Administrator Program Outcomes

- Designs processes to achieve quality, cost-effective and ethical health outcomes
- Appreciates the complexity of human resource management in today's healthcare
- Evaluates quality and safety measures

- Designs a plan of change using principles of servant leadership
- Collaborates with others to improve the quality of professional nursing practice and healthcare policy
- Utilizes evidence based practice for performance improvement
- Possesses requisite knowledge to pursue doctoral education
- Uses information technology to improve processes
- Demonstrates effective principles of change while providing client centered care

BSN to MSN:Nurse Administrator Courses

Orientation Course

ALU 506 New Graduate Student Orientation

Core Courses

NUR 510 Healthcare Across the Population

NUR 551 Critique & Design of Research

NUR 648 Healthcare Law and Policy

NUR 601 Evidence Based Practice and Strategic Healthcare Decision Making

NUR 611 Influential Nursing Leadership

NUR 612 Professional Roles in Advanced Nursing

Nurse Administrator Specialty Courses

MGT 504 Management and Organizational Behavior

MGT 505 Human Resource Management

NUR 560 Applied Healthcare Economics, Finance and Budgeting

MGT 630 Current Issues in Healthcare Administration

NUR 696 Seminar and Service Project I

NUR 697 Seminar and Service Project II

Program Assessment Course

ALU 799 06 Graduate Student Assessment Nursing

Total: 36 semester credits

Clinical Hours = 500

■ Diploma/ADN to MSN: Nurse Administrator

This program of study is designed to allow nurses who have completed a diploma or associate degree and are licensed as a registered nurse to supplement their college education with two foundational courses in the first term of study. This program provides the student with the opportunity to identify and partner with a healthcare organization and nursing leader to participate in a clinical experience.

The capstone seminar, a service project, is designed to guide students in the integration of nursing and management theory with a practical application.

Diploma/ADN to MSN: Nurse Administrator Program Outcomes

- Designs processes to achieve quality, cost-effective and ethical health outcomes
- Appreciates the complexity of human resource management in today's healthcare
- Evaluate quality and safety measures
- Designs a plan of change using principles of servant leadership
- Collaborates with others to improve the quality of professional nursing practice and healthcare policy
- Utilizes evidence based practice for performance improvement
- Possesses requisite knowledge to pursue doctoral education
- Uses information technology to improve processes
- Demonstrates effective principles of change while providing client centered care

Diploma/ADN to MSN: Nurse Administrator Courses

Orientation Course

ALU 506 New Graduate Student Orientation

Bridge Courses

NUR 502 Community as Partner

NUR 536 The Professional Nurse

Core Courses

NUR 510 Healthcare Across the Population

NUR 551 Critique & Design of Research

NUR 601 Evidence-Based Practice and Strategic Healthcare Decision Making

NUR 611 Influential Nursing Leadership

NUR 612 Professional Roles in Advanced Nursing

NUR 648 Healthcare Law and Policy

Specialty Courses

MGT 504 Management and Organizational Behavior

MGT 505 Human Resources Management

NUR 560 Applied Healthcare Economics, Finance and Budgeting

MGT 630 Current Issues in Healthcare Administration

NUR 696 Seminar and Service Project I

NUR 697 Seminar and Service Project II

Program Assessment Course

ALU 799 06 Graduate Student Assessment Nursing

Total: 43 semester credits

Clinical Hours = 500

■ MSN/MBA in Healthcare Administration Dual Degree

The University of Mary's MSN/MBA: Healthcare Administration dual degree offers an outstanding opportunity for nursing leaders to earn both degrees in an integrated program that prepares nursing leaders with a unique blend of clinical and administrative skills, all grounded in the Benedictine values.

The MSN/MBA: Healthcare Administration program blends nursing and business coursework, imparting the skills necessary to analyze significant issues between clinical nursing practice and healthcare administration to offer effective conflict resolution and provide leadership for practical solutions.

MSN/MBA in Healthcare Administration Dual Degree Program Outcomes

- Integrate ethical practices and policies which appropriately address the unique healthcare laws and regulations healthcare organizations must follow
- Synthesize information through research and data analysis using best business and evidence based nursing practice to facilitate change toward high quality, cost effective and ethical nursing care delivery systems
- Collaborate with interdisciplinary teams, consumers, and other key stakeholders to effect needed change in healthcare delivery systems
- Utilize stewardship of human, fiscal, and organizational resources based on principles of finance, accounting, and economics
- Incorporate service and Benedictine values into nursing leadership practices
- Evaluate current domestic and global issues on healthcare and possible impacts to a changing healthcare industry
- Analyze significant issues between clinical nursing practice and healthcare administration to offer effective conflict resolution and provide leadership for practical solutions

MSN/MBA in Healthcare Administration Courses:

Students accepted for the May 2011 cohort and beyond will be required to demonstrate they are properly prepared for the following three courses within the core:

MGT 571	Executive Economic Analysis
MGT 555	Managerial Finance
MGT 605	Managerial Accounting

Students must demonstrate adequate knowledge in each of these core topics before proceeding to the corresponding higher-level course(s). To demonstrate proper foundation knowledge, students must complete one of the following three options:

1. Enroll in a 3-credit five-week course through the University of Mary. Preparation courses are:

MGT 532	Fundamentals of Economics
MGT 533	Understanding Corporate Finance
MGT 534	Financial Accounting: A Management Perspective

Participation in these courses will add additional credits onto your program of study.

2. Obtain a waiver of co-requisite by providing evidence of completion of undergraduate coursework at a grade of C or higher within the past five (5) years:

Economics	Undergraduate Economics
Finance	Undergraduate Corporate or Managerial Finance
Accounting	Principles of Accounting 1 & 2

If the following graduate-level courses at the University of Mary or the graduate-level equivalent at another regionally accredited institution have been completed within the past seven (7) years with a grade of C or higher, the waiver would apply:

Economics	MGT 531 – Survey of Economics or MGT 535 – Economic Principles
Finance	MGT 551 – Foundations for Financial Decisions or MGT 554 – Survey of Accounting and Finance
Accounting	MGT 554 – Survey of Accounting and Finance

In addition, if a student has graduate level credit for MGT 571, MGT 555 and/or MGT 605 or the equivalent from another regionally accredited institution with a grade of B or higher that has been approved by the Gary Tharaldson School of Business for transfer, the waiver would apply. If a student has an appropriate certification, such as a current CPA license, that may also be reviewed on a case-by-case basis for waiver.

3. Pass an assessment test or complete a self-paced course. There is no cost for taking the initial assessment.

If you receive a 70% or higher on the free assessment, you have shown adequate

knowledge in that content area and have satisfied the pre-requisite requirement.

If you fail the assessment, you can enroll in the self-paced course through Ivy Software and must either:

- Receive a minimum of 70% average on the chapter tests
- Receive a minimum of 70% on the final exam, which may be completed up to three times.

Your advisor can provide you additional information as to how to access the assessment test, courses, etc.

Upon completion of the program of study, students are required to participate in university and program assessment of outcome achievement. Please see reference to ALU 799.

Orientation Course

ALU 506 New Graduate Student Orientation

Core Courses

NUR 510 Healthcare Across the Population

NUR 551 Critique & Design of Research

NUR 601 Evidence-Based Practice and Strategic Healthcare Decision Making

NUR 611 Influential Nursing Leadership

NUR 612 Professional Roles in Advanced Nursing

NUR 648 Healthcare Law and Policy

Specialty Courses

MGT 504 Management and Organizational Behavior

MGT 505 Human Resource Management

NUR 560 Applied Healthcare Economics, Finance and Budgeting

MGT 555 Managerial Finance

MGT 571 Executive Economic Analysis

MGT 605 Managerial Accounting

MGT 610 Marketing

MGT 630 Current Issues in Healthcare Administration

MGT 635 Law in the Managerial Environment

NUR 696 Seminar and Service Project I

NUR 698 MSN/MBA-HC Dual Degree Capstone Course

Program Assessment Course

ALU 799 06 Graduate Student Assessment Nursing

Total: 51 semester credits

Clinical Hours = 500

■ BSN to MSN: Nurse Educator

The nurse educator program of study prepares nurses for leadership roles in practice and educational settings emphasizing curricular designs, teaching strategies, and assessment measures proven to be successful in traditional and online nursing and health education programs.

This program provides the student with the opportunity to identify and partner with a nursing program and an experienced nurse educator to participate in direct classroom and nursing practice instruction.

Nurse Educator Program Outcomes

- Demonstrates servant leadership
- Implements curricular revision using appropriate educational principles
- Utilizes Benedictine values in building an effective learning climate
- Implements evidence based teaching/learning principles
- Analyzes and designs measurement and evaluation methods
- Demonstrates competency required to pursue doctoral education
- Implements competent holistic nursing at an advanced level
- Collaborates with others to improve the quality of nursing practice and healthcare

Nurse Educator Course Requirements

Orientation Course

ALU 506 New Graduate Student Orientation

Core Courses

NUR 510 Healthcare Across the Population

NUR 551	Critique and Design of Research
NUR 612	Professional Roles in Advanced Nursing
NUR 648	Healthcare Law and Policy

Nurse Educator Specialty Courses

NUR 521	Advanced Pathophysiology for Nurse Educators
NUR 565	Statistics
NUR 566	Advanced Health Assessment for Nurse Educators
NUR 575	Decision Making and Information Management
NUR 581	Curriculum Development in Higher Education
NUR 605	Teaching Strategies
NUR 616	Measurement and Evaluation
NUR 650	Seminar in Nursing Education
NUR 700	Thesis
NUR 701	Thesis Continuation

Program Assessment Course

ALU 799 06	Graduate Student Assessment Nursing
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Total: 41 semester credits

Clinical Hours = 90

The Family Nurse Practitioner program is offered in one format.

(1) A blended online/on-site format.

Students are required to participate in a limited number of campus visits. Students will be required to participate in a variety of clinical experiences.

■ BSN to MSN:

Family Nurse Practitioner

The University of Mary Family Nurse Practitioner (F.N.P.) program:

- Prepares graduates to assume positions of leadership and influence in primary care.
- Assists graduates to engage in the art and science of their profession, influence the function of individuals and organizations, generate ideas, promote change, disseminate knowledge, and clarify and defend personal and social values.

- Emphasizes knowledge and skills essential for the practice of primary care within a complex healthcare delivery system.
- Prepares graduates as servant leaders.

The University of Mary F.N.P. Program is designed using an on-site/online model. The on-site component consists of face-to-face time for several days at the start of each semester and also during the final week of the last semester prior to graduation. This on-site time together is referred to as "Institute". The remaining classroom instruction occurs on-line. Faculty and students collaborate on student placement for clinical experiences. Often, these experiences may be completed in or near a student's home community.

Successful completion of this program of study prepares the graduate to apply for their choice of family nurse practitioner national certification through either the American Nurses Credentialing Center or the American Academy of Nurse Practitioners Certification Program.

Family Nurse Practitioner Program Outcomes

- Demonstrates competence in health promotion, disease prevention and illness management of individuals, families and communities.
- Utilizes servant leadership principles to effect positive change in primary care and nursing practice along the healthcare continuum.
- Practices advanced nursing reflectively, guided by theory and expanded knowledge.
- Utilizes Benedictine values to foster a dynamic nurse practitioner-patient relationship that respects, protects, and enhances spiritual integrity, human dignity, cultural diversity and exists to mutually improve patient health outcomes.
- Critically evaluates, synthesizes and integrates theory and research from nursing and related fields, into practice.
- Demonstrates proficiency in utilization of evidence based practice.
- Posses requisite knowledge to pursue doctoral education.
- Acts as an informed advanced practice nurse in an interprofessional team to

influence, negotiate and manage changes in healthcare policy and healthcare delivery systems.

Family Nurse Practitioner Courses

A graduate statistics course must be successfully completed prior to beginning the F.N.P. program of study.

Orientation Course

ALU 506 New Graduate Student Orientation

Core Courses

NUR 510 Healthcare Across the Population

NUR 551 Critique & Design of Research

NUR 612 Professional Roles
in Advanced Nursing

NUR 648 Healthcare Law & Policy

Family Nurse Practitioner Specialty Courses

NUR 519 Advanced Pathophysiology

NUR 562 Pharmacology for Advanced
Practice

NUR 567 Advanced Health Assessment

NUR 568 Common Health Problems
of Maturing Adults

NUR 569 Family Theory

NUR 570 Primary Care of Women
and Children

NUR 636 Acute and Emergent
Health Problems

NUR 656 Seminar and Practicum

NUR 702 Comprehensive Examination

NUR 703 Scholarly Project

Total: 54 semester credits

Clinical Hours = 900

Graduate Nursing Course Descriptions (including MGT Courses)

MGT 504 Management and Organizational Behavior

Managers can be more effective leaders and decision makers by utilizing knowledge from the field of organizational behavior, which focuses on understanding human behavior at the individual and group level within the context of an organization. Concepts that influence behavior such as group dynamics, organization culture, motivation, power and politics, and conflict management are some of the specific areas covered in this course.

3 semester credits

MGT 505 Human Resource Management

This course will study the nature of human resource management, staffing the organization, developing human resources, compensating human resources and managing employee relations. The course emphasizes the need for HR professionals to effectively contribute to their organization as a strategic and knowledgeable business partner. Course competencies and outcomes focus on the importance of integrating HR knowledge with business essentials.

3 semester credits

MGT 555 Managerial Finance

Analyze the relationship of the financial manager, the manager's organization, the financial markets, and the tax environment, as well as how to use time value of money valuation tools and risk and return valuation models.

Focusing on the more technical or financial aspects of organizational life, the manager will be able to develop some measurable objectives by which to assess organizational goals. Prerequisites: MBA finance assessment or MGT 533

3 semester credits

MGT 571 Executive Economic Analysis

This course presents a wealth of real-world cutting-edge applications of advanced microeconomic theory. Concepts and constructs used to analyze "Old Economy" as well as "New Economy" markets include: price elasticity and the price consumption curve, consumer choice theory: budget lines and indifference curves, production functions, isoquants, isocost lines, returns to scale, economies of scope, network effects and monopoly: static versus dynamic views.

Prerequisites: MBA economics assessment or MGT 532

3 semester credits

MGT 605 Managerial Accounting

Analysis of financial data and use of the results to make wise business decisions. Enables managers to better control valuable resources and more accurately predict the cost of future business ventures. Prerequisites: MBA accounting assessment or MGT 534

3 semester credits

MGT 610 Marketing

Introduces students to the area of marketing management and analysis of the domain of marketing, including theories of how marketing managers make decisions, appeal to consumers, and develop unique marketing strategies. The managerial implications of these theoretical foundations will also be presented.

3 semester credits

MGT 630 Current Issues in Healthcare Administration

The field of healthcare is rapidly changing. Effective administrators and managers must stay abreast of current issues to proactively assess and prepare for the impact to their particular field within the industry. This course discusses and evaluates evolving issues and provides a venue for debate and analysis of potential impact.

3 semester credits

MGT 635 Law in the Management Environment

This course is intended to teach not just principles and rules of law but also the thinking involved in legal reasoning. The focus is on how the rules of law are applied to business situations.

3 semester credits

NUR 502 Community as Partner

Focuses on the partnership between nursing and the community in promoting health. It explores content areas basic to the practice of community health nursing; models of community assessment, data analysis, formulation of a community nursing diagnosis; and the planning, implementation, and evaluation of a community health promotion program. It concludes with an overview of the diverse nature in which nurses promote health in the community.

3 semester credits

NUR 510 Healthcare Across Populations

Healthcare extends beyond traditional settings of care transactions. It includes not only hospitals and clinics but also, in a growing capacity, the world (i.e., communities, regions, and countries). Public health knowledge is grounded in principles of epidemiology and influenced by genetics and genomics. Utilizing principles of both, students will explore environmental health, ethical health disparities, and issues of social justice.

3 semester credits

NUR 519 Advanced Pathophysiology

Provides advanced understanding of the pathophysiologic mechanisms underlying human disease processes. The manifestations of pathophysiologic alterations will be analyzed as well as common diagnostic testing of pathologic processes. Prerequisite: Admission to FNP program of study.

4 semester credits

NUR 521 Advanced Pathophysiology for Nurse Educators

Provides advanced understanding of the pathophysiologic mechanisms underlying human disease processes. The manifestations of pathophysiologic alterations will be analyzed.

4 semester credits

NUR 536 The Professional Nurse

Framed by competencies from Quality and Safety Education for Nurses (QSEN), this course will offer Associate Degree and Diploma-prepared nurses foundational content in evidence based practice, patient safety, quality improvement, informatics, inter- and intra-disciplinary teamwork, and patient-centered care across the lifespan including genetics and genomics. Role socialization, leadership and scholarly oral and written communication is emphasized.

4 semester credits

NUR 551 Critique & Design of Research

This course advances principles of nursing leadership through the use of the research process. Students will gain an understanding of the underpinnings of research development and the use of this knowledge to advance the practice of nursing. The course focuses on advanced scholarly activities that are used in the rigor of planning and conducting qualitative and quantitative research. The culminating assignment for this course is writing the first three chapters of a formal research project. Pre or co-requisite: Statistics course (see program specific requirements).

3 semester credits

NUR 560 Applied Healthcare Economics, Finance and Budgeting

Efforts to optimize delivery of high quality, safe and effective healthcare in a cost-effective fashion are the objective of nurse leaders. Factors affecting the financial health of an organization including economics, federal and state payment systems and regulations, and private insurance issues are investigated. Principles of healthcare financing, budgeting, cost/benefit analysis, and fiscal reporting will be explored. The course will culminate in development of a business plan that demonstrates responsible management of financial resources.

3 semester credits

NUR 562 Pharmacology for Advanced Practice

Focus includes the application of pharmacological agents (prescribed and over the counter) used to treat acute and chronic health problems of individuals of varying ages and cultural backgrounds within a variety of settings. Pharmacokinetic and pharmacodynamic principles and current research form the foundation for discussion of selected drug groups. Emphasis is given to indications, mechanisms of action, dosages, adverse side effects, cost containment and client education. Prerequisite: NUR 519. Co-requisite: NUR 568

4 semester credits

NUR 565 Statistics

Effective educators and administrators must have a basic understanding of the application of statistical concepts and procedures utilized in conducting research. Students develop an understanding of descriptive and inferential statistics for the purpose of statistically analyzing and interpreting research findings. Pre or co-requisite NUR 551 Critique & Design of Research (see program specific requirements).

3 semester credits

NUR 566 Advanced Health Assessment for Nurse Educators

Refine and strengthen advanced health assessment skills providing foundation for nursing practice. The assessment includes complete functional, spiritual and family assessment, health history and physical examination. Cultural and developmental variations of the person are emphasized.

3 semester credits

NUR 567 Advanced Health Assessment

Refine and strengthen advanced health assessment and clinical judgment skills providing foundation for planning therapeutic and healing interventions for well and ill persons. A problem-focused and comprehensive database is developed and communicated through written and oral methods. This includes complete functional, spiritual and family assess-

ment, health history, physical examination and appropriate laboratory and diagnostic data. Cultural and developmental variations of the person are emphasized. Selected common abnormalities, disease states associated with the body system or body parts are examined holistically. 60 lab hours. Prerequisite: Admission to FNP program. Co-requisite: Current Healthcare CPR certification.
4 semester credits

NUR 568 Common Health Problems of Maturing Adults

Knowledge of comprehensive assessment, pathophysiology and pharmacology is integrated with principles of health promotion and management of common health problems. Models of collaborative practice within rural and urban settings are introduced. Evidenced-based practice protocols are examined and utilized in the primary care setting. 150 practice hours. Prerequisites: NUR 519, 567, ACLS certification. Co-requisite: NUR 562
8 semester credits

NUR 569 Family Theory

Examines relevant theories as the basis for the development of therapeutic, caring relationships with families. Specific attention is given to understanding the nature of family structures, considering different perspectives used in assessing families, using assessment tools and designing advanced nursing interventions. Co-requisite: NUR 570
2 semester credits

NUR 570 Primary Care of Women and Children

Participation in the management of common episodic and chronic conditions, which promote and support the health of women and children through advanced practice interventions. Current theory and research on social issues, which have an impact on individuals, families and communities, are incorporated into the course. 150 practice hours. Prerequisite: NUR 567, 568, 636, PALS certification
6 semester credit

NUR 575 Decision Making and Information Management

Focuses on understanding the role of data management in the decision-making process. It considers the organization and representation of information; access to information; categorization, indexing, and content analysis; maintenance of databases; and analysis and evaluation of search and navigation techniques.
3 semester credits

NUR 581 Curriculum Development in Higher Education

Studies the history and current status of curriculum in higher education along with the development of the background and skills necessary to plan courses and programs for college students.
3 semester credits

NUR 601 Evidence-Based Practice and Strategic Healthcare Decision Making

The health of an organization, a population, or an individual relies heavily on strategic decision making based on evidenced based findings yet individualized to the unique setting they are applied in. This course will engage students in principles of evidence based practice and knowledge translation. Topics focused on will include healthcare quality,

patient safety, population health, and healthcare informatics/technologies. 50 clinical hours. Prerequisite: 501. Pre or co-requisite to NUR 551.
3 semester credits

NUR 605 Teaching Strategies

Focuses on the understanding of theoretical basis, modes of presentation, and application of concepts in micro teaching situations. It explores contemporary higher education issues and models and their implication for the teacher.
3 semester credits

NUR 611 Influential Nursing Leadership

Complexities of the current United States healthcare environment call for nurses to function within and often lead interdisciplinary teams in works toward improved care and outcomes. Developing accountability for advancing the field of nursing and designing strategies for continued professional growth while consistently making patient-centered, culturally sensitive and data driven decisions in the spirit of a professional environment is the focus of this course. Servant and transformational styles are the leadership philosophies targeted. 30 Clinical hours. Prerequisite: NUR 501
3 semester credits

NUR 612 Professional Roles in Advanced Nursing

This course provides a framework of professional standards that serve as the foundation to nursing education, practice and professionalism. The course will immerse students in the profession's historical roots as well as current and future issues, roles, practice environments, and opportunities. Upon completion of the course, student will be prepared to role model behaviors that effectively advocate efforts to promote positive patient outcomes and advance the profession.
3 semester credits

NUR 616 Measurement and Evaluation

Designed to provide students with the knowledge and skills necessary to plan and implement formative and summative assessments including assessment of individual progress toward course outcomes as well as assessment of academic programs. Students will also identify and analyze key issues related to the assessment movement on the national level.
3 semester credits

NUR 636 Acute and Emergent Health Problems

Provides an expanded base for recognition and initiation of effective emergency care. Focus on rapid, systematic assessment, stabilization, and management/referral of acute, emergency, and trauma events. 150 practice hours. Prerequisite: NUR 567, 568, current PALS, ACLS, and TNCC certifications
6 semester credits

NUR 648 Healthcare Law & Policy

Provides a legal analysis of healthcare from a broad perspective and incorporates a discussion and study of healthcare policy; explores the role that law plays in promoting the quality of healthcare, organizing the delivery of healthcare, methods used to control the cost of healthcare, promoting access to necessary healthcare, and protecting human rights of those who are provided healthcare.
3 semester credits

NUR 650 Seminar in Nursing Education

Provides an opportunity to synthesize knowledge of education. The student experiences teaching responsibilities under the guidance of a master teacher and faculty facilitator. Co-requisite: Current Healthcare CPR certification. 3 semester credits

NUR 656 Seminar and Practicum

Clinical and professional forces critical to a successful transition into the advanced nursing practice role are the focus of this course. The interplay of legal, economic, political, regulatory, and ethical factors on this practice is analyzed. Servant leadership is explored and integrated into the student's own philosophy and behavior. Scholarly writing is emphasized. The intensive practicum promotes synthesis of theoretical knowledge and practice skills acquired throughout the program. Diagnostic reasoning and healthcare management skills are refined. Collaborative practice opportunities occur in diverse community settings. 390 practice hours. Prerequisites: NUR 567, 568, 570, 636, Current ACLS, TNCC, and PALS certifications 5 semester credits

NUR 696 Seminar and Service Project I

Students will initiate a capstone project within a healthcare organization as a member of a team. Working in consultation with a nursing leader a clinical practice question will be identified. The students will work together in teams to analyze the clinical practice problem, design specific clinical practice project recommendations and identify methods for measuring project outcomes. As a result of this course, the student will be prepared to implement and measure effectiveness of the clinical project in NUR 697 Seminar and Service Project II. 200 clinical hours. Prerequisites: NUR 501, 551, 601, 611 and 560. 3 semester credits

NUR 697 Seminar and Service Project II

Students, working as a member of intra-professional and inter-professional teams, will execute project implementation and outcome measurement strategies for the clinical project initiated in NUR 695 Seminar and Service Project I. In this course students will achieve university and organizational Institutional Review Board approval to implement, and subsequently measure and disseminate findings of the clinical project. Pre-requisite: NUR 696 3 semester credits

NUR 698 MSN/MBA Dual Degree Capstone Course

Working as a member of intra-professional and inter-professional teams, students will conduct planning, implementation, and outcome measurement of a clinical project initiated in NUR 696 Seminar and Service Project I. Careful consideration of human and fiscal resources as well as potential barriers to continued success of the project will be assessed and recommendations for management of these issues will be included in the final project. In this course students will achieve university and organizational Institutional Review Board approval to implement, and subsequently measure and disseminate findings of the clinical project. 200 clinical hours 3 semester credits

NUR 700 Thesis

Thesis advising guides students through thesis research and writing to produce a scholarly contribution to the nursing profession through a formal research study. Prerequisite: NUR 551, 565 2 semester credits

NUR 701 Thesis Continuation

2 semester credit

NUR 702 Comprehensive Examination

Demonstration of competency in didactic program content is evidenced by student's satisfactory completion of this comprehensive written examination. Co-requisite: NUR 656, 703 0 credits

NUR 703 Scholarly Project

Development and dissemination of professional paper or project related to one's area of specialization. Capstone course. Pre-requisites: NUR 519, 567, 562, 568, 569, 570, 636. Co-requisite: NUR 656, 702 3 semester credits

NUR 899 Continuing Enrollment

Registration in NUR 899 may be required by graduate students who are not otherwise enrolled in courses for an academic term, but who remain active in a program of study with intentions of completing the program of study for a graduate degree. The continued enrollment credit allows for extended work on the thesis or other capstone/culminating project or experience. 1-8 semester credits

ALU 506 New Graduate Student Orientation

Upon the successful completion of this course, students will be introduced to the University of Mary mission, leadership, and organizational structure. Student will 1) gain experience with University and program specific policies, 2) practice navigating and operating Jenzabar eRacer and 3) be introduced to the Welder Library. 0 semester credits

ALU 799 06 Graduate Studies Assessment-Nursing

Graduate students register for ALU 799 06 the final term of their tenure in the program of study to meet the University and program assessment requirement as specified in the graduate section of the catalog. 0 semester credits

Department of Occupational Therapy

FACULTY: Anderson, C. (Academic Fieldwork Coordinator), Anderson, T., Berg (Admissions Chair), Kitzenberg, Lawson, Olson, Sibla (Program Director), Schroeder

Program Overview

The Occupational Therapy Program at the University of Mary is a part of the School of Health Sciences and leads to a Master of Science in Occupational Therapy degree at the entry level of practice. The program provides learning experiences and opportunities in theory, occupational performance, human health and wellness, occupational therapy processes, and management issues. The program is based on the mission of the University of Mary, the Benedictine values, and current standards and practices of the occupational therapy profession. The liberal arts core curriculum, experiential learning, and courses within the profession prepare students to be change agents, servant leaders, lifelong learners, and competent and ethical practitioners. The department faculty members are known for their total commitment to students. Their mission is to teach students to think critically, to solve problems, and to express themselves clearly. During the program, students work closely with a faculty preceptor to develop a research study. This process results in a master's research article which may be submitted for publication. Upon completing a degree in OT at the University of Mary, graduates will have the skills and training necessary to practice in a variety of professional roles and settings, including the skills necessary to provide occupational therapy services to under-served and diverse populations.

Mission

The Occupational Therapy Program prepares its graduates to be competent occupational therapy practitioners to meet the occupational needs of individuals, groups and communities. Students will develop adept knowledge of humans as occupational beings, critical thinking abilities, commitment to lifelong learning and scholarship, and leadership abilities to effect change. Students are rooted in Christian, Catholic, Benedictine and professional occupational therapy values. These values provide a foundation for the formation and practice of professional skills, therapeutic use of

self, respect for others, ethical decision making, and attitudes of service.

Outcomes

Upon completion of the professional occupational therapy education program at the University of Mary, the graduate will

Function autonomously in a variety of roles and practice settings to:

- Use clinical reasoning based on best evidence to solve problems independently
- Use the occupational therapy process in direct roles of assessment and intervention and in indirect roles such as supervisor, researcher, consultant, and educator
- Use effective communication with professionals and consumers via traditional methods and through use of technology to convey information essential for safe, effective service delivery.

Use servant leadership skills to:

- Make ethical decisions
- Effect change utilizing best practice
- Serve others as a means of demonstrating respect for the human mind, body, and spirit

Provide humane and competent occupational therapy services based on knowledge, skills, and attitudes that empower the graduate to:

- Meet the unique needs of individuals and populations, including those in under-served and rural areas and of diverse cultures and backgrounds
- Appreciate, understand and use meaningful occupation that binds mind, body and spirit
- Incorporate client-centered practice into the decision-making process
- Utilize therapeutic use of self while engaged in professional service delivery

Accreditation Status

The University of Mary Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA's phone number is 301-652-2682. Graduates of the

program will be eligible to take the national certification exam for the occupational therapist administered by the national Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). Most states require licensure in order to practice; state licenses are usually based on the results of the NBCOT Certification Examination.

■ Entry Level Occupational Therapy Degree Programs of Study

Bismarck Campus

The University of Mary Occupational Therapy Program offers three different options of completion of the entry level degree of a Master of Science in Occupational Therapy.

Master of Science in Occupational Therapy (4½ year option, or 5½ year option)

- The 4½ year option requires students to complete liberal arts coursework over summer semesters and includes 3 years of professional coursework and 24 weeks of Level II fieldwork experiences.
- The 5½ option requires students to complete liberal arts coursework over a 2 year period and follows with 3 years of professional coursework and 24 weeks of Level II field- work experiences.

Bachelor's Degree to Master of Science in Occupational Therapy

- Designed for students who have a Bachelor's degree other than in occupational therapy. This program takes 2½ years to complete and includes 2 years of professional coursework and 24 weeks of Level II fieldwork experiences.

Occupational Therapy Assistant to Master of Science in Occupational Therapy

- Designed for students who have an associate's degree in occupational therapy. The program takes 2½ years to complete and includes 2 years of professional coursework and 24 weeks of Level II fieldwork experiences.

Billings Campus Admissions Requirements

Bachelor's Degree to Master of Science in Occupational Therapy

- Designed for students who have a Bachelor's degree other than in occupational therapy. This program takes 2½ years to complete and includes 2 years of professional coursework and 24 weeks of Level II fieldwork experiences.

Applications can be found at the University of Mary website www.umary.edu and are accepted online in the fall of each academic year until early January.

Students are required to complete the following:

1. Occupational Therapy pre-requisite courses

Composition II [writing course]

Oral Communication [speech course]

Fundamentals of Chemistry (with a lab)

*Anatomy & Physiology I (with lab)

*Anatomy & Physiology II (with lab)

General Psychology Lifespan Development
Medical Terminology College Algebra
(or higher)

Abnormal Psychology (only for students who are seeking a Bachelor's Degree to Master of Science in Occupational Therapy AND Occupational Therapy Assistant to Master of Science in Occupational Therapy)

**Note: Anatomy & Physiology (with lab) may be separate courses*

2. Applicants for the 4 ½ year or 5 ½ year option must have completed or be enrolled in 6 of 9 required pre-requisite courses by January 2014. Applicants, who have a bachelor's degree or an OTA degree, must have completed 8 of 10 required pre-requisite courses by January 2014.

3. Community Service and Volunteer Hours: All hours must be documented and signed for using the University of Mary Volunteer Hours Verification Form available on the U-Mary website at www.umary.edu

Master of Science in Occupational Therapy (4 ½ year option, 5 ½ year option) & Bachelor's Degree to Master of Science in Occupational Therapy

- 20 hours volunteer service with an occupational therapist AND
 - 20 hours community service (work hours are not accepted for community service hours)
 - Occupational Therapy Assistant to Master of Science in Occupational Therapy
 - 15 hours of community service AND proof of completion of all Level II fieldwork experiences. Work hours will not be accepted for the community service hours
4. Three (3) letters of reference addressing moral and ethical behavior, academic abilities, and work ethic. One of these references must be completed by a previous or current work supervisor or from the OT supervising the volunteer hours. The reference letter form must be used for all references and is found on the University of Mary website at www.umary.edu
 5. A minimum cumulative GPA of 3.0 on a 4.0 scale and a minimum grade of "C" in all pre-requisite course work. Students may retake pre-requisite coursework one time.
 6. International students need to provide a copy of the score sheet from the Test of English as a Foreign Language (TOEFL).
 7. A criminal history may affect clinical and fieldwork experiences, national certification, state licensure/certification and/or employment. Convictions may disqualify the student from clinical and fieldwork experiences. Employers and fieldwork sites may also conduct a general criminal history background check. Students with criminal convictions should recognize that any such conviction may impede eventual licensure or employment, and that the University of Mary cannot predict the future decisions of professional agencies or employers.

Rolling Admissions

If the class number does not reach the limit of 32 students, rolling admissions will go into effect. Students must meet all criteria previously outlined and participate in the formal interview process.

Rolling admissions are considered until the first day of class in the fall. Applicants will be reviewed based on the time of submission of a completed application.

Occupational Therapy Course Descriptions

Pre-professional course

OTH 200: Introduction to OT Practice

An overview of the philosophy, history and development of the profession of OT; overview of the scope of practice; roles and tasks of the occupational therapist and occupational therapist assistant; traditional and emerging employment settings; family centered service, rural health, and diversity. 2 semester credits

Courses for students without a bachelor's degree or OTA Degree

OTH 300: Introduction to the OT Process

This course explores the philosophy, history, development of the profession of occupational therapy. An in-depth look at activity analysis, including case application is presented. The scope of practice of occupational therapy, including roles and tasks, wellness and health maintenance are addressed. The Occupational Therapy Practice Framework, 2nd Ed, professional skills, diversity and client-centered practice are also covered. 3 semester credits

OTH 310: Occupational Therapy in the Promotion of Health and Wellness

This course provides an introduction to engagement in meaningful occupation to enhance health and well-being, including an overview of wellness theory, occupation-based models, and the integration of the Occupational Therapy Practice Framework (AOTA) and the International Classification of Functioning, Disability and Health (ICF). Students will gain understanding of quality of life and its relationship to occupational engagement, life balance, health and wellness, incorporating occupational therapy evaluation and intervention. 3 semester credits

OTH 315: OT Issues I

This course provides an introductory study of major trends and issues that affect the delivery of occupational therapy services including but not limited to: diversity, ethics, servant leadership development, societal and professional changes and expectations, managed care, role delineation, collaboration with health service professionals, and service delivery systems. The relationship between theory, human health, and human occupation will be identified and the student will be introduced to professional documentation. 3 semester credits

OTH 321: Occupational Engagement: Theory & Models of Practice

An introduction to the study of conceptual foundations which underlie occupational therapy practice across the lifespan. Discussion will primarily focus on conceptual and practice models that guide occupational therapy with the occupation based models being of primary emphasis. Other

topics will include background information related to theory, critical thinking, and a variety of grand theories that serve as a basis for occupation based models. An overview of potential assessment and approaches used with individuals or populations will accompany the discussion.

3 semester credits

OTH 322: Fundamentals of Occupational Engagement

The application of occupation to facilitate independent function. In-depth discussion of the occupational therapy process as it applies to individuals across the lifespan and in a variety of service settings. Direct application of the Occupational Therapy Practice Framework, purposeful activity, use of activity/craft as a therapeutic media, the process of activity analysis and adaptation, and exposure to servant leadership. Students engage in activities which promote the use of groups in treatment and have opportunity to begin processing the outcomes of these activities. Students learn about the purpose and use of low level assistive technology devices. Cases are used to facilitate student understanding of topics addressed in the course.

3 semester credits

OTH 323: Fundamentals of Group Leadership in Occupational Therapy

Students develop leadership abilities through experiential participation in the group process. Emphasis is placed on exploring a variety of leadership skills necessary to provide effective interventions in a group setting.

1 semester credit

OTH 395, 495, 595: Directed Study in Occupational Therapy Practice

Opportunity for students to explore focused areas of occupational therapy practice with a faculty preceptor. Based on their interests, students propose a topic for study to faculty. When approved, students complete their project generally within a one semester time frame with direction from their preceptor.

1 – 4 semester credits

Course for students with a Bachelor's Degree or OTA Degree

OTH 400: Fundamentals of Occupational Therapy

This course is designed to provide Track II occupational therapy students (those with an AA degree as an Occupational Therapy Assistant or with a Bachelor of Arts or Science degree in a related field) with the fundamental skills related to occupational therapy. Information provided in this course includes portions of all 300 level courses in the professional occupational therapy education program and offers the student opportunity to develop foundational skills required for progression in the OT curriculum. The areas will include: Occupation Based Practice (Nature of Occupation), Theory I (Models of Practice in Occupational Therapy), Evidence Based Practice, Fundamentals of OT Intervention and the OT Process, Human Health, and an Overview of Issues in Occupational Therapy including documentation, ethics, cultural competence, OT/OTA relationships, legislation affecting OT practice, and reimbursement systems.

8 semester credits

Courses for ALL students in the Professional OT Program (those with a bachelor's degree or OTA degree and those without a bachelor's degree)

OTH 407: Evidence Based Practice

This course is designed to prepare students with the knowledge, skills and, abilities necessary to make clinical judgments about the validity of research and to implement evidence-based clinical practice. This course will focus on the concepts of evidence-based practice with emphasis on forming answerable clinical questions, using effective literature search strategies, appraising the evidence, and choosing the best most appropriate evidence for a client. Based on presentation of case scenarios, students will formulate the key question(s), search medical and health related databases, appraise the evidence with a critical analysis and describe application of the evidence in a clinical context.

2 semester credits

OTH 409: Behavioral Neuroscience I

An introduction to the study of the central and peripheral nervous systems of the human body. Major topics addressed are neuroanatomy, neurophysiology, nervous system development, sensory systems, and motor systems. Laboratory experiences with testing and examination of functions associated with a healthy nervous system, acquired and developmental aberrations, and traumatic insult are included in the context of occupation and occupational therapy evaluation processes. Uses case stories for integration and application. This course uses web resources to enhance learning.

4 semester credits

OTH 415: OT Issues II

This course is a study of major trends and issues that impact the standards of occupational therapy practice and the delivery of occupational therapy services to persons in the early lifespan. These include, but are not limited to ethics, servant leadership development, occupational therapy management and marketing, supervision of personnel, collaboration with families and professionals, reimbursement and documentation, legislation, diversity, rural health, health promotion and wellness, and service delivery systems, models, and approaches. The course will cover topics and field experiences with emphasis on their relationship to occupation based practice for individuals and populations in early lifespan (infants, children, adolescents, young adults).

3 semester credits

OTH 418 Special Topics in OT: 1–elective

This course will provide students with focused training and exploration of current practice(s) or topic(s) in occupational therapy. Students will have the opportunity to integrate information from prior coursework and will challenge their clinical reasoning skills. The content of the course varies based upon practice demands, literature trends, emerging areas of practice, and focus areas identified by the American Occupational Therapy Association.

1 semester credit

OTH 419 Special Topics in OT: 2–elective

This course will provide students with focused training and exploration of current practice(s) or topic(s) in occupational therapy. Students will have the opportunity to integrate information from prior coursework and will challenge their clinical reasoning skills. The content of the course varies based upon practice demands, literature trends, emerging areas of practice, and focus areas identified by the American Occupational Therapy Association.

1 semester credit

OTH 420 Special Topics in OT: 3–elective

This course will provide students with focused training and exploration of current practice(s) or topic(s) in occupational therapy. Students will have the opportunity to integrate information from prior coursework and will challenge their clinical reasoning skills. The content of the course varies based upon practice demands, literature trends, emerging areas of practice, and focus areas identified by the American Occupational Therapy Association.

1 semester credit

OTH 423: Group Leadership in Occupational Therapy—Level 1 FW

Students enhance leadership abilities by modeling skills for planning, implementing, and reviewing outcomes of service with groups or populations. Emphasis is placed on providing effective interventions in a group setting with individuals in the early lifespan.

1 semester credit

OTH 424: Fieldwork with Individuals in the Early Lifespan: Level I

Level I Fieldwork is infused with several elements of the Occupational Therapy curriculum to promote synthesis of learning (ACOTE 2006 STANDARDS SECTION B: 10.11). Level I Fieldwork that is completed with specific segments of the lifespan is embedded into the occupational therapy curriculum in order to provide students the opportunity to discuss the impact of selecting occupations relevant to the client's occupational performance. Students enrolled in this course gain practical application with individuals from birth to age 21.

1 semester credit

OTH 430: Application of Assistive Technology

Advanced Applications of Assistive Technology will provide students with knowledge and skills in assessment, funding, and use of specific, complex technology available for clients with disabilities and occupational therapist/educators. These devices can be used to develop or enhance the educational, work leisure or self-care skills of individuals across the lifespan who have disabilities. They can also enhance the students' productivity through use of general information technologies (e.g. computers, telecommunications, and the internet) and to share information resources on disabilities, education, independent living, and health and wellness with the community.

3 semester credits

OTH 431: OT Process and Developmental Conditions I: Early Lifespan

In this course, students develop and integrate knowledge and skills related to the OT Process for persons in the early

lifespan with developmental conditions, such as genetic and chromosomal abnormalities, learning disabilities, intellectual disability, HIV/AIDS, and Infectious Conditions. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implementation, and review), and outcomes. The course will integrate normal development, human health conditions, assessment tools, theories, models of practice, and frames of reference into the OT process associated with children birth to five years of age, and with the above named and related developmental conditions.

4 semester credits

OTH 432: OT Process and Developmental Conditions II: Early Lifespan

In this course, students develop and integrate knowledge and skills related to the OT Process for persons in the early lifespan with musculoskeletal and general medical conditions, such as Osteogenesis Imperfecta, Muscular Dystrophy, Juvenile Rheumatoid Arthritis, respiratory conditions, limb abnormalities, and childhood cancers. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implementation, and review), and outcomes. The course will integrate normal development, human health conditions, assessment tools, theories, models of practice, and frames of reference into the OT process associated with children five to 21 years of age, and with the above named and related developmental conditions.

3 semester credits

OTH 435: OT Process through Case Application: Early Lifespan

In this course, students synthesize knowledge and skills related to the occupational therapy process as it relates to persons in the early lifespan through case application. Knowledge gained in courses in the first semester of the pediatric component of the OT education program is applied through problem-based learning, including video and paper cases, and client interaction. Students focus on professional skills, clinical reasoning, documentation, and application of frames of references and models of practice to the occupational therapy process.

1 semester credit

OTH 436: OT Process through Case Application & Comprehensive Examination: Early Lifespan

In this course, students synthesize knowledge and skills related to the occupational therapy process as it relates to persons in the early lifespan through case application. Knowledge gained in courses in the first and second semester of the pediatric component of the OT education program is applied through problem-based learning, including video or paper cases and client interaction. Students focus on professional skills, clinical reasoning, and application of frames of references and models of

practice to the occupational therapy process. The course culminates in a comprehensive examination, consisting of a written (multiple choice and essay) and laboratory section.

1 semester credit

OTH 441: OT Process with Neurological Conditions I: Early Lifespan

In this course, students develop and integrate knowledge and skills related to the OT Process for persons in the early lifespan with neurological conditions, such as cerebral palsy, Autism Spectrum disorders, ADHD, DCD, feeding dysfunction, & nerve injuries. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implementation, and review), and outcomes. The course will integrate normal development, human health conditions, assessment tools, theories, models of practice, and frames of reference into the OT process associated with persons in the early lifespan with the above named and related developmental conditions, sensory processing disorders.

4 semester credits

OTH 450: Functional Anatomy & Kinesiology I

This is the first course of a two-part sequence in Functional Anatomy and Kinesiology. The course provides a detailed study of the science of human movement in the context of activity from biomechanical, neuromuscular and anatomical perspectives. Students will learn bony landmarks and the musculoskeletal system of the human body underlying occupational therapy assessment and intervention with a focus on the abdomen, back and shoulder. The course includes principles and methodology of posture, movement analysis, muscle strength testing, and joint range of motion testing. Students will learn muscle palpation, manual muscle testing, range of motion, and motion analysis. Models will be used to facilitate understanding musculoskeletal anatomy and assessment and its relationship to occupational performance. The use of case stories will introduce biomechanical principles associated with occupational performance.

4 semester credits

OTH 451: Functional Anatomy & Kinesiology II

This is the second course of a two-part sequence in Functional Anatomy and Kinesiology. The course provides a detailed study of the science of human movement in the context of activity from biomechanical, neuromuscular and anatomical perspectives. Students will learn bony landmarks and the musculoskeletal system of the human body underlying occupational therapy assessment and intervention, with a focus on the forearm, hand, head, neck and lower extremities. The course includes principles and methodology of body mechanics, movement analysis, muscle strength testing, and joint range of motion testing. Students will learn muscle palpation, manual muscle testing, range of motion, and motion analysis. Models will be used to facilitate understanding musculoskeletal anatomy and assessment and its relationship to occupational performance. The use of detailed activity analysis, case stories and problem-based learning will

introduce clinical signs and symptoms associated with biomechanical disease and injury for integration into occupational performance. Students will demonstrate information literacy by recognizing the need for information and the ability to locate, evaluate, and effectively use necessary information as it relates to clients and occupational therapy.

4 semester credits

OTH 452: OT Process for Psychological Conditions: Early Lifespan

In this course, students develop and integrate knowledge and skills related to the OT Process for persons in the early lifespan with psychological conditions, such as substance abuse, and mood, behavioral, anxiety, and eating disorders. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implementation, and review), and outcomes. The course will integrate normal development, human health conditions, assessment tools, theories, models of practice, and frames of reference into the OT process associated with persons in the early lifespan with the above named and related psychological conditions.

2 semester credits

OTH 507: Concepts and Practice of Research

Addresses methods employed in conducting quantitative and qualitative research and development of the research proposal. Includes critique of research studies including various methodologies and application to informed practice decision making. Prerequisite: Student must be enrolled in the professional occupational therapy education program.

1 semester credits

OTH 508: Therapeutic Modalities and Essentials of Splinting

Occupational therapist use physical agent modalities as an adjunct of therapy to enhance occupational performance. This course provides students with the theory and technical application of commonly used physical agent modalities as they relate to various clinical conditions throughout the lifespan. The course addresses the physical and biophysical changes that occur with the application of thermal or electrical agents. Students will use clinical reasoning to select and apply the appropriate agent to determine the body's response for indicated pathological conditions. This course also emphasizes the principles of orthotics and upper extremity prosthetics in occupational therapy. Students employ critical thinking skills to design and fabricate splints or other orthotics to attain intervention goals for selected clinical conditions across the lifespan. This course serves as evidence for certification in physical agent modalities.

2 semester credits

OTH 511: Seminar: Occupational Justice

This course provides students with an opportunity for in-depth study of the principles of occupational justice which focuses on the human need for occupational involvement. Situations of occupational injustice, including occupational deprivation and occupational inequality are explored as well as the role of occupational therapy as advocate in occupational injustice.

1 semester credit

OTH 515: OT Issues III

Major trends and issues, which impact the standards of occupational therapy practice and the delivery of occupational therapy services to the adult and older adult are emphasized. These include current reimbursement and documentation pertinent to adults and elders, managed care, legislation, diversity, ethical practice, rural health, health promotion and wellness, and service delivery systems.

2 semester credits

OTH 516: Administration and Leadership in OT

Within this course administrative roles and responsibilities within occupational therapy, program development, and leadership development are covered. Students engage in detailed program development, including planning, developing a budget, marketing, and program assessment. Strategies for effective leadership are also examined and applied.

1 semester credit

OTH 517: Implementation of Research Methods in Occupational Therapy

In this course students implement the research methodology that was developed in their research proposal in OTH 507: Research Methods. Students will gather quantitative and/or qualitative data as outlined in the research proposal. Students will analyze the data and develop meaningful clinical conclusions from the analysis.

1 credit

OTH 523: Group Leadership in Occupational Therapy: Adults and Aging Adults

Students refine leadership abilities by synthesizing skills such as planning, implementing, and evaluating outcomes; introspective analysis of self as therapeutic agent; and the impact of interpersonal dynamics within the group process. Emphasis is placed on providing effective interventions in a group setting with individuals who are adults or aging adults.

1 semester credit

OTH 524: Fieldwork with Individuals in the Adults or Aging Adult Lifespan: Level I

Level I Fieldwork is infused with several elements of the Occupational Therapy curriculum to promote synthesis of learning (ACOTE 2006 STANDARDS SECTION B: 10.11). Level I Fieldwork that is completed with specific segments of the lifespan is embedded into the occupational therapy curriculum in order to provide students the opportunity to discuss the impact of selecting occupations relevant to the client's occupational performance. Students enrolled in this course gain practical application with individuals, adults, and older adults age 22 through senescence.

1 semester credit

OTH 535: OT Process through Case Application: Adult Lifespan

In this course, students synthesize knowledge and skills related to the occupational therapy process as it relates to adults through case application. Knowledge gained in courses in the first semester of graduate year of the OT education program is applied through problem-based learning, including video or paper cases and client interaction. Students focus on professional skills, clinical reasoning, documentation, and application of frames of reference and models of practice to the occupational therapy process.

1 semester credit

OTH 536: OT Process through Case Application and Comprehensive Evaluation: Adult Lifespan

In this course, students synthesize knowledge and skills related to the occupational therapy process as it relates to adults through case application. Knowledge gained in courses in the first and second semesters of graduate year of the OT education program is applied through problem-based learning, including video or paper cases and client interaction. Students focus on professional skills, clinical reasoning, documentation, and application of frames of reference and models of practice to the occupational therapy process. The course culminates in a comprehensive examination. The comprehensive examination consists of a written (multiple choice and essay) and a laboratory section.

1 semester credit

OTH 541: OT Process with Neurological Conditions I: Adult Lifespan

In this course, students develop and integrate knowledge and skills related to the OT Process for persons in the adult lifespan with neurological conditions including Cerebrovascular accident, Spinal Cord Injury, Traumatic Brain Injury and others. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implementation, and review), and outcomes. The course will integrate concepts of neuroscience, human health conditions, assessment tools, theories, models of practice, and frames of reference into the OT process.

3 semester credit

OTH 542: OT Process with Neurological Conditions II: Adult Lifespan

In this course, students develop and integrate knowledge and skills related to the OT Process for persons in the adult and older adult lifespan with neurological conditions including Alzheimer's disease, Parkinson's disease, Multiple Sclerosis, and others. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implementation, and review), and outcomes. The course will integrate concepts of neuroscience and the aging brain, human health conditions, assessment tools, theories, models of practice, and frames of reference into the OT process.

3 semester credits

OTH 552: OT Process with Psychological Conditions: Adult Lifespan

In this course, students develop and integrate knowledge and skills related to the occupational therapy process for persons in the adult and later lifespan with psychological conditions, including mood disorders, anxiety disorders, substance use disorders and others. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implement and review), and outcomes. This course

will integrate normal development, human health conditions, assessment tools, models of practice and frames of reference into the occupational therapy process.
3 semester credits

OTH 560: Therapeutic Use of Self

Students in this course address a unique aspect of service delivery. The focus of coursework is based on the holistic nature of health which is achieved by incorporating physical, mental, emotional and spiritual dimensions of each individual. Students build on their personal insight as a means of developing a value complex essential for delivery of future intervention with individuals, groups and/or populations. Opportunity exists for the student to engage in discussion, projects and field experience as a methodology to personally evaluate appropriate therapeutic use of self.
1 semester credit

OTH 561: OT Process with Orthopedic and Musculoskeletal Conditions: Adult Lifespan

In this course, students develop and integrate knowledge and skills related to the OT Process for persons in the adult lifespan with orthopedic and musculoskeletal conditions such as, amputation, hip fractures, hip replacements, and back pain. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implementation, and review), and outcomes. The course will integrate normal adult development, human health conditions, assessment tools, theories, models of practice, and frames of reference into the OT process.
2 semester credits

OTH 562: OT Process with Medical Conditions: Adult Lifespan

In this course, students develop and integrate knowledge and skills related to the OT Process for persons in the adult lifespan with medical conditions such as, rheumatoid arthritis, fibromyalgia, cancer, and cardiac dysfunctions. Within the context of the Occupational Therapy Practice Framework and frames of reference guiding occupational therapy practice, students apply the occupational therapy process including evaluation (occupational profile, analysis of occupational performance), intervention (plan, implementation, and review), and outcomes. The course will integrate normal adult development, human health conditions, assessment tools, theories, models of practice, and frames of reference into the OT process.
3 semester credits

OTH 565: Statistics

Effective occupational therapists, teachers, and administrators must have a basic understanding of the application of statistical concepts and procedures utilized in conducting research. Students develop an understanding of descriptive and inferential statistics for the purpose of statistically analyzing and interpreting research findings.
4 semester credits

OTH 603: Cross Cultural Occupational Therapy (elective)

This course provides occupational therapy students an opportunity to participate in a short-term cross-cultural immersion service learning experience during which students will participate in and/or be exposed to aspects of work, family,

social, educational, and healthcare systems in or outside of the United States. During the preparation, participation, and post-trip reflection, students will identify cultural differences, feelings, and challenges when interacting with a culture diverse from their own. Students will identify and implement strategies to effectively overcome cultural barriers and interact appropriately during a service-learning experience.
1 semester credit

OTH 615: Advanced OT Issues

This course is designed to help students integrate practice experience from Level II Fieldwork with theoretical knowledge learned during previous didactic coursework (theory, human occupation, human health). Students engage in learning opportunities designed to facilitate professional leadership necessary to effect change and to prepare for indirect service role functions.
1 semester credit

OTH 617: Dissemination of Occupational Therapy Research

In this course, students will disseminate their research, which was completed in OTH 507: Concepts of Research and OTH 517: Implementation of Research Methods. The research study concludes with a written article, which is suitable to submit for publication and a formal presentation for the university and professional communities. Students integrate and synthesize the results of the Master's Directed Study to generate an article suitable to submit for publication in a scholarly journal appropriate to the topic of study. In addition, students create a professional presentation based on their research study for a scholarship colloquium for the university and professional communities.
1 semester credit

OTH 680: Fieldwork Seminar

This seminar is designed to prepare students for the transition from the academic setting to clinical fieldwork settings. Content includes, but is not limited to, development and synthesis of professional behaviors, self-assessment skills, strategies for success, and the supervisory process that will be encountered during the Level II fieldwork experiences. Policies and procedures for Level II fieldwork will be emphasized. Students will discuss various aspects of their Level I fieldwork and review OT's role in the delivery of OT services for individuals in a variety of practice settings.
1 semester credit

OTH 682: Level II FW: Early Lifespan*

This 12 week fieldwork allows students to be actively involved in the process of transition from the student role to the role of entry level occupational therapy practitioner as it relates to individuals from birth to age 21 years. Students enrolled in Level II Fieldwork courses will have the opportunity to gain field experience in a variety of practice settings through the country, but primarily in North Dakota and contiguous rural states. Students will be expected to apply theoretical knowledge learned in the classroom to the practice environment with individuals and populations. Prerequisite: Students must be enrolled in the professional occupational therapy education program and must have successfully completed occupational therapy and support coursework leading to eligibility for Level II Fieldwork.
8 semester credits

OTH 683: Level II FW: Adulthood/Later Lifespan*

This 12 week fieldwork allows students to be actively involved in the process of transition from a student role to the role of entry level occupational therapy practitioner as it relates to individuals and populations in adulthood and gerontics. Students enrolled in Level II Fieldwork courses will have the opportunity to gain field experience in a variety of practice settings through the country, but primarily in North Dakota and contiguous rural states. Students will be expected to apply theoretical knowledge learned in the classroom to the practice environment with individuals and populations. Prerequisite: Students must be enrolled in the professional occupational therapy education program and must have successfully completed occupational therapy and support coursework leading to eligibility for Level II Fieldwork. 8 semester credits

OTH 685: Graduate Seminar

Students engage in special study and discussion through use of case method learning that integrates graduate competencies, Benedictine values, and experiential learning. Each student prepares a case story based on a real life experience with a service recipient that occurred while on required fieldwork. Focus is on analysis and synthesis of experiences as related to servant leadership and to emerging as a healthcare practitioner. Each student facilitates small group and large group peer discussions to engage in professional reasoning and outcome evaluation based on a case story and domains and processes of an occupational therapy framework. 1 semester credit

Elective Courses: Students must take one course (2 credits)

OTH 461: Emerging Areas of Practice I

This course provides a focused and in-depth exploration of two emerging areas of practice in occupational therapy service delivery. Students engage in focused study of theory and current evidence related to topics. Topics are determined by current trends in practice, student interest and faculty expertise and geographical practice considerations. 2 semester credits

OTH 462: Emerging Areas of Practice II

This course provides a focused and in-depth exploration of two emerging areas of practice in occupational therapy service delivery. Students engage in focused study of theory and current evidence related to topics. Topics are determined by current trends in practice, student interest and faculty expertise and geographical practice considerations. 2 semester credits

OTH 563: Emerging Areas of Practice III: International Experience

This course provides a focused and in-depth exploration of an emerging area of practice in occupational therapy service delivery. Students engage in providing general service as well as occupational therapy services to individuals who are under served through an international experience. 2 semester credits

Department of Physical Therapy

FACULTY: Allen, Dockter (Department Chair), Eckert (Director of Clinical Education), Parker (Director of Research), Roller, Schulte, Taylor.

Program Overview

The Doctor of Physical Therapy degree is designed to prepare competent, ethical, compassionate, and caring physical therapists who serve the diverse healthcare needs of society in accordance with the Benedictine values. All students are required to complete a bachelor's degree prior to admission into the 32-month professional phase of the program. The professional curriculum consists of unique experiences provided within a supportive healthcare community including an optional service-learning experience in Guatemala. An individual or group research project, culminating with a presentation and paper in manuscript form, is required to complete the clinical inquiry portion of the curriculum. Full-time clinical education experiences are completed at a large variety of diverse settings throughout the US and are spaced throughout the educational program. Students also manage a pro bono clinic on campus and provide physical therapy services under faculty guidance in order to practice their skills and serve the needs of the people in the region. The experienced faculty, representing several specialty areas of practice, are assisted by adjunct faculty, including physical therapists, physicians, and other healthcare professionals.

Graduate Outcomes

Graduates of the Doctor of Physical Therapy curriculum will have the ability to perform as entry-level physical therapists in a variety of roles and practice settings. Specifically, the intended outcomes are:

- Practice in a safe, legal and ethical manner.
- Practice autonomously and collaboratively and recognize when a problem or need is outside the scope of physical therapist practice.
- Effectively communicate in verbal, non-verbal, written and electronic formats with all stakeholders.
- Competently examine and manage patients/clients in diverse settings
- Apply knowledge of diversity into practice, service, and scholarship.

- Educate others using a variety of teaching methods commensurate with learner characteristics.
- Apply evidence to the clinical decision making process in the practice of PT that results in effective outcomes for patients and clients.
- Participate in the administration of the practice setting.
- Provide prevention and wellness programs appropriate to physical therapy.
- Demonstrate a commitment to professionalism including lifelong learning, advocacy and servant leadership.
- Demonstrate the ability to discover, integrate, and apply knowledge for the advancement of PT practice.

Accreditation

The Program in Physical Therapy at the University of Mary is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax St. Alexandria, VA, 22314: 703-706-3245; email: accreditation@apta.org. website: <http://www.capteonline.org>. The North Central Association of Colleges and Schools (NCA) has accredited the University to offer the DPT.

Graduate Outcomes

Students in the University of Mary Program in Physical Therapy benefit from small class sizes and personal interaction with faculty. The average graduation over the past 3 years (2011-2013) was 99%. Upon completion of the program, students are prepared to take the National Physical Therapy Examination (NPTE) administered by the Federation of State Boards of Physical Therapy (FSBPT).

The overall 3 year pass rate (2010-2012) was 100% and the average first time pass rate over the past 3 years (2010-2012) was 92.3% which was above the national average.

One hundred percent of graduates are employed as physical therapists in a variety of settings across the nation.

Mission of the Program in Physical Therapy

The mission of the University of Mary Department of Physical Therapy is to prepare competent, ethical, compassionate, and caring physical

therapists who serve the diverse healthcare needs of society through the advancement of practice, advocacy, education, and service in accordance with the Benedictine values.

Application and Admission

The University of Mary is a member of the Physical Therapist Centralized Application Service (PTCAS), available at www.ptcas.org. Students should submit their application to PTCAS and indicate that the University of Mary is one of their choices. PTCAS will send the documentation to the Department of Physical Therapy Admissions Committee for consideration.

After receipt of application through PTCAS, the Admissions Committee selects candidates eligible for the required personal interview. The final class is selected on an objective point system based on prerequisite GPA and interview. The deadline for submission of the application to PTCAS is mid-January of the year prior to the August start date. Interviews are conducted in mid-March. University of Mary does participate in the PTCAS Early Decision option.

The following are the program prerequisites and minimum criteria for admission to the Doctor of Physical Therapy professional program.

Prerequisite Requirements

- Biology course General Biology I (BIO 103) is recommended
- Biology course Biology class (Botany and Zoology not acceptable); Medical Microbiology (BIO 209) is recommended
- BIO 207 Human Anatomy & Physiology I
- BIO 208 Human Anatomy & Physiology II
- CHE 109 or 111 Fundamentals of Chemistry or General Inorganic Chemistry I
- CHE 110 or 112 Introduction to Organic & Biochemistry or General Inorganic Chemistry II
- PSY 207 Life Span or Developmental Psychology
- PSY 406 Abnormal Psychology
- PHY 203 Introduction to Physics
- PHY 304 Intermediate Physics

Other Requirements (not included in the prerequisite GPA calculation)

- Medical Terminology –The applicant must demonstrate competence by either completing a Medical Terminology class (minimum grade of C) or passing a Medical Terminology exam within the first semester .
- Statistics (minimum grade of C)

Recommended Courses

If students plan on participating in the optional field experience in Guatemala, they are encouraged to take Beginning Spanish.

Transfer Students

Transfer students are welcome to apply. Advising of transfer students occurs through the Office of Admissions at 701-355-8235 or jweltz@umary.edu.

Minimum Criteria for Admission

The minimum criteria for admission to the doctoral program in physical therapy include:

Minimum Academic Requirements

- Seven prerequisite courses completed prior to application
- Cumulative GPA of 2.75 on all undergraduate college work on a 4.0 scale
- Cumulative GPA of 3.0 on all prerequisite courses and a minimum of a 2.0 on any course
 - A candidate may retake any prerequisite course one time. The higher of the two grades will be used when calculating the prerequisite GPA.
 - No more than two (2) retakes in the prerequisites will be considered.
- Ninety-two (92) semester credits from an accredited college. No more than 64 of the 92 semester credits may be transferred from a two-year institution.
- Completion of a bachelor 's degree by the time of admission into the professional program.

Clinical Observation or Work Experience Requirement

The candidate must complete 40 hours of observation, volunteer or paid experience with one or more licensed and practicing physical

therapists. It is highly recommended that the hours occur in more than one area of clinical practice. The clinical experience hours must have taken place within two years of the application deadline. For each clinical experience, the student and the supervising physical therapist complete a Clinical Experience Form. These forms are available on the PTCAS.

Letters of Recommendation

Applicants must have two letters of recommendation describing the applicant's suitability for physical therapy.

Early Admission

A selected group of high school seniors may apply for early enrollment into the program. The number is determined on a yearly basis. Applicants for early enrollment must be outstanding in their own high schools; having at least a composite score of 24 on the ACT or a GPA of 3.5. A member of the PT faculty interviews these students prior to their early acceptance. Students accepted for this program sign an agreement detailing specific requirements.

Rolling Admissions

If the class number doesn't reach full capacity, rolling admissions comes into effect. Qualified applicants on PTCAS who did not originally interview will be invited to interview. Students must meet all criteria previously outlined and participate in the formal interview process. Applications are considered until the first day of class in the fall.

Evaluation and Grading

The program uses a variety of teaching methods including lectures and discussion, laboratory activities, service learning, student presentations and integrated clinical experiences. Competency and proficiency are determined by written, oral and practical examinations, class presentations, and projects.

Students must meet the academic requirements of this program in compliance with the regulations of the graduate policies of the University. The minimum cumulative GPA requirement is a 3.0 for both the University and the DPT program.

Graduation Requirements

The Doctor of Physical Therapy (DPT) degree is awarded upon successful completion of both the academic and clinical portions of the curriculum.

Feedback

The Physical Therapy Program values constructive feedback. Faculty and administration strive to respond to complaints and concerns in a timely and appropriate manner. A complaint is considered genuine when the individual voicing the concern submits it in writing with a signature, or speaks directly with the Physical Therapy Program Director or Dean of the School of Health Sciences.

The Physical Therapy Program Director, Dr. Mary Dockter, may be reached at (701)355-8045 or via email at mcdoc@umary.edu. The Dean of the School of Health Sciences, Dr. Joellen Roller, may be reached at (701)355-8189 or via email at rollerj@umary.edu.

Doctor of Physical Therapy Curriculum

■ Year One

Fall Semester

PTH 405	Anatomy and Histology	6
PTH 405	Anatomy Lab	0
PTH 407	Physiology of Rehabilitation	3
PTH 409	Kinesiology & Pathomechanics	4
PTH 411	*LAMP I	4
PTH 413	Musculoskeletal Assessment I	1
Semester credits		18

**LAMP=Leadership, Administration, Management, Professionalism*

Spring Semester

PTH 434	Neuroscience	3
PTH 438	Procedural Interventions I	4
PTH 442	Pathophysiology	3
PTH 450	Pharmacology	3
PTH 462	Musculoskeletal Assessment II	4
PTH 475	Integr. Clinical Ed. Experience I	1
Semester credits		18

May/June

PTH 537	Procedural Intervention II	3
PTH 555	Physical Assessment	3
PTH 530	Intro. to Client Management	1
PTH 560	LAMP II	1

July/August

PTH 501	Clinical Education I (8 wks)	6
Semester Credits		14

■ Year Two

Fall Semester

PTH 575	Intgr. Clinical Ed. Experience II	1
PTH 612	Orthopedic Management I	5
PTH 615	Clinical Inquiry I	2
PTH 623	Motor Control	4
PTH 627	Psychosocial Management	2
PTH 631	Cardiopulmonary Management I	3
PTH 635	Integumentary Management	2
Semester Credits		19

Spring Semester

PTH 613	Orthopedic Management II	4
PTH 624	Neurological Management	3
PTH 632	Cardiopulmonary Management II	3
PTH 638	Pediatric Management	3
PTH 644	Geriatric Management	3
PTH 675	Integ. Clinical Experience III	1
Semester Credits		17

May/June

PTH 700	Clinical Education II (8 wks)	6
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July/Aug

PTH 603	SOLE	1
PTH 751	Diagnostic Imaging	1
PTH 815	Clinical Inquiry II	2
PTH 821	Manual Therapy	3
PTH 823	Sports Medicine Elective	1
Semester Credits		13 or 14

■ Year Three

Fall Semester

PTH 801	Leadership & Professionalism III	3
PTH 803	Administration & Management IV	4

PTH 805	Adv. Patient Management	6
PTH 823	Sports Medicine Elective	2
PTH 827	Women's Health Elec.	3
PTH 829	Pediatric Elective	3
PTH 831	Balance & Vestibular Elective	3

Semester Credits **15 or 16**

Spring Semester

PTH 850	Clinical Education III (8 wks)	6
PTH 852	Clinical Education IV (8 wks)	6

Semester Credits **12**

Total Semester Credits **127**

Curriculum Descriptions

■ First Year: First Semester

PTH 405 Anatomy and Histology

This foundational science course is a detailed study of bony landmarks and musculoskeletal system of the human body, which underlie physical therapy assessment and intervention. Gross anatomy includes examination of the anterior and posterior abdominal wall, superficial and deep back muscles, lower extremities, head and neck, upper extremities, and thoracic organs. The histological structure and development of the musculoskeletal, connective tissue, integumentary, vascular and respiratory systems is examined.

6 semester credits

PTH 407 Physiology of Rehabilitation

The physiology of the neurological, musculoskeletal, cardiopulmonary, and renal systems is the focus of this class. Special emphasis is given to the functions of the neurological and musculoskeletal systems during exercise and motor control. Intermediary metabolism is presented in terms of the conversion of chemical energy to mechanical and heat energy during exercise. Oxygen and carbon dioxide transport in healthy and sedentary/pathological subjects are presented in relationship to diffusion capacity, blood flow changes, work capacity, and training adaptations. Special attention is given to the response of the heart during exercise and blood pressure changes. The pulmonary and renal regulation of total body acid – base will also be a focus of this course.

3 semester credits

PTH 409 Kinesiology and Pathomechanics

This course covers the study of joint and muscle function applying the principles of biomechanics and motion to both normal and pathological populations including gait and gait analysis, posture and posture analysis. Students compare pathological movement to normal and analyze the probable causes. Laboratory study includes palpation of surface anatomy, application of biomechanical theory and muscle function to normal and pathological movement. Students will receive an introduction to manual therapy including non-thrust techniques to the extremities and spine.

4 semester credits

PTH 411 LAMP I

This introductory course stresses trans-curricular components of Leadership, Administration, Management, and Practice (LAMP). Because this is a first-semester, first-year course, all elements are introduced to provide students the knowledge to integrate skills learned into the remainder of the curriculum. The components are covered under the major areas of communication (written and oral), safety, teaching/education in physical therapy, research and professionalism.

PTH 413 Musculoskeletal Assessment I

This course focuses on examination of muscle strength through manual muscle testing and joint range of motion through goniometry. Students learn to identify impairments by comparing the results of their examination to normal values. Students apply their examination results to evaluate problems that can occur from limited motion and muscle strength.

1 semester credit

■ First Year: Second Semester

PTH 434 Neuroscience

This course is a detailed study of the central and peripheral nervous systems. The course will cover the basic gross anatomy, cell biology, physiology, development and support systems of the nervous system. Motor, sensory and autonomic systems will be covered, along with the effects of injury to these systems. The course will finish with the study of specific regions of the nervous system, examining their specific functions and the impairments seen after an injury.

3 semester credits

PTH 438 Procedural Interventions I

The course emphasizes the theory, indications, contraindications, clinical decision making, and the safe application of physical agents including heat, cold, hydrotherapy, electrotherapy, traction, compression, and soft tissue mobilization. Students will also have the opportunity to practice physical agents in a clinical setting.

4 semester credits

PTH 442 Pathophysiology

This course introduces students to pathological conditions as they relate to differential diagnosis in physical therapy. Normal and pathological functioning of the major systems of the body will be covered, including the endocrine, cardiovascular, reproductive, immune, nervous, gastrointestinal, hepatic, pancreatic, urinary tract, integumentary, musculoskeletal, fluid and hemodynamic, hematopoietic, respiratory, visual, auditory and vestibular systems. Course content also covers cell pathology, tumors, knowledge of common pathological conditions, and recognition of when musculoskeletal symptoms may be related to systemic diseases.

3 semester credits

PTH 450 Pharmacology

This course covers the basics of pharmacology for physical therapists. The course includes the basis of pharmacotherapeutics, including pharmacokinetics and pharmacodynamics. Drugs will be studied according to the uses for common pathological conditions with an emphasis on normal and pathological physiology, common drugs used for a condition, their mechanism of action, common adverse effects, and specific

points of interest to physical therapy. Student learning activities include lectures, case studies, and a paper examining in detail a drug or dietary supplement.

3 semester credits

PTH 462 Musculoskeletal Assessment II

The course is an introduction to orthopedic evaluation skills in neuromusculoskeletal assessment. Emphasis is on basic evaluation techniques in orthopedic and manual physical therapy with an introduction to special test diagnostic accuracy and interpretation. It provides the foundation for selection of appropriate assessment and treatment planning in orthopedics. Students learn an algorithm approach to screening, examination, and evaluation which all involve a critical thinking process to establish an orthopedic impairment based physical therapy diagnosis.

3 credit hours

PTH 475 Integrated Clinical Education Experience I

This course, which occurs in the spring of the first year, allows students the opportunity to practice skills gained during the professional program. Under the guidance and supervision of PT faculty, 1st year students will spend time at the University of Mary pro bono clinics. First year students will team with second year students to provide service to patients with neuromusculoskeletal, cardiopulmonary, and integumentary conditions. In addition, students will put into practice self and peer assessment, evidence-based care, and professionalism.

1 semester credit

■ First Year: May/June Session

PTH 530 Introduction to Client Management

This course prepares the student in the principles of body mechanics and safety precautions, transfers of patients, positioning and draping, wheelchair fitting and mobility, ambulation with assistive devices, architectural barriers and the Americans with Disabilities Act, infection control, bandaging, initial wound care, and introduction to orthotic devices.

1 semester credit

PTH 537 Procedural Interventions II

This course introduces the student to the theory and practice of therapeutic exercise including active and passive range of motion, proprioceptive neuromuscular facilitation, stretching, manual therapy, strengthening, and aerobic exercises.

3 semester credits

PTH 555 Physical Assessment

This course implements the psychomotor and clinical decision making skills of physical screening, examination, and evaluation for the neurological, lymphatic, HEENT, musculoskeletal, cardiovascular, and integumentary systems. The concept of differential diagnosis and responsibility to conduct medical screening will be addressed through appropriate identification, selection, and prioritization of clinical signs and systems. The course prepares students for their primary care role by increasing their ability to evaluate and interpret system assessment data while determining the parameters to refer and treat.

3 semester credits

PTH 560 LAMP II

This course prepares students to be successful in their first clinical internship and covers topics such as regulatory and legal issues in healthcare specific to physical therapists including supervision rules, reimbursement, HIPAA, clinical education assessment and conflict resolution. In addition, students will prepare for their first clinical experience by completing necessary paperwork, immunizations, and background checks.

3 semester credits

■ First Year: July/August

PTH 501 Clinical Education I

8 week clinical education experience

This first full-time internship occurs in July-August after the 1st academic year and primarily occurs in the settings of acute, outpatient orthopedic, or rural sites in order to allow students the opportunity to master skills gained throughout the 1st year. By the end of the experience, and with the assistance of the clinical instructor, students will demonstrate the ability to perform and document a comprehensive patient examination; develop a physical therapy diagnosis, prognosis, and plan of care; and complete interventions included in the plan of care of a non-complex patient.

6 semester credits

■ Second Year; Fall Semester

PTH 575 Integrated Clinical Education Experience II

This course, which occurs in the fall of the 2nd year, allows students the opportunity to practice skills gained during the professional program. Under the guidance and supervision of full-time academic faculty and clinical faculty from the community, students will spend time at both the University of Mary pro bono clinic and at St. Alexius Medical Center. During the fall of the 2nd year, students will work with clients in the acute care setting and delve into the medical conditions that affect PT interventions as well as rotating through the on-campus clinic to provide services to patients with neuromusculoskeletal, cardiopulmonary, and integumentary conditions. In addition, students will put into practice self and peer assessment, evidence-based care, and professionalism.

1 semester credit

PTH 612 Orthopedic Management I

This course emphasizes the patient/client clinical management including examination, evaluation, diagnosis, prognosis, intervention, and outcomes of neuromusculoskeletal conditions for conservative and post-operative orthopedic conditions as well as pathology that is unique to or more prevalent in women and/or men (i.e. breast cancer, osteoporosis, menopause, and female athlete issues). Laboratory activities include splinting of the wrist and hand, taping techniques, therapeutic exercise, advanced examination techniques, manual therapy, and application of rehabilitation equipment. The students will also be exposed to a clinical observation and application experience and present a case study that highlights concepts of collaborative practice within the context of practicing evidence based orthopedic physical therapy.

5 semester credits

PTH 615 Clinical Inquiry I

The course presents the components of a plan for the student's research topic, the Research Proposal. The student selects a research topic related to physical therapy practice; provides background and justification for the topics, and a plan for data collection and analysis in a written proposal. The proposal is resented to peers and faculty as an oral presentation. The course also includes a case – based statistical analysis laboratory in which the student writes the hypotheses for the cases, performs the appropriate statistical analysis, and writes the conclusion in terms of applying the results to practice. Principles of research design are also studied in relationship to appropriate statistical analyses and application to clinical practice. Ethical considerations of authorship, the protection of subjects' rights, and the institutional review process are also presented using a case-based approach.

2 semester credits

PTH 623 Motor Control

This course consists of the issues and theories of motor control and motor learning and the beginning process of neurological rehabilitation. Students will build on their knowledge of physiology of motor control by applying this knowledge to clinical practice. Included in the course is the theory of Motor Control and its relationship to neuroanatomy, normal postural and motor control throughout the lifespan; abnormal motor control, gait and gait analysis and neurological assessment.

4 semester credits

PTH 627 Psychosocial Management

The course addresses the psychological and psychosocial problems associated with chronic disease, traumatic injury and being in the "patient role." It includes didactic and student presentations of his or her experience and evaluation of an interview with a person with a disability.

2 semester credits

PTH 631 Cardiopulmonary Management I

This course presents the central and peripheral cardiovascular system in a cellular through system format. Emphasis will be placed on the evaluation, screening, and diagnosis regarding impairment and function. Use of the pulmonary function tests, arterial blood gas analysis, oximetry, expired gas analysis, and electrocardiogram for baseline testing and subsequent monitoring is presented to include both test performance and clinical utilization. Focus is on recognition, interpretation, clinical utilization and application of examination data.

3 semester credits

PTH 635 Integumentary Management

This course emphasizes the examination, evaluation, diagnosis, prognosis, plan of care, and intervention of wounds as well as amputation/prosthetic care. The student synthesizes the knowledge of the disease process with rehabilitation management. The student collaborates with healthcare professionals to gain hands-on experiences working with patients with wounds and amputations.

2 semester credits

■ Second Year; Spring Semester**PTH 613 Orthopedic Management II**

This course establishes an evidence based practice approach for patient/client management of disorders related to the spine and temporomandibular joint (TMJ). Emphasis is placed on the examination, evaluation, and differential diagnosis of these disorders. This course also exposes the students to the medical management of orthopedic conditions through the perspective of area physicians. Special attention is place on the workplace management of the occupational health disorders including ergonomics, work hardening/work conditioning and functional capacity evaluations. In addition, students are exposed to pathology that is unique to or more prevalent in women and/or men such as prenatal and postpartum care, prostate issues, pelvic floor dysfunction, and arthritic conditions. Laboratory study includes advanced evaluation and intervention of therapeutic exercise and manual therapy including thrust and non-thrust techniques of the spine and TMJ.

4 semester credits

PTH 624 Neurological Management

This course includes the concepts and principles in the examination, evaluation and ethical and collaborative treatment and care plan of the adult neurologically involved client. Students use case studies to manage various neurological conditions and use simulated conditions to develop therapeutic techniques for use in treatment of such conditions.

3 semester credits

PTH 632 Cardiopulmonary Management II

The student, already having a solid knowledge base of the cardiopulmonary system and assessment techniques (PTH 631), will advance their intervention and management strategies for a patient population having impaired pulmonary and cardiac function. Guidelines involving cardiac and pulmonary rehabilitation programs and secondary prevention programs will be augmented as per the American Association of Cardiovascular and Pulmonary Rehabilitation and American College of Sports Medicine (ACSM). The course is divided into two major segments: Cardiac and Pulmonary Disease Management. The majority of the training will occur outside of the classroom with healthcare professionals treating patients in a variety of clinical settings and involving a multidisciplinary approach.

3 semester credits

PTH 638 Pediatric Management

Pediatric Physical Therapy is a course covering abnormal physical and motor development, common pediatric conditions, therapeutic theory and technique, adaptive equipment and devices, synthesis of knowledge into management of a pediatric condition, ethics, and collaboration with other professionals for development of a plan of care. There is no lab for this course; however students are expected to do the equivalent of 1 credit of outside lab work, which includes pediatric assessment, observation, and the family mentoring project.

3 semester credits

PTH 644 Geriatric Management

This course provides information on current issues that impact healthcare delivery for the older adult population. Theory of normal aging processes, sociocultural, environmental factors, psychosocial issues, and systemic changes are discussed in relation to health promotion, prevention and wellness, optimal daily function, and quality of life. Collaboration with other healthcare providers, the community, and family resources are addressed. The Benedictine values, particularly respect for person and hospitality are stressed as essential to the development of a therapeutic environment. A service learning component is included to offer the student a "hands-on" opportunity to work with an elderly person while developing a relationship with and assisting the person to achieve a healthy lifestyle.

3 semester credits

PTH 675 Integrated Clinical Experience III

This course allows students the opportunity to practice skills gained during the professional program. Under the guidance and supervision of PT faculty, students will spend time at the University of Mary and pro bono clinics. In addition, students will practice clinical teaching skills by mentoring first year students. Students will also engage in administrative duties by managing all aspects of the clinic; and will collaborate with their peers on committees that perform marketing, billing, scheduling, quality assurance, policies and procedures, and budgeting.

1 semester credit

■ Second Year: May/June**PTH 700 Clinical Education II**

(8 weeks clinical education experience)

This 8 week full-time clinical internship provides students opportunity to practice and gain further experience in content areas of advanced orthopedics, neurological rehabilitation, pediatrics, manual therapy, cardiac rehabilitation, rural or burn/wound therapy. The student should be near entry-level at the conclusion of this internship.

6 semester credits

■ Second Year: July/August**PTH 603 Service Oriented Leadership Experience**

This course focuses on contributions individuals make beyond their professional role. It will enable students to begin to internalize their role as a service-oriented citizen and healthcare professional. Students will explore the physical therapist's role as a servant leader by actively engaging in the APTA Core Values of altruism, compassion/caring, and social responsibility while providing culturally competent services to an underserved population. Beginning with a broad view of cultural competency and servant leadership, students will then narrow the scope to specifically discuss issues related to either the social-political issues in Guatemala and the history and mission of the GOD'S CHILD Project; or local societal issues affecting underserved people of our region specific to the student's servant leadership project of choice. Students will then collaborate with an agency in order to develop a proposal for a service learning project locally, regionally, or internationally that will take place during the fall of the 3rd year and may include an

experience in Guatemala or work with disadvantaged, underserved, or cross-cultural populations. Outcomes will be achieved through independent study and reading, group discussion, peer presentations, and self-reflection.

1 semester credit

PTH 751 Diagnostic Imaging

Diagnostic imaging covers the identification of normal and abnormal radiographic findings in spine and extremity injuries. Principles regarding clinical prediction rules (CPR's) for imaging, identification and recognition of appropriate views isolating specific lesions, and understanding of the ABC's approach to interpret findings will be emphasized. In addition, advanced imaging modalities including MRI, CT-Scan, ultrasound, and bone scans as they apply to physical therapy will be introduced.

1 semester credit

PTH 815 Clinical Inquiry II

The students will organize and present case studies of selected patients from their second clinical education experience (May/June Second year). The student will compose his/her research manuscript during this course; make a 15-minute oral presentation at the Annual Allied Health Scholarship Colloquium (the end of Spring semester third year).

2 semester credits

PTH 821 Manual Therapy

This course involves an evidence based eclectic approach to incorporating various manual therapy techniques into the management of musculoskeletal conditions. This course includes topics on the McKenzie approach, Strain and Counterstrain, Mobilization with Movement, Muscle Energy Techniques, and Soft Tissue Mobilization techniques to management of spine and extremity dysfunction. This course will emphasize mastering a basic skill set of hands-on traditional manual therapy techniques including thrust and non-thrust techniques in a laboratory setting.

3 semester credits

Electives (Choose One: PTH 823, 827, or 829)**PTH 823 Sports Medicine Elective**

This course covers advanced sports injury concepts with special emphasis involving traumatic injury examination with on field injury management. Knowledge, skills, and abilities needed to work in this specialized area of sports medicine include taping, bracing, injury prevention, spine injury, spinal immobilization, head injury assessment, sports equipment evaluation, integumentary management, biomechanical analysis, return to sports testing, and nutrition. The purpose of the elective is to provide the physical therapist student with an opportunity to develop beginning skill sets in sports physical therapy while advancing their competency in the management of both on and off-field athletic injuries.

3 semester credits (1 summer/2 fall)

■ Third Year: Fall Semester**PTH 801 Leadership and Professionalism III**

This course emphasizes the Leadership and Professionalism aspects of LAMP (leadership, administration, management, and professionalism). Students explore and experience leadership and professionalism as they become more familiar

with the broader healthcare environment and the controversial issues relating to the physical therapist profession. Included topics are physical therapists as consultants, clinical educators, agents of change via legislation and the APTA House of Delegates. Included in this course is the option of an experience in a third world country or a local service learning project. This course also allows students the opportunity to practice skills gained during the professional program. Under the guidance and supervision of full-time academic faculty, students will spend time at the University of Mary pro bono clinic. Students will practice clinical teaching skills by mentoring second year students. Students will also engage in administrative duties by managing all aspects of the clinic; and will collaborate with their peers on a committee that is in charge of marketing, supplies, scheduling, quality control, policies and procedures, or budgeting/reimbursement. In addition, students will put into practice self and peer assessment, evidence-based care, and professionalism.
3 semester credits

PTH 803 Administration & Management LAMP IV

In this course, students study the healthcare system and the role of the physical therapist in the healthcare system. Students examine various payment systems and their impact on the healthcare delivery. Students explore different personal management styles, human resource management, financial management, and program development. They will learn record keeping, liability, malpractice, consultation, and professional communication. Additional ethical, legal, and practice issues will also be discussed throughout the course. Emphasis will be placed on developing and managing an autonomous physical therapy practice in multiple settings.
4 semester credits

PTH 805 Advanced Patient Management

This class is a problem based capstone class for physical therapy management of patient cases. Special emphasis will be placed on screening for differential diagnosis, management of comorbidities, and integration of other diagnostic information. Students will work in groups with a faculty mentor to develop an evidenced based management plan based on their interpretation of screening and examination. They will synthesize the information and develop a management plan, which includes all aspects of patient care. Students also present a case study from their summer clinical education experience. Finally, students will complete a directed study in differential diagnosis with regular testing. Lab and written comprehensive testing is included in this course. The service learning portion of this course will be to serve as lab instructors for beginning anatomy and kinesiology courses.
6 semester credits

PTH 827 Women's Health Elective

This course further prepares students for practice in women's health. A variety of women's health conditions will be studied in greater depth and students will practice examination and intervention techniques. Students will be introduced to pelvic-floor examination and intervention. In addition, students will be exposed to other aspects of women's health patient care management including marketing, reimbursement, and professional development. This elective is considered beyond entry-level.
3 semester credits

PTH 829 Pediatric Elective

This course will further prepare students for practice in pediatrics. Childhood onset/acquired movement disorders will be studied in greater depth to allow for knowledge translation of current evidence based practice specific to the areas of examination, evaluation, intervention, and communication/coordination for individuals across the lifespan. Students work directly with individuals with childhood onset/acquired movement disorders, and their families and develop a capstone study project related to the experience.
3 semester credits

PTH 831 Balance and Vestibular Elective

This course further prepares students for practice in rehabilitation, specifically in the area of vestibular pathology and other balance disorders. Students will build on their fundamental knowledge of vestibular rehabilitation by advancing knowledge into management of the complex BPPV patient, evaluation and treatment of the patient with central vertigo, unilateral and bilateral vestibular hypofunction deficits, and cervicogenic dizziness. Students will also advance their knowledge and skills of validated outcome measures and diagnostic testing with computerized dynamic posturography to better diagnose and differentially diagnose balance disorders. This course will allow for hands-on experiences with patients in a supervised clinical setting.
3 semester credits

■ Third Year: Spring Semester

PTH 850 & 852 Clinical Education III and IV

The final two 8 week clinical experiences continue to progress the student to entry-level in the management of patients throughout the lifespan and throughout various patient care settings. The placements round out the student's clinical experiences so that the student will have had practice in four diverse settings. The student must be at entry level at the completion of these experiences in order to graduate from the program.
12 credits (2 experiences @ 8 weeks each)

PTH 999 Graduate Studies Assessment

Graduate students register for PTH 999 the final term of their tenure in the program of study to meet the University and program assessment requirement as specified in the Graduate Policies section of the Catalog.
0 semester credits

■ Radiologic Technology Program

Program Advisors: Dr. Joellen Roller (Interim Coordinator), Richard Cleary, Roger Haug

Radiologic Technology offers a four-year program leading to a Bachelor of Science or Bachelor of Arts degree.

The two years of campus preparation for the Bachelor of Science degree include courses in biology, chemistry, physics, mathematics, and psychology as well as courses to fulfill competence requirements. Following the campus preparation,

the student applies for admission to a hospital school for an internship. The 24-month clinical internship may be taken at St. Alexius School of Radiologic Technology or Medcenter One Health Systems in Bismarck; Trinity Hospital School of Radiologic Technology, Minot; Rapid City Regional Hospital; Mayo School of Health-Related Sciences, Rochester, MN or at any other accredited school. A total of 60 semester credits will be granted for courses taken during the internship. Upon completion of the internship, the student is eligible to take the AART Radiographer's Registry Examination to become certified as a Registered Radiologic Technologist/Radiographer.

All students, including transfer students, must take at least 32 semester credits on campus; 16 of these are to be in math/science. Credit received for the clinical internship does not satisfy this requirement.

Students are responsible for providing transportation to and from all clinical internship assignments and for personal living expenses throughout the clinical internship, regardless of location.

Sequence in Radiologic Technology - B.S. degree:
BIO 101, 207, 208, 209; CHE 109; MAT 103; PHY 203, 304; PSY 201; RDT 201, 202, 300, 301, 302, 400

RDT 201 Clinical Internship

Radiologic Technology I
12 semester credits

RDT 202 Clinical Internship

Radiologic Technology II
12 semester credits

RDT 300 Clinical Internship

Radiologic Technology III
6 semester credits

RDT 301 Clinical Internship

Radiologic Technology IV
12 semester credits

RDT 302 Clinical Internship

Radiologic Technology V
12 semester credits

RDT 400 Clinical Internship

Radiologic Technology VI
6 semester credits

Department of Respiratory Therapy

Program Faculty: Dr. Will Beachey (Department Chair), Jessica Arndt, Christine Sperle

The undergraduate respiratory therapy program consists of a two-year pre-professional phase (freshman and sophomore years) followed by two-years of professional preparation (junior and senior years) on the St. Alexius Medical Center campus. The Bachelor of Science in Respiratory Therapy (BSRT) degree is granted to students who successfully fulfill University of Mary Respiratory Therapy Program requirements. The Respiratory Therapy Program is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road Bedford, Texas 76021-4244, telephone (817) 283-2835.

Mission

To prepare students to become competent registered respiratory therapists who think critically; engage in evidence-based practice; function as expert resources to physicians and other health-care professionals; assume leadership roles; and interact respectfully and compassionately with others, regardless of cultural background, values, and lifestyles.

Respiratory Therapy Pre-Med Track

This option allows students to take all courses required for admission to most medical schools while completing requirements for the B.S. R.T. degree. After completing the degree, graduates may, at their option, apply for admission to medical school; if accepted, they may decide to work as a respiratory therapist before and during medical school. Regardless of medical school admission status, graduates have a marketable professional credential in healthcare.

Respiratory Therapy Program

The professional phase of the Program is located at St. Alexius Medical Center in Bismarck (faculty offices, laboratory, classroom and clinical facilities), and is co-sponsored by the University of Mary and St. Alexius Medical Center. The curriculum consists of classroom, laboratory and clinical practicum courses, including over 1100 hours of supervised experience in direct patient interaction.

The Program benefits from small classroom size and direct interaction with professors who are published authors of textbooks and scientific papers. Faculty student ratio is 1:4 in the classroom and laboratory and 1:1 in the clinical patient care setting. The Program has received national recognition for excellence in graduate credentialing success, placing it in the top 10% of programs in the country in this category. Graduates consistently score well above the national mean in credentialing exams, and typically have employment commitments before graduation; the program has enjoyed a 100% graduate employment rate for many years. The Program has a national reputation for the quality of its graduates. Program credentialing success and job placement can be compared with all other programs in the country at the web site for the Commission on Accreditation for respiratory Care: www.coarc.com.

Admission

To qualify for admission consideration, students must complete all math/science pre-professional requirements with a minimum grade of "C" in each course and an overall math/science grade point average of 2.5 or higher. In addition, the overall University grade point average must be a minimum of 2.5. Students who successfully complete these pre-professional requirements are eligible to apply for admission to the professional Respiratory Therapy Program. Completion of pre-professional requirements does not guarantee admission to the professional program; separate application must be made to the Respiratory Therapy Department. Personal interviews, academic performance, and letters of reference are used in the admission process. For equally qualified applicants, admission preference will be given to eligible students completing their pre-professional work at University of Mary. The professional program application deadline is February 15 of the sophomore year for admission to the fall semester of the same year. Prospective applicants should make an appointment with the respiratory therapy department chair (701-530-7757; wbeachey@primecare.org) to tour the St. Alexius Medical Center and to arrange a job shadow experience to learn more about the responsibilities and duties of respiratory therapists. Program application forms can be accessed online under the School of Health Sciences, Respiratory Therapy Program from the University of Mary web site.

Rolling Admissions

If the class number does not reach its maximum capacity by the application deadline, a rolling admissions policy will be followed. Students must meet all criteria previously outlined and participate in the formal inter-view process. Rolling admissions are considered until the first day of class in the fall. Applicants will be reviewed based on the time of submissions of a completed application.

Credential/License

Students who complete the accredited professional program and all degree requirements are eligible to take the credentialing examinations administered by the National Board for Respiratory Care (NBRC) leading to the Registered Respiratory Therapist (RRT) credential. Licensure requirements in the state of North Dakota (and in all other states) are also met by successful completion of the NBRC examinations.

The Profession

Respiratory therapists are essential members of the modern healthcare team and work in collaboration with physicians and other health professionals in adult and newborn intensive care units, hospital emergency rooms, outpatient rehabilitation clinics, sleep-related breathing disorders clinics, and in the home. Program graduates are prepared to assess patients, develop a plan of care, implement therapy, evaluate its effectiveness and modify treatment as appropriate. Patients include critically or chronically ill individuals suffering from a variety of respiratory and cardiac problems. In addition to treatment, therapists perform various complex diagnostic and monitoring procedures to assist the physician in devising an appropriate care strategy. In the home, outpatient and community settings, respiratory therapists provide education to patients and families in the day-to-day self-management of chronic respiratory conditions such as asthma and chronic obstructive pulmonary disease (COPD); tobacco cessation is an important aspect of these educational efforts.

Program Outcomes

Upon graduation from the respiratory therapy program, students will be able to:

- Demonstrate knowledge of the physiological bases for all therapeutic interventions and diagnostic procedures in all areas of respiratory therapy practice

- Demonstrate proficiency in implementing all respiratory therapy treatment and diagnostic procedures
- Demonstrate proficiency in interpreting physical exam findings, cardiopulmonary monitoring data, laboratory data, and diagnostic imaging information
- Demonstrate problem solving and critical thinking skills as consultants to physicians and other healthcare personnel in developing cardiopulmonary care strategies
- Demonstrate proficiency in establishing an evidence base for best practice through research and the critique and interpretation of the professional scientific literature
- Demonstrate knowledge of the ethical obligations and responsibilities of healthcare professionals and institutions
- Demonstrate knowledge of the legal, social and economic environments in which the healthcare institutions function
- Demonstrate effective cross-cultural and interdisciplinary human interaction skills in the healthcare setting and the broader community
- Demonstrate knowledge of current issues and trends in healthcare, including public policy, access and reimbursement issues
- Demonstrate proficiency in oral and written communication
- Educate patients and the general public in matters of cardiopulmonary health and chronic disease management
- Demonstrate leadership abilities as a member of the healthcare team.

Transfer Students

Transfer students completing respiratory therapy program prerequisites at other regionally accredited colleges and universities are welcome to apply to the respiratory therapy program; professional courses in the respiratory therapy curriculum fulfill the University of Mary's residency requirement for the baccalaureate degree. Transfer students must also meet the University of Mary's liberal arts graduation requirements for the Bachelor of Science degree. Academic advising for transfer students occurs through the Office of Admission at 701-355-8235 or jweltz@umary.edu.

Respiratory Therapy Essential Functional Requirements

In addition to admission criteria, qualified applicants are expected to meet essential functional requirements of the respiratory therapy profession. Students requesting reasonable accommodation to meet these requirements must inform the Program Director in writing of the need for such accommodations at the time of application. Essential functional requirements include cognitive, motor and behavioral abilities.

Respiratory therapy students must be able to: move quickly in confined spaces; sit and stand while maintaining balance; stand in-place for prolonged periods; reach above the shoulders and below the waist; twist, stoop, squat; climb stairs; walk rapidly (emergency situations); precisely manipulate small instruments and pieces of equipment; squeeze forcefully with hands; write with a pen; key information into a computer; lift and carry 30 pounds; have sufficient physical strength and mobility to perform cardiopulmonary resuscitation; hear, see, feel with fingers, smell; distinguish colors; read, write and comprehend English; interpret written information; identify cause and effect relationships; add, subtract, multiply and divide; tell and measure time; orally communicate and interact with others; speak on the telephone; establish rapport with others (patients, coworkers); establish appropriate emotional and interpersonal boundaries; maintain effectiveness under stress and strong emotions.

Major in Respiratory Therapy:

ANT 171, BIO 207, 208, 209; CHE 109, 110 or CHE 111, 112; COM 110; ENG 121; MAT 103; NUR 317; THE 382 or PHI 482; PHY 203; PSY 201; RTH 301, 305, 307, 320, 335, 411, 416, 418, 420, 422, 426, 427, 428, 430, 436, 438, 441, 450 and 452

Major in Respiratory Therapy with Pre-Med

Track: In addition to (or in place of) the course in the Respiratory Therapy major: BIO 103; CHE 111, 112 (to replace the CHE 109, 110 sequence), CHE 217, 318 (CHE 310 is recommended); PHY 304.

Students may choose from among several electives to complete requirements for the Bachelor of Science degree.

Respiratory Therapy Undergraduate Courses Descriptions

RTH 301 Introduction to Respiratory Care

An overview of the respiratory care profession and its function within the medical community and the healthcare team. Topics include medical terminology, history and development of the profession, an introduction to the healthcare system, legal aspects of healthcare, professional ethics, multi-cultural health communication and patient-therapist interaction. 3 semester credits

RTH 305 Basic Procedures

This course emphasizes the theory and practice of current respiratory care modalities including basic monitoring and testing techniques. Topics include infection control; aerosol and humidity therapy; medical gas therapy; cardiopulmonary pharmacology; physical assessment; volume expansion and bronchial hygiene therapy; airway management; and arterial blood gasses. 6 semester credits

RTH 307 Basic Procedures Laboratory

Laboratory practice in the basic respiratory care modalities, and the testing and monitoring procedures covered in RTH 201, 205, 335. Equipment assembly, disassembly, operation and troubleshooting are emphasized. Basic physical assessment skills and communication skills are also practiced. Clinical observation rotations are scheduled to help the student prepare for Clinical Practicum I. Skill proficiency tests are conducted to prepare students for clinical experience. 1 semester credit

RTH 320 Clinical Practicum I

Supervised clinical experience in the therapeutic modalities and procedures covered in RTH 205 and 207. Proficiency in each area is required to progress in the program. Meets 16 hours per week, 2 days per week. 3 semester credits

RTH 335 Clinical Cardiopulmonary Physiology

Concepts in pulmonary, cardiovascular and renal physiology, situated in a clinical context. Physiological mechanisms underlying the beneficial effects of treatment and the application of technology are explained. Compensatory mechanisms and the interdependent function of the cardiopulmonary and renal systems are covered. The course emphasizes the understanding of theory in the context of physiological data interpretation. Relevance to clinical practice is emphasized. Prerequisite: BIO 207-208 or equivalent. 6 semester credits

RTH 411 Respiratory Care in Alternate Sites

This course covers respiratory care in the outpatient, long-term care, and home-care settings. Patient populations addressed range from infants to elderly. Topics include discharge planning, psychosocial implications of chronic pulmonary disease, disease management, pulmonary rehabilitation, reimbursement issues, and patient education. Communication and physical assessment skills are emphasized. Prerequisite: RTH 335; 426; 427. 2 semester credits

RTH 416 Pediatric/Neonatal Respiratory Care

This course focuses on respiratory care practice unique to pediatric and newborn populations. Topics covered include developmental anatomy and physiology, congenital anomalies and problems of prematurity that affect cardiopulmonary function, diagnosis, pathophysiology and treatment of cardiopulmonary diseases, newborn intensive care, mechanical ventilation and physiologic monitoring. Unique aspects of neonatal mechanical ventilators are covered in a laboratory setting. 3 semester credits

RTH 418 Department Leadership

An overview of leadership focusing on the traits every leader should develop, and the impact leadership can have on your profession. Career development is also discussed, concentrating on job searching and interviewing skills. Prerequisites: successful completion of all previous RTH requirements. 2 semester credits

RTH 420 Professional Seminar

This course contains three components: (1) Identification of student learning needs and general review in preparation for comprehensive program and credentialing examinations; (2) complete and discuss sample credentialing exams; (3) medical ethical issues. Students will research areas of learning needs. Sample credentialing examinations and clinical simulation computer software are used for comprehensive review. Prerequisites: enrollment in the final semester of the Respiratory Therapy Program. 2 semester credits

RTH 422 Clinical Cardiopulmonary Assessment

This course emphasizes the integration of physical findings, the patient interview, the medical record, and diagnostic testing data in the assessment of cardiopulmonary status. Development of an assessment based respiratory care plan and its systematic evaluation is a major focus. Diagnostic testing areas include basic laboratory and electrocardiogram interpretation, advanced pulmonary function testing and chest x-ray interpretation. Case studies are used. 5 semester credits

RTH 426 Human Diseases I

A study of the diagnosis, treatment and management of cardiopulmonary disorders in the adult. Emphasis is placed on understanding the essential mechanisms of disordered function and the rationale for therapeutic intervention. Prerequisites: RTH 205; 207; 335; or instructor 's consent. 4 semester credits

RTH 427 Human Diseases II

A study of the pathophysiology, diagnosis, treatment and management of various diseases in the adult. Disorders covered include renal, genetic, endocrine, neurological, hematological, gastrointestinal, musculoskeletal, and liver diseases. Essential mechanisms of disordered physiological function and rationale for therapy are emphasized. Prerequisites: RTH 205; 207; 335; 426; or instructor 's consent. 2 semester credits

RTH 428 Respiratory Care Specialty

This clinical specialty course allows students to improve technical proficiency, increase professional competency, and

enrich knowledge in areas of personal interest. Students submit written proposals outlining learning goals and objectives methods for achieving goals and the means for measuring their achievement. Proposals must meet faculty approval. The course involves a minimum of eight hours per day, five days per week (approximately 320 hours) over the last eight weeks of the senior year. Prerequisites: completion of all previous program clinical requirements.

8 semester credits

RTH 430 Clinical Practicum II

Supervised clinical experience in the therapeutic modalities and procedures cover in RTH 436 and 438 (adult critical care and pulmonary function). Proficiency in each area is required to progress in the program. Participation in the American Lung Association's Asthma Camp is required. Meets in the summer session 40 hours per week for 6 weeks. Prerequisites: RTH 436; 438.

5 semester credits

RTH 436 Critical Respiratory Care

This course focuses on managing and monitoring mechanically assisted ventilation in the adult in the intensive care setting. Areas of discussion include: (1) physiological criteria for initiating mechanical ventilator assistance, (2) beneficial and adverse effects of mechanical ventilator assistance in various pathologies, (3) implementing, managing and physiologically monitoring mechanical ventilator assistance, and (4) general operating principles and capabilities of mechanical ventilators. Emphasis is placed on using physical assessment skills and various physiological monitoring data to guide the management of the critically ill patient. Prerequisites: RTH 335 or instructor's consent.

5 semester credits

RTH 438 Ventilator/Critical Care Laboratory

Laboratory practice in the operation, testing, and troubleshooting of mechanical ventilators, noninvasive monitoring equipment, continuous positive airway pressure systems, hemodynamic monitoring equipment, and chest drainage systems. Skill proficiency tests are conducted to prepare students for critical care clinical experiences. Prerequisites: RTH 207 and concurrent enrollment in RTH 436.

1 semester credit

RTH 441 Clinical Practicum III

Supervised clinical experience in adult intensive care, pediatric intensive care, neonatal intensive care, hemodynamic monitoring, cardiology, pulmonary reconditioning, home respirator care and medical rounds with the program medical director are included. Meets 40 hours per week, 5 days per week for eight weeks. Prerequisites: RTH 436; 416; 429; 411.

8 semester credits

RTH 450 Research in Respiratory Care

The importance of research to the field of respiratory care and basic tools for implementing and critically evaluating research efforts. Areas covered include current research trends in respiratory care, sampling and research design, statistical tools, critical review of the literature, analysis and communication of research results. A research paper is part of the course requirement. Prerequisite: Enrollment in the final semester of the professional program.

2 semester credits

RTH 452 Health Promotion

This course examines the increasing redirection of healthcare resources from disease identification and treatment to disease prevention and health enhancement. The premise is that healthcare professionals have a responsibility to influence people to make healthful lifestyle decisions, and to help build cultures supportive of healthful living. Students are introduced to strategies for promoting health both professionally and personally. Prerequisite: Enrollment in final semester of the professional program.

2 semester credits

■ Graduate Program in Respiratory Therapy

FACULTY: Beachey (Director), Arndt, Sperle

Program Overview

The Master of Science in Respiratory Therapy (MSRT) offers individuals with baccalaureate degrees in disciplines other than respiratory therapy the opportunity to complete the professional component of the respiratory therapy program for graduate credit and enter practice with advanced preparation. In addition to a baccalaureate degree, applicants must also meet the respiratory therapy program's math and science prerequisites. The Master of Science curriculum encompasses the baccalaureate professional respiratory therapy curriculum, which consists of 70 credit hours, 37 hours of which are courses offered at the graduate level. Upon successful completion of the professional curriculum graduates are eligible to sit for state licensing and national credentialing examinations offered by the National Board for Respiratory Care, leading to the Registered Respiratory Therapist (RRT) credential.

The Master of Science in Respiratory Therapy provides graduates with accelerated mobility into leadership roles, such as healthcare education coordinators, clinical instructors, clinical team leaders, assistant managers, or specialty therapists.

The Program benefits from small classroom size and direct interaction with professors who are published authors of textbooks and scientific papers. Faculty student ratio is 1:4 in the classroom and laboratory and 1:1 in the clinical patient care setting. The Program has received national recognition for excellence in graduate credentialing success, placing it in the top 10% of programs in the country in this category. Graduates consistently score well above the national mean in credentialing exams, and typically have employment commit-

ments before graduation; the program has enjoyed a 100% graduate employment rate for many years. The Program has a national reputation for the quality of its graduates. Program credentialing success and job placement can be compared with all other programs in the country at the web site for the Commission on Accreditation for respiratory Care: www.coarc.com.

Mission

The mission of the Respiratory Therapy Program is to prepare students at the graduate level to become competent registered respiratory therapists who think critically; engage in evidence-based practice; function as expert resources to physicians and other healthcare professionals; assume research and leadership roles in academia and practice; and interact respectfully and compassionately with others, regardless of cultural background, values and lifestyles.

Outcomes

Upon completion of the Master of Science in Respiratory Therapy, graduates will be able to:

- Demonstrate knowledge of the physiological bases for all therapeutic interventions and diagnostic procedures in all areas of respiratory therapy practice
- Demonstrate proficiency in implementing all respiratory therapy treatment and diagnostic procedures
- Demonstrate proficiency in interpreting physical exam findings, cardiopulmonary monitoring data, laboratory data, and diagnostic imaging information
- Demonstrate problem solving and critical thinking skills as consultants to physicians and other healthcare personnel in developing cardiopulmonary care strategies
- Demonstrate proficiency in establishing an evidence base for best practice through research and the critique and interpretation of the professional scientific literature
- Demonstrate knowledge of the ethical obligations and responsibilities of healthcare professionals and institutions
- Demonstrate knowledge of the legal, social and economic environments in which healthcare institutions function
- Demonstrate effective cross-cultural human interaction skills in the healthcare setting and the broader community
- Demonstrate knowledge of current issues and trends in healthcare, including public policy, healthcare access and reimbursement issues
- Demonstrate proficiency in oral and written communication, including the preparation of a manuscript suitable for submission to a peer-reviewed scientific journal
- Educate patients and the general public in matters of cardiopulmonary health and chronic disease management
- Develop a healthcare related research proposal that meets requirements for institutional review board approval
- Demonstrate advanced knowledge in one of three specialization areas in respiratory therapy: (1) professional education; (2) hospital department administrative leadership; or (3) a clinical specialty practice area.

Accreditation Status

The Graduate Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road Bedford, Texas 76021-4244, telephone (817) 283-2835.

Admissions Requirements

The application deadline is February 15 each year. Applicants for admission to the Professional Master of Science in Respiratory Therapy program must meet the following minimum qualifying criteria:

1. Earned baccalaureate degree from a regionally accredited college or university with an overall college grade point average (GPA) of 3.00 or higher
2. Admission to the University of Mary Graduate Studies
3. A 3.00 or higher GPA in the respiratory therapy program's prerequisite pre-professional courses in math, biology, chemistry, physics, pharmacology, ethics, English (communication) and social sciences, with no individual course grade below a "C."

4. Three letters of reference from the applicant's undergraduate professors or academic counselors who are in a position to judge the applicant's written communication proficiency and ability to perform graduate level work.

Applicants must have successfully completed each of the following prerequisite courses with a grade of "C" or higher:

- General Inorganic Chemistry (two semesters)
- Microbiology
- College Algebra
- Ethics
- Introduction to Physics
- Human Anatomy and Physiology (two semesters)
- Pharmacology

Upon meeting preliminary qualifying criteria, applicants are eligible for a respiratory therapy admissions interview. Admissions decisions are based academic GPA, references, and the interview score.

Rolling Admissions

If the class number does not reach its maximum capacity by the application deadline, a rolling admissions policy will be followed. Students must meet all criteria previously outlined and participate in the formal interview process. Rolling admissions are considered until the first day of class in the fall. Applicants will be reviewed based on the time of submissions of a completed application.

Graduate Course Descriptions

RTH 526 Human Diseases I

A study of the diagnosis, treatment and management of cardiopulmonary disorders in the adult. Emphasis is placed on understanding the essential mechanisms of disordered function and the rationale for therapeutic intervention. 4 semester credits

RTH 535 Clinical Cardiopulmonary Physiology

This course focuses on the application of cardiopulmonary and renal physiological concepts in the clinical setting. Physiological compensatory mechanisms and the interactive role of the cardiopulmonary and renal systems are covered. Emphasis is placed on using theoretical concepts to guide interpretation of physiological data (such as blood gases and calculations of various physiological indices) and to solve hypothetical clinical problems. 6 semester credits

RTH 536 Critical Respiratory Care

This course focuses primarily on managing and monitoring mechanically assisted ventilation in the adult in the intensive acute care setting. Areas of inquiry include: (1) determination of the need for mechanical ventilatory assistance, (2) beneficial and adverse effects of mechanical ventilatory assistance in various pathologies, (3) implementation, management, and the monitoring of mechanical ventilatory assistance, and (4) the general operating principles and capabilities of mechanical ventilators. Emphasis is placed on using physical assessment skills and various physiological monitoring data to guide the management of the critically ill patient. 5 semester credits

RTH 611 Respiratory Therapy In Alternate Sites

This course addresses respiratory therapy in non-acute care sites, including outpatient, long-term and home care settings. Areas covered include discharge planning, psychosocial implications of chronic cardiopulmonary disease, respiratory care plan development, patient education, disease management, pulmonary rehabilitation, and third party reimbursement issues. Guest lecturers contribute substantially to the course. 2 semester credits

RTH 616 Pediatric and Neonatal Respiratory Care

This course focuses on respiratory care practice unique to pediatric and newborn populations. Topics covered include developmental anatomy and physiology, congenital anomalies and problems of prematurity that affect cardiopulmonary function, diagnosis, pathophysiology and treatment of cardio-pulmonary diseases, newborn intensive care, mechanical ventilation and physiologic monitoring. Unique aspects of neonatal mechanical ventilators are covered in a laboratory setting. 3 semester credits

RTH 618 Departmental Leadership

An overview of leadership focusing on the traits every leader should develop, and the impact leadership can have on your profession. Career development is also discussed; concentrating on job searching, resume writing, and interviewing skills. 2 semester credits

RTH 622 Clinical Cardiopulmonary Assessment

This course emphasizes the integration of physical findings, the patient interview, the medical record, and diagnostic testing data in the assessment of cardiopulmonary status. Development of an assessment based respiratory care plan and its systematic evaluation is a major focus. Diagnostic testing areas include basic laboratory and electrocardiogram interpretation, advanced pulmonary function testing and chest x-ray interpretation. Case studies are used. 5 semester credits

RTH 628 Respiratory Care Specialty Capstone

Each student chooses one of three major specialty areas in which to concentrate for this spring capstone experience: (1) a patient care or diagnostic area; (2) an education focus, i.e. respiratory care classroom/lab/clinical teaching and testing; (3) a management focus, i.e. respiratory care departmental management and leadership experiences. The course is

completed over the last eight weeks of the final semester and includes practical experience. The research project identified in the prior semester (RTH 650) culminates in a written scientific paper suitable for submission to a peer-reviewed scientific journal.

8 semester credits

RTH 650 Research in Respiratory Care

This course focuses on the importance of research and evidence-based medicine in the field of respiratory therapy, and the basic knowledge needed to critically evaluate published research. Several reflection papers and a research proposal, complete with a literature review are course requirements. Students gain experience in identifying and developing appropriate research questions, developing research hypotheses, and writing a formal research proposal for approval by the Institutional Review Board. Work on the research project extends into the spring term as part of the student's RTH 628 capstone experience.

2 semester credits

RTH 652 Health Promotion and Disease Prevention

This course offers an overview of various health related topics, including the illness-wellness continuum, the dimensions of health and the health promotion process. Students are introduced to strategies for incorporating health promotion into their professional and personal lives. Emphasis is placed on development of health promotion practices that can be incorporated into a community setting.

2 semester credits

RTH 899 Continuing Enrollment

A student who has completed all coursework required by his/her degree plan and who has registered for the capstone course and who does not complete the capstone project during the term in which he/she is registered must register for RTH 899–Continuing Enrollment for each subsequent term (fall, summer, spring) until the capstone project is successfully completed. If the student fails to register, he/she will be withdrawn from candidacy for the master of science degree in respiratory therapy.

1 semester credit

ALU 799 Graduate Studies Assessment

Graduate students register for RTH 999 the final term of their tenure in the program of study to meet the University and program assessment requirement as specified in the graduate section of the catalog.

0 semester credits

In addition to these courses, students must also successfully complete the following respiratory therapy courses (course descriptions appear in the undergraduate program section): RTH 301, 305, 307, 320, 411, 420, 427, 430, 438, 441.

Harold Schafer Emerging Leaders Academy

Undergraduate Programs/ Academic Policies

Mission

To identify and develop servant leaders of moral courage.

Vision

The Emerging Leaders Academy will recruit and retain high performing candidates and the graduates of these programs will be highly sought after by employers because of their exemplary writing, speaking, critical thinking, and professional skills.

Program Description

The Emerging Leaders Academy is a leadership development program that is designed for highly-motivated, capable students who are interested in becoming future professional leaders. Students in the Gary Tharaldson School of Business, the School of Education and Behavioral Sciences, the School of Health Sciences and the School of Arts and Sciences will be introduced to the Academy during their freshman year. Interested students will then make application to The Emerging Leaders Academy that officially begins during the fall semester of the sophomore year and continues each semester through the end of the junior year. Select students will be chosen by each school for admission into the Senior Emerging Leaders Academy capstone experience.

As members of the Emerging Leaders Academy, students will develop higher level leadership

skills through hands-on projects and experiences that network them with the region's top leaders. Mentorships and internships enhance students' professional development and open the door to future employment or graduate school recommendation. Each year, students who prove their passion and motivation for leadership will be selected to move forward in the program. Only a very select few students will enter the unique, individualized senior capstone experience where they will design a leadership experience that meets their individual professional and leadership needs.

Admission to the Emerging Leaders Academy

All freshmen students will enroll in the introductory Emerging Leaders Academy class. Those choosing to further their leadership development will make formal application to the Emerging Leaders Academy that officially begins in the fall of their sophomore class. Each school has an application process for the Academy at the sophomore and junior level. Prospective students may also qualify for Emerging Leaders Academy early acceptance program if they have a 3.25 cumulative grade point average or a 24 ACT composite score and successfully complete an essay and interview. Early acceptance allows these students to enter the Emerging Leaders Academy as sophomores assuming successful progress during the freshman year. Transfer students may also enter the Emerging Leaders Academy upon enrollment at the University of Mary.

Academic Life

Calendar

The University of Mary operates on a 4-4-1 calendar which divides the academic year into fall and spring semesters of 16 weeks each and an optional Summer Term. During a semester, the student generally enrolls in a program of four courses, each carrying four semester credits. Such a program provides time for the student to pursue a subject in-depth. During Summer Term, the student may enroll in a liberal arts course, engage in independent study, travel, or complete specialty areas in the major. Summer sessions may also be part of the student's educational life. Two four-week sessions provide opportunities for students to accelerate or enrich their degree programs.

Credit

Credit for academic work is based on a semester system. One semester credit is given for the satisfactory completion of 15 classroom periods of 50 minutes each. In laboratory work, field, or clinical experience, a block of two to five class hours is equated to a lecture period. An average of 16 credits is to be earned each semester if a student is to complete his or her work in eight semesters.

Audit

Students may, with the instructor's consent, register for a course on an audit or non-credit basis. The instructor has no obligation to evaluate the performance of auditors nor will a grade be given to auditing students. Policies for auditing courses are on file in the Registrar's Office.

Non-Classroom Opportunities for Credit

For enrichment or advancement, students may, with the advice of their academic advisor, pursue any of the following means of attaining academic credit outside the classroom setting:

Advanced Placement Examination

Students who receive a grade of three or higher on the Advanced Placement Tests of the College Entrance Examination Board (CEEB) receive appropriate university credit. Usually three semester hours of transfer credit are awarded for each examination. A grade of four or higher is needed on English and Biology tests.

College Level Examination Program

The College Level Examination Program (CLEP) has been established to enable students to earn college transfer credit by examination. In some divisions an essay is also required. For additional information, or to schedule an examination contact Career and Testing Services at 701-355-8050.

Challenge Examination

In academic areas for which CLEP tests are not available, a student may petition to challenge a course listed in the catalog. To do so, the student obtains the Request for Credit through Challenge form from the Office of the Registrar. The student is required to complete the request form and requests approval through the dean of the school responsible for the course. Once authorized, the student must submit the form to the director of student accounts and pay the challenge fee. The director of student accounts retains one copy of the form. The student must present the second copy of the request form to the authorizing dean or the supervising faculty member who will administer the test or evaluate the paper.

After the student has completed the test or the paper the instructor evaluates the paper or test, affixes the grade to the lower portion of the request form, signs the form, and submits the form to the Office of the Registrar. The registrar records the grade.

Directed Study

It is possible for sophomores, juniors, seniors, and older-than-average students who have the necessary prerequisites and meet accepted standards to pursue courses through directed study. A minimum grade point average of 2.0 is required for a student to be eligible for directed study. The 328-428 course numbers in each division are provided for in-depth study of a special interest and of areas not covered in the existing curriculum. Standard elective and required courses which are difficult for the student to access at regularly-scheduled times may also be available. A course for which a student has received a grade of "F" may not be repeated as a directed study. Tuition for a directed study is the same as that for a regular course.

A student wishing to pursue a course by directed study:

1. Confers with his/her advisor about the advisability of such pursuit
2. Obtains the Directed Study Form from the Office of the Registrar
3. Obtains the signature of his/her advisor indicating advisor approval of the directed study
4. Secures the sponsorship of an appropriate faculty member, visits with this faculty sponsor to outline course objectives, content, and requirements and to schedule meeting times and determine the final completion date
5. Makes payment for the course in the Office of Student Accounts. Part-time students and students for whom this course constitutes an overload will pay additional tuition for this course.
6. Returns the completed Directed Study Form to the Office of the Registrar. To drop an independent study course, a student must complete a change in registration form (including necessary signatures) and submit it to the Office of the Registrar.

College by Video Courses

Students may further their academic program by enrolling in College by Video offerings. These courses are identified in the semester schedule with a "T" following the course number. Credits earned are considered University of Mary resident credits. Semester listings are available.

Credit for Prior Learning

Students with three or more years of work experience may receive credit for learning attained outside of the academic setting through the University's Prior Learning Program. Details of this program are contained in the Special Programs section of this catalog.

Transfer of Credit

The Office of the Registrar evaluates transcripts and records transfer credits. The names of the transfer institutions accompany the courses and corresponding grades on the University of Mary transcript. Any preliminary reviews by other personnel are unofficial and not binding, and subject to change. Acceptance of transfer courses

and the award of University transfer credit shall not express or imply that all transfer credit will be fully applicable toward degree requirements in particular programs of study at the University of Mary.

The University of Mary accepts credits earned at institutions accredited by agencies recognized by the US Department of Education for the level of credit awarded provided that such credits have been earned through university-level courses appropriate to the student's degree program at the University of Mary. Credits from foreign or professional schools will be evaluated on a case-by-case basis by the Office of the Registrar in consultation with the Office of Academic Affairs and/or the Academic Dean responsible for the student's declared program of study.

Students are not at liberty to selectively transfer courses. Transfer credit is only granted for courses in which a grade of "C-" or better was earned, except where an articulation agreement exists between the credit awarding institution and the University of Mary. Remedial or developmental courses are not considered college-level and do not transfer. No more than 64 semester credits may be transferred from a two-year institution.

The following are examples of exam-generated credits that may be considered for transfer. Other exam-generated credits may also be considered.

- Advanced Placement (AP)
- CLEP
- Prior Learning
- Challenged
- Discipline Specific

Prior Associate or Baccalaureate Degrees

If a transfer student seeking a B.A., B.S., B.A.N., B.S.N., or B.U.S., comes to the University of Mary with an Associate's Degree, or a Bachelor's degree (seeking another major) from an accredited college/university and that degree includes a minimum of 52 liberal arts credits, the University would accept their degree as meeting the University core. If their program did not include an ethics and theology, those two courses would be required. Students who have completed or been exempted from the liberal education requirements are not exempt from specific course requirements for their majors, even if those courses may be used to satisfy liberal education requirements at the University of Mary.

Registration

In preparation for early registration, a schedule of classes will be published with the time, place of meeting, and instructor for the course. The same schedule of classes can be found on the University of Mary Web site by linking to the Campus Web. The University is not bound to offer any elective course for which there is insufficient registration and reserves the right to withdraw any course described in this catalog.

Opportunities are provided during each semester for students to register early for the following term. Early registration forms are approved and signed by the student's advisor. The student may then register on-line or through the traditional method. Students should take note that financial holds or lack of prerequisites may block on-line registration. Incoming freshmen are encouraged to meet with an advisor for early registration on one of the days scheduled for this purpose prior to the beginning of the next academic term.

Transfer students and freshmen who do not attend the early spring registration may register by making an appointment with the Office of Admissions.

Registration is not complete or official until fees are paid or arrangements for payment are made in the Office of Student Accounts during fee payment week.

Students who are enrolled at the University of Mary but wish to take required courses elsewhere must seek prior approval for their applicability and acceptance as divisional requirements. Requests for approval are made through the respective chairperson and the registrar.

Changes of Schedule

Students who add or drop classes may need to repay some or all of the financial aid funds received. Classes must be added or dropped prior to the last day to add/drop classes for adjustments to be considered. Courses dropped after the add/drop date will be charged in full. Depending on a student's program and number of credits enrolled in, adjustments to tuition &/or fees may/may not occur. Adjustments will be determined based on the documentation submitted by the Office of the Registrar. Students who add or drop classes must follow the official procedure as set forth by the Office of the Registrar. Failure to do so may result in the student owing all or part of the tuition/fees charged.

Once a student's class schedule has been approved, changes are to be submitted on a drop/add form available in the Office of the Registrar. First-semester freshmen need the approval of their advisor. No courses may be added after the eighth instructional day of class without the approval of the instructor. A \$50 per course late fee may be assessed if a course is added after the eighth instructional day. Courses will not be recorded on the academic record if the class is dropped by the eighth instructional day of the term. Students may withdraw from a class anytime during an academic session up to the Friday one week before final test week provided they follow the drop/add procedures. Since credit is not received, the student's grade point average is not affected. A student who withdraws from a course before two weeks after mid-term will have the course recorded on the permanent transcript with a grade of "W" and will be charged for that course on a pro-rated basis.

A student who elects to withdraw from a course after this period will receive a grade of "WP" or "WF" as determined by the instructor.

Withdrawal from the University

Withdrawal from the University during the school year becomes official when the student has an exit interview, which is initiated by the Vice President for Student Development, after consulting with the student's academic advisor, and after official written notification to the Registrar's Office. Students living on campus must check out with the Residence Director. The Office of Financial Assistance is to be contacted by students receiving assistance. To obtain a re-fund on tuition or other fees, students will follow the policy described under Refund Policy.

Deployment Policy

A student who is called to active military duty should promptly notify the Office of the Registrar (written or orally) of his or her military orders, including the departure date, to begin the withdrawal process.

If the student withdraws before 75 percent of the semester has elapsed, the student will receive a full refund of tuition and fees without credit or grades being posted. A grade of "W" will be recorded on the student's transcript.

If the student withdraws after 75 percent of the semester has elapsed, the student will receive full credit with grades earned at the time of with-

drawal. If a course relies on a final project and/or examination to determine satisfactory performance, no credit will be granted until all required work is completed.

Students taking online courses may continue to be enrolled in those classes if it is possible and Internet is accessible.

Students wanting to complete their courses via independent study may do so with the consent of the instructor(s).

Students living in residence halls and / or with a meal contract will be refunded all remaining room and board costs.

The University will comply with the HEROES Act of 2003 to ensure that service members who are receiving federal student aid are not adversely affected because of their military status.

Class Attendance

Policy for class attendance is determined by individual faculty members. The policy regarding absences may vary from instructor to instructor. It is the responsibility of the student to be familiar with the policy of each of their instructors. The student is responsible to contact the instructor as soon as it is possible to discuss possible arrangements for making up any course work that has been missed for cases involving school sanctioned absences, serious illness, hospitalization, or other serious circumstances.

A student is responsible for any work missed and may be dropped from a class because of excessive absences upon request of the instructor and the approval of the Vice President for Academic Affairs.

Final Examination

In the last week of the semester or term, final examinations are given at the times indicated on the published schedule. Students should arrange to complete exams during the published times. Students with three examinations on one day may request to take the last scheduled examination on another day. Such a request to reschedule must be presented to the instructor one week prior to the test day. The instructor will make arrangements for the student to be tested on another day.

Student Classification

Regular students are those who have been admitted with the expectation of becoming candidates for graduation. Special students are those who have been admitted for special programs in

non-degree status. The classification of regular students is based on progress toward graduation as follows:

Class standing	Number of semester hours satisfactorily completed
Sophomore	30
Junior	60
Senior	90

Grades

Grades awarded at the University of Mary are A,B,C,D (with + or -), or F. Courses with a grade of "F" do not count toward graduation.

An incomplete (I) grade, given at the discretion of the instructor, if not changed within the first three weeks of the next academic session, converts to a grade of "F" unless an extension is granted in writing by the instructor.

For internships, practicums, performance ensembles, workshops, and activities courses, the option of pass/fail grading is available. All grades are recorded on the student's official transcript.

When a course is repeated, both courses are entered on the transcript, but only the most recent course will be counted toward the degree and the grade point average.

A student earns honor points for each semester credit according to the value of the grade received. The grade point average is computed by dividing the honor points earned by the credit hours.

Final grades and points are assigned as follows:

A	Outstanding performance	4.0 points
A-		3.7 points
B+		3.3 points
B	More than satisfactory performance	3.0 points
B-		2.7 points
C+		2.3 points
C	Satisfactory performance	2.0 points
C-		1.7 points
D+		1.3 points
D	Passing, but less than satisfactory performance	1.0 points
D-		.7 points
F	Unsatisfactory	0 points

W	Withdrew, no status	0 points
WF	Withdrew, failing	0 points
WP	Withdrew, passing	0 points
I	Incomplete	0 points
P	Passing	0 points

Grade Reports

At the close of each semester, May Term, and summer sessions, final grades are recorded on students' permanent records. Students may view their final semester grade on their personal home page on the University of Mary web site.

Instructors inform students of their mid-semester grades as an indication of their progress. Mid-semester grades for deficiencies are distributed to the student's advisor but do not appear on the student's permanent transcript.

At Mid-Semester the instructor submits grades online, using the university's learning management system (LMS). At the end of the semester or term the instructor submits grades online. Students and advisors access grades online. The Office of the Registrar records the grades. Students and advisors access online.

Incompletes are to be removed within three weeks of the next term. If extenuating circumstances warrant it, the instructor with the approval of the school dean may grant an extension. If the incomplete is not removed, the grade reverts to a failure.

Grades will be made available to students via the <http://my.umary.edu> website by using their ID numbers and pass-words. Grades will be mailed to parents upon receipt of request from the student. Such requests must be made in writing to the Office of the Registrar. Parents or legal guardians may also obtain their child's educational records if they establish that the student is a financial dependent as defined in section 152 of the Internal Revenue Code of 1986. A student is considered "financially dependent" if either parent or your legal guardian claimed you as a dependent upon their most recent federal income tax return. The Office of the Registrar requires that the parent(s) or legal guardian provide a copy of the filed federal tax return before it releases the information.

Transcripts

Transcripts are certified copies of the student's permanent record and show academic status at the time of issuance. Transcripts will be issued only if authorized in writing by the student and the

student should be advised that 3-5 business days are needed for transcript transactions. Transcripts will be withheld if a student or graduate has not met financial obligations at the University. Request forms can be downloaded from the University of Mary website.

Academic Honors

At the end of fall and spring semesters, undergraduate students are placed on the Academic Honor Roll if they achieve a term grade point average of 3.5 or above on a minimum of 12 semester credits (full-time status) with letter point grades. If the student is involved in any course that awards a pass/fail grade, honors distinction will be determined by completion of at least 12 semester credits (full-time status), a grade point average of 3.5 or higher on any courses with letter point grades and a grade of pass on any pass/fail courses. The undergraduate student must not have a grade of "I", "WIP", or "SC" in any course at the time Academic Honors are determined. If an undergraduate student completes any graduate course with a grade of "B-" or better during the same term, those hours will be counted toward full-time status. Graduate letter point grades will NOT be counted toward the undergraduate grade point average when determining academic honors.

Academic honors at commencement are awarded to graduates who have earned an undergraduate cumulative grade point average of 3.5-3.74 (Cum Laude), 3.75-3.89 (Magna Cum Laude), 3.9-4.0 (Summa Cum Laude).

For transfer students, grades from other colleges will be included when computing honors. Honors awarded at commencement will be based upon the grade point average of all course work prior to the semester of graduation.

Satisfactory Academic Progress

To fulfill requirements for a degree, fulltime and part-time students must: (1) have a grade point average of 1.8 at the end of 29 earned semester credits and a cumulative grade point average of 2.0 thereafter and (2) complete a minimum of 67% of attempted semester credits. The grades W, F, I and SC are considered "attempted" and will be considered as unsuccessful completion when determining if a student has maintained this standard.

To maintain satisfactory progress, a full-time student must have 24 career-earned semester credits annually as recorded at the University of Mary. Program requirements may be more stringent.

Progress for traditional undergraduate students will be monitored at the end of the fall semester and at the end of the spring semester. All graduate and distance education students' progress will be monitored at the end of the fall semester, spring semester and summer semester.

In the case of a transfer applicant whose academic transcript indicates failure to maintain reasonable progress, the applicant may be granted a warning semester and academic progress will be reviewed after the first semester of attendance.

Progress toward a Degree

Students must demonstrate progress toward a degree by completing at least 67% of all attempted credits and maintaining minimum GPA requirements in accordance with the satisfactory academic progress policy. The grades W, F, I and SC are considered "attempted" and will be considered as unsuccessful completion when determining if a student has maintained this standard.

Students may take no more than 150% of the allowed credits toward any given degree. For example, a student enrolled in a bachelor's degree program must obtain his or her first bachelor's degree within 192 credits.

Academic Warning

Students whose academic progress does not reflect the standards set forth in this policy will be notified by letter that they have one additional semester to bring their standing within requirements while continuing their eligibility for extracurricular activities. As a student on warning, the student will be required to complete and maintain a degree success plan with a designated advisor and comply with all the terms and conditions set forth in the degree success plan. In the event that they are not able to achieve satisfactory academic progress by the end of the warning semester, the student may be suspended or may be moved to a continuing degree success plan status.

Academic Suspension

Students who have failed to maintain satisfactory progress or who have failed to achieve satisfactory progress after one warning semester will be suspended. A student who earns less than a 1.0 GPA for the first semester of enrollment may be suspended without serving a warning semester. Suspended students will not be eligible to register for coursework and will be terminated from active status. Their financial aid and athletic eligibility

will be terminated. Students who have been suspended from the university must re-apply to the institution through the admissions department. If readmitted, they will be reenrolled under the university catalog in place at the time of readmission, which may require additional course-work or contain different policies than those in place at the time of their original enrollment. Students who are reinstated academically may still be on financial aid suspension based on the Satisfactory Academic Progress Policy for Financial Assistance.

Students do not need to first be placed on warning status to be suspended. If it is determined that academic progress is so lacking that suspension is warranted, the student may be suspended directly.

Right to an Appeal

Students who have been academically suspended or placed on warning may appeal their status to:

Academic Standards & Admissions Committee
Attn: Asst. Vice President for Academic Affairs
7500 University Drive
Bismarck, ND 58504

The appeal must be in writing and submitted within 14 calendar days of the student's notification. Students may appeal due to mitigating circumstances such as illness of the student or immediate family member, death of an immediate family member, or other circumstances that may have resulted in sub-standard academic performance. The student must comply with all requests for documents pertaining to academic performance, i.e., copies of papers, test results, attendance records, etc. The Academic Standards and Admissions Committee considers and rules on the appeal. That ruling is final and binding.

A student's status does not change while an appeal is under consideration. If a student was dismissed, he or she remains dismissed. If he or she is in academic warning, probation or suspension, the warning, probation or suspension stands. Approval of an academic probation or suspension appeal does not ensure reinstatement of eligibility for financial or extracurricular activity participation.

Academic Probation

Students who successfully appeal their suspension may be placed on academic probation. Students may remain on academic probation

for no more than one semester. As a student on probation, the student will be required to complete and maintain a degree success plan with a designated advisor and comply with all the terms and conditions set forth in the degree success plan. In the event that the student is not able to achieve satisfactory academic progress by the end of the probationary semester, the student may be suspended or may be moved to a continuing degree success plan status.

Degree Success Plans

Students who do not meet standards of satisfactory academic progress must maintain a degree success plan with a designated advisor and comply with all the terms and conditions set forth in the degree success plan.

Academic Amnesty Policy

A University of Mary undergraduate student can take advantage of the "Academic Amnesty Policy" by petitioning the Academic Standards and Admissions Committee specifying the courses the student requests to be dropped. Only courses with grades of "D" and "F" may be dropped. Only courses taken ten semesters (excluding summer sessions) or more before the student's application for readmission may be dropped. The petition for Academic Amnesty must be made within six months following the student's readmission.

Current students who change their major from one division to another division and/or have unusual circumstances may also petition to have their "D" and "F" grades dropped. When the Committee approves a petition for Academic Amnesty, the original University of Mary grades will be shown on the transcript but a notation will be made and these grades will not be included in the calculation of grade point averages or the satisfaction of degree requirements.

This policy can be used only one time in the student's academic career.

Academic Honor Code & Honor System

The University of Mary Academic Honor Code and Honor System is found at www.umary.edu/honor.

All student assignments are subject to screening for plagiarism through www.turnitin.com software.

Academic Appeals Process

Appeals are petitions to change a decision rendered about an academic matter. Students may request an academic appeal for several reasons including a perceived violation of university policy, failure to follow published course policies, a lack of consistency within the student's course section, or a dispute over the factual accuracy of graded work. The following are not reasons that qualify matters for academic appeal: a disagreement with published course policies, differences in classroom policies or grading schemes in different courses or between different sections of the same course, or a grade's impact on a student's academic progress, athletic eligibility, or eligibility for financial assistance or veteran's benefits. A student's status does not change while an appeal is under consideration. If a student was dismissed, he or she remains dismissed. If he or she is in academic probation or suspension, the probation or suspension stands. Students may appeal decisions related to their academic performance (i.e., grades) in the following manner:

- a. Within two weeks after a student experiences the problem, he/she should contact the instructor involved and discuss the situation. If still dissatisfied, the student should proceed to step b.
- b. Provide the Department/Division Chair or Dean with a written statement that identifies the course and instructor, describe the problem, request specific actions, and give evidence to support the appeal within 30 days of the original appeal to the instructor. Students should include copies of all relevant documents: papers, tests, etc. The Department/Division Chair or Dean reviews the material and rules on the request. Should the Department/Division Chair or Dean be the instructor of record of the course under appeal, the Assistant Vice President for Academic Affairs will name an alternate to hear the appeal. A student may appeal the decision of the Department/Division Chair or Dean or assigned alternate under only specific circumstances, as outlined in step c.
- c. Students may appeal the ruling of a Dean based on the discovery of new evidence previously unavailable or a significant irregularity in the procedural process which could affect the outcome of the finding by the Dean. The appeal must take place within 30 days of the decision by the Dean. Students appeal

to the Assistant Vice President for Academic Affairs (AVPAA). General dissatisfaction with the decision of the Dean or assigned alternate is not sufficient grounds to appeal the decision to the AVPAA. In those cases, the student must provide the AVPAA with a written statement that identifies the course and instructor, describe the problem, describe the appeal to the Dean, describe the new evidence or the perceived irregularity, and provide evidence to support the appeal. Students should include copies of all relevant documents: papers, tests, etc. The Assistant Vice President for Academic Affairs reviews the material and rules on the request. Should the AVPAA be the instructor of record of the course under appeal, the Vice President for Academic Affairs will name an alternate to hear the appeal. A student may appeal the decision of the AVPAA or assigned alternate under specific circumstances, as outlined in step d.

- d. Students may appeal the decision of the Assistant Vice President for Academic Affairs if he or she believes there has been a significant irregularity in the procedural process or if new evidence comes to light that may change the out-come of the appeal. General dissatisfaction with the decision is not sufficient grounds to appeal the decision of the Assistant Vice President for Academic Affairs. Students may appeal the decision to the Vice President for Academic Affairs. To appeal the decision, the student must request from the Vice President for Academic Affairs a hearing by an impartial committee of three within 30 days of the decision by the Assistant Vice President for Academic Affairs. Appointed by the Vice President for Academic Affairs, this committee includes two students, one enrolled in the same division as the student who initiates the appeal and one from another school, and a faculty chairperson. The committee reviews the evidence, interviews, if necessary, those individuals involved, and recommends in writing a course of action to the Vice President for Academic Affairs. The Vice President for Academic Affairs considers the recommendation of the committee and rules on the appeal. That ruling is final and binding.

Exceptions

- **Absent Faculty:** In a case where the instructor is absent or is no longer employed by the

college, the appeal shall begin directly with the Chair or Dean of the Division or School in which the course was taken.

- **Additional preliminary levels of appeal:** In some programs, students may have additional levels of appeal available to them prior to reaching the Dean. Additional preliminary levels of appeal appear on the course syllabi and may include other university officials such as a program director or level coordinator. Once an appeal reaches the level of Dean, all appeals must follow the sequence stated in this section.

Assessment

Assessment of student learning is an integral component of every academic program. Continuous assessment of learning is the foundation for program improvement. Participation in assessment activities is required at the course, program, and university levels for academic advising and for best practices in teaching and learning. The assessment program is designed to help the student reflect on his/her progress toward meeting program outcomes as well as strengths and areas needing improvement within the university curriculum and environment.

Cancellation of Classes Due to Inclement Weather

During the winter months, classes and activities normally take place at the University of Maryland despite snow, wind and cold temperatures. On those occasions when the conditions become severe enough to be dangerous, the university will cancel classes and other campus activities until the conditions improve. The length of the cancellation will be dependent upon recommendations from local officials monitoring the situation. It is possible the cancellation may be for morning classes, afternoon classes, evening classes or the entire day.

Announcements regarding cancellation will be broadcast on KFYZ 550 AM radio and/or through the university's emergency text-messaging system. Every effort will be made to make the announcements for a morning or all-day closure by 7:15 a.m. while an announcement regarding an afternoon closure should be forthcoming by 11:00 a.m. However, weather conditions during a storm can change quickly and students are advised to anticipate that announcements of cancellations may be made later in the day as well.

Student Life

Reflective of our Benedictine heritage and sponsorship, the first goal of the student life program is to welcome each new student into membership in the Christian, Catholic and Benedictine learning community known as the University of Mary. As members of this community, students experience education in the Benedictine Wisdom Tradition where learning is understood to be a part of the process of developing one's God-given gifts and potential for use in service to others. In this Benedictine philosophy of education, a high value is placed on learning that occurs outside the classroom. Consistent with this philosophy, the student life program actively creates learning opportunities in the residence halls, campus ministry, student activities, student organizations, and in student services.

Residence Life

The Residence Life community at the University of Mary is made up of more than 930 students. The location of the campus atop a bluff overlooking the Missouri River and the City of Bismarck provides a unique residential campus environment in a natural setting with beautiful views. Each residence hall is characterized by a strong sense of Benedictine community where residents enjoy the convenience of being within walking distance to classes and campus services. Each residence hall has a professional-level director who lives in and supervises the facility. There are also several student resident assistants who promote a variety of fun activities and who serve as peer resources for residents.

The university offers students a variety of residence hall options including traditional residence halls, suite-style and apartment-style facilities. The Descriptions of each residence hall may be found on the University of Mary website. All students who wish to participate in the Residence Life program must apply. Applications are available from the Student Development Office located in Room 1209 of the Benedictine Center (701-355-8265).

Residency Requirement

The University of Mary requires freshmen and sophomores (students with fewer than 60 credits on the day classes begin) who are under the age of 21 to live on campus for the entire semester. Any exception to this policy must be approved in advance by the Vice President for Student Development.

Residence halls and on-campus apartments are closed during the Christmas vacation period.

Campus Ministry

The University of Mary encourages each student to pursue an active spiritual life and to participate in the spiritual community of one's choosing. The University of Mary community, in keeping with its Catholic tradition, celebrates the Eucharistic Liturgy. Schedules and locations are posted around campus.

Campus Ministry serves the spiritual needs of the University of Mary community by offering retreats, studies in Sacred Scripture, prayer groups, volunteer opportunities, and social gatherings.

The ministry staff consists of a director, an assistant director, a chaplain, and student peer-ministers. The Campus Ministry Office, located in Clairmont Center next to Benet Chapel, is open to all.

Campus Ministry Team and Campus Ministry Volunteers

The Campus Ministry Team assists the Director of Campus Ministry in planning and offering spiritually-oriented activities for the students from all faith backgrounds. Team members assist with liturgical celebrations, music ministry, and retreats both on and off campus. In addition, team members serve as role models and promote active participation in spiritually-oriented activities. In addition to the positions on the team, students from all faith traditions are invited to volunteer as musicians, to assist with liturgies, and to help plan social events. Campus Ministry is located in the Clairmont Center, adjacent to Benet Chapel.

Student Handbook

The University of Mary Student Handbook is the university's official source of information for students about student rights and responsibilities to the university community. The handbook includes important information about the university's conduct standards for students, residence hall policies, and other policies that govern student life. It is also a valuable resource for students about the many services available for students at the university. Upon enrollment, each student is responsible to obtain a current copy of the student handbook and abide by the policies and regulations in it. The handbook is available in electronic form from the

Student Life section of the university's web site and from the university's portal site (my.umary.edu). Printed copies are available at the Student Development Office located in the Benedictine Center.

Student Government

Students have the opportunity to serve in leadership positions and actively participate in the decision-making process of the University through student government and membership on various committees and councils.

Each spring students elect the student body president, vice president and student senators to a one-year term. Students representing the first-year class are elected in the fall. Senators are elected from various representative districts to ensure broad representation. Through this system, each student is represented on the Student Senate through their academic division and by resident status, whether on-campus or off-campus. The Student Senate is a forum to consider issues important to students and participates in the University of Mary decision-making process as the voice of the student body. The student body president nominates students, with the approval of the Student Senate, to serve on various campus committees and councils.

Student Organizations

Over 30 student organizations exist at the University of Mary including professional organizations, service organizations, and special interest clubs. Each offers students the opportunity to meet new people, learn interpersonal skills, and develop leadership abilities. A complete listing of campus organizations is available from the "Student Life" section of the university's web site and in the Student Handbook.

Musical Groups

All students attending the University of Mary are invited to participate in a musical activity, regardless of their major. The University sponsors a diversified number of performance ensembles where participation earns credit toward graduation. Instrumental and vocal ensembles perform at civic and University functions and several groups conduct annual tours throughout the region.

Intercollegiate Athletics

The University of Mary provides opportunities for participation in men's football, soccer, cross country, basketball, wrestling, indoor track, baseball, tennis, golf, and outdoor track. Opportu-

nities for participation for women include soccer, volleyball, cross country, basketball, indoor track, softball, tennis, golf, and outdoor track.

The University of Mary is a member of the Northern Sun Intercollegiate Conference (NSIC) and the National Collegiate Athletic Association (NCAA).

Students who participate in University athletics are expected to meet the same academic standards as all other students.

The NSIC and NCAA set eligibility and scholarship standards.

Student Recreation and Wellness

Student Recreation and Wellness offers a wide variety of fun options for students to incorporate physical activity, wellness and sport into their weekly routine. Located in the Leach Field House, programs include intramural sports to provide both men and women the opportunity to participate in competitive activities ranging from basketball, flag football, dodge ball, softball, and volleyball to table tennis, swimming and racquetball. Throughout the year, there are league seasons for several sports as well as a variety of short-term or one-day tournaments to provide everyone a chance to participate in their favorite sport. Students interested in wellness and fitness are able to participate in groups fitness classes such as zumba and kickboxing or they may pursue their individual fitness goals by using the fitness center, indoor walking track, outdoor walking path or swimming pool at their own convenience. The Coordinator of Student Recreation and Wellness is assisted by a group of student employees known as the REC Crew. The McDowell Activity Center gym and pool along with the Leach Field-house climbing wall, racquetball court, fitness place, track, volleyball courts, and basketball courts are available for student use during regularly-scheduled times.

Student Newspaper

Students interested in photography and journalism have an opportunity to contribute to the student newspaper, Summit.

Convocations and Cultural Events

University convocations give students an opportunity to learn about such areas as the arts, politics, and history through presentations by well-known experts in their fields. The University has hosted such groups as the Minnesota Opera and the New York Repertory Theatre.

The proximity of the University to the Bismarck and Mandan communities also provides opportunities for cultural experiences. The Bismarck-Mandan Symphony, the Bismarck-Mandan Civic Chorus, the Bismarck Art and Galleries Association, the North Dakota Heritage Center, and the Bismarck Civic Center are examples of various cultural resources found in the city.

Student Volunteer Program

The student volunteer program provides volunteer opportunities for students in all areas of study, and serves as a resource for faculty in developing service learning experiences. The program is based upon the Christian, Catholic and Benedictine tradition of service and encourages students to actively serve others, the University, the larger civic community, their church and their country.

Campus Security

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or “Clery Act”, the University of Mary annually publishes a Campus Security Report. It is available to all en-rolled students, prospective students, employees, and prospective employees of the University. The report includes a description of campus security procedures and it provides security and safety recommendations for members of the community. A three-year history of crime statistics at the University of Mary is also included in the report. An electronic version of the report is available at www.umary.edu/pdf/umary-securityreport.pdf. All University of Mary students are responsible for obtaining a copy of the report, to be familiar with its contents, and to follow the recommendations included in it regarding safety and security.

Student Services

Advising

One important aspect of student life is the opportunity for students and faculty to associate outside the formality of the classroom. Through the advising program, at least one person on the University of Mary staff is individually concerned with a student's academic progress and personal growth. The advising program assists the student in realizing his or her educational goals and in developing his or her leadership qualities. During the first year, incoming freshmen and new full-time adult learners (23 years of age or older), who have been out of school for more than two years, participate in leadership seminars, which provide a structure for regular contact between students and specially-trained advisors and introduces students to the philosophy of servant leadership. Students are assigned major advisors at the end of the second semester of the freshman year. If a student changes majors, a new advisor from the appropriate discipline is assigned.

Advisors assist students to resolve concerns in both academic and personal areas. They formulate degree plans, help in course selection, provide information about University requirements and policies, and refer students to other, more specialized, resources.

First-Year Experience

Mindful that students who are new to the University go through a period of adjustment, the University of Mary's First-Year Experience begins with orientation and offers special activities and learning opportunities throughout the year for first-year students.

Student Support Services

Student Support Services provides eligible students tutorial assistance, counseling, referral to other on-campus services and, when appropriate, to off-campus services.

In addition, personnel in this office arrange academic support systems for students who show potential for success but have special needs.

Services for Students with Disabilities

The University of Mary is committed to providing all students with disabilities equal access to all its programs and services in full compliance with Section 504 of the Rehabilitation Act of

1973, the American's with Disabilities Act (ADA) and other legal relevant mandates. Students with disabilities who have need of accommodations are responsible to apply to the office of Student Accessibility Services. Applications need not be in writing; however, application forms are available at Student Accessibility Services. As part of the application process, the student must provide documentation of his/her disability or diagnosis, which should also include a statement regarding the student's functional limitations related to the accommodation(s) requested. All documentation must be current and must be provided by a qualified professional. Applications, documentation, and requests for accommodations should be submitted to the Director of Student Accessibility Services at least 60 days prior to the date needed. Applications for accommodations due to TEMPORARY disabilities resulting from unexpected accident, injury, illness, hospitalization, etc. should also be submitted to the same office.

Each year, Student Accessibility Services coordinates accommodations and services for 60 to 90 University of Mary students who have at least one significant functional limitation as a result of a disability or other condition. To meet student needs, a wide variety of accommodations are provided including accommodations for students who are differently able with regard to learning ability, physical ability, emotional ability, and diet to name a few.

For further information, please contact the Director of Student Accessibility Services in the Benedictine Center for Student Leadership at (701) 355-8264.

Student Success Center

The Student Success Center, located in the Benedictine Center, helps students to develop effective study skills. All enrolled students at the University of Mary are eligible for this service. Services include an assessment of learning style and effectiveness of the student's current study habits and skills. Information is available on topics such as:

- Time management
- How to use your learning style to your advantage
- How to create an effective environment in which to study

- How to read a text book and retain what you read
- How to take effective notes
- How to study for exams (including essay, multiple choice and math/science exams)

Counseling Services

The Counseling Service Center provides free and confidential counseling to University of Mary students. The center is staffed by a professional counselor who provides individual counseling, support groups, crisis intervention, and information and referral to other campus and community services. Common concerns include adjustment issues, relationship concerns, family issues, depressed mood, anxiety, conflict resolution, and many others. Counseling Services is located in the Benedictine Center for Servant Leadership. Appointments may be scheduled at the Student Development Office or by calling 355-8145.

Career and Testing Services

The Career and Testing Services Center offers a wide range of services to meet the needs of “deciding” students as well as those nearing graduation. An updated list of full- and part-time professional and non-professional employment opportunities is available. Other events and services available through the center include:

- CLEP testing
- Job Fairs
- On-campus company recruitment
- Workshops on resume, cover letter, and job search preparation
- Career interest testing and career counseling
- Education credential files
- National testing for graduate and undergraduate school entrance, tests for nurses, teachers, doctors, engineers and credit earning for classes
- Job shadowing

Student Health Clinic

The Student Health Clinic is operated by Mid Dakota Clinic. A wide range of services are provided including complete physical exams for athletics, employment, travel, etc., diagnosis and

treatment of illness and injury, pelvic exams, pap smears, pregnancy testing, testing for sexually transmitted diseases, immunizations and allergy injections.

On-site laboratory testing includes strep, mono, urine, hemoglobin and blood sugar. If further laboratory tests and x-rays are deemed necessary, expedited referral services are available within the Mid Dakota system.

Other healthcare services provided include printed health information, instruction and counseling about disease prevention, and risk-education. Health promotion includes stress reduction, weight management, smoking cessation, alcohol/drug education, and counseling regarding sexuality that is consistent with Catholic teaching. A courier service for prescriptions is available.

The Student Health Clinic is staffed by a nurse practitioner that is able to diagnose and treat common acute and chronic illnesses. The nurse practitioner may write prescriptions as deemed necessary.

Clinic hours are Monday-Thursday, 9 a.m. to 4 p.m., and Friday, 8:30 a.m. to noon. To make an appointment, call 355-8288. Appointments are encouraged; however, walk-ins are welcome.

Food Service

The University Hall Dining Center and the dining center located in the Benedictine Center for Servant Leadership serve meals. There is also a snack bar and beverage bar located in the Leach Center for Student Life. Students living in the residence halls are required to be on a board contract. Students residing in the apartments have the option of participating in the board contract. Cafeteria services are not available during Thanksgiving, Christmas, and Easter vacation periods.

University Bookstore and Mart

The University Bookstore and Mart provide students with the convenience of on-campus shopping. Books, school supplies, monogrammed items, postage stamps, and a limited number of personal supplies are available. All merchandise and books must be paid for at the time of purchase.

Tuition and Fees

Current Charges

Current charges and payment information can be viewed at www.my.umary.edu under the finances tab. Charges can include tuition, fees, room/board charges, misc. course fees, books and other educational-related charges.

Payment Policies

All charges assessed by the University (tuition, fees, room, board and other charges incurred) are due and payable during the assigned fee payment time each semester. It is the student's responsibility to view their charges at www.my.umary.edu each semester and ensure that their balance is paid in full by the due date. Paper billing statements will not be mailed. Remittances are made payable to the University of Mary. If the account is not settled at the scheduled time, the student's instructors may be notified and the student could be withdrawn from courses and not allowed to attend class until settlement is made with the Director of Student Accounts. The University reserves the right to withhold transcripts and diplomas until all financial obligations have been met or satisfactory arrangements have been made in writing with the Director of Student Accounts.

Tuition paid by each matriculated student covers the costs of instruction, library services and convocations. No additional fees are charged for these services. For some classes, there are course laboratory fees and program fees in addition to the regular tuition. Expenses for housing and transportation and charges for liability insurance related to student teaching, clinical experience, practical or internships are the responsibility of the student.

The University of Mary reserves the right to make changes to listed charges at the beginning of any term. All charges are payable in US currency.

Room and Board

All students living in University residence halls are required to purchase a food contract. Students living off-campus or in the student apartments are not required to purchase a food contract but may purchase meals if they so choose. Meals may not be charged. Applications for housing and meal plans may be requested from the Office of Student Development.

Refunds

Credit balance refunds will be mailed to students within 14 days of credit balances appearing on the student's account.

Add/Drop Class Refunds and Policy

Students who add or drop classes may need to repay some or all of the financial aid funds received. Classes must be added or dropped prior to the last day to add/drop classes for adjustments to be considered. Courses dropped after the add/drop date will be charged in full. Depending on a student's program and number of credits enrolled in, adjustments to tuition &/ or fees may/may not occur. Adjustments will be determined based on the documentation submitted by the Office of the Registrar. Students who add or drop classes must follow the official procedure as set forth by the Office of the Registrar. Failure to do so may result in the student owing all or part of the tuition/fees charged.

Bankruptcy Policy

For those past students who have filed or have been granted bankruptcy under the US Federal Bankruptcy Laws and would like to enroll or re-enroll at the University of Mary, it is expected that their tuition either be paid upon registration; or, in the case of Financial Aid or Third Party Reimbursement, their method of payment be declared on the Intended Method of Payment Form found on the my.umary.edu website along with the appropriate documentation.

Withdrawing from the University

Students who withdraw or are expelled from the University of Mary may need to repay some or all of the financial aid funds received. Students who withdraw will have their financial aid and tuition/fees/other charges calculated based on the US Dept. of Education guidelines. Students who withdraw prior to the sixty percent point in the semester may be required to repay all or some of their financial aid received. Students who withdraw after the sixty percent point in the semester are considered to have earned all of their aid received. Tuition and fees will be calculated on the same basis as financial aid.

The amount of aid and the charges incurred are determined on a pro-rata basis. As an example, if you complete 30% of the semester and then withdraw, you will earn 30% of your aid and you will be charged 30% of your tuition/fees/other charges. Students who withdraw at the 60% point in the semester will be considered to have earned all of their financial aid for the semester and will not have charges adjusted.

Students who have aid adjusted upon withdrawal may be due a post-withdrawal disbursement or may be required to repay some of the aid already received. All unpaid account balances are the responsibility of the student to pay in full. The University reserves the right to withhold transcripts and students will not be allowed to re-enroll in classes until balances are made current.

Any questions regarding the University of Mary's adjustment policy or Federal Student Aid requirements can be directed to the Office of Financial Aid at 701-355-8142 or the Office of Student Accounts at 701-355-8143.

Financial Assistance

Financial Aid is available for eligible students. It is the goal of the University of Mary to provide adequate financial assistance to all students who apply. The primary responsibility for financing a college education rests with the student and family. Assistance offered by colleges, the government, and other sources is viewed as supplemental to the efforts of the student and family. For any questions on the financial aid application process, please contact the Financial Aid Office at finaid@umary.edu or at 701-358-8142.

Who May Apply

Students applying for financial assistance must:

1. Be a U.S. citizen or an eligible non-citizen.
2. Be enrolled and accepted in a degree-granting program.
3. Be maintaining satisfactory progress toward completion of a course of study.
4. Not be in default or owe a repayment through the federal Student Financial Assistance Programs.

How to Apply

In order to determine eligibility for most types of financial assistance, a student must complete the Free Application for Federal Student Aid (FAFSA). A FAFSA application must be completed each year at www.fafsa.gov. Both the student and the dependent student's parent will need a PIN, which can be applied for at www.pin.ed.gov. When completing the FAFSA, applicants must list the University of Mary as a college they plan to attend. Our school code is 002992. Prior to receiving an award letter and financial aid, a student must be accepted, enrolled, and pursuing a degree from the University of Mary.

To be considered for the maximum financial aid, the FAFSA should be processed on or before March 30 of each year.

How Is Eligibility Determined?

Financial aid eligibility is determined based on financial "need." Financial "need" is determined by a federal formula which analyzes a family's financial situation. Items such as income and assets, the number of dependents in the household, the number of family members currently in post-

secondary education, and the cost of the educational program, as well as other factors, are used to determine a student's eligibility for financial aid.

The "need" of the student is the difference between the cost of the institution being considered and the family's ability to pay as determined by the federal formula for financial need. The total cost of school will include not only direct costs, such as tuition and fees, books, and room/board, but also indirect costs such as transportation (excluded in online programs,) supplies and miscellaneous living expenses. The University will build a realistic budget, or total "cost," to reflect a student's total cost of attending school.

Enrollment Status

Undergraduate Students

Fulltime	12 or more credits
Three-quarter time	9-11 credits
Half-time	6-8 credits
Less than half-time	5 or fewer credits

Graduate Students

Fulltime	9 or more credits
Three-quarter time	7-8 credits
Half-time	5-6 credits
Less than half-time	4 or fewer credits

Financial Aid Disbursements and Refunds

All of the financial aid that you accept, federal and non-federal, grants and loans, will be directly credited to your student account. The "disbursement date" for financial aid is the day that funds arrive at the University of Mary. For disbursements of loan funds, it generally takes the Financial Aid Office three days to complete the necessary steps before the funds are applied to your student account. Depending on your program of study, your financial aid will be disbursed either once per semester or over the course of the semester.

Financial aid refunds (excess aid) will not be made available to students until after final add/drop day in each semester, as noted on the University of Mary Calendar, and after all charges are paid in full each semester. The Student Accounts Office mails refund checks to students. Students are able to view their account online at any time at www.my.umary.edu.

Financial Aid Sources

Please contact the Financial Aid Office for information on any of the following programs. Students should explore as many options to apply for aid as possible.

Grant Programs

Federal Pell Grant: This is a grant awarded based on financial need as determined by the Department of Education. It does not have to be repaid.

Federal Supplemental Education Opportunity Grant (FSEOG): This grant is awarded based on financial need. It does not have to be repaid. Students must be Pell eligible to receive this grant.

TEACH Grant: This grant provides up to \$4,000 per academic year in grant assistance to undergraduate, post-baccalaureate, and graduate students who agree to serve for at least four years as full-time "highly qualified" teachers in high need fields in public and not for profit private elementary or secondary schools that serve students from low income families. Specific requirements and application steps apply. Please contact the Financial Aid Office for more information on eligibility.

Employment

Federal Work Study: This award must be earned by the student. Students must have unmet need to qualify for this award and must meet U.S. employment eligibility requirements.

Loan Programs

Federal Perkins Loan: This loan must be repaid. It is based on financial need. The interest rate is five percent (5%). No principal or interest payments are required as long as half-time enrollment status is maintained. Student will be required to complete loan entrance counseling and a Master Promissory Note.

Federal Nursing Loan: This loan must be repaid. It is based on financial need. The interest rate is five percent (5%). No principal or interest payments are required as long as half-time enrollment status is maintained. Students who are juniors or seniors and who are accepted to the Division of Nursing can apply. Students will be required to complete loan entrance counseling, a Master Promissory Note, and disclosure documents annually.

Federal Direct Subsidized Loan: This is a loan that must be repaid. It is based on financial need.

Students must be enrolled at least on a half-time basis to qualify. The interest that accrues on this loan is paid by the government while the student is enrolled at least half-time. Students may be required to make interest payments during grace periods. A 6-month payment grace period is allowed after a student drops below half-time. Contact the Financial Aid Office to determine your interest rate. Loan entrance counseling will be required and students must sign a Master Promissory Note.

Federal Direct Unsubsidized Loan: This loan must be repaid. Students must be enrolled at least on a half-time basis to qualify. The student is required to pay interest on this loan from the time of disbursement. Loan entrance counseling will be required and students must sign a Master Promissory Note. Contact the Financial Aid Office to determine your interest rate.

University of Mary Scholarships

All University of Mary scholarships are split between fall and spring semesters only. Students must be enrolled fulltime to qualify and must be maintaining academic progress. Scholarships are not awarded in accelerated adult learner programs, in certain programs of study, for graduate studies, or in summer. Most scholarships are renewable for up to a maximum of 8 semesters.

Sister Thomas Welder Leadership Scholarship: This merit scholarship is based on prior academic standing. It is awarded in fall and spring semesters only to fulltime traditional undergraduate students.

Honors Day Scholarships: Trustees Honor Scholarships, Presidential Honor Scholarships, and Benedictine Honor Scholarships are awarded based on competition day requirements. These scholarships are awarded in fall and spring semesters only to fulltime traditional undergraduate students.

Activity Scholarships: Scholarships are available for participation in activities on the University of Mary campus. They are awarded on an annual basis in fall and spring semesters to fulltime traditional undergraduate students.

Freedom Plan/Catholic Scholars: Awarded to incoming, first-time freshmen based on specific criteria. This is an on-campus room/board scholarship.

State/Local/Other Programs

North Dakota State Grant: The deadline to apply for the North Dakota State Grant is April 15. You must complete the FAFSA application before this date, and you must be enrolled as a full-time student. This is a need-based grant.

North Dakota Scholars Program: North Dakota's best and brightest high school graduates receive a financial incentive to remain in North Dakota for college. To learn more about this opportunity, contact the North Dakota University System.

North Dakota Academic Scholarships OR North Dakota Career & Technical Education Scholarships:

- Rewards students for taking challenging coursework in high school in preparation for college.
- The scholarship value is up to \$6000 (\$750/semester) for students who qualify.
- To apply, complete the ACT or WorkKeys before Feb 12.
- Application is available on the ND Department of Public Instruction website.

North Dakota Indian Scholarship: This scholarship assists American Indian students in obtaining a college education. Apply through the North Dakota University System.

You should also research other funding sources, such as tribal scholarships or grants, vocational rehabilitation, outside scholarships or military benefits. The Financial Aid Office can assist you as you begin your search.

Other Payment Options

Parent PLUS Loan: This is a loan that parents borrow for their dependent student's educational expenses. Parents must apply and qualify for this loan. The interest rate is 7.9% fixed and fees may apply. Repayment begins immediately upon disbursement.

Alternative Loan: Alternative education loans are private student loans that help supplement federal financing. These are private loans that students must apply for and qualify for based on the lender requirements. Federal funding sources should be pursued first.

Payment Plan: The University of Mary offers a convenient payment plan through Nelnet Business

Solutions. A small enrollment fee will enroll you in the no-interest plan. For more information contact the Office of Student Accounts.

Satisfactory Progress Policy for Financial Assistance

A complete copy of the Financial Aid Satisfactory Progress Policy can be requested in the Financial Aid Office.

In accordance with Federal regulations, to be eligible for Title IV aid, a student must make satisfactory degree progress. The receipt of financial aid and progress toward attaining a degree go hand in hand. Students must meet both quantitative and qualitative standards. All federal, state and institutional aid programs are covered by this policy.

Quantitative Standard:

- 1st year undergraduate (0-29 credits earned) must maintain a 1.8 cumulative GPA.
- 2nd year undergraduate and beyond (30+ credits earned) must maintain a 2.0 cumulative GPA.
- Graduate students must maintain a cumulative 3.0 GPA.
- Division requirements may be more stringent.

Qualitative Standard:

- All grade levels (undergraduate and graduate) must successfully complete at least 67% of all attempted credits. The grades W, WP, WF, F, I and SC are considered "attempted" and will be considered as unsuccessful completion when determining if a student has maintained this standard.
- Obtain a 1st bachelor's degree within 150% of the credits required to earn degree. Generally, 192 credits is the standard for most University of Mary undergraduate programs. Students seeking dual-degrees, second degrees or who have made major changes should contact the Financial Assistance Office to determine eligibility requirements.

Monitoring Progress

- Progress for all students will be monitored on a semester-by-semester basis.
- Assessment will be based on the student's cumulative academic record, including all transfer semester credit hours accepted toward the student's current degree,

incomplete grades, W, WF, WP, and SC grades.

- Continuous-enrolled students applying for financial aid for the first time must have maintained progress during the previous terms of enrollment regardless of prior post-secondary attendance.
- Students who have stopped-out of college for a period of twelve or more months may have the ability to maintain financial eligibility even though prior performance was substandard. Students in this situation should contact the Financial Aid Office for more information.
- Other special considerations for appeal may involve a student changing degrees/divisions, which may require additional credits.
- Federal regulations may require immediate suspension. A student does not need to first be placed in WARNING status to be suspended.
- Students are personally responsible for all charges incurred at the University of Mary while they are suspended from receiving financial aid.
- Students may only request an appeal once for any given circumstance.
- Academic amnesty has no bearing on standard of progress for financial aid.
- One WARNING period will be given prior to a student being suspended from financial aid due to substandard academic performance.
- If a student successfully appeals a suspension, one term (one semester) of PROBATION will be granted, giving the student an opportunity to prove academic success.
- Following one term of PROBATION, continued aid eligibility requires proven success (during the term of PROBATION), a comprehensive degree-success plan must be submitted, and the ability to reach the stated minimum requirements prior to degree completion must be attainable. Students in this status must maintain progress each term until they are in full compliance.

- Final determination of appeal approval or denial will rest with the Office of Financial Aid. The Office of Financial Aid will make the best determination for the student while complying with federal guidelines.

What Does WARNING Mean?

WARNING is the status assigned to a student who fails to make satisfactory academic progress. The student may continue to receive financial aid for one payment period (one semester). No appeal is required for this status. Students will be notified by letter.

What Does PROBATION Mean?

PROBATION is a status assigned to a student who fails to make satisfactory academic progress AND who has successfully appealed AND who has received official notification that aid eligibility has been reinstated. Students who are placed in probation status may receive financial aid for one payment period (one semester). Students will be notified by letter.

What Does ACADEMIC PLAN Mean?

After one term of PROBATION in which the student has proven their ability to succeed academically, and through additional requirements being met, students may request to be placed in ACADEMIC PLAN, which will be monitored after the end of each semester and students must prove their ability each term to remain in this status. If it is determined that the student is not following the degree-success plan set forth or not improving academically, the student will be suspended from aid.

What Does SUSPENSION Mean?

Students designated "SUSPENSION" are no longer for federal, state or institutional financial aid. All charges incurred while under suspension will be the personal responsibility of the student to pay.

Right to Appeal

Students who have had their financial aid suspended due to unsatisfactory academic progress may appeal their standing to:

University of Mary
Office of Student Financial Aid
7500 University Drive
Bismarck, ND 58504

Financial Aid and Institutional Charges — Changes in Enrollment

If a student adds or drops credits at any point in a semester, their financial aid and institutional charges may be affected. Please contact either Financial Aid at finaid@umary.edu or Student Accounts at staccts@umary.edu to determine if a change in enrollment will affect you.

Financial Aid and Institutional Charges — Withdrawing or Expelled Students

Return of Federal Title IV Financial Aid

If a student withdraws from school or is expelled, a calculation called Return of Title IV Aid must be completed. The amount of Title IV assistance earned is calculated based on the number of days completed in the enrollment period on a prorated basis. The percentage is then applied to the assistance received to determine how much aid a student has actually earned. If the student has received more aid than he/she earned, funds must be returned to the appropriate issuing agency. If a student has earned more aid than what they were disbursed, a possible "Post Withdrawal Disbursement" of aid can be made to help cover tuition, fees, and other charges. Returns to Title IV financial aid, will be done in the manner prescribed by law.

The Return of Title IV policy, which prorates eligibility based on attendance, applies not only to the federal financial aid programs but also to state and institutional aid. Adjustments to a student's institutional charges for tuition, fees, room and board for a student who withdraws or is expelled, will mirror the same policy of proration.

A student who has received financial aid and who withdraws or is expelled may be required to

repay some or the entire award funds received. Any institutional charges resulting from a student withdrawing from the university will be the responsibility of the student to pay in full.

Any questions regarding this policy can be directed to the Financial Aid Office at finaid@umary.edu.

Nondiscrimination

The University of Mary does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status or public assistance, in accordance with applicable laws. The university will not tolerate any discrimination, and any such conduct is prohibited. The university also prohibits any form of discipline or retaliation for reporting incidents of discrimination. The following persons have been designated to handle inquiries regarding the non-discrimination policy:

Director of Human Resources
Benedictine Center, Room 411
7500 University Drive
Bismarck, ND 58504

or

Director of Student Life
Benedictine Center, Room 1501
7500 University Drive
Bismarck, ND 58504

or

Assistant Vice President for Academic Affairs
Benedictine Center, Room 1206
7500 University Drive
Bismarck, ND 58504

Graduate Academic Policies

Transfer Credits

Credits from other United States regionally accredited institutions of higher education and from international schools approved by the countries Ministry of Education must be approved for transfer to the University of Mary by the program director and the Registrar. All official transcripts must be received by the Registrar from the institutions granting credit for the transfer to be considered. Credits under consideration must have been earned within a seven (7) consecutive year time frame to be acknowledged as current for the program of study. Once approved, up to one-third of credits toward a program of study with a grade of "B" or better may be transferred as part of the graduate degree. Approved courses and accompanying credits are listed on the student's program of study and University of Mary transcript record.

Grades

Grades awarded at the University of Mary are A, B, C, D (with + or -), or F. Grades below a C are considered failing at the graduate course level. All grades are recorded on the student's official transcript. When a course is repeated, both course grades are entered on the transcript, but only the highest grade will be counted toward the degree and the grade point average. A course at the graduate level may be repeated one time.

A student earns honor points for each semester credit earned according to the value of the grade received for a graduate course. The grade point average is computed by dividing the honor points earned by the semester credits. The University of Mary grading scale, published on the back of the official transcript, to assign final grades and points is as follows:

A	Outstanding performance	4.0 points
A-		3.7 points
B+		3.3 points
B	More than satisfactory performance	3.0 points
B-		2.7 points
C+		2.3 points
C	Satisfactory performance	2.0 points
C-		1.7 points
D+		1.3 points

D	Passing, but less than satisfactory performance	1.0 points
D-		.7 points
F	Unsatisfactory	0 points
W	Withdrew, no status	0 points
WF	Withdrew, failing	0 points
WP	Withdrew, passing	0 points
I	Incomplete	0 points
P	Passing	0 points

Graduate students may request an Incomplete for a course when unforeseen circumstances prevent them from completing a course at its scheduled time. Students must obtain written permission for an Incomplete from the course instructor and the course instructor must agree to provide continued academic guidance to the student. Incompletes must be completed within three (3) weeks following the published end date of the course or the "I" [Incomplete] grade will convert to a grade of "F" unless an extension (Passing Incomplete or "PI") is granted in writing to the Registrar by the instructor. Students may be assigned no more than one incomplete grade per term. For internships, practica, and workshops, the option of pass/fail (P/F) grading is available upon approval of the department overseeing the program of study.

Extensions

The end date of a class may be extended for the entire course cohort for up to seven (7) calendar days by the instructor and under the discretion of the instructor providing the extension does not interfere with the University final grade due date at the end of the term. The instructor must notify each student's advisor, the degree program director, Registrar, and, for online degree programs the Coordinator of Distance Education.

Grade Reports

At the close of each semester, final grades are recorded on students' permanent records. Students may view their final semester grade on their personal home page on the University of Mary website, <http://my.umary.edu> by using their ID numbers and passwords.

Transcripts

Transcripts are certified copies of students' permanent grade records and display academic status at the time of issuance. Transcripts are issued only if authorized in writing by the student. Three (3) to five (5) business days are needed for transcript transactions. Transcripts are withheld if a student or graduate has not met financial obligations at the University of Mary. Transcript Request Forms can be downloaded from the University of Mary website.

Directed Study Policy

When onsite and online options for study are not an option, a student may seek approval to complete a course through directed study. Minimum criteria for approval include that the student be in good academic standing. Students who fail a course may not repeat the same course as directed study. Start and end dates of an directed study at the graduate level must be written on the Directed Study form and the dates must coincide with the term dates.

The Directed Study form is submitted to the Office of the Registrar. The advisor must submit a drop form and the Directed Study form at the same time when a student is substituting a directed study for a seated class.

Satisfactory Academic Progress

To fulfill requirements for a degree, full-time and part-time students must: (1) have a cumulative grade point average of 3.0 and (2) complete a minimum of 67% of attempted semester credit hours. The grades W, F, I and SC are considered "attempted" and will be considered as unsuccessful completion when determining if a student has maintained this standard.

A minimum grade of "C" is required for all courses in a graduate program of study, unless specified to be higher by a graduate program. An academic review is performed by the student's advisor and program director following completion of at least the initial 6.0 graduate semester credits in the program of study. Students with good academic standing are considered "candidates" for the degree and their program of study is validated. Students who do not meet criteria for continuation in their program of study are notified of their academic standing in writing. Refer to departmental graduate programs for criteria

regarding satisfactory academic progress, policies on grades, and evaluations of performance.

All graduate students' progress will be monitored at the end of the fall semester, spring semester and summer semester.

Progress Toward a Degree

Students must demonstrate progress toward a degree by completing at least 67% of all attempted credits and maintaining minimum GPA requirements in accordance with the satisfactory academic progress policy. The grades W, F, I and SC are considered "attempted" and will be considered as unsuccessful completion when determining if a student has maintained this standard. Students may take no more than 150% of the allowed credits toward any given graduate degree.

Academic Warning

Graduate students whose academic progress does not reflect the standards set forth in this policy will be notified by letter that they have one additional semester to bring their standing within requirements. As a student on warning, the student will be required to complete and maintain an success plan with a designated advisor and comply with all the terms and conditions set forth in the success plan. In the event that they are not able to achieve satisfactory academic progress by the end of the warning semester, the student may be suspended or may be moved to a continuing success plan status.

Academic Suspension

Graduate students who have failed to maintain satisfactory progress or who have failed to achieve satisfactory progress after one warning semester will be suspended. Suspended students will not be eligible to register for coursework and will be terminated from active status. Their financial aid will be terminated. Students who have been suspended from the university must re-apply to the institution through the admissions department. If readmitted, they will be reenrolled under the university catalog in place at the time of readmission, which may require additional coursework or contain different policies than those in place at the time of their original enrollment. Students who are reinstated academically may still be on financial aid suspension based on the Satisfactory Academic Progress Policy for Financial Assistance.

Students do not need to first be placed on warning status to be suspended. If it is determined that academic progress is so lacking that suspension is warranted, the student may be suspended directly.

Right to an Academic Appeal

Graduate students who have been academically suspended or placed on warning may appeal their status to:

Academic Standards & Admissions Committee
Attn: Academic Affairs
7500 University Drive
Bismarck, ND 58504

The appeal must be in writing and submitted within 14 calendar days of the student's notification. Students may appeal due to mitigating circumstances such as illness of the student or immediate family member, death of an immediate family member, or other circumstances that may have resulted in substandard academic performance. The student must comply with all requests for documents pertaining to academic performance, i.e., copies of papers, test results, attendance records, etc. The Academic Standards and Admissions Committee considers and rules on the appeal. That ruling is final and binding.

A student's status does not change while an appeal is under consideration. If a student was dismissed, he or she remains dismissed. If he or she is in academic warning, probation or suspension, the warning, probation or suspension stands. Approval of an academic probation or suspension appeal does not ensure reinstatement of eligibility for financial aid.

Academic Probation

Graduate students who successfully appeal their suspension may be placed on academic probation. Students may remain on academic probation for no more than one semester. As a student on probation, the student will be required to complete and maintain an success plan with a designated advisor and comply with all the terms and conditions set forth in the success plan. In the event that the student is not able to achieve satisfactory academic progress by the end of the probationary semester, the student may be suspended or may be moved to a continuing success plan status.

Academic Success Plans

Graduate students who do not meet standards of satisfactory academic progress must maintain an success plan with a designated advisor and comply with all the terms and conditions set forth in the success plan.

Channel for Communication

When students have a grievance related to their learning experience at the University of Mary, they are to follow the channel of communication beginning with the individual mostly closely aligned to the grievance, if possible.

Instructor > Program Director > Dean >
VP Academic Affairs

Academic Standing

Students whose academic progress does not reflect the standards set forth in this policy will be notified by letter that they have been placed on academic warning. Students who have failed to maintain satisfactory academic progress or who have failed to achieve satisfactory academic progress after one warning semester will be suspended. [Academic Affairs: 2009]. Students will not graduate unless the cumulative grade point average for courses in the graduate program of study is at least a 3.0. Students participating in a dual degree program must maintain an overall grade point average that meets the requirements of both graduate programs.

Dismissal from Graduate Studies

Students who fail to achieve satisfactory academic standing are dismissed from the Program of Study and ultimately the University because of poor scholarship [less than 3.0 cumulative grade point average for two consecutive terms or for three cumulative terms; less than a grade of "C" in one or more courses in a term.] Students also may be dismissed for misconduct. See most current University of Mary Student Handbook at www.umary.edu.

Reinstatement

A graduate student seeking readmission who was not in good academic standing at the time of leaving must apply to the Assistant Vice President for Academic Affairs. Conditions for reinstatement may be imposed upon returning students. Stipulations for reinstatement to University of

Mary Graduate Studies may include, but not be limited to, the following:

- Must wait out one term and reapply for graduate studies prior to the returning term; a student may also be required to apply to the degree granting program of study
- Once re-enrolled, the student must repeat a course/s in which a grade less than a "C" was earned
- A minimum semester/term GPA of 3.0 must be achieved in the first semester of a reinstatement
- A minimum cumulative grade point average of 3.0 must be achieved by the end of the second term of reinstatement

A graduate student dismissed from a degree granting program of study for failing to satisfy degree requirements may petition the Program Director or Dean for conditional reinstatement. See additional information as provided by the specific degree granting program concerning fulfillment of degree requirements, dismissal and reinstatement.

Students who have withdrawn from the University for disciplinary reasons and who wish to be readmitted must apply to the Assistant Vice President for Academic Affairs. Conditions for reinstatement may be imposed upon returning students.

Academic Honor Code and Honor System

The University of Mary Academic Honor Code and Honor System is found at www.umary.edu/honor.

All student assignments are subject to screening for plagiarism through www.turnitin.com software.

Deployment Policy

A student who is called to active military duty should promptly notify the school's Certifying Official. Written orders or a notice of activation that includes the departure date should be submitted as soon as possible.

If the student deploys before 75 percent of the course requirement(s) have been completed, the student may receive a full refund of tuition and fees. A grade of "W" will be recorded on the student's transcript.

If the student deploys after 75 percent of the course requirement(s) have been completed, the

student may receive full credit with the grades earned at the time of deployment. Or, the student may choose to withdraw and receive a W grade: no refund adjustments will be made.

Students taking online courses may continue to be enrolled in those classes without accommodation if classwork is possible during deployment and Internet is accessible. Students seeking accommodations due to deployment must receive instructor consent.

Students wanting to complete their courses via directed study may do so with the consent of the instructor(s).

Students living in residence halls and / or with a meal contract will receive a refund. The refund will be prorated based on the deployment date.

The University will comply with the HEROES Act of 2003 as amended to ensure that service members who are receiving federal student aid are not adversely affected because of their military status.

Attendance

The policy of class attendance is at the discretion of instructors who will explain their written policy during the first week of class. Students are responsible to be familiar with the policy of their instructors. In the case of unexcused absences, students are responsible for work assigned, quizzes, tests or announcements made while absent. For accelerated courses, opportunity to make-up work involving discussion with a peer cohort may not be possible. At the request of the instructor and with approval of the Vice President for Academic Affairs, students may be administratively dropped from classes due to excessive absences.

Absence from Class

When it is necessary for students to be absent from class it is the responsibility of students to contact the Instructor to discuss the reasons. Instructors have the authority to make the decision whether to excuse an absence or not. Students should be aware that the policy regarding excused absences may vary from instructor to instructor. It is the responsibility of students to be familiar with the policy of each of their instructors. In cases of serious illness, hospitalization, a death in a family or other serious circumstances where it is difficult for a student to contact instructors, the student may designate a responsible other (for example, spouse, family member, medical professional) to contact the Office of the Vice President

for Academic Affairs for assistance. However, it remains the student's responsibility to contact the instructor as soon as it is possible to discuss arrangements for making up course work that has been missed.

Notice of Withdrawal from Graduate Studies

Students officially withdraw from the University of Mary – Graduate Studies before the end of the semester or term by informing their academic advisor of the intention to withdraw and by completing a Notice of Withdrawal. The University of Mary Registrar enters a grade based on the academic calendar for adds/drops, withdraws (W), and withdraws passing/failing (W/P, W/F) for each course in which the student was registered. If a student drops out of the University without following the procedure described, a grade of "F" is recorded for each course at the end of the term. For information on tuition refunds, please refer to "Tuition and Fees: Aid and Refunds when a Student Withdraws."

Credit Load

The following applies to enrollment in graduate courses for a semester/term:

Less than half time:	4 or fewer semester credits
½ Time:	5-6 semester credits
¾ Time:	7-8 semester credits
Full time:	9 or more semester credits

Validation Credit

Credit for a University of Mary graduate course must be earned within a seven (7) consecutive year time frame to be considered current for the graduate program of study toward a degree. University of Mary coursework taken more than seven years prior to completion of the graduate degree sought is considered outdated unless assessed to be current by the faculty within the program of study. Outdated coursework may be applied to the graduate degree if a student completes a revalidation process defined by the graduate program and approved by the School and University. Graduate work from another institution which is outdated more than 7 years may not be revalidated for a University of Mary graduate degree unless approved by the graduate program director. Work which was part of a completed

prerequisite for a graduate degree program does not become obsolete. Students may revalidate no more than 6.0 semester credits of outdated University of Mary graduate course-work required for the graduate degree.

The revalidation process includes the following steps:

1. Students are required to submit a written request for revalidation of outdated graduate courses toward a program of study for a University of Mary graduate degree. The request includes,
 - method for revalidation agreed upon by the instructor and student
 - instructor's assessment of the course (previous relevancy, current relevancy, student continued command of content based on the method for revalidation)
 - action (approve/deny) with signatures of the instructor, graduate program director, dean, and the Director of Graduate Studies
2. Students must pay the validation fee as published in the most current University of Mary Tuition and Fee Schedule.

Dual Degree Plan: Same Academic Division

Graduate students may complete more than one degree within one academic division without having to complete additional semester credits beyond the requirements of each program, as core requirements may count in both degree programs of study.

Dual Degree Plan: Interdisciplinary Divisions

Graduate students may complete more than one degree within interdisciplinary academic divisions by completing the requirements for the additional degree program of study (for example Master of Science in Nursing: Nurse Administrator who also earns the Master of Business Administration in Healthcare).

Completion of the Graduate Program of Study

Students enrolled in master's degree programs must complete one of the following capstones: Thesis, directed study, comprehensive examina-

tion, seminar or other culminating course, or a portfolio as required by the discipline. In some disciplines a combination may be required. Students enrolled in dual degrees programs must fulfill requirements for the capstone for each degree program or for each cognate/focus area of study if the dual degree is in the same academic discipline. Doctoral degree students are to refer to their respective academic discipline for specific requirements for the culminating scholarly activity. In all cases of scholarly activity involving human subjects, students must submit their intentions prior to implementation of such activity to the Institutional Review Board (IRB) for approval following first the approval of the academic advisor, instructor, or committee. **See also the University of Mary General Policy for Human Subjects Review and required IRB forms and documents at www.umary.edu or contact the Office of Academic Affairs.**

Continuing Enrollment

Students officially accepted into a graduate program of study but not enrolled for course credits in the final phase of program completion may be required to enroll in Continuing Enrollment in 1.0 semester credit increments for each term of the academic year. Continuing Enrollment semester credits do not count toward fulfillment of the program of study for the degree.

The Academic Advisor for the degree approves enrollment in Continuing Enrollment.

Gary Tharaldson School of Business

MGT 899: Continuing Enrollment:
MBA, MPM, MSSL

School of Education and Behavioral Science

COU 899: Continuing Enrollment: MSC
EDU 899: Continuing Enrollment: MEd

School of Health Sciences

NUR 899: Continuing Enrollment: MSN
OTH 899: Continuing Enrollment: MSOT
PTH 899: Continuing Enrollment: DPT
RTH 899: Continuing Enrollment: MSRT

University and Program Assessment

Graduate students completing their tenure at the University of Mary participate in assessment to assist the university in planning for future students, in assuring academic quality, and in creating optimal learning environments.

At the University level, students may be asked to complete satisfaction surveys. In addition,

faculty of graduate degree programs may require students to participate in program outcome assessment which, in addition to curriculum evaluation, may be used to benchmark with other institutions in higher education that have similar graduate degree programs. Finally, a graduate degree program may have competence-based evaluation as a component expectation for fulfillment of requirements for the degree.

A non-credit bearing course is required for Graduate Studies Assessment.

Course Description

ALU 799 or PTH 999 Graduate Studies Assessment

Graduate students register for ALU 799 at the Master's Degree level and PTH 999 at the Doctoral Degree level the final term of their tenure in the program of study to meet the University and program assessment requirement as specified in the Graduate Catalog.
0 semester credits

Application for a Diploma

Graduate students apply for a diploma to the Registrar no later than the term prior to the expected date of graduation (e.g., December 1st for spring graduation; April 1st for fall graduation). Also, an advisor verification of eligibility for graduation is due one full semester prior

to graduation. In order to be considered candidates for graduation, students must be in good standing with the degree granting program; must have earned 67% of credits attempted; must have a minimum cumulative grade point average of 3.0 on a 4.0 scale in graduate course work; and, must have completed all assessment requirements for the University and the degree granting program.

Special Circumstance (SC) Policy

The Special Circumstance policy is to be used only under extreme circumstances that interrupt a student's progress toward degree requirements. These are limited to death in the family or severe illness. Interruptions due to work do not warrant a grade of SC. All attempts should be made to give the student an incomplete grade before pursuing a grade of SC. The student, under the grade of SC, will have to retake the entire course within one year. Beyond one year, the SC grade will turn to an F. If the course is retaken within one year, the student will not be re-registered for the course, nor will they be charged again for the course. Beyond

one year, the student must re-register and will be re-charged at the current tuition rate.

Graduate Financial Assistance

Financial aid is available for eligible graduate students. It is the goal of the University of Mary to provide adequate financial aid to all students who apply. For any questions on the financial aid application process or any funding programs or policy, please contact the Financial Aid Office at finaid@umary.edu or at 701-355-8142.

Who May Apply

Students applying for financial aid must:

- 1) Be a U.S. citizen or an eligible non-citizen
- 2) Be enrolled and accepted in a degree-granting program
- 3) Be maintaining satisfactory progress towards completion of a course of study
- 4) Not be in default or owe a repayment through the federal Student Financial Assistance Programs.

How To Apply

In order to determine eligibility for most types of financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). A FAFSA application must be completed each year at www.fafsa.gov. The student will need a PIN, which can be applied for at www.pin.ed.gov.

When completing the FAFSA, applicants must list the University of Mary as a college they plan to attend. Our school code is 002992. Prior to receiving an award letter and financial aid, a student must be accepted, enrolled and pursuing a degree from the University of Mary.

To be considered for the maximum financial aid, the FAFSA should be processed on or before March 30 of each year.

How Is Eligibility Determined?

Financial aid eligibility is determined based on financial "need." Financial "need" is determined by a federal formula which analyzes a family's financial situation. Items such as income and assets, the number of dependents in the household, the number of family members currently in post-secondary education, and the cost of the educational program, as well as other factors, are used to determine a student's eligibility for financial assistance.

The "need" of the student is the difference between the cost of the institution being considered and the family's ability to pay as determined by the federal formula for financial need. The total cost of school will include direct costs, such as tuition and fees, books, and room/board, and also indirect costs such as transportation (excluded in online programs,) supplies and miscellaneous living expenses. The University will build a realistic budget, or total "cost", to reflect a student's total cost of attending school.

Enrollment Status Graduate Students

Fulltime	9 or more credits
Three-quarter time	7-8 credits
Half-time	5-6 credits
Less than half-time	4 or fewer credits

Financial Aid Disbursements and Refunds

All of the financial aid that you accept, federal and non-federal, grants and loans, will be directly credited to your student account. The "disbursement date" for financial aid is the day that funds arrive at the University of Mary. For disbursements of loan funds, it generally takes the Financial Aid Office three days to complete the necessary steps before the funds are applied to your student account. Depending on your program of study, your financial aid will be disbursed either once per semester or over the course of the semester.

Financial aid refunds (excess aid) will not be made available to students until after the final add/drop day in each semester, as noted on the University of Mary Academic Calendar, and after all charges are paid in full each semester. The Student Accounts Office mails refund checks to students. Students are able to view their account online at any time at www.my.umary.edu.

Financial Aid Sources

Please contact the Financial Aid Office for information on any of the following programs. Students should explore as many options to apply for aid as possible.

Grant Programs

TEACH Grant: This grant provides up to \$4,000 per academic year in grant aid to undergraduate, post-baccalaureate, and graduate students who agree to serve for at least four years as full-time "highly qualified" teachers in high need fields

in public and not for profit private elementary or secondary schools that serve students from low income families. Specific requirements and application steps apply. Please contact the Financial Aid Office for more information on eligibility.

Loan Programs

Federal Perkins Loan: This loan must be repaid. It is based on financial need. The interest rate is five percent (5%). No principal or interest payments are required as long as half-time enrollment status is maintained. Students will be required to complete loan entrance counseling and a Master Promissory Note.

Federal Nursing Loan: This loan must be repaid. It is based on financial need. The interest rate is five percent (5%). No principal or interest payments are required as long as half-time enrollment status is maintained. Students will be required to complete loan entrance counseling, a Master Promissory Note, and disclosure documents annually.

Federal Direct Unsubsidized Loan: This loan must be repaid. The interest rate is 6.8%. Students must be enrolled at least on a half-time basis to qualify. The student is required to pay interest on this loan from the time of disbursement. Loan entrance counseling will be required and students must sign a Master Promissory Note.

State/Local/Other Programs

North Dakota Indian Scholarship: This scholarship assists American Indian students in obtaining a college education. Apply through the North Dakota University System. You should also research other funding sources such as grants, vocational rehabilitation, outside scholarships or military benefits. The Financial Aid Office can assist you as you begin your search.

Other Payment Options

Graduate PLUS Loan: Students must apply and qualify for this loan. The interest rate is 7.9% fixed and fees may apply. Repayment begins immediately upon disbursement.

Alternative Loan: Alternative education loans are private student loans that help supplement federal financing. These are private loans that students must apply for and qualify for based on the lender requirements. Federal funding sources should be pursued first.

Payment Plan: The University of Mary offers a convenient payment plan through Nelnet Business Solutions. A small enrollment fee will enroll you in the no-interest plan. For more information contact the Office of Student Accounts.

Satisfactory Progress Policy for Financial Assistance

A complete copy of the Financial Aid Satisfactory Progress Policy can be requested in the Financial Aid Office.

In accordance with Federal regulations, to be eligible for Title IV aid, a student must make satisfactory degree progress. The receipt of financial aid and progress toward attaining a degree go hand in hand. Students must meet both quantitative and qualitative standards. All federal, state and institutional aid programs are covered by this policy.

Quantitative Standard:

- 1st year undergraduate (0-29 credits earned) must maintain a 1.8 cumulative GPA.
- 2nd year undergraduate and beyond (30+ credits earned) must maintain a 2.0 cumulative GPA.
- Graduate students must maintain a cumulative 3.0 GPA.
- Division requirements may be more stringent.

Qualitative Standard:

- All grade levels (undergraduate and graduate) must successfully complete at least 67% of all attempted credits. The grades W, WP, WF, F, I and SC are considered "attempted" and will be considered as unsuccessful completion when determining if a student has maintained this standard.
- Complete the graduate degree within 150% of program requirements.
- Graduate Program Division requirements may be more stringent.

Monitoring Progress

- Progress for all students will be monitored on a semester-by-semester basis.
- Assessment will be based on the student's cumulative academic record, including all transfer semester credits hours accepted toward the student's current degree, incomplete grades, W, WF, WP and SC grades.

- Continuous-enrolled students applying for financial aid for the first time must have maintained progress during the previous terms of enrollment regardless of prior post-secondary attendance.
- Students who have stopped-out of college for a period of twelve or more months may have the ability to maintain financial eligibility even though prior performance was substandard. Students in this situation should contact the Financial Aid Office for more information.
- Other special considerations for appeal may involve a student changing degrees/divisions, which may require additional credits.
- Federal regulations may require immediate suspension. A student does not need to first be placed in WARNING status to be suspended.
- Students are personally responsible for all charges incurred at the University of Mary while they are suspended from receiving financial aid.
- Students may only request an appeal once for any given circumstance.
- Academic amnesty has no bearing on standard of progress for financial aid.
- One WARNING period will be given prior to a student being suspended from financial aid due to substandard academic performance.
- If a student successfully appeals a suspension, one term (one semester) of PROBATION will be granted, giving the student an opportunity to prove academic success.
- Following one term of PROBATION, continued aid eligibility requires proven success (during the term of PROBATION), a comprehensive degree-success plan must be submitted, and the ability to reach the stated minimum requirements prior to degree completion must be attainable. Students in this status must maintain progress each term until they are in full compliance.

- Final determination of appeal approval or denial will rest with the Office of Financial Aid. The Office of Financial Aid will make the best determination for the student while complying with federal guidelines.

What Does WARNING Mean?

Status assigned to a student who fails to make satisfactory academic progress. The student may continue to receive financial aid for one payment period (one semester). No appeal is required for this status. Students will be notified by letter.

What Does PROBATION Mean?

Status assigned to a student who fails to make satisfactory academic progress AND who has successfully appealed AND who has received official notification that aid eligibility has been reinstated. Students who are placed in probation status may receive financial aid for one payment period (one semester). Students will be notified by letter.

What Does ACADEMIC PLAN Mean?

After one term of PROBATION in which the student has proven their ability to succeed academically, and through additional requirements being met, students may request to be placed in ACADEMIC PLAN, which will allow for continued aid eligibility. Progress will be monitored after the end of each semester and students must prove their ability each term to remain in this status. If it is determined that the student is not following the degree-success plan set forth or not improving academically, the student will be suspended from aid.

What Does SUSPENSION Mean?

Students designated "SUSPENSION" are no longer eligible for federal, state or institutional financial aid. All charges incurred while under suspension will be the personal responsibility of the student to pay.

Right to Appeal: Students who have had their financial aid suspended due to unsatisfactory academic progress may appeal their standing to:

University of Mary
Office of Student Financial Aid
7500 University Drive
Bismarck, ND 58504.

Financial Aid and Institutional Charges — Changes in Enrollment

If a student adds or drops credits at any point in a semester, their financial aid and institutional charges may be affected. Please contact either Financial Aid at finaid@umary.edu or Student Accounts at staccts@umary.edu to determine if a change in enrollment will affect you.

Financial Aid and Institutional Charges— Withdrawing or Expelled Students

Return of Federal Title IV Financial Aid

If a student withdraws from school or is expelled, a calculation called Return of Title IV Aid must be completed. The amount of Title IV assistance earned is calculated based on the number of days completed in the enrollment period on a prorated basis. The percentage is then applied to the aid received to determine how much aid a student has actually earned. If the student has received more aid than he/she earned, funds must be returned to the appropriate issuing agency. If a student has earned more aid than what they were disbursed, a possible “Post Withdrawal Disbursement” of aid can be made to help cover tuition, fees, and other charges. Returns to Title IV financial aid will be done in the manner prescribed by law.

The Return of Title IV policy, which prorates eligibility based on attendance, applies not only to the federal financial aid programs but also to State and institutional aid. Adjustments to a student’s institutional charges for tuition, fees, room and board for a student who withdraws or is expelled, will mirror the same policy of proration. A student who has received financial aid and then withdraws or is expelled may be required to repay some or all of the award funds received.

Any institutional charges resulting from a student withdrawing from the university will be the responsibility of the student to pay in full.

Any questions regarding this policy can be directed to the Financial Aid Office at finaid@umary.edu.

Nondiscrimination

The University of Mary does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status or public assistance in accordance with applicable laws. The university will not tolerate any discrimination, and any such conduct is prohibited. The university also prohibits any form of discipline or retaliation for reporting incidents of discrimination. The following persons have been designated to handle inquiries regarding the non-discrimination policy:

Director of Human Resources
Benedictine Center, Room 411
7500 University Drive
Bismarck, ND 58504

or

Director of Student Life
Benedictine Center, Room 1501
7500 University Drive
Bismarck, ND 58504

or

Assistant Vice President for Academic Affairs
Benedictine Center, Room 1206
7500 University Drive
Bismarck, ND 58504

Personnel

I. Board of Trustees

Martin White

Chairman of the Board
Retired CEO
Mandan, ND

Father Al Bitz

Pastor, Basilica of St. James
Jamestown, ND

Dan Butler

President, Butler Machinery Company
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President, Clairmont Development Company
Bismarck, ND

Leon Comeau

Electrical Contractor
Grand Forks, ND

Kevin Cramer

Representative to Congress
Bismarck, ND

Bill Daniel

President, Daniel Companies
Bismarck, ND

George Ehlis

President and CEO, American State Bank
Dickinson, ND

Julie Liffrig Fedorchak

ND Public Service Commission
Bismarck, ND

Kathleen Gaddie

Business Owner, Ryan Chevrolet
Minot, ND

Dr. Ray Gruby

Medical Doctor
Bismarck, ND

Joe Hauer

Business Owner, United Printing
Bismarck, ND

Tim Hennessy

President, US Bank
Bismarck, ND

Mike Hofer

Business Owner, Imaging Solutions
Fargo, ND

Niles Hushka

CEO, KLJ Solutions Co.
Bismarck, ND

Sister JoAnn Krebsbach, O.S.B.

Subprioress, Annunciation Monastery
Bismarck, ND

Cheryl M. Kulas

Retired Executive Director
Bismarck, ND

A. Kirk Lanterman

Chairman Emeritus
Holland America Line, Inc.
Seattle, WA

Sister Susan Lardy, O.S.B.

Retired Vice President -Mission Effectiveness
St. Alexius Medical Center
Bismarck, ND

Craig Larson

President and CEO, Starion Financial
Bismarck, ND

Sister Rebecca Mayer, O.S.B.

Liturgist, Annunciation Monastery
Bismarck, ND

Dr. Harold J. Miller

Chairman Emeritus, University of Mary
Bismarck, ND

Sister Nancy Miller, O.S.B.

Prioress, Annunciation Monastery
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Sister Agatha Muggli, O.S.B.

Director of Formation, Annunciation Monastery
Bismarck, ND

Troy M. Nelson

Limited Partner, Edward Jones
Bismarck, ND

Sister Patricia Schap, O.S.B.

Oblate Director, Annunciation Monastery
Bismarck, ND

Monsignor James P. Shea

President, University of Mary
Bismarck, ND

John J. Simmons

Chairman and CEO, Carbontec Energy Corporation
Bismarck, ND

Abbot Brian Wangler, O.S.B.

Assumption Abbey
Richardton, ND

Terry Zeltinger

Business Owner, United Community Bank
Minot, ND

II. Administration

Father James Patrick Shea, Ph.B., S.T.B., Ph.L.,
President, University of Mary

Greg Vetter, M.B.A.
Executive Vice President/Chief of Staff

Diane Fladeland, R.N., Ph.D.
Vice President for Academic Affairs

Neal Kalberer, M.Ed.
Vice President for Public Affairs

Tim Seaworth, Ph.D.
Vice President for Student Development

Elizabeth Condic, M.S., C.P.A.
Vice President for Financial Affairs

Roger Thomas (M.A.)
Athletic Director

III. Deans

David Fleischacker (2010)
Dean, School of Arts and Sciences
B.A., College of St. Thomas
M.A., Boston College
M.A., Ph.D., The Catholic University of America

Rodney Jonas (1989)
Dean, School of Education and Behavioral Sciences
Professor, Education
B.A., Augsburg College
M.S., North Dakota State University
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Joellen Roller, PT (1996)
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Ed.D., St. Thomas University

IV. Full-Time Teaching Faculty

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O.T.D., Rocky Mountain University of Health Professions

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Ph.D., University of North Dakota

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M.S., University of Wyoming

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Ph.D., University of North Dakota

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Ph.D., University of North Dakota

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 D.Sc., Rocky Mountain University of Health Professions

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 Human Performance Sciences
 B.S., M.S., Western Illinois University
 B.S.PT., Ph.D. University of Utah

Thomas Porter (2008)

School of Arts and Sciences
 Professor, Music
 B.A., University of Mary
 M.M.A., DePaul University
 M.A., University of Notre Dame
 D.M.A., University of Missouri – Kansas City

Glenda Reemts (1990)

School of Health Sciences
 Associate Professor, Nursing
 B.S., South Dakota State University
 M.S.N., University of Mary
 Ph.D., North Dakota State University

Martha Reichert (2013)

School of Education and Behavioral Sciences
 Assistant Professor, Social Work
 B.A., College of St. Scholastica
 M.S.W., University of Minnesota, Duluth

Jamieson Ridenhour (2005)

School of Arts and Sciences
 Associate Professor, English
 B.A., Coker College
 M.A., Western Carolina University
 Ph.D., University of South Carolina

Nita Ritzke (2000)

School of Arts and Sciences
 Associate Professor, Communication and English
 B.S.E., Minot State University
 M.A., University of North Dakota
 Ph.D., University of Nebraska Lincoln

Joellen Roller, PT (1996)

Dean, School of Health Sciences
 Professor, Physical Therapy
 B.S., M.P.T., D.P.T., University of North Dakota
 Ed.D., St. Thomas University

David Ronderos (2013)

School of Arts and Sciences
 Assistant Professor, Biology
 B.A., Minnesota State University Moorhead
 Ph.D., University of Texas Southwestern Medical Center

Kathy Roth (2011)

Assistant Professor of Nursing
 School of Health Sciences
 B.S.N., Medcenter College of Nursing

Rebecca Salvesson (1987)

School of Education and Behavioral Sciences
 Chair: Graduate & Distance Education Programs
 Associate Professor, Education
 B.S., University of North Dakota
 M.Ed., University of Washington
 Ed.D., St. Thomas University

Scott Sandberg (2012)

School of Arts and Sciences
 Assistant Professor, Music
 B.M., University of North Dakota
 M.A., D.M.A. University of Iowa

Rhoda Sautner (2006)

Gary Tharaldson School of Business
 Assistant Professor, Business
 Certified Public Accountant
 B.A., B.S., M.B.A., Minot State University
 Ph.D., Capella University

Jennifer Schroeder (2008)

School of Health Sciences
 Assistant Professor, Occupational Therapy
 B.S., M.S., University of Mary
 O.T.D., University of St. Augustine for Health Sciences

Tim Schuetzle (2011)

School of Education and Behavioral Sciences
 Assistant Professor, Behavioral Sciences
 B.A., Gustavus Adolphus College
 University of Health Science
 M.A., Bowling Green State University

Robert Schulte, PT (1997)

School of Health Sciences
 Associate Professor, Physical Therapy
 B.S., Chicago Medical School, Finch University of Health Science
 M.B.A., University of Nebraska
 D.Sc., Rocky Mountain University of Health Professions

Janeene Sibla, OTR/L (2003)

School of Health Sciences
 Associate Professor, Occupational Therapy
 B.S., University of North Dakota
 M.S., University of Mary
 O.T.D., Rocky Mountain University of Health Professions

Karel Sovak (2005)

Gary Tharaldson School of Business
 Assistant Professor, Business
 A.A.I., Insurance Institute of America
 B.A., M.S., Minot State University
 Ph.D. (ABD), Walden University

Christine Sperle (2002)

School of Health Sciences
 Assistant Professor, Respiratory Therapy
 School of Health Sciences
 B.S., University of Mary
 M.Ed., University of Mary

Mark Springer (2006)

School of Arts and Sciences
 Associate Professor, Social Sciences
 B.A., M.A., University of North Dakota
 Ph.D., University of Nebraska

Joseph Stuart (2010)

School of Arts and Sciences
 Assistant Professor, Social Sciences and Catholic Studies
 A.A.S., Ferris State University
 B.A., Franciscan University of Steubenville
 M.Litt., University of St. Andrews
 Ph.D., University of Edinburgh

Slavisa Tasic (2013)

School of Arts and Sciences
 Associate Professor, Economics
 B.A., University of Belgrade, Serbia
 Ph.D., University of Turin, Italy

Margaret Taylor, PT (2013)

School of Health Sciences
 Instructor, Kinesiology
 B.S., University of Michigan, Ann Arbor
 B.S., Oakland University
 Ph.D.(c), Michigan State University

Melissa Taylor, PT/NCS(2010)

School of Health Sciences
 Assistant Professor, Physical Therapy
 B.S., D.P.T., University of Mary

John Tufte (2009)

School of Education and Behavioral Sciences
 Assistant Professor, Education
 B.A., Concordia College
 M.Ed., Moorhead State University
 Ed.D., University of North Dakota

Kara Vollrath (2013)

School of Health Sciences
 Assistant Professor of Nursing
 A.S., Northwest Technical College
 B.S.N., M.S.N., University of Mary

Joanie Weigel (2013)

School of Health Sciences
 Instructor, Nursing
 B.S.N., University of North Dakota

Brenda Werner (2009)

School of Education and Behavioral Sciences
 Associate Professor, Education
 B.S., Concordia College
 M.S., Fort Hays State University
 Ph.D., University of North Dakota

Michelle Westbrook (2006)

School of Education and Behavioral Sciences
 Assistant Professor, Psychology
 B.S., University of Mary
 M.S., California State University – Bakersfield
 Ph.D. (IP), North Dakota State University

Robert Willenbring (2011)

School of Arts and Sciences
 Assistant Professor, Mathematics
 B.A., St. John's University
 Ph.D., Michigan State University

Travis Wolf (2013)

School of Arts and Sciences
 Assistant Professor, Mathematics
 B.S., University of North Dakota
 M.S., Ph.D., University of Iowa

Rui Zhang (2012)

School of Arts and Sciences
 Instructor, Chemistry
 B.S., Shandong University
 M.S., Xiamen University
 Ph. D., University of Houston

V. Professional Staff**Tom Ackerman (2001)**

Director, Communications
 B.S., University of North Dakota

Kevin L. Allan (2005)

Career & Counseling Services Coordinator
 B.S., University of North Dakota
 M.S., University of Kansas

Brady Anderson (2012)

Assistant Director of Student Life
 B.A., University of St. Thomas

Jerald F. Anderson (1989)

Director, Publications
 Instructor, Communication
 B.U.S., North Dakota State University
 B.S., Moorhead State University

Stephanie Arbach (2010)

Librarian
 M.S., University of Wisconsin, Milwaukee
 B.S., Dickinson State University

Idelle Badt (2013)

Academic Advisor
 B.S., Dickinson State University

Cheryl M. Bailey (1977)

Director, Library
 Associate Professor
 B.A., North Dakota State University
 M.A., University of Minnesota

Evan Baker (2013)

Admissions Representative
 B.A., Franciscan University

Joel Barta (2011)

Head Basketball Coach
 Event Supervisor
 B.S., Mayville State
 M.S., Hastings College

Alexandria Bauer (2007)

Coordinator for In-State Admissions
 B.S., M.B.A., University of Mary

Kevin Becker (2012)

Director, Development
 B.S., University of Mary

Erica Belverstone (2013)

Residence Director
 B.S., University of Mary

Trina Black (1996)

Student Counselor
 B.S.W., Moorhead State University
 M.S.C., University of Mary

Lynda K. Brady (2012)

Reference Librarian
 B.S., Mayville State University

Mary A. Brandt (2012)

Director of Human Resources
 A.S.S., Baker College
 B.S., University of Mary

Rachael Brash (2008)

Executive Director, University of Mary Worldwide
 B.A., Concordia College
 M.Ed., Northern Arizona University

Jevin Budde (2009)

Head Men's Basketball Coach
 B.S. Minnesota State University, Mankato
 M.S., University of Nebraska-Omaha

Elizabeth Condic (2012)

Vice President for Financial Affairs
 B.S., M.S., University of Houston
 Certified Public Accountant

David Cook (2005)

Head Men's Soccer Coach
 B.S., University of Mary

Gary Cooper (2008)

Assistant Football Coach
 B.S., Carroll College
 M.B.A., University of Mary

Trevor Davis (2013)

Director of Residence
 B.S., University of Mary

Sr. Rosemary DeGracia, O.S.B. (2011)

Director of University Compliance
 B.A., California State University, Fresno
 M.B.A., University of Mary

Nancy Dixon (2008)

Adult Learner Counselor,
 Accelerated & Distance Education–Fargo Center
 B.S., North Dakota State University
 M.S.Ed., Northern State University

Jeff Dockter (2002)

Assistant Football Coach
 Coordinator for NCAA Student-Athlete Admissions
 B.S., North Dakota State University
 M.Ed., University of Mary

Jonathan "Scott" Edwards (2013)

Football Offensive Coordinator
 B.A., California State University, Chico
 M.Ed., University of Mary

Kristi Engle (1998)

Library Associate
 B.S., Valley City State University
 M.L.S., University of North Texas – Denton
 Further study: St. Cloud State University

Father Benedict Fischer, O.S.B. (2008)

University Chaplain
 School of Arts and Sciences
 Instructor, Philosophy and Theology
 B.A., Moorhead State University
 M.A., St. John's School of Theology

Diane Fladeland (1985)

Vice President for Academic Affairs
 Professor, Nursing
 B.S.N., Mercy College
 M.S.N., University of Portland
 Ph.D., University of Minnesota

Logan Flora (2012)

Assistant Men's Basketball Coach
 B.S., University of Wisconsin, Oshkosh
 M.A., St. Mary's University of Minnesota

Kevin Forde (2005)

Assistant Athletic Director, Internal Operations
 B.A., M.S., Southwest State University

Lynn Geary (1997)

Director of Student Life
 B.S., M.Ed., University of Mary

William L. Gourneau (2013)

Director of Student Support Services
 B.A., B.S., M.S., Ed.D., University of North Dakota

Sheila Grimm (2012)

User Services Specialist
 A.A.S., Bismarck State College

Kemerly Grau (2011)

School of Arts and Sciences
 Coordinator, Office of Global Studies
 B.Ed., Universidad Feminina Del Saqrado Corazon, Lima, Peru
 M.A. (c), Universidad de Jaen, Spain
 Further Study, Catholic University Language Center, Peru

Jesse Gunsch (2009)

Network Manager/Administrator

Samantha Haas (2010)

Assistant Athletic Trainer

B.S., University of Mary

M.S., University of Nevada, Las Vegas

Andrew Hager (2013)

Residence Director/Student Activities Coordinator

B.S., Valley City State University

David Hanson (2000)

Associate Director of Student Financial Assistance

B.S., University of Mary

Jayne Hardy (2003)

Director of the Student Success Center

B.S., Moorhead State University

M.M., Seattle University

Ph.D., University of North Dakota

Mark Haugen (2007)

Distance Education Advisor

University of Mary Worldwide

B.S., M.Ed., University of Mary

Dallas Heid (2004)

Assistant Wrestling Coach

B.S., M.S., University of Mary

Karen Herzog (2013)

Director of Information Services

B.A., Jamestown College

Austin Holgard (2012)

Assistant to the President

B.A., University of St. Thomas

Christy Holgard (2013)

Residence Director

B.A., University of St. Thomas

Brandon Holt (2013)

Director of Instructional Support & Design

B.S., M.S., University of Wisconsin, La Crosse

Karrie Huber (2012)

Associate Director of Financial Aid

B.A., North Dakota State University

M.B.A., University of Mary

Adam Jacobson (2012)

Assistant Women's Basketball Coach

B.Ed., University of North Dakota

DeeAnn Jahner (2013)

Director of Financial Affairs

B.S., Dickinson State University

Cheryl Kalberer (1997)

Assistant Professor, Education

Director, Harald Schafer Emerging Leaders Academy

B.S., M.Ed., University of Mary

Neal Kalberer (1972)

Vice President for Public Affairs

B.S., University of Wyoming

M.Ed., Northern State College

Paul Keeney (2012)

Director--Alumni

A.S., Blue Mountain Community College

B.S., University of Mary

B.S., Dickinson State University

M.Ed. (c), University of North Dakota

Patty Raube Keller (2011)

Director of Compliance, SWA

Physical Education & Health Program Director

Instructor, Business, Human Performance

B.S., Greensboro College

M.Ed., Campbell University

Ed. D., Rowan University

John Kelling (2012)

Assistant Football Coach

Defensive Coordinator

B.S., Minnesota State University-Mankato

Edward Konieczka (2013)

Assistant Director of Campus Ministry

A.S., Prairie State College

Melissa Lafferty (2013)

Academic Advisor/Tutor Coordinator

B.S., Loyola University

M.A., Eastern Illinois University

Brian Larson (2006)

Director, Sports Information

B.A., University of North Dakota

Joanne Lassiter (2009)

Graduate Nursing Program Advisor,

University of Mary Worldwide

Certified Rehabilitation Registered Nurse

B.A.N., Jamestown College

M.S.N., University of Mary

Jurene Wallery Lavadney (2012)

Academic Advisor

B.A., University of North Dakota

Eileen Liebel (2010)

Director of Student Accounts

B.S., Valley City State University

Kimberly Long (2008)

Assistant Vice President for Academic Affairs

Associate Professor, School of Education and Behavioral Sciences

A.A., A.S., Bismarck State College

B.S., M.Mgt, University of Mary

Ph.D., Capella University

Sister Madelyn Louttit, O.S.B. (2009)

Student Accessibility Services Coordinator

B.A., State University of New York at Stony Brook

M.A., Seminary of the Immaculate Conception

M.A., New School for Social Research

Lindsay Mayernik (2010)

Coordinator for Out-of-State Admissions

B.S., B.A., University of St. Thomas

Melissa McDowall (2010)

Coordinator for Enrollment Marketing
A.A., A.S., Bismarck State College
B.S., M.B.A., University of Mary

Michael McMahan (2007)

Director of Undergraduate Admissions
B.A., Carroll College
M.S., Utah State University

Sarah McNulty (2009)

Head Women's Soccer Coach
B.S., University of Mary

Patricia McWilliams (1999)

Director of Recruitment and Retention,
University of Mary Worldwide
B.S., M.A., Tennessee Technological University

JoAnn Markette (2012)

Coordinator of Arizona Programs, Tempe
B.S., Indiana University
M.A., Villanova University
M.A., St. Charles Borromeo Seminary
Ed.D., Grand Canyon University

Katherine Mehrer (2012)

Coordinator of Advising and First Year Experience
B.A., Monmouth University
M.Ed., Seton Hall University

Charles Miesbauer (2013)

Assistant Football Coach
B.A., B.A., Concordia University
M.S., University of Mary

Harold J. Miller (1968)

Chairman Emeritus, Board of Trustees
B.S., Valley City State University
M.Ed., Ed.D., University of North Dakota

Carl Morris (2013)

Residence Director
B.A., University of Mary

Rick Neumann (2003)

Head Women's Basketball Coach
B.S., M.Ed. University of Mary

Dennis Newell (2006)

Associate Head Cross Country Coach
Assistant Track & Field Coach- Distance
Instructor, Physical Education and Exercise Science Department
B.S. Black Hills State University
M.S. University of North Dakota

Brenda Nottestad (2013)

Academic Advisor
A.A., Bismarck State College
B.U.S., Dickinson State University
M.Ed., North Dakota State University

Steve Novacek (2010)

Head Volleyball Coach
B.S., University of Minnesota-Duluth
M.S., St. Cloud State University

Amy Obritsch (2013)

Residence Director
B.A., University of St. Thomas

Mike Offerdahl (2009)

Assistant Athletic Director for Advancement
B.A., Minot State University

Rhonda Olson (1999)

Head Athletic Trainer
B.S., North Dakota State University
M.Ed., University of Mary

Maureen Poirier (2013)

Residence Director/Campus Ministry Assistant
B.A., Aquinas College, MI

Phil Reese (2012)

Chief Information Officer
B.S., Northland International University

Wayne Riske (2000)

Programmer/Analyst
B.A., Minot State University

Stephanie Roeder (2013)

Admissions Representative
B. S., Minnesota State University, Moorhead

Claudia Ruffolo (2013)

Accountant
B.A., University of Lima, Peru

Vida Saliendra (2012)

Head Tennis Coach
B.A., University of the Philippines at Los Banos

Rita Scheett (2013)

Accountant
B.S., University of Mary

Rodney Scheett (2001)

Registrar
Assistant Professor, Gary Tharaldson
School of Business
B.S., M.Mgt., University of Mary

Wendy Scheuerman-Schweitzer (2007)

Director of Marketing
B.S., University of Mary

Myron Schulz (1995)

Head Football Coach
A.A., Bismarck State College
B.S., University of Mary
M.S., Montana State University

Thomas Schulzetenberg (2012)

Director of Rome Campus
B.A., University of St. Thomas
M.A., St. Paul Seminary School of Divinity

Laura Scott (2010)

Coordinator, Graphic Design & E-Communications
B.A., Moorhead State University

Harris (Monte) Seagren, Jr. (2000)

Director of Bookstore and Mart
B.A., University of North Dakota

Tim Seaworth (2000)

Vice President for Student Development
B.S., M.A., Ph.D., University of North Dakota

Monsignor James Patrick Shea (2009)

President
Ph.B., Ph.L., Catholic University of America
S.T.B., The Pontifical Gregorian University, Rome, Italy
Further study: Pontifical Lateran University – John Paul II
Institute for Studies in Marriage and Family; Rome, Italy

Lance Shuler (2013)

Assistant Athletic Trainer
B.S., University of Mary

Michael Silbernagel (2011)

Head Strength and Conditioning Coach
BS, Valley City State University
M.S., University of North Dakota

Scott Staudinger (2012)

Director of Institutional Research & Data Management
A.A.S., North Dakota State College of Science
B.A.S., B.U.S., Dickinson State University
M.S.I.S., Minot State University

Mark Stephens (2007)

Director of Facilities
B.A., Silver Lake College

Jerilyn Stocker (2013)

Director of Community Relations
B.A., Minnesota State University, Moorhead

Rudie Swanson (2012)

Cheer Coach
B.A., Dickinson State University
M.A., Gonzaga University

Erin Taylor (2007)

Assistant Director of Bookstore
A.A.S, Bismarck State College
B.S., University of Minnesota

Janell Thomas (2013)

Financial Aid Director
B.A., Minot State University

Roger Thomas (2008)

Athletic Director
B.A., Augustana (IL) College
M.A., University of South Dakota

Mike Thorson (1993)

Head Men's and Women's Track
and Field and Cross Country Coach
B.S., Minot State University
M.S., University of North Dakota

Willie "Nathan" Todd (2013)

Academic Advisor
B.S., M.S.C., University of Mary

Nicholas Trout (2013)

Admissions Representative
B.S., University of Mary

Greg Vetter (2013)

Executive Vice President/Chief of Staff
B.B.A., University of North Dakota
M.B.A., University of Wisconsin,
Madison Graduate School of Banking

Linda Wagner (2002)

Library Associate
B.S., University of North Dakota
M.L.S., Brigham Young University
M.A.Ed., East Carolina University
Ph.D. (IP), University of North Dakota

Sister Gerard Wald, O.S.B. (1982)

Student Volunteer Program Coordinator
B.S., University of Mary
M.S.N., St. Louis University
M.Mgt., University of Mary
Further study: St. Mary's University

Leah Washington (2013)

Student Recreation & Wellness Coordinator
B.S., University of Mary

Sister Thomas Welder, O.S.B. (1963)

President Emerita
B.A., College of St. Scholastica
M.M., Northwestern University
Further study: Northwestern University, Harvard University

Joan Weltz (1973)

Coordinator for Transfer Student Admissions
Eric Winiger (2012)
User Services Specialist

Amanda Woidyła (2012)

Admissions Representative
B.A., College of St. Scholastica

Sister Janet Zander, O.S.B. (1989)

Assistant to the President
B.A., University of Mary
M.A., University of Notre Dame

Sister Rosanne Zastoupil, O.S.B. (1971)

Director of Payroll and Benefits
B.S., M.Mgt., University of Mary

VI. Administrative Staff**– Distance Sites/Programs****Rachael Brash (2008)**

Executive Director, University of Mary Worldwide
B.A., Concordia College
M.Ed., Northern Arizona University

Rachel Brouillard (2012)

Fargo Recruiter
University of Mary Worldwide
B.S., Minnesota State University, Moorhead

Elizabeth Christy (2012)

Bismarck Recruiter,
University of Mary Worldwide
A.S., B.S., Rasmussen College
M.B.A., Benedictine University

Christina Collins (2012)

Residence Director-Rome Campus
B.A., B.A., College of Charleston

Christopher D. Collins (2012)

Academic Coordinator-Rome Campus
B.A., B.S., College of Charleston
M.A., Ph.D. (ABD), Ave Maria University

Kayla Eisenbarth (2013)

Enrollment Counselor,
University of Mary Worldwide
B.S., North Dakota State University

Jillian Fiedor (2013)

Billings Recruiter
University of Mary Worldwide
B.S., M.Ed., University of Mary

Jarilyn Gess (2012)

School of Education and Behavioral Sciences
Professor, Counseling
Director - Counseling Programs
B.S., B.S., M.S., M.S., North Dakota State University
Ph.D., University of North Dakota

Kemerly Grau (2011)

School of Arts and Sciences
Coordinator, Office of Global Studies
B.Ed., Universidad Feminina Del Saqrado Corazon, Lima, Peru
M.A. (c), Universidad de Jaen, Spain
Further Study, Catholic University Language Center, Peru

Mark Haugen (2007)

Bismarck Recruiter
University of Mary Worldwide
B.S., M.Ed., University of Mary

Jeffrey Hollender (2013)

Location Coordinator, University of
Mary Worldwide-Kansas City
B.A., Quincy University
M.Div., Kenrick-Glennon Seminary

Shelby Imdieke (2012)

Fargo Recruiter, University of
Mary Worldwide
M.Ed., University of Mary

Candina Janicki (2013)

Ft. Riley Recruiter, University of
Mary Worldwide
B.S., University of Mary, Hardin-Baylor, Tx
M.B.A., University of Phoenix

Raquel Jessen (2013)

Director of Recruitment and Data,
University of Mary Worldwide
B.S., Dickinson State University
M.B.A., University of Mary

Paula Kitzenberg (2013)

School of Health Sciences
Billings Coordinator
Assistant Professor, Occupational Therapy
B.S.O.T., University of North Dakota
M.H.A., Montana State University-Billings

Joanne Lassiter, (2009)

Graduate Nursing Program Advisor
University of Mary Worldwide--Online Nursing
Certified Rehabilitation Registered Nurse
B.A.N., Jamestown College
M.S.N., University of Mary

Patricia McWilliams (1999)

Director of Recruitment and Retention,
University of Mary Worldwide
B.S., M.A., Tennessee Technological University

JoAnn Markette (2012)

Coordinator of Arizona Programs, Tempe
B.S., Indiana University
M.A., Villanova University
M.A., St. Charles Borromeo Seminary
Ed.D., Grand Canyon University

Wayne Maruska (1999-2001, 2002)

Bismarck Recruiter, University of
Mary Worldwide
B.A., University of North Dakota
M.Mgt., University of Mary

Rene Rosales (2012)

Advisor/Recruiter/Assistant to Campus Coordinator
Arizona Programs
B.A., Arizona State University

Lindsie Schoenack (2003)

Director of Eastern Locations,
University of Mary Worldwide
B.A., Eastern Michigan University
M.B.A., Concordia University Wisconsin

Thomas Schulzetenberg (2012)

Director of Rome Campus
B.A., University of St. Thomas
M.A., St. Paul Seminary School of Divinity

VII. Adjunct & Part-Time Faculty**Jennifer Anderson (2009)**

Instructor, Education
B.S., Minot State University

Jerald F. Anderson (1989)

Director, Public Relations and Publications
Instructor, Communication
B.U.S., North Dakota State University
B.S., Moorhead State University

David Augustadt (2003)

B.A., B.S., University of Mary

Rajeon Backman (2003)

Clinical Instructor, Respiratory Therapy Program,
St. Alexius Medical Center
B.S., University of Mary

Renee Baltzer (1995)

Medical Laboratory Science,
St. Alexius Medical Center
B.S., Concordia College
M.S. University of North Dakota

Janet Bassingthwaite (2008)

Practicum Supervisor, Education
Instructor: Early Childhood Education
B.A., North Dakota State University
M.S., University of Mary

Dean Beck (2010)

Instructor, Counseling
B.S.W., University of Mary
M.S.W., University of North Dakota

Jill Berntson (2006)

Clinical Instructor, Radiologic Technology Program
B.S., Minot State University

Ariana Best, L.I.C.S.W. (2012)

Instructor, Counseling
B.S.W., University of North Dakota
M.S.W., Eastern Washington University

Vanessa Boehm, L.A.C., L.P.C. (2010)

Instructor, Counseling
B.S., M.Ed. North Dakota State University

Tara Bohlen (2007)

Instructor, Music
B.A., St. Olaf College

Ave B. Boschee (1990)

Nursing, Miles City Veterans
Administration Hospital
B.S., Montana State University
M.S., University of Portland

Sara Boyd (1998)

Lecturer, Music
B.A., University of Akron
M.S., Baylor University

Kristin Braun (2012)

School of Health Sciences
Assistant Professor, Nursing
A.A., Bismarck State College
B.S.N., M.S.N. (FNP), University of Mary

Wayne Bruce (1995)

Associate Professor of Pathology,
University of North Dakota
B.S., University of Mary
Ph.D., University of Minnesota

Roger Buechler (2003)

Clinical Instructor, Nursing
B.S.N., MedCenter One College of Nursing
M.S.N., University of Mary

Jan Candee (1991)

Lecturer, Music
University Supervisor, Education.
B.A., St. Olaf College
Further study: Northern State University,
Hamline University, University of North Dakota,
University of Mary

Robert W. Cashmore (1983)

Medical Laboratory Science,
Trinity Health Center, Minot
M.D., University of Minnesota

Jennifer Ceynar-Moen (2011)

Instructor, Nursing
B.S.N., University of North Dakota
M.S.N., (F.N.P.) University of Mary

Susan Clouse-Smith (2010)

Instructor, Nursing
B.S.N., Pittsburg State University
M.S.N., University of Oklahoma
F.N.P., P.N.P., University of Missouri, Columbia
D.N.P., Winona State University, Rochester

Paula Condol, M.S., L.P.C.C. (2008)

Instructor, Counseling
A.A., Bismarck State College
B.S., M.S., St. Cloud State University

Aimee Copas (2010)

Instructor, Education
B.S., University of Mary
M.S., Northern State University
Ed.S., University of South Dakota

Jan Deschamp (2005)

University Supervisor, Education
B.A., Morehead State University
M.A., University of Mary

Claudia Dietrich (2010)

School of Health Sciences
Associate Professor, Nursing
Director, Nurse Administrator Program
B.S.N., Mary College
M.S.N., University of Portland

Nancy Dietz (1999)

Lecturer: Step-Up Program.
B.A., English, University of Mary

Dottie Dixon, (2009)

Instructor, Counseling
B.S., M.Ed., North Dakota State University
Ph.D., University of North Dakota

Joan Doerner (1995)

School of Health Sciences
Associate Professor, Nursing
M.S., B.S.N., University of North Dakota
Ed.D., University of South Dakota

Alison Dollar (2006)

Instructor: Education
B.S., M.Ed., Minot State University
Ph.D., University of Saskatchewan

Chuck Drake (2013)

Instructor, Counseling
B.S., M.S., Ph.D., North Dakota State University

Joanne M. Drevlow (2006)

Instructor, Education
B.A., University of North Dakota
M.S., University of North Dakota

Ben Ehrmantraut (1992)

Instructor, Music
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Instructor, Project Management
Director of Graduate Project Management Program
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B.M.I.S., Dakota State University, Madison, S.D.
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Professor, Nursing
Vice President for Academic Affairs
B.S.N., Mercy College
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Ph.D., University of Minnesota

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Clinical Laboratory Science, St. Alexius Medical Center, Bismarck
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 B. M., Michigan State University
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Medical Laboratory Science,
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B.S., North Dakota State University
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Professor Emeritus, Music.

Father Denis Fournier, O.S.B. (1986 - 2003)

Professor Emeritus, Humanities

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Professor Emerita, Mathematics & Natural Sciences

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Professor Emerita, French, Spanish and German

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Kathryn Perrin (1996-2011)

Professor Emerita, Occupational Therapy

Doug Schelhaas (1992-2009)

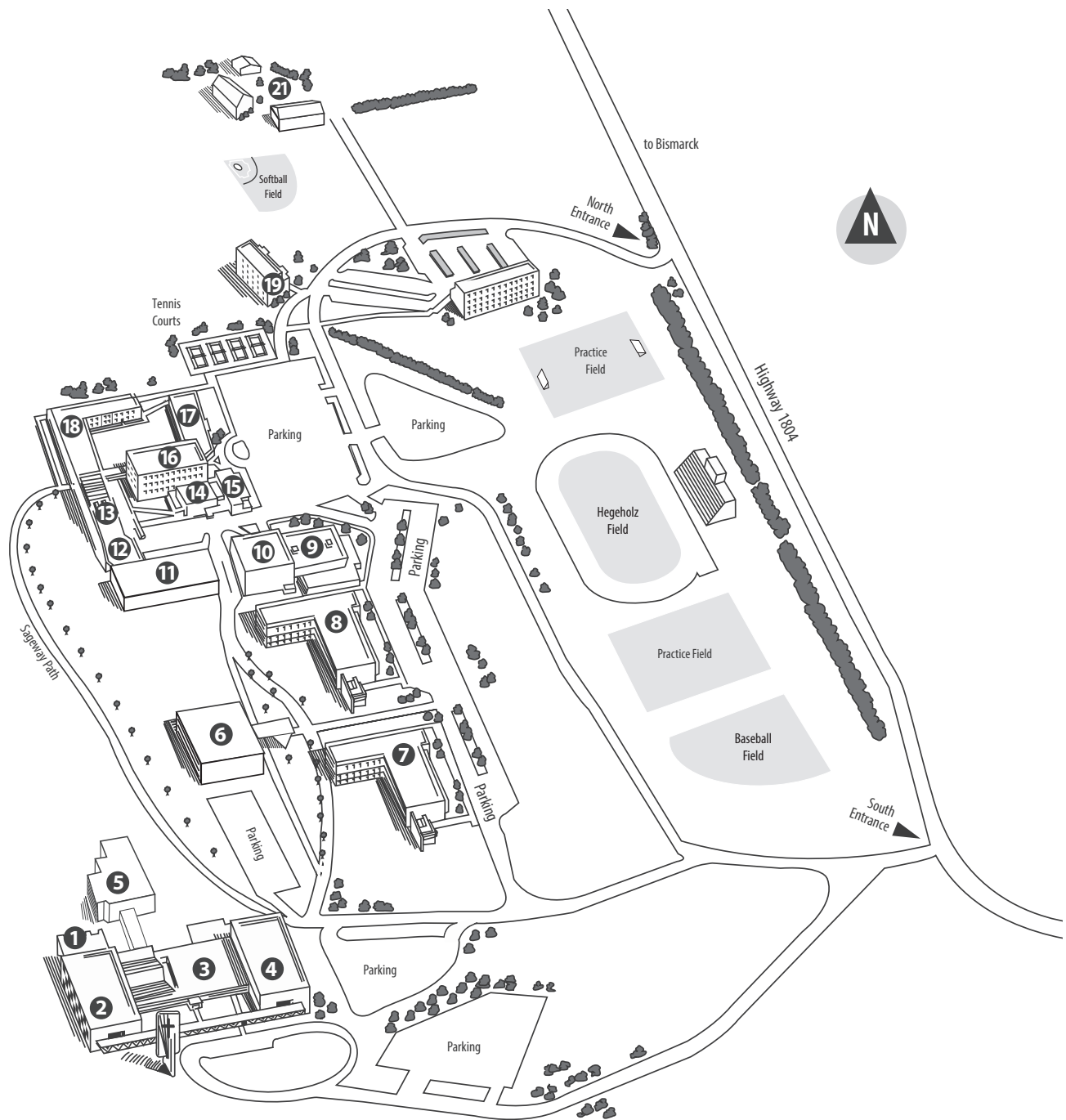
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UNIVERSITY OF MARY BISMARCK CAMPUS

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|--|--|--|
| 1. Harold Schafer Leadership Center | 8. Hillside Hall | 16. Harold J. Miller Center |
| 2. Saint Scholastica Hall for Women
& Saint Joseph's Hall for Men | 9. Richard A. Tschider Center for Health Science | 17. Casey Center for Nursing Education |
| 3. Benedictine Center for Servant Leadership | 10. McDowell Activity Center | 18. North Campus Residence Hall |
| 4. Boniface Hall | 11. Leach Fieldhouse | 19. Deichert Hall |
| 5. Gary Tharaldson School of Business | 12. Leach Center for Student Life | 20. Boyle Hall |
| 6. Welder Library | 13. University Hall | 21. The Cloisters: Subiaco Apartments,
Monte Cassino Apartments, Chesterton's |
| 7. Greg Butler Hall | 14. Arno Gustin Hall | |
| | 15. Clairmont Center for Performing Arts | |

