FINDLAY

THE UNIVERSITY OF FINDLAY

# The University of Findlay Undergraduate Catalog

# Effective Fall 2013

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# 2013-2014 UNDERGRADUATE ACADEMIC CALENDAR

*Includes start/stop dates for standard semester, online programs, and weekend college schedules.*
*Subject to revision through January 1, 2013*

## FALL SEMESTER 2013

| | |
|---|---|
| August 13 | President's Breakfast and all-campus opening activities |
| August 14 | Fall faculty meeting and faculty development workshops |
| August 14 | Residence halls open for students attending New Student Registration on August 15 |
| August 15 | Final registration session for new students |
| August 15 | Residence halls open for new students who registered in summer |
| August 16-18 | New Student Orientation (Arch Ceremony on August 16) |
| August 17 | Residence halls open for upperclassmen |
| August 19 | Classes begin for standard semester session |
| August 26 | Last day to add a class or section for standard semester session |
| August 26 | Block 1 begins for online degree programs |
| September 2 | Labor Day (No classes) |
| September 6-7-8 | Fall Weekend College begins |
| September 20-21-22 | Fall Weekend College |
| October 4-5-6 | Fall Weekend College |
| October 7-8 | Mid Fall Recess: No classes for standard semester sections |
| October 16 | Report grades less than "C" in standard semester session classes |
| October 18-19-20 | Fall Weekend College |
| October 20 | Block I ends for online degree programs |
| October 21 | Block II begins for online degree programs |
| October 30 | Last day to withdraw from standard semester session classes |
| November 1-2-3 | Fall Weekend College |
| November 15-16-17 | Fall Weekend College, final meetings of session |
| November 27-Dec. 1 | Thanksgiving Recess (No classes) |
| December 6 | Deadline for seniors to apply for May 2014 Graduation |
| December 6 | Final class day for standard semester session |
| December 9-12 | Final exams for standard semester session |
| December 15 | Block II ends for online degree programs |
| December 18 | Final grades due for all sessions by 9:00 a.m. |

## SPRING SEMESTER 2014

| | |
|---|---|
| January 3-4-5 | Winter Weekend College begins |
| January 5 | Residence Halls open |
| January 6 | Classes begin for standard semester session and Block I of online degree programs |
| January 13 | Last day to add a class or section for standard semester session |
| January 17-18-19 | Winter Weekend College |
| January 20 | Martin Luther King Day (No classes) |
| Jan. 31, Feb. 1-2 | Winter Weekend College |
| February 14-15-16 | Winter Weekend College |
| Feb. 28, March 1-2 | Winter Weekend College |
| March 2 | Block I ends for online degree programs |
| March 3 | Block II begins for online degree programs |
| March 3-7 | Spring Break for standard semester session classes |
| March 10 | Report grades less than "C" in standard semester session classes |
| March 14-15-16 | Winter Weekend College, final meetings of session |
| March 24 | Last day to withdraw from classes for standard semester session classes |
| March 28-29-30 | Spring Weekend College begins |

## SPRING SEMESTER 2014-continued

| | |
|---|---|
| April 11-12-13 | Spring Weekend College |
| April 18-21 | Easter Holiday (No classes) |
| April 25 | Final class day for standard semester session |
| April 25 | Deadline for seniors to apply for December 2014 Graduation |
| April 25-26-27 | Spring Weekend College |
| April 27 | Block II ends for online degree programs |
| April 28-30, May 1 | Final exams for standard semester session |
| May 3 | Undergraduate and Graduate Commencement |
| May 7 | Final grades due for all sessions by 9:00 a.m. |
| May 9-10-11 | Spring Weekend College |
| May 23-24-25 | Spring Weekend College |
| June 6-7-8 | Spring Weekend College, final meetings of session |

## SUMMER SESSIONS 2014

**Block Online Degree Programs**

| | |
|---|---|
| Block I | May 5-June 29 |
| Block II | June 30-August 24 |

**Summer Day/Evening**

| | |
|---|---|
| 12 weeks | May 5-July 25 |
| 8 weeks | June 2-July 25 |
| 6 weeks | May 5-June 13 |
| 6 weeks | June 16-July 25 |

**Summer Weekend**

June 13-14-15
June 20-21-22
June 27-28-29
July 11-12-13
July 18-19-20
July 25-26-27

Notes: Operations during inclement weather are reported at
http://www.findlay.edu/offices/student/safetysecurity/pages/campus-alerts/weather-related-information.aspx
In most instances, inclement weather does not interrupt online class delivery.

# 2014–2015 UNDERGRADUATE ACADEMIC CALENDAR

*Includes start/stop dates for standard semester, online programs, and weekend college schedules.*
*Subject to revision through January 1, 2014*

## FALL SEMESTER 2014

| | |
|---|---|
| August 12 | President's Breakfast and All-Campus Opening Activities |
| August 13 | Fall faculty meeting and faculty development workshops |
| August 13 | Residence halls open for students attending New Student Registration on August 14 |
| August 14 | Final registration session for new students |
| August 14 | Residence halls open for new students who registered in summer |
| August 15-17 | New Student Orientation (Arch Ceremony on August 15) |
| August 16 | Residence halls open for upperclassmen |
| August 18 | Classes begin for standard semester session |
| August 22-23-24 | Fall Weekend College begins |
| August 25 | Last day to add a class or section for standard semester session |
| August 25 | Block 1 begins for online degree programs |
| September 1 | Labor Day (No classes) |
| September 5-6-7 | Fall Weekend College |
| September 19-20-21 | Fall Weekend College |
| October 3-4-5 | Fall Weekend College |
| October 6-7 | Mid Fall Recess: No classes for standard semester sections |
| October 15 | Report grades less than "C" in standard semester session classes |
| October 17-18-19 | Fall Weekend College |
| October 19 | Block I ends for online degree programs |
| October 20 | Block II begins for online degree programs |
| October 29 | Last day to withdraw from standard semester session classes |
| Oct 31, Nov 1-2 | Fall Weekend College, final meetings of session |
| November 26-30 | Thanksgiving Recess (No classes) |
| December 5 | Deadline for seniors to apply for May 2015 Graduation |
| December 5 | Final class day for standard semester session |
| December 8-11 | Final exams for standard semester session |
| December 14 | Block II ends for online degree programs |
| December 17 | Final grades due for all sessions by 9 am |

## SPRING SEMESTER 2015

| | |
|---|---|
| January 4 | Residence Halls open |
| January 5 | Classes begin for standard semester session and Block I of online degree programs |
| January 9-10-11 | Winter Weekend College begins |
| January 12 | Last day to add a class or section for standard semester session |
| January 19 | Martin Luther King Day (No classes) |
| January 23-24-25 | Winter Weekend College |
| February 6-7-8 | Winter Weekend College |
| February 20-21-22 | Winter Weekend College |
| March 1 | Block I ends for online degree programs |
| March 2 | Block II begins for online degree programs |
| March 2-6 | Spring break for standard semester session classes |
| March 6-7-8 | Winter Weekend College |
| March 9 | Report grades less than "C" in standard semester session classes |
| March 20-21-22 | Winter Weekend College, final meetings of session |
| March 23 | Last day to withdraw from classes for standard semester session classes |
| March 27-28-29 | Spring Weekend College begins |

## SPRING SEMESTER 2015-continued

| | |
|---|---|
| April 3-6 | Easter Holiday (No classes) |
| April 10-11-12 | Spring Weekend College |
| April 24 | Final class day for standard semester session |
| April 24-25-26 | Spring Weekend College |
| April 26 | Block II ends for online degree programs |
| April 27-30 | Final exams for standard semester session |
| May 2 | Undergraduate and Graduate Commencement |
| May 6 | Final grades due for all sessions by 9 am |
| May 8-9-10 | Spring Weekend College |
| May 22-23-24 | Spring Weekend College |
| June 5-6-7 | Spring Weekend College, final meetings of session |

## SUMMER SESSIONS 2015

**Block Online Degree Programs**

| | |
|---|---|
| Block I | May 4-June 28 |
| Block II | June 29-August 23 |

**Summer Day/Evening**

| | |
|---|---|
| 12 weeks | May 4-July 24 |
| 8 weeks | June 1-July 24 |
| 6 weeks | May 4-June 12 |
| 6 weeks | June 15-July 24 |

**Summer Weekend**

June 12-13-14
June 19-20-21
June 26-27-28
July 10-11-12
July 17-18-19
July 24-25-26

Notes: Operations during inclement weather are reported at
http://www.findlay.edu/offices/student/safetysecurity/pages/campus-alerts/weather-related-information.aspx
In most instances, inclement weather does not interrupt online class delivery.

# AN INTRODUCTION TO THE UNIVERSITY OF FINDLAY

**Presidents/Chief Administrators of The University of Findlay: 1884-present**

| | | |
|---|---|---|
| Rev. John R. H. Latchaw | | 1884-1893 |
| Rev. William N. Yates | | 1893-1895 |
| Charles T. Fox | (Acting) | 1895-1896 |
| Rev. Charles Manchester | | 1896-1904 |
| Rev. C.I. Brown (A.M.) | | 1904-1913 |
| Rev. William Harris Guyer (A.M.) | | 1913-1926 |
| Harvey L. Allen (A.M.) | | 1926-1929 |
| Homer R. Dunathan (M.A.) | (1943-1946, on leave) | 1929-1946 |
| Carroll A. Morey (M.A.) | (Acting) | 1943-1947 |
| H. Clifford Fox (Ph.D.) | | 1947-1959 |
| Ollie J. Wilson (Ed.D.) | | 1959-1963 |
| Ivan E. Frick (Ph.D.) | | 1964-1971 |
| Louis F. Chenette (Ph.D.) | (Acting) | 1971-1972 |
| Glen R. Rasmussen (Ph.D.) | | 1972-1983 |
| Kenneth E. Zirkle (Ed.D.) | | 1983-2003 |
| DeBow Freed (Ph.D.) | | 2003-2010 |
| Katherine Rowe Fell (Ph.D.) | | 2010- |

## Our Heritage

The University of Findlay was founded as Findlay College in 1882 by the Churches of God, General Conference, and the citizens of the city of Findlay. The institution is the only university affiliated with the Churches of God, and it acknowledges, preserves, and honors its Judeo-Christian heritage.

## Our Mission

The mission of The University of Findlay is to equip our students for meaningful lives and productive careers.

## Principles That Guide Our Work

The trustees, faculty, and staff of UF assert that:

- The University of Findlay is grounded in Christian faith, welcomes all people, and respects the roles of faith and reason in reflective study.
- Merging the best of education in professional preparation, the liberal arts, the natural sciences, and experiential learning is the ideal preparation for 21st-century careers.
- We are all teachers. Teaching students is our most important responsibility; every trustee, professor, and staff member should contribute to our students' learning.
- Together with our students, we will always engage in a caring, honest, respectful, and reasoned exchange of ideas.
- As colleagues with our students, we will be prepared to serve others and to participate fully in a diverse, environmentally responsible, global society.

## Vision Statement: The UF Distinction

The University of Findlay will become a leading Midwestern University characterized by the following three watch phrases:

**Heartland Community**

In a university founded on the principles of personal faith, civic mindedness, and scholarly achievement, we will advance our commitment to the personal attention essential to the development of our students as whole persons--knowledgeable, creative, ethical, and compassionate leaders in a global environment.

**Diverse Perspectives**

We will achieve a productive balance between innovative and time-tested approaches and programs in professional preparation, the liberal arts, and the natural sciences. We will embrace professional, cultural, and intellectual diversity that will distinguish our programs from those of other comprehensive institutions of higher education. We will model civil discourse.

**Transformative Experiences**

We will leverage our location, size, and values to provide experiential learning for students in every program of study.

## Benefits to Our Students of This Educational Approach

The University of Findlay graduates will demonstrate the benefits of an education adaptive to the emerging needs of 21st-century students—in methods and locations of instruction; in experience-based curricula focused on their professions of choice and areas of intellectual interest at the undergraduate, graduate, and professional levels; and in broad exposure and experience designed to help them live honorably.

Those benefits will include

(1) gainful employment or successful entry into a graduate program;

(2) long-term success in their professions of choice; and

(3) the knowledge, skills, and dispositions that UF believes important for all its graduates, regardless of profession.

## Student Responsibility for Learning

Each student is expected to be an active learner through investing a substantial time commitment both inside and outside the classroom. Moreover, each student is expected to maximize his or her educational experience by engaging in a two-way interaction with faculty and staff members.

## Accreditation

The University of Findlay is accredited by the Higher Learning Commission (formerly North Central Association of Colleges and Secondary Schools), the Ohio State Board of Education, the Council on Social Work Education, the Accreditation Council for Occupational Therapy Education, the Commission on Accreditation in Physical Therapy Education, the Accreditation Review Commission on Education for the Physician Assistant, the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, the Commission on Accreditation of Athletic Training Education, the National Council for Accreditation of Teacher Education, the Accreditation Council for Pharmacy Education, and the Applied Science Accreditation Commission (ASAC) of ABET, and is authorized to offer A.A., B.A., B.S., D.P.T., M.A., M.A.T., M.B.A., M.O.T., M.P.A., M.P.T., M.S., and Pharm.D. programs by the Ohio Board of Regents.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
Phone 312-263-0456
Phone 800-621-7440
Fax 312-263-7462
www.ncahlc.org

## Commitment to Quality

The faculty and staff of The University of Findlay are actively engaged in a process of collecting and evaluating information about our institution's performance in order to continuously improve our academic programs and services. Only through this interactive process among faculty, students, and administrators will the University meet its commitment to quality education for students seeking undergraduate and graduate degree programs.

## Location of Institution

The University of Findlay is located in Findlay, Ohio, a city of approximately 39,000 residents, 45 minutes south of Toledo on Interstate 75. The campus is located 10 blocks from the center of town.

Findlay provides the best of both worlds. It offers many of the cultural, recreational, and commercial opportunities found in a large city, plus the friendliness and accessibility of a small town.

## Facilities Available at The University of Findlay

The focal point of Findlay's main campus is Old Main. Constructed in 1883-1886, it is the University's oldest building. Classrooms, faculty and administrative offices, Ritz Auditorium with seating for 300, a computer center, and student computer labs are located in Old Main.

Additional academic facilities include the William B. Brewer Science Hall, which houses the Newhard Planetarium and the Jean Weekly and Charles Jesse Martin Lecture Hall; the Kenneth L. Frost Science Center with a greenhouse, laboratories, classrooms, and the Robert A. Malcolm Lecture Hall; Egner Center for the Performing Arts with the 200-seat John and Hester Powell Grimm Theatre, and music practice, choir, and band rooms; and the Virginia B. Gardner Fine Arts Pavilion housing visual arts facilities, photography darkrooms, the Pfeiffer Lecture Hall, the Dudley and Mary Marks Lea Gallery, the Malcolm Family Dining Room, the Mazza Museum, the Mazza Gift Gallery, and the Mazza Conference Room.

Croy Physical Education Center features the James and Mira Houdeshell Court and a 25-meter swimming pool, the Victor H. and Hazel Bennett Sink Natatorium. The Gardner Fitness Center houses one classroom and athletic training facilities. The Russ and Peg Armstrong Sports Complex is a 20-acre site under development that includes two football fields, two soccer practice fields, lacrosse playing and practice fields, and six tennis courts with plans for additional fields for softball, baseball, and track and field.

300 Davis Street is the home of the College of Education, College of Pharmacy, and the molecular and microbiology programs. Besides faculty offices, there are nine general-purpose classrooms, a language lab, reading center, two state-of-the-art computer labs, and biology labs. There are also two conference rooms and two large lecture halls. These rooms are available to student organizations, faculty, staff, and to off-campus groups by reservation only. Reservations for this space can be made through the director of facilities scheduling and events in the Alumni Memorial Union: 419-434-6942.

Other buildings include Shafer Library, containing more than 130,000 books, DVDs, bound journals, and government documents in addition to housing the University's archives and the collections of Winebrenner Theological Seminary; eight residence halls; 19 townhouse apartment units; the Dr. Frank R. and Mary Jane Cosiano Health Center; Bucher Center; the Glenn and Helen Stout Alumni Center; various houses with faculty offices; several International Welcome Houses; 21 cottages; eight special-interest houses; and 10 group houses round out student housing options.

The Alumni Memorial Union (AMU) contains student activities offices, conference rooms, convenience store (Oiler Mart), lounge, multipurpose room, and snack bar. The AMU also contains the Information Center and Box Office. This office serves as a resource center for providing information to both community and campus. Tickets for band, choral, and theatre performances, Concert and Lecture Series, and SummerStock may be purchased at the Information Center and Box Office.

The Edward and Joyce Brewer Center for Health Sciences contains the W. Robert and Marilyn Y. Brewer Lecture Hall, the McMahon Family Library, the Dr. and Mrs. George Koepke Physician Assistant Classroom, a computer lab, a cadaver lab, a physician assistant lab, an occupational therapy lab/classroom, a physical therapy lab, and additional classroom spaces.

The Ralph and Gladys Koehler Fitness and Recreation Complex is comprised of the Robert A. Malcolm Athletic Center containing a six-lane, NCAA-regulation track and four basketball/volleyball/tennis courts, Derrick's, and the Student Recreation Center. The complex houses offices for the coaching staff and locker facilities.

The University Bookstore is located at 1330 North Main Street and carries all textbooks, a selection of books from Winebrenner Seminary, and various UF collectibles and clothing. End-of-semester textbook buybacks are conducted at this location. Students are able to access bookstore information from the University Web page at: http://bookstore.findlay.edu. Hours are posted as well as current textbook listings. The telephone number for the University Bookstore is 419-434-4561.

The Center for Equine and Pre-Veterinary Studies is housed eight miles south of the main campus at the Animal Sciences Center on State Route 68. The Dr. C. Richard Beckett Animal Science Building is a 31,000-square-foot facility that incorporates a functioning barn, 100 feet wide by 170 feet long, with an academic component, the Peck-Kerns Academic Wing, featuring classrooms, faculty offices, a student lounge, and other facilities. The 152-acre farm also includes two indoor arenas and room to stable more than 330 horses and other livestock.

An additional facility, the James L. Child Jr. Equestrian Complex, devoted to training in English riding, is located in the southeast section of Findlay at the intersection of County Road 227 and Olive Street. Two indoor arenas and facilities for more than 130 horses are included in the 42-acre property along with the University Equine Veterinary Services Inc. Adjacent to the Child Complex is a 30-acre nature preserve.

The 315 Foulke Studio (QNST) houses the sculpture studio for the Art Program and the Theatre Shop used for set construction. The second floor of the 315 Foulke Studio is used for storing the University's Theatre Program's costume collection.

The All Hazards Training Center (AHTC) consists of two facilities. A five-acre site on State Route 12, east of Findlay, is equipped to create realistic scenarios involving various environmental and hazardous materials accidents. Additional training simulations are done in Renninger Gymnasium on campus.

# Using This Catalog

This catalog contains a listing of administrative and academic guidelines. Certain academic requirements change from year to year, but students are subject to the academic requirements in effect at the time they enroll. Certain non-academic requirements such as policies/rules/regulations also change from year to year, and, when this occurs, students are subject to those types of changes.

Findlay's academic calendar includes two 15-week semesters, late August through early December and mid-January through early May, and a summer session. Each entry in the course description section includes the number of semester hours granted, which is roughly equivalent to the number of hours of classroom time each week. Most classes are one semester in length.

Additional publications designed specifically for prospective students are available from the University. For more information or for an application for admission, please contact:

Office of Admissions
The University of Findlay
1000 N. Main Street
Findlay, Ohio 45840-3695
419-434-4540
1-800-548-0932
www.findlay.edu (online application)

*The University reserves the right to make changes in this catalog at any time without prior notice.*

*The University does not engage in discrimination in its programs, activities, and policies against students, prospective students, employees, or prospective employees, in violation of state and federal laws. (The Social Work Program has its own statement concerning discrimination practices.)*

*Questions, concerns, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the ADA Compliance Coordinator in the Office of Disability Services, 419-434-5532 (voice), from 8 a.m. until 4:30 p.m., Monday through Friday or by e-mailing ods@findlay.edu. Individuals who need auxiliary aids for effective communication in programs and services of The University of Findlay are invited to make their needs and preferences known to the ADA Compliance Coordinator. This statement is provided as required by Title II of the Americans with Disabilities Act of 1990.*

*Any student admitted to The University of Findlay who has documentation identifying a disability has the right to request and to receive modifications in accordance with Section 504 of the Rehabilitation Act of 1973.*

# ADMISSION

The procedures listed in this section are to apply for admission as a traditional full-time student (freshman or re-entry), part-time student, or online student. Those students transferring more than 12 hours to the University should refer to the Transfer Credit Policy.

The University of Findlay takes matters of falsification or omission of information on the admission application seriously. Falsification or omission of any admission-related data includes, but is not limited to, high schools attended, colleges or universities attended, and GPAs or ACT/SAT scores submitted. If any falsification or omission of information on the admission application is discovered during the admission process, the application, at the sole option of the University, may be considered null and void, and may be rejected. If any falsification or omission of information on the admission application is discovered after admission has been granted, that granting of admission, at the sole option of the University, may be immediately rescinded, and the applicant's student status may be terminated.

## Eligibility

Entrance into The University of Findlay requires an earned diploma from an accredited high school in a college preparatory course of study or a GED certificate. The faculty recommends four units of English, three units of mathematics, three units of social studies (including one in history), two units of science, and two units of foreign language.

The following criteria are used as standards for freshman admission:

- High school grades and class rank;
- American College Test (ACT) or Scholastic Aptitude Test (SAT) scores;
- Academic Letter of Recommendation;
- Other indicators of academic and personal success (character, study habits, personality, etc.);
- International students entering The University of Findlay's undergraduate program must submit a TOEFL score of at least 500. International students whose medium of instruction was in English at the secondary and/or post-secondary levels may apply for exemption from this requirement.

Certain programs (e.g., environmental, safety, and occupational health management, animal science/pre-veterinary medicine option, physical therapy, occupational therapy, and pharmacy) may require additional criteria.

## Eligibility-Transfer Students

All following criteria are considered as standards for transfer admission:

- Completed admission application.
- At least a 2.0 minimum cumulative grade point average from all previous post-secondary grades in courses which are not considered developmental in nature. A student under academic suspension or dismissal from another institution will not be admitted to The University of Findlay until eligible to return to the former institution.
- Good financial standing at most recently attended post-secondary institution. Good financial standing generally implies that the student has no outstanding balance at his/her previous post-secondary institution.
- Good social standing at most recently attended post-secondary institution. Good social standing generally implies that the student has not been suspended or dismissed from his/her previous post-secondary institution due to a non-academic disciplinary action.
- Other indicators of academic, personal, and/or professional success (high school grades, class rank, etc.).

## How and When to Apply

The Office of Admissions provides application forms to prospective students and receives the applications when completed. The Office of Admissions must also receive a high school transcript showing grade point average and class rank, as well as results of the Scholastic Aptitude Test or American College Test. Both should be requested from the high school guidance counselor. The University of Findlay understands that some students may apply to the University with educational and academic experiences, and test results that exclude them from submitting the ACT or SAT.

The college education may begin during the fall or spring semester or in the summer session. Applications for fall semester enrollment are completed early in the senior year. Summer enrollment is processed through the Office of Admissions at 419-434-4540 or 1-800-548-0932.

All prospective students are strongly encouraged to visit the campus. An interview/visit can provide a better idea of the educational opportunities available at Findlay. The Office of Admissions is open from 8 a.m. to 5 p.m. weekdays and 8:30 a.m. to 12:30 p.m. Saturdays. To set up an appointment, call the Office of Admissions at 419-434-4540 or 1-800-548-0932.

## Entrance Examinations

The University of Findlay accepts either American College Test (ACT) or Scholastic Aptitude Test (SAT) results. If more than one set of scores is submitted, the higher scores are used to determine eligibility.

## Advanced Placement

Advanced Placement Examinations of the College Entrance Examination Board are not required for admission, but it is possible to receive advanced standing and/or college credit by submitting the results of the Advanced Placement Examination. Credit and/or waiver may be given for grades of three or better upon evaluation by the appropriate college dean.

## Notification of Decision

Notification of the admission decision will be made within one week from the time all required materials have been received by the Office of Admissions.

## Deposit

An advanced admission deposit of $100 is required upon acceptance to ensure enrollment. The advanced admission deposit is credited to the first-semester billing. In accordance with the Statement of Principles of Good Practice (of The National Association of College Admission Counselors), the full amount of the advanced admission deposit will be refunded if a written request for withdrawal is received prior to May 1 for first-semester applicants or Dec. 15 for second-semester applicants. After that date, the advanced admission deposit is not refundable. A final transcript of the student’s high school record must be submitted to the Office of Admissions after acceptance.

Health services instructions and housing forms will be sent upon receipt of the advanced admission deposit. An advanced housing deposit of $150 is required to ensure housing. The housing deposit is credited to the first-semester billing. The full amount of the housing deposit will be refunded if a written request for withdrawal is received prior to July 1 for first-semester applicants and December 15 for second-semester applicants.

## New Student Registration and Orientation

Full-time, first-time freshmen and transfers entering the University are required to attend a one-day registration program. This event provides the student the opportunity to meet with faculty advisers, to register for classes, and to take care of many of the functional details such as obtaining an Oiler OneCard, selecting a meal plan, and obtaining a parking pass. There are specific sessions for parents to attend to address the wide range of topics relative to the student's college career.

Orientation is a required three-day program which occurs the weekend prior to the beginning of classes. It serves as an introduction to college life and provides the student with an overview of programs and services that are available.

## Transfer Credit Policy

Transfer students with 12 or more hours should contact the Office of Undergraduate Admissions for application materials. A transfer student's application is valid for one year.

The University of Findlay must receive an official transcript sent directly from each college or university attended by a prospective student. An official high school transcript or General Education Diploma (G.E.D.) is also required for each transfer student.

An evaluation of the number of credits and courses accepted for transfer will follow the letter of conditional acceptance for domestic students and the application for international students.

For domestic students, transfer credit is normally granted when courses taken at a post-secondary institution accredited by an approved accrediting agency including MSCHE, NEASC-CIHE, NEASC-CTCI, NCA-HLC, NWCCU, SACS, WASC-ACCJC, and WASC-ACSCU are completed with a verifiable grade of "C" or better and are not developmental in nature as defined by The University of Findlay.

For international students, transfer credit is normally granted when courses taken at an approved, as defined by the appropriate governmental body in the international student's home country (e.g., Ministry of Education), degree-granting post-secondary institution are completed with a verifiable grade of "C" or better and are not developmental in nature as defined by The University of Findlay.

The decision regarding the acceptance of credit rests with the Office of the Registrar. Decisions about validation of courses are based on a comparison of syllabi or course descriptions and when the validation is in question, it will revert to the demonstrated student competencies.

Courses completed at a two-year institution are not found to be equivalent to upper-level courses at The University of Findlay. Therefore, transfer credit from a two-year institution will either transfer in as an equivalent to a 100- or 200-level course or will transfer in as an elective.

Course equivalencies from one institution to The University of Findlay are reviewed periodically and are subject to change. Therefore, a student's transfer evaluation will only become official after he/she enters The University of Findlay and his/her credits have been posted to The University of Findlay transcript. Modifications to a student's program can only be made with the approval of the appropriate program director.

A student transferring credit from an institution not on the semester system will have his/her transfer credits converted to semester hours. For example, a three-quarter-hour course transfers as a two semester hour course.

Students from accredited two-year institutions can transfer a maximum of 62 semester hours of credit. In most cases, the holder of an associate's degree from an accredited two-year institution will receive junior class status.

International students entering The University of Findlay's undergraduate program must submit a verified TOEFL score of at least 500 or a verified Academic IELTS score of at least 6.0. International students whose medium of instruction was English at the secondary and/or post-secondary level may apply for exemption from this requirement.

## Re-admission for Former Students

If a student wishes to re-enroll at Findlay after withdrawing, contact should be made with the Office of Undergraduate Admissions. Re-admission is not guaranteed but will be considered on the basis of the student's previous record at Findlay and any other institutions attended in the interim. If suspended or dismissed from The University of Findlay for academic reasons, the student must follow the procedure established by the Student Academic Standards Committee, as outlined in the minimum progress section of this catalog. A re-entry student who has been away from Findlay for more than two calendar years (other than for a leave of absence) will be subject to the graduation requirements in effect at re-entry.

## Transfers from Business Schools

Students desiring to transfer to The University of Findlay from business schools accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) will follow the transfer credit policy of Findlay. Transfer courses will be evaluated by the Office of the Registrar. Subject to the result of course evaluation, transferred courses will be accepted on a conditional basis. The transfer student must successfully complete 30 semester hours of academic work with at least a 2.00 cumulative grade point average, including eight semester hours in the major field, before credits will be accepted.

The student must submit an official transcript of completed work. The Office of the Registrar will evaluate all courses completed at the business school, with assistance from the appropriate college deans when needed, and then inform the prospective student of the courses that will be accepted at Findlay. The student and adviser will then determine the courses needed at Findlay to meet degree requirements. Courses of a remedial nature will not be accepted for transfer. The Office of the Registrar has final responsibility for determining acceptance of transfer credit.

Because considerable business school course work may have been completed at the time of transfer, the following guidelines apply:

No less than 18 semester hours of major course work must be successfully completed at Findlay. At least 15 hours must be at the 300-400 level, and no more than two of these courses may be earned through proficiency examinations. Major requirements may be revised in some cases by the college dean where requirements would result in considerable repetition of work previously completed at the business school. Please review the University's Transfer Credit Policy regarding transfer credit policies.

## Transient Students

Students pursuing degrees at other institutions may take courses at Findlay to apply toward their degree. An approval form available from the Office of Undergraduate Admissions must be completed and approved by the home institution prior to Findlay registration.

## Non-degree Students

Non-degree students should complete a non-degree registration form in order to register for classes. All non-degree advising is done by advisers in the Office of Undergraduate Admissions. Tuition is the same as that of a degree candidate. To apply courses taken as a non-degree student to a degree program, students must complete the undergraduate admissions process as outlined above.

## Early Entrance/Post-secondary Option Program

This program assists public high schools in the Hancock County area in providing an Early Entrance/Post-secondary Option Program for qualified students in grades nine-12.

Option A permits eligible students to enroll in college/university courses for college credit. Students selecting this option are required to pay all costs incurred including tuition, books, materials, and fees. NOTE: The University of Findlay will grant a scholarship equal to one-half of the current tuition to each eligible student.

Option B permits eligible students to enroll in college/university courses for high school and college credit. Students selecting this option are not required to pay for tuition, books, materials, or fees associated with such courses. (The local secondary schools will meet these costs.)

Contact the Office of Undergraduate Admissions for more information on the Early Entrance/Post-secondary Option Program.

## Senior Citizens

A discount for credit classes is available to persons 60 years of age or older and retired, on a space-available basis. The charge for credit courses is 10 percent of the regular tuition rate. Books, supplies, course fees, and other instructional charges are not included. This benefit is limited to one (1) course per semester. Students must contact the Office of Financial Aid to verify eligibility and receive the discount.

## Weekend College

The Weekend College program (WEC) is an intensive degree program for self-motivated students. Most WEC classes meet on alternating weekends during each 12-week fall, winter, and spring session, and each week during the six-week summer session. Most classes meet once a weekend; and integrated assignments are given for weekends without classes. Various accelerated or self-study formats also are used for some WEC classes.

## Summer Session

Classes vary from six to 12 weeks in length during the University's 12-week-summer session. Both day and evening classes enable students from the University and the general community to accelerate degree programs or increase skills and knowledge. Weekend College students may attend a six-weekend summer session.

## Online Learning

The University of Findlay serves those who wish to earn academic degrees by taking online courses. Students attending Findlay can complete a bachelor's degree and three master's degrees exclusively through online learning. Available degree programs are the bachelor's degree completion program in business management, the master of business administration, the master of arts in education, and the master of science in environmental, safety, and health management. In addition, online courses are offered each academic semester, giving those seeking a degree the opportunity to supplement the traditional classroom experience with online learning.

# ACADEMIC ACCELERATION

## Experiential Learning Credits

Those who have acquired academic knowledge or skills through direct experience, in-service training, or non-credit classes may seek validation for college credit. Students do this through a process known as **portfolio assessment**. Step one is to take ACAD 150, Portfolio Development, offered in an online format. The course helps students develop documentation of credit-worthy experiences (the portfolio). Step two is submission of the portfolio to the University. Step three is to pay the administrative fee for the hours to be assessed for the student's official transcript. Upon payment, the Office of the Registrar will post the courses earned on the student's official transcript. Note there are no grades associated with credit earned through portfolio assessment. All portfolios must be completed within one year of completing ACAD 150. Contact the Office of Academic Affairs for more information.

Total credits earned toward a Findlay bachelor's degree by experiential learning credits, advanced placement, International Baccalaureate Organization's Diploma Program, or transfer of extension or correspondence credit may not exceed 30 semester hours (15 hours for an associate's degree). Any credit is subject to approval of the college dean, the registrar, and the vice president for academic affairs.

## International Baccalaureate Organization's Diploma Program

Students completing International Baccalaureate Organization's Diploma Program (IBODP) higher-level subjects may be eligible to receive advanced standing and/or college credit by submitting the results of the IBODP. Credit and/or waiver may be given for grades of five or better upon evaluation by the appropriate college dean.

## Proficiency Examinations

Examinations to demonstrate subject matter proficiency may be taken for non-credit validation within the first week of a term. Proficiency examinations cannot be used to replace a course previously taken at The University of Findlay.

A student who wishes to take a proficiency examination will pay an administrative fee. A student completing a proficiency examination with a "C" or higher will receive a course waiver on his/her unofficial transcript. A student who receives a grade less than "C" will not have the course waived on his/her unofficial transcript.

## Placement Examinations and Pretests

Examinations to determine placement within a subject matter area must be taken for non-credit validation before a student has registered for a course in that subject area.

An appropriate score for a placement examination and/or pretest may be required as a prerequisite for a course. The completion of a placement examination and/or a pretest will not be reflected on a student's University transcript.

## College Level Examination Program (CLEP)

Nationally normed CLEP examinations are given at The University of Findlay to validate knowledge of both general and specific subject areas. CLEP exams may not be taken in areas already successfully completed for course credit. Contact the Office of the Registrar for more information.

## Servicemembers

The University of Findlay is a member of the Servicemembers Opportunity Colleges (SOC) and participates in the Army's Concurrent Admissions Program (ConAp). This program admits eligible men and women to the SOC institution of their choice at the same time they enlist in the Army. Class enrollment is deferred for up to two years after discharge, and military learning experiences are evaluated for transfer. GI benefits pay for tuition. Contact the Office of Admissions for more information.

# MEMORANDUM OF UNDERSTANDING

The University of Findlay has transfer agreements with a number of institutions for programs in accounting, athletic training, business, education, hospitality management, nuclear medicine technology, nursing, occupational therapy, physical therapy, physician assistant, and social work. Institutions include Bluffton University, Cuyahoga Community College, Lourdes University, Mount Carmel College of Nursing, North Central State College, Owens Community College, and Pennsylvania College of Technology-Penn State.

# FINANCIAL AID AND SCHOLARSHIPS

Each year more than 87 percent of students attending The University of Findlay receive some form of financial assistance.

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA); the form is available online at fafsa.ed.gov. The U.S. Department of Education, the Ohio Board of Regents, and The University of Findlay's Office of Financial Aid use the FAFSA results to determine a student's eligibility for various types of financial aid. Since financial aid is awarded on a first-come, first-served basis, the Office of Financial Aid recommends that the FAFSA be filed no later than April 1 for fall enrollment. The University awards financial aid on the basis of need and academic ability. **Please note that in order to receive financial aid, a student must have a social security number or a tax identification number.**

The Office of Financial Aid will provide an aid award to the student who has been admitted and has filed the FAFSA. Typically, the award will include grant (gift) aid, employment eligibility, and loan eligibility.

A student must re-apply for financial aid annually. The University of Findlay seeks to provide comparable aid packages from year to year for returning students. However, the student's eligibility and the availability of federal, state, and/or institutional funds, as well as the student's academic performance, may affect renewal year awards. Some types of aid, for example, may require a minimum grade point average for renewal. Requirements will be detailed in the award letter. In addition, students who elect to live off-campus instead of in University housing may have their institutional aid reduced to some extent.

Under current federal financial aid policy, students must complete baccalaureate degree requirements within 150 percent of the normal degree requirement point (124 hours). Thus, if a student has attempted 186 hours and has not yet earned the first baccalaureate degree, the student may no longer be eligible for federally-funded financial aid.

While the University encourages students to participate in off-campus study, institutionally-funded financial aid may not be used off campus (e.g., overseas study, transient enrollment at another institution). Institutionally-funded aid is aid provided by University-funded scholarships, grants, and endowed awards. Federal and state aid may be used to help defray off-campus tuition and living expenses.

Any questions that students or parents may have about the financial aid process may be directed to a member of the financial aid staff at The University of Findlay by letter, telephone, or e-mail (finaid@findlay.edu).

The Office of Financial Aid uses the following deadlines for the awarding of institutional financial aid (excluding merit scholarships/grants): for fall-semester enrollment, the FAFSA must be submitted no later than Sept. 30; for spring-semester enrollment, no later than Jan. 30. The University reserves the right to make exceptions for hardships.

Early submission of the FAFSA will enable the aid office to provide more timely information to the student and parents, and will enable the business office to provide more accurate billing information to the student. Federal and state aid eligibility will not be affected by this imposition of an application deadline. This deadline applies only to institutionally-funded financial aid.

The Office of Financial Aid monitors the student's satisfactory academic progress (SAP) in accord with federal regulations. The Office of Financial monitors SAP at the end of each semester, and students who fail the minimum requirements are subject to suspension of their federal aid eligibility. Students may appeal a financial aid suspension directly through the Office of Financial Aid. A complete copy of the policy can be contacted by contacting the Office of Financial Aid by e-mail (finaid@findlay.edu) or phone (419-434-4791) or by visiting http://www.findlay.edu/offices/student/financialaid/Pages/Standards-of-Academic-Progress.aspx.

The following is a listing of aid types for which a student may be eligible at The University of Findlay:

***Grants:***
Federal Pell
Ohio College Opportunity
Pennsylvania Higher Education

***Loans:***
Federal Perkins (for student)
Federal Direct (for student)
Federal Direct PLUS (for parent)

***Student Employment:***
Federal Work-Study (need-based)
University-funded student employment (not need-based)

***Institutional Scholarships and Grants:***
Athletic
Business Affiliates
Deans'
Findlay Award
Music and Theatre
President's
Trustees'

***Scholarships:***
Catherine Achord Spanish Scholarship
Active Christian Emissary (ACE) Scholarship
Barry Alexander Memorial Theatre Scholarship
Dr. Micheal F. Anders Vocal Music Scholarship
Gertrude O. Anderson Scholarship
Russel and Peg Armstrong Business Scholarship
Lorene King Ashby Scholarship
Leslie '35 and Eva (Royer '34) Baker Scholarship
Ballinger Industries Inc. Scholarship
Wayne E. Baltzell Scholarship
Dr. Marian R. Bartch '49 Scholarship
William A. Barton Scholarship
Mabel C. Bauer Scholarship
William W. Beall Golf Scholarship
James L. and Marveline Beeson Scholarship
Jackson E. Betts Scholarship
Norma Dirmeyer Bibler Scholarship
Dennis and Janice Bishop Scholarship
George and Elaine Blackburn Scholarship
Ann E. Bonifas Memorial Scholarship
Catharine M. Bowen Scholarship
Robert W. Brennen Western Equestrian Scholarship
Robert T. Bradley Memorial Scholarship
Mrs. C. I. Brown Scholarship
Dr. Kenneth J. Buchenroth Scholarship
Buckeye Western Horse Association Scholarship
Desmond V. Buford "One World, One People, One Race" Memorial Scholarship
Richard L. Bundy Sr. and Geneva J. (Keck) Bundy Equestrian Scholarship
Bundy-Keck Scholarship
Lora Wiest Burgderfer Scholarship
Arden H. and Dorothy L. Burgoon Scholarship
Jane Eoff Burson Scholarship
Allison Busch '09 Western Equestrian Scholarship

William J. Butler Scholarship
Ronald C. Cable ’64 Instrumental Music Scholarship
Ida Fern Wayne ’29 and Albert Castile Religious Studies Scholarship
A.R. and Mary Ann Charnes Student Life Endowment
James L. Child Jr. Scholarship
R. M. Churchwell Memorial Scholarship
John and Marge Cindric Scholarship
Caleb T. Clark Scholarship
Class of ’39 Scholarship
Class of ’42 Scholarship
Class of ’43 Scholarship
Class of ’44 Scholarship
Class of ‘59 Scholarship
Class of ’62 Scholarship
Clauss Varsity Athletic Scholarship
Allen Clopper Scholarship
Betty Caskey Clopper Scholarship
College First Church of God Scholarship
Gerald R. and Florence G. Collins Graduate Assistantship Fund
Travis ’99 and Amanda ’99 Comer Operating Scholarship
Computer Science ACM Horizons Award
Richard W. Corner Memorial Scholarship
Dr. Frank R. and Mary Jane Cosiano Scholarship
Richard Lee Couchot Football Scholarship
George E. Countryman Scholarship
Gary Lee Cramer II Endowed Scholarship
Richard “Dick” Crawfis ’53 Scholarship
Edward and Mary Crosby Scholarship
George and Nellie Crosby Scholarship
Harold and Lucille Crosby Scholarship
Philip B. and Peggy Crosby Scholarship
Richard L. ’69 and Linda Crowder Scholarship
Kenneth B. Cummins Mathematics Scholarship
Curtain Raisers Society Performing Arts Scholarship
Evelyn M. Damon ’27 Scholarship
Dana Endowed Fund
Charles D. ’97 and Darla E. Lammers, D.C. Daniels Scholarship
Elsie Mae ’46 Daubert Memorial Scholarship
John R. ’53 and Jo Ann (H ’00) Davidson Scholarship
Kent Davis/Dow USA Science Scholarship
Richard E. and Jean K. Davis Scholarship
Dietsch Family Scholarship
Michael B. and Sara F. ’54 Dolmayer Western Equestrian Scholarship
Thomas B. Donnell Business Leadership Award
Dressage Scholarship
Fred and Dorothy Dressler-Gatchel Scholarship
Dumbauld Memorial Scholarship
F.O. Eakin Family Scholarship
Ralph H. ’42 and Betty B. ’39 Edie Scholarship
Ruth Corwin Endly Scholarship
Environmental, Safety, and Occupational Health Scholarship
John and Frances Eoff Scholarship
Nancy Erme Scholarship
David J. Faiella Sports Information Scholarship
Grace Leonard ’36 Farrell and Christina Taylor Florence ’94 Scholarship
Ferguson Farm Inc. Equestrian and Pre-Veterinary Scholarship
Filtech Inc. Scholarship
Findlay Rotary Scholarship
John and Margaret Firmin Scholarship
Doyne Frommer Scholarship
GAR Foundation Scholarship
Philip D. Gardner Football Scholarship
Betty and Bob Gephart Scholarship
Gift of Hope Hispanic Scholarship
Emma May Gray ’66 Scholarship
Great Lakes Conference Churches of God Scholarship
Greenwood-Ehr Prize in Communication
John W. ’14 and Hester (Powell ’19) Grimm Business Scholarship
John W. ’14 and Hester (Powell ’19) Grimm Education Scholarship
Grob Systems Inc. Scholarship
Ralph W. Gunnett Sr. Memorial Scholarship
Shiv K. Gupta Business Scholarship
Tennyson Guyer Memorial Fund
Hancock-Wood Electric Operating Scholarship
Harada Seeds for Growth Scholarship
Dr. John “Jack” Harrington Scholarship
Elizabeth (Betty Johnson) Harriss ’69 Scholarship
HeartLight Pharmacy Services Operating Scholarship
James “Jim” Heck Scholarship
Bernice M. Hellings Scholarship
Barbara Rieck Heminger Scholarship
I.N. Heminger Scholarship
Donald W. Hennigs Memorial Vocal Music Scholarship
Heritage Scholarship for African-American Students
Donald C. Higgins Scholarship
William and Lucye Hoopes Scholarship
Horse Club, The University of Findlay Scholarship
Hospitality Management Scholarship
Dr. James D. ’53 and Mira M. (Frost ’78) Houdeshell Scholarship
John L. Houston ’42 Scholarship
O. J. and Georgia Huffman Scholarship
John C. and Audrice M. Hutson Scholarship
Nellie Fox Hutson Scholarship
Pam Hyland Scholarship
International Center Endowed Scholarship
Charles A. Jackson Scholarship
Dana R. Jackson, R.Ph., C.Ph., Scholarship
Janet R. January ’64 Scholarship

Jeffire Wrestling Scholarship
William J. Jutte Memorial Scholarship
Royal and Rosamond Kear Scholarship
Keck Family Memorial Scholarship
Mildred (Kinsinger ’29) Kelly Scholarship
Harry M. Kirk Memorial Scholarship
Harry M. and Mary (Snyder) Kirk Vocal Music Scholarship
Steven J. Klein ’95 Memorial Pre-Veterinary Scholarship
Donald Knepper Scholarship
Austin E. Knowlton Memorial Scholarship
Koehler Equestrian Scholarship
James C. and Bonnie L. Koehler Scholarship
Worth H. Kramer Scholarship
Frederick Kremer Jr. Scholarship
Gwen L. Kuenzli Scholarship
Kuenzli/Harada International Student Award
Ralph L. Kuss Scholarship
Edward Lamb Foundation Equestrian Scholarship
George R. Lanagan Sr. Scholarship
P. Michael Lancaster Scholarship
Leon Charles Lantz Scholarship
Martha Draper Lape Scholarship
Stella LaRue Scholarship
Dudley Laser ’23 and Mary (Marks ’17) Lea Scholarship
Ralph Marlow Line Scholarship
Shirley M. Lloyd Scholarship
Lorain Bilingual Scholarship Fund
Gordon and Marilyn Macklin Merit Scholarship
Patricia A. March Scholarship
Josephine Marshall ’23 Scholarship
Mathematics Horizons Award
Howard and Carolyn Marvin Scholarship
Vicki (M ’05) and Phil McClurkin Theatre Scholarship
Mary Alice (Foster ’35) McDaniel Scholarship
Larry ’63 and Ruth McDougle Scholarship
Marjorie M. McGranahan, Mildred F. McGranahan-Shafer-Van Dorn-McGranahan Scholarship
Meiring-Peck Scholarship
J. Paul Mellot Instrumental Music Scholarship
Carl Meyer ’63 Scholarship
Larry and Joann M. Miles Scholarship
Dwight ’73 Miller and Alice Miller Scholarship
Hazel and Bert Miller Business Scholarship
Sharon G. Milligan-Lois Annabelle Foltz-Milligan Memorial Scholarship
Gussie Moffitt Endowment
Keith ’67 and Joyce Mohr Scholarship
Marvin “Monty” Monroe ’42 Scholarship
Robert J. and Janice L. Montague Service Scholarship
Dean Carroll A. Morey Children of Alumni Scholarship
Byron E. “By” Morgan Jr. Scholarship
David L. ’67 Morris and Edith J. Morris Scholarship
Jessica and James Moses Business Scholarship
Geraldine Moss Scholarship
Thomas Wood Mosser Memorial Operating Scholarship
Dr. Wendell W. Moyer Scholarship
Multicultural Master’s Degree Scholarship
Michael W. Murphy Scholarship
John R. and Barbara F. Murray Award
NACDS Foundation Operating Scholarship
Timothy H. ’77 and Melinda K. Nesler Scholarship
G. N. Nicholson Scholarship
William Max and Barbara Ann Nonnamaker Scholarship
William and Marilyn Nonnamaker Scholarship
Dr. Herbert O. and Mrs. Helen (Alexander) Now Scholarship
Nuclear Medicine Institute Scholarship
Dr. Jean C. Nye Memorial Scholarship
Dr. Jean C. Nye Music Scholarship
Dr. Jean C. Nye Spanish Scholarship
Office of Development Educational Assistance Scholarship
Ohio Environmental Service Industries (OESI) Operating Scholarship
Florence F. Overmire Scholarship
Owens-Illinois Plastic Products Division Scholarship
Garver Oxley Memorial Scholarship
C. Paul Palmer Scholarship
Margaret and Paul Palmer Family Scholarship
Thomas M. Pees Memorial Scholarship
Emerson and Laura Pelton Scholarship
Jeremy L. Pemberton ’96 Scholarship
Minnie Perkins-Basar Memorial Music Scholarship
Lucinda V. Peters Scholarship
Robert W. Peters Endowed Fund
Pharmacists Mutual Operating Scholarship
PharmaLogic Operating Scholarship
Tony Pitts Football Scholarship
James I. Poole ’33 Scholarship
Robert M. and Catherine M. Pritts Scholarship
Katharine Ballard Reed Memorial Scholarship
Mary Reick Endowment Fund
Helen O. Reimund Scholarship
Samuel F. Reist Scholarship
Don and Nellie Renninger Scholarship
James R. Rettig Sr. Scholarship
Nellie Ritz Scholarship
Ritz Memorial Scholarship
Jean Keneagy Rivera Scholarship
Dr. Patrick W. Rooney Scholarship
Ann and L. Jack Ruscilli Football Scholarship
Betty and Russel Ruths Memorial Scholarship
Majors James A. and Joan E. Sayer Service Scholarship
James M. Schmidt Math Scholarship
John and Frances (Crosby) Schott Scholarship
Jeffrey R. Seever ’76 Scholarship
Charles Sheets Western Equestrian Scholarship

Six Disciplines Entrepreneurial Excellence Scholarship
Kristen L. Slater Outstanding Western Equestrian Student Award
Jesse Snavely Jr. Memorial Scholarship
Dr. Charles H. Spragg Golf Scholarship
Donald W. Stansloski and Patricia Romans Scholarship
Dr. Edward S. Stefan Scholarship
Dr. David L. Steiner Equestrian and Pre-Veterinary Scholarship
Stevenson-Phillips Operating Scholarship
Roberta Stober Instrumental Music Scholarship
Stober Endowed Book Fund
Glenn and Helen Stout Scholarship
Dick Strahm Scholarship
Janet Maule Swartz Scholarship
Marie G. Sweitzer Scholarship
Jack and Patricia Taylor Instrumental Music Scholarship
Sheldon ’36 and Florence (Kling) Taylor Memorial Scholarship
Technology Management Scholarship
Terhark Family Scholarship
Maurice and Reva (Staley ’36) Terry Scholarship
Theta Chi Fraternity Scholarship
James L. Thomas Memorial Scholarship
Garnet Thompson Memorial Scholarship
Town & Campus Operating Scholarship
Town & Campus Scholarship
Tim Trask Scholarship
UF Bookstore Book Fund
United Solutions Inc. Scholarship
The University of Findlay Athletic Department Golf Program Scholarship
John R. and Marion Van Nice Choral Music Scholarship
John R. and Marion Van Nice Instrumental Music Scholarship
VanSweringen Memorial Fund
Varsity “F” Endowment
David C. Wallach Mathematics Scholarship
Warner-Capra Scholarship
John ’61 and Linda Weaver Business Scholarship
Whirlpool Endowed SIFE Fund
Whirlpool Foundation Scholarship for Women and Minorities
Ralph Whisler Scholarship
Eugene M. and Marjorie L. White Scholarship
Dr. Ann Whithaus Nuclear Medicine Institute Scholarship
Walter L. Whithaus Scholarship
Daniel E. Whitinger Memorial Soccer Scholarship
Richard E. and Barbara A. Wilkin Scholarship
Dale Wilkinson Scholarship
Kenneth Williams ’29 Scholarship
Michael Philip Willis Football Operating Scholarship
Philip S. Willis Scholarship
Josephine A. Wilson ’29 Scholarship
Gene and Alice (Stroude ’28) Winegardner Scholarship
Kyla L. Wisne Memorial Choir Scholarship
Paula and John Wolper Hospitality Management Scholarship
Women’s Christian Service Council Scholarship
James W. ’63 and Karis S. Woodward Female Veterans’ Scholarship
Zahler Family Scholarship
Kenneth E. Zirkle Scholarship Fund

These scholarships are awarded to students who meet special academic or other criteria. The application for these awards is available for a limited time each year in January and/or February. The Office of Financial Aid announces the availability to all students via e-mail, as well as the deadline for submitting the application.

# EXPENSES

The current operating cost of higher education is supported primarily by three areas of income: tuition and fees; endowments; and gifts from alumni, businesses, parents, and friends. The University of Findlay is conscious of the ever-increasing cost of a college education and makes every effort to provide a quality education for the lowest possible cost.

The University of Findlay offers a **Student Health and Accident Insurance Plan** to all traditional full-time, undergraduate students. The plan year runs Aug. 1 through July 31 of the following year. All traditional full-time, undergraduate students (12 hours or more fall semester or spring semester; nine hours or more summer session) are automatically enrolled and billed for this plan. **Students who do not desire this coverage must sign and return a waiver card to the Business Office**. The deadline for waiving insurance is Oct. 1 for the fall and Feb. 1 for the spring. After these dates, the student is enrolled in the policy, and it **CANNOT** be waived. Students who decline the coverage are not eligible to enroll until the start of the next plan year.

All University fees must be paid or proper financial arrangements made with The University of Findlay Business Office one week prior to the start of the session. A finance charge of 1½ percent per month (annual percentage rate 18 percent) or a $2 minimum billing fee may be applied to unpaid accounts.

The Board of Trustees reserves the right at any time to amend or add to the regulations of the University, including those concerning fees and methods of payment. The amendments and/or additions apply to students currently enrolled as well as to new students.

## Charges and Fees for 2013-2014

| Regular Academic Program | |
|---|---|
| Tuition | $14,447 |
| Board | 2,319 |
| Room (double occupancy, except Haven, Village, Special Interest Houses, Townhouses, Cottages, Oiler Pointe, and Derrick Square) | 2,310 |
| Student Activity Fee (non-refundable) | 100 |
| Health and Accident Insurance (per year) | 285 |
| Room Deposit (one time) | 150 |
| General Service Fee (non-refundable) | 352 |
| **Total per semester** | $19,963 |
| **Total per year** | $39,491 |

| *Other Programs* | *Animal Science/Pre-Veterinary Medicine Option Program** | *Pharmacy Program* |
|---|---|---|
| Tuition | $15,418 | $18,781 |
| Board | 2,319 | 2,319 |
| Room (double occupancy, except Haven, Village, Special Interest Houses, Townhouses, Cottages, Oiler Pointe, and Derrick Square) | 2,310 | 2,310 |
| Student Activity Fee (non-refundable) | 100 | 100 |
| Health and Accident Insurance (per year) | 285 | 285 |
| Room Deposit (one time) | 150 | 150 |
| General Service Fee (non-refundable) | 352 | 352 |
| **Total per semester** | $20,934 | $24,297 |
| **Total per year** | $41,433 | $48,159 |

If a student changes from the Pharmacy Program to the Regular Academic Program after the sixth class day of the semester, he/she is responsible to pay the Pharmacy tuition rate for the entire semester.

| *Other Programs* | *Freshman/ Sophomore English Equestrian Studies Program** | *Freshman/ Sophomore Western Equestrian Studies Program** | *Junior/Senior Equestrian Studies Program** |
|---|---|---|---|
| Tuition | $17,690 | $17,425 | $14,515 |
| Board | 2,319 | 2,319 | 2,319 |
| Room (double occupancy, except Haven, Village, Special Interest Houses, Townhouses, Cottages, Oiler Pointe, and Derrick Square) | 2,310 | 2,310 | 2,310 |
| Student Activity Fee (non-refundable) | 100 | 100 | 100 |
| Health and Accident Insurance (per year) | 285 | 285 | 285 |
| Room Deposit (one time) | 150 | 150 | 150 |
| General Service Fee (non-refundable) | 352 | 352 | 352 |
| **Total per semester** | $23,206 | $22,941 | $20,031 |
| **Total per year** | $45,977 | $45,447 | $39,627 |

| | |
|---|---|
| Nuclear Medicine Institute and PET/CT - Tuition | $21,950 |
| Intensive English Language Institute - Tuition/semester | $6,900 |
| Intensive English Language Institute – Summer 2014 | $3,900 |

***Other Charges and Fees***

| | |
|---|---|
| Part-time Freshman/Sophomore English Equestrian Studies * | $3,243 + $641 per sem hour |
| Part-time Freshman/Sophomore Western Equestrian Studies * | $2,978 + $641 per sem hour |
| Part-time Junior/Senior English and Western Equestrian Studies * | $68 + $641 per sem hour |
| Part-time Animal Science/Pre-Veterinary Medicine Option * | $971 + $641 per sem hour |
| Part-time Student Tuition (less than 12 semester hours) | $641 per sem hour |
| Part-time Pharmacy Tuition (less than 12 semester hours) | $1,291 per sem hour |
| Additional Hours (in excess of 18 semester hours) | $641 per sem hour |
| Online Degree Completion | $390 per sem hour |
| Master of Arts in Liberal Studies | $599 per sem hour |

***Other Charges and Fees-continued***

| | |
|---|---|
| Graduate Programs (TESOL, Education, and Rhetoric/Writing) | $479 per sem hour |
| M.B.A. Program | $590 per sem hour |
| M.S. in Environmental Management | $590 per sem hour |
| M.S. in Health Informatics | $690 per sem hour |
| Occupational Therapy (weekend and graduate)/Physical Therapy (weekend and graduate)/Athletic Training (graduate) Programs | $794 per sem hour |
| Master of Physician Assistant | $810 per sem hour |
| Applied Music Instruction (one half-hour lesson per week) | $150 plus tuition |
| Audit (full-time undergraduate student) | no charge |
| Audit (part-time student) | $50 per sem hour |
| Senior Citizen (60 years old or older and retired) limit one course per semester (does not include audit). Student must contact the Office of Financial Aid. | 10 percent of tuition |
| Board Plan (sorority/fraternity residents) | $2,319 |
| Room-Townhouses, Cottages, Oiler Pointe, and Derrick Square (single occupancy) | $3,648 |
| Room-Cottages (double occupancy) | $2,771 |
| Room-Haven, Village, and Special Interest House Rate (single occupancy) | $3,344 |
| Room-Haven, Village, and Special Interest House Rate (double occupancy) | $2,540 |
| Room-Residence Hall Rate (single occupancy) | $3,040 |
| General Service Fee (nine or less hours) (non-refundable) | $37 per semester hour |
| General Service Fee (more than nine hours) (non-refundable) | $352 per semester |
| Orientation Fee (traditional first-time freshman) | $100 |
| Proficiency Examination | $100 |
| Directed Study/Independent Study Fee | $100 plus tuition (Main Campus Rate) |
| Experiential Learning Credit Administrative Fee | Equivalent to one academic credit hour plus $50 per assessed credit hour |
| Official Transcripts | $6 |

***Additional tuition is charged to students taking equestrian and freshman- and sophomore-level animal science/pre-veterinary medicine option courses**. The tuition cost over and above the regular academic program helps defray the cost of operations for the farms and equestrian training.

## Payment of Fees

An itemized statement of charges is available on The University of Findlay website, www.findlay.edu, as soon as the student is registered. Payment is expected in full one week prior to the start of the session; however, students may elect to participate in The University of Findlay 10-Month Payment Plan or sign a Payment Agreement to make four monthly payments (explanation found below). Information about these options is available in the Business Office.

## Payment Options

The University of Findlay offers a **10-Month Payment Plan** to traditional full-time undergraduate students to ease the pressure of large payments at the start of each semester. An annual service fee is charged for this program. Monthly payments start on July 1 and continue through April 1. Interest is waived on the account July through April as long as payments are made on schedule.

The University also offers the option of using a **Payment Agreement** to make four equal monthly payments for the balance during the semester. During the fall semester, the payments are due Aug. 1, Sept. 1, Oct. 1, and Nov. 1. During the spring semester, the payments are due Jan. 1, Feb. 1, March 1, and April 1. This plan requires that the University have a signed Payment Agreement on file in the Business Office. There is an interest charge of 1½ percent per month (annual percentage rate 18 percent) or a $2 minimum billing fee on the outstanding balance.

The University participates in the **Federal Direct Lending Program.** Arrangements for loans should be made well in advance of each semester so the money is available for payment of fees prior to the first day of classes.

Financial obligations to the University must be handled promptly. In order for students to use their Oiler OneCard to access campus facilities, the balance must be paid in full, or the student must be current on an official payment plan. Students facing a financial problem should contact the Office of Financial Aid before payment is due. Continued enrollment in a succeeding semester and the issuance of a diploma or transcript cannot be permitted until all financial obligations to the University have been satisfied.

## Registration Policy

In order for a student to register for classes, his/her financial obligation to the University must be current. Following are the guidelines for registration:

- Students on The University of Findlay 10-Month Payment Plan must be current in their payments in order to register for classes.
- Students who deferred payments by signing a Payment Agreement must be current in their payments in order to register for classes.
- Students who are company-reimbursed and have completed a company reimbursement form may defer payment up to 60 days following the close of a session. These students may register for classes during the 60-day period.
- Students who owe more than $500 may not be allowed to register.

Only students who are officially registered may attend class. Students who have not officially enrolled in a course or courses within seven calendar days (or the next campus business day after the seventh day) of the start of the academic session in which the course is offered will not receive any course credit until registration is complete and payment is received in certified funds (cash, bank money order, cashier's check) for the following:

- Amount of past-due balance
- Tuition for non-registered course(s) attended
- Applicable fees for non-registered course(s) attended
- Accrued interest based upon the start date of the non-registered course(s) attended
- Penalty equal to 10 percent of tuition for non-registered course(s) attended

## Withdrawal Policy

When a student withdraws from all classes during a semester, it is the University's responsibility to assign an official withdrawal date. For a student withdrawing while regularly attending classes, the withdrawal date is the date that the student notifies the Oiler Success Center of his/her intent to withdraw and/or begins the withdrawal process by completing a withdrawal form. If a student ceases attending classes without notice, the withdrawal date will be the student's last date of attendance or participation in a course-related activity, as documented by his/her University instructors.

## Tuition Refund Policy FIRST SEMESTER OF ENROLLMENT ONLY (Undergraduate students only)

In the case of voluntary withdrawal from all course work for undergraduate students in their first semester of enrollment at The University of Findlay, the tuition is refunded on the following basis: (Calendar week is defined as Sunday through Saturday.)

| Fall and Spring Semester (enrollment period 15 weeks) | |
|---|---|
| Withdraw during the first calendar week | 99% |
| Withdraw during the second calendar week | 75% |
| Withdraw during the third calendar week | 60% |
| Withdraw during the fourth calendar week | 45% |
| Withdraw during the fifth calendar week | 30% |
| Withdraw during the sixth calendar week | 15% |
| After the sixth calendar week | 0% |

| Weekend College (enrollment period 11-12 weeks) | |
|---|---|
| Withdraw during the first weekend session | 99% |
| Withdraw during the second weekend session | 60% |
| Withdraw during the third weekend session | 50% |
| Withdraw during the fourth weekend session | 30% |
| After the fourth weekend session | 0% |

## Tuition Refund Policy AFTER THE FIRST SEMESTER OF ENROLLMENT

In the case of voluntary withdrawal from all course work for students receiving **Federal Title IV or State Funds**, the tuition is refunded on the following basis:

- Withdraw on or before the first day of class 100%
- Withdraw after the first day of class through the first 10 percent of the enrollment period 90%
- Withdraw after the first 10 percent through the first 25 percent of the enrollment period 50%
- Withdraw after the first 25 percent through the first 50 percent of the enrollment period 25%

In the case of voluntary withdrawal (no Federal Title IV or State Funds) **or** the reduction in number of credit hours, the tuition is refunded on the following basis:

| Fall and Spring Semester (enrollment period 15 weeks) | |
|---|---|
| During the first calendar week of the semester | 99% |
| During the second calendar week | 50% |
| During the third and fourth calendar week | 25% |
| After the fourth calendar week | 0% |

| Weekend College (enrollment period 11-12 weeks) | |
|---|---|
| Within five days of the first class | 99% |
| Day six through second weekend | 50% |
| After second weekend | 0% |

Contact the Business Office for dates and refund percentages for all courses that do not fit into the above schedules.

**It is the student's responsibility to contact his/her adviser or the Office of the Registrar and officially drop the classes before the start of the session in order to receive a 100 percent refund. Failure to attend class(es) does not constitute an official drop or withdrawal. Once the session has started, the student is only eligible for a maximum of 99 percent refund of tuition. Fees are non-refundable. Students should always retain a copy of all transactions related to adding or withdrawing from classes.**

## Refund Policy for Dismissed or Suspended Students for Disciplinary Reasons

If a student is dismissed or suspended for disciplinary reasons, no cancellation of charges will be made regardless of the time the dismissal takes place.

## Financial Aid Refund Policy

When a student withdraws from all classes after the beginning of a term, the University's charges for tuition, fees, room, and board may be adjusted. In that event, adjustments to financial aid are likely as well. For the federal programs (e.g., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [SEOG], Federal Perkins Loan, Federal Stafford Loan, Federal PLUS Loan), adjustments will be made in line with federal regulatory policy which allows the student to keep the federal aid that has been earned.

If for example, the student withdraws on Sept. 10 from all classes that began on Aug. 21, then the student has earned a specific percentage (approximately 13 percent) of the federal aid and may use that portion to help pay for the school's charges incurred to that date. The remaining amount of the federal aid will be returned to the U.S. Department of Education. The amount refunded will be credited in the following order: unsubsidized Direct Loan, subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, and SEOG.

Assume, then, that the student was awarded a Pell Grant of $550, an SEOG of $250, a Perkins Loan of $250, and a subsidized Stafford Loan of $1600. For the student who withdrew as described above, the amount of federal aid earned is $2650 x .13 = $345. The amount to be returned to the federal programs is $2650 - $345 = $2305. The refund would consist of the subsidized Stafford Loan of $1600, the Perkins Loan of $250, the Pell Grant of $455, to total $2305. The student would be able to keep $95 from the Pell Grant and $250 from the SEOG.

## Room and Board Refund Policy

Before any charges will be refunded, a student must officially check out of his/her room. To officially check out, a student must contact a residence life staff member to schedule a check-out time, sign a room condition form after the staff member inspects the room, return all keys, and remove all personal belongings from the room. **ROOM and BOARD** charges are refunded according to the following schedule.

| | |
|---|---|
| Check out during the first calendar week | 90% |
| Check out during the second calendar week | 75% |
| Check out during the third calendar week | 60% |
| Check out during the fourth calendar week | 45% |
| Check out during the fifth calendar week | 30% |
| Check out during the sixth calendar week | 15% |
| Check out after the sixth calendar week | 0% |

## Summer School Fees

For information regarding fees and the refund policy, contact the Business Office.

# ACADEMIC INFORMATION

## College Organization

The disciplines included in the curriculum at The University of Findlay are organized into academic colleges.

**COLLEGE OF BUSINESS**

*Department of Business Administration Programs:*
- Business Administration (BUAD)
- Hospitality Management (HMGT)
- Marketing (MRKT)
- Sport and Event Management (SPEM)

*Department of Quantitative and Global Business Studies:*
- Accounting (ACCT)
- Economics (ECON)
- Finance (FNCE)
- Systems Analysis (SYSA)

**COLLEGE OF EDUCATION**
- Education (EDUC)
- Special Education (SPED)

**COLLEGE OF HEALTH PROFESSIONS**
- Health Professions (HEPR)

*Department of Diagnostic Services:*
- Medical Laboratory Science (MTCC/MTON)
- Nuclear Medicine Technology (NMED)
- Positron Emission Tomography/Computed Tomography Technology (PECT)

*Department of Health and Human Performance:*
- Health (HEAL)
- Health and Physical Education (HPE)
- Physical Education (PHED)
- Strength and Conditioning (SCON)

*Department of Occupational Therapy (OCTH)*

*Department of Physical Therapy (PHTH)*

*Department of Social Work:*
- Gerontology (GERN)
- Social Work (SOWK)

**COLLEGE OF LIBERAL ARTS**

*Department of Communication* (COMM)

*Department of English* (ENGL)

*Department of History, Law and the Liberal Arts, and Gender Studies:*
- Anthropology (ANTH)
- Gender Studies (GEND)
- Geography (GEOG)
- History (HIST)
- Humanities (HUMN)
- Law and the Liberal Arts (Pre-Law) (PLAW)

*Department of Language and Culture:*
- Bilingual Multicultural Studies (BLMC)
- French (FREN)
- German (GERM)
- Intensive English Language Program (ENIN/IELP)
- Japanese (JAPN)
- Spanish (SPAN)

*Department of Religious Studies and Philosophy:*
- Philosophy (PHIL)
- Religious Studies (RELI)

*Department of Social, Behavioral, and Justice Sciences:*
- Criminal Justice (CJUS)
- Forensic Science (FORS)
- Political Science (POLS)
- Psychology (PSYC)
- Public Administration (PBAD)
- Social Science (SSCI)
- Sociology (SOCI)

*Department of Visual and Performing Arts:*
- Art (ART)
- Music (MUSC)
- Theatre (THEA)

**COLLEGE OF PHARMACY (PHAR)**

**COLLEGE OF SCIENCES**

*Department of Animal and Pre-Veterinary Studies:*
- Animal Science (ANSC)
- Pre-Veterinary Medicine (PVET)

*Department of Computer Science (CSCI)*

*Department of Environmental, Safety, and Occupational Health Management (ESOH)*

*Department of Equestrian Studies and Equine Management (EQST)*

*Department of Mathematics (MATH)*

*Department of Natural Sciences:*
- Biology (BIOL) *(recommended for students interested in medical school)*
- Forensics (FORS) see COLA
- Geology (GEOL)
- Natural Science (NSCI)

*Department of Physical Sciences:*
- Chemistry (CHEM) *(recommended for students interested in medical school)*
- Forensics (FORS) see COLA
- Physics (PHYS)

## Degrees

The degrees available at The University of Findlay are the Associate of Arts, the Bachelor of Arts, the Bachelor of Science, the Bachelor of Science in Criminal Justice *(stopped admitting students to this program fall 2010)*, the Bachelor of Science in Environmental, Safety, and Health Management *(stopped admitting students to this program spring 2012)*, the Bachelor of Science in Business Management, the Master of Arts in Education, the Master of Business Administration, the Master of Occupational Therapy, the Master of Science in Environmental, Safety, and Health Management, the Master of Arts in Teaching English to Speakers of Other Languages (TESOL) and Bilingual Education, the Master of Arts in Liberal Studies *(stopped admitting students to this program fall 2009)*, the Master of Athletic Training, the Master of Physician Assistant, the Master of Science in Health Informatics, the Master of Arts in Rhetoric and Writing, the Doctor of Physical Therapy and the Doctor of Pharmacy. All other degrees awarded are honorary. Please consult the Graduate Catalog for information pertaining to the master's and first-professional doctoral degree programs.

## Second Degrees

A second bachelor's degree may be granted to a graduate of The University of Findlay or to a graduate of another accredited institution who successfully completes a minimum of one year's additional work (at least 30 semester hours which equates to a minimum of 154 semester hours) and meets both the major and competency requirements of The University of Findlay.

Any student who has received a bachelor's degree from a regionally accredited institution will have met our general education (GE) requirements if he/she enrolls at The University of Findlay for the purpose of obtaining a second degree. Any student who has received a bachelor's degree must transfer in at least 30 hours of GE courses from a regionally accredited institution. All University competencies must be fulfilled.

Any student from The University of Findlay who wishes to receive two bachelor's degrees (i.e., both a bachelor of science and a bachelor of arts degree as defined by his/her majors) simultaneously must successfully complete a minimum of 154 semester hours including all major, general education (for either a B.S. or B.A.), and competency requirements.

## Regularly-Established Majors

Students should select an area of concentration in one of the regularly-established majors by the beginning of the junior year. Specific requirements for majors are stated elsewhere in the catalog. In some majors, certain cognate courses are required to complement the courses taken in the major.

## Four-Year Degree Majors

Accounting-Financial Accounting Emphasis
Accounting-Managerial Accounting Emphasis
Adolescent/Young Adult/Integrated English/Language Arts
Adolescent/Young Adult/Integrated Mathematics
Adolescent/Young Adult/Integrated Science
Adolescent/Young Adult/Integrated Social Studies
Adolescent/Young Adult/Life Science
Animal Science
Animal Science/Pre-Veterinary Medicine Option
Animal Science-Science Option
Art
Art Management
Biology
Business Management
Chemistry
Children's Book Illustration
Computer Science - Business Emphasis
Computer Science - Computer Systems Emphasis
Computer Science - Information Assurance Emphasis
Computer Science - Mathematics Emphasis
Computer Science - Web and Database Emphasis
Criminal Justice
Criminal Justice - White-Collar Crime and Fraud Investigation
Early Childhood

Economics
English - Creative Writing Emphasis
English - General Writing Emphasis
English - Literature Emphasis
English - Teaching Emphasis
Environmental, Safety, and Occupational Health Management
Equestrian Studies - English Riding/Training Emphasis
Equestrian Studies - Western Riding/Training Emphasis
Equine Business Management
Finance
Forensic Science - DNA/Serology
Forensic Science - Toxicology
Graphic Design
Health and Physical Education
Health Science - Pre-Occupational Therapy Emphasis
Health Science - Pre-Physical Therapy Emphasis
Health Studies
Healthcare Management
History
Hospitality Management
Human Resource Management
International Business
Intervention Specialist Education/Mild to Moderate Disabilities
Japanese
Journalism
Law and the Liberal Arts (Pre-Law)
Marketing
Mathematics - Applied Emphasis for Actuary Preparation
Mathematics - Applied Emphasis for Computer Science
Mathematics - Applied Emphasis for Engineering Science
Mathematics - Applied Emphasis for Operations Research
Mathematics - Pure Mathematics Emphasis
Medical Laboratory Science
Middle Childhood (BA and BS)
Multi-Age/Drama/Theatre
Multi-Age/Health and Physical Education
Multi-Age/Japanese
Multi-Age/Spanish
Multi-Age/Visual Arts (Grades K-12)
Nuclear Medicine Technology
Operations and Logistics
Philosophy
Political Science
Positron Emission Tomography/Computed Tomography Technology (PET/CT)
Psychology
Public Relations
Religious Studies - Biblical Studies Emphasis
Religious Studies - Christian Studies Emphasis
Religious Studies - Comparative Religion Emphasis
Religious Studies - Individualized Studies Emphasis
Social Work
Sociology
Spanish
Sport and Event Management
Strength and Conditioning
Teaching English to Speakers of Other Languages
Theatre - Performance Emphasis
Theatre - Production Design and Technology Emphasis

*NOTE: An emphasis is not counted as a separate major.*

## Majors in the Associate of Arts Degree

Accounting
Computer Science
Criminal Justice Administration - Corrections Option
Criminal Justice Administration - Law Enforcement Option
Equestrian Studies - English Riding Emphasis
Equestrian Studies - Western Riding Emphasis
Financial Management
Human Resource Management
Management Information Systems
Nuclear Medicine Technology
Personal Training
Positron Emission Tomography/Computed Tomography Technology (PET/CT)
Sales/Retail Management
Small Business/Entrepreneurship

## Master's Degrees

Master of Arts in Education
Master of Arts in Liberal Studies *(stopped admitting students to this program fall 2009)*
Master of Arts in Rhetoric and Writing
Master of Arts in Teaching English to Speakers of Other Languages (TESOL) and Bilingual Education
Master of Athletic Training
Master of Business Administration
Master of Occupational Therapy
Master of Physician Assistant
Master of Science in Environmental, Safety, and Health Management
Master of Science in Health Informatics

## First-Professional Doctoral Programs

Doctor of Physical Therapy
Doctor of Pharmacy

## Individualized Programs

Students are encouraged to consider seriously their purpose for coming to The University of Findlay and to design an individualized major in consultation with the faculty adviser. The adviser will assist in developing a program of study best suited to a student's needs, interests, and goals.

Individualized programs may be outside the traditional majors, or they may be interdisciplinary in nature. Toward the end of the first year, students may propose a course of study to the faculty adviser. The program must meet the faculty adviser's approval as well as the approval of the dean of each college in which courses will be taken. Any subsequent changes in the course of study must be approved by the faculty adviser and the appropriate college dean. A copy of the approved major must be filed with the Office of the Registrar no later than 30 days into the senior year.

## Multi-Area Programs

A number of programs have been developed by more than one area and explicitly cross the traditional lines between disciplines. Specific requirements for the following multi-area programs can be found by using the index to this catalog.

Communication
Gender Studies

## Minors

Minor areas of concentration are available in some disciplines. These consist of not less than 15 and not more than 24 semester hours of course work. Specific requirements are stated within course offerings. At least nine hours of the minor must be taken at The University of Findlay. Students may minor in:

Accounting
Art
Art History
Biology
Business Administration
Business Economics
Business Information Assurance Management
Business Management
Chemistry
Coaching
Computer Science
Criminal Justice
Digital Media
Economics
English
Entrepreneurship
Environmental, Safety, and Occupational Health Management
Equestrian Studies
Finance
Gender Studies
Gerontology
Graphic Design
History
Human Resource Management
Information Processing
International Business
International/Intercultural Studies
Interpersonal Communication
Japanese
Law and the Liberal Arts (Pre-Law)
Marketing
Mass Communication
Mathematics
Musical Arts
Operations and Logistics
Philosophy
Philosophy/Applied Ethics
Photography
Political Communication
Political Science
Psychology
Public Administration
Public Administration for ESOH majors
Public Relations
Religious Studies
Second Language Education (for foreign language or TESOL majors only)
Sociology
Spanish
Technical Communication
Theatre
Writing

## Pre-Professional Programs

Students entering professional school or the clinical portions of their major at the end of the third year will complete the GE requirement for the A.A. degree and will complete at least 30 hours outside of the major area.

*Pre-Nursing*

This is a non-degree program that prepares students to enter an accredited nursing program and earn a BSN degree. It has been developed in conjunction with representatives from nursing schools and emphasizes course work in the natural and behavioral sciences as a foundation for students' future study and practice of nursing.

*Animal Science/Pre-Veterinary Medicine Option*

This program consists of four years at The University of Findlay and is completed with the awarding of a bachelor's degree. It is a program developed in consultation with representatives from veterinary schools who stress the need for both strong academic preparation and practical animal contact for veterinary candidates. Two special seminars provide orientation to the various fields of veterinary medicine and facilitate application to schools of veterinary medicine.

Animal science/pre-veterinary medicine option majors who gain early admission at the end of their junior year to a professional program of study will be granted a Bachelor of Science degree from The University of Findlay contingent upon having completed 102 hours of approved course work and the successful completion of the first year of veterinary school studies.

## Graduate Work

Students who excel in scholarship are encouraged to study for advanced degrees after graduation. A good scholastic average and certain undergraduate courses are necessary for successful graduate work. Students are advised to acquaint themselves early in their college programs with the prerequisites in the departments of the graduate schools which they expect to attend.

# BACHELOR'S DEGREE REQUIREMENTS

To be eligible for a bachelor's degree, the following requirements must be met:

I. Successful completion of 124 semester hours of credit with an overall 2.00 grade point average; (ACAD 088, EDUC 088, and developmental courses may not be included in this 124 semester hours; see the section on Developmental Courses for more information);

II. Successful completion of an individualized major or a regularly established major including specified competency courses. An individualized major must include a minimum of 27 semester hours of course work and must be properly executed and filed in the Office of the Registrar no later than the first month (30 days) into the student's senior year. A student's senior year has commenced when the student has earned 87.01 semester hours;

No student may be required to take more than 48 semester hours in a single discipline. Any deviation from 48 semester hours has to meet with faculty approval. At least 12 semester hours of upper-level courses in a major must be completed at The University of Findlay;

III. Successful completion of the general education program for a baccalaureate degree;

A. At least 36 semester hours of approved courses as indicated. *Courses must be completed with a "D" or higher.* (Among the courses that do not count toward this requirement are ENGL 104, 105, 106, 107, 145, 206; MATH 101; ACAD 088, 099; and COMM 110.)

1. Three semester hours in religious studies or philosophy from RELI 101, 102, 235, 240, PHIL 100, 210, or 270 in addition to other required courses.

2. At least 33 additional semester hours of approved courses arranged as indicated.

***Bachelor of Arts***

a. Fine Arts – Six semester hours including one course from two of the disciplines listed below:
   - Art
   - Communication
   - Music
   - Theatre

b. Natural Science – Three semester hours from one of the disciplines listed below:
   - Biology
   - Chemistry
   - Computer Science
   - ESOHM
   - Geology
   - Natural Science
   - Physics

c. Humanities – Six semester hours including one course from two of the disciplines listed below:
   - English
   - Gender Studies
   - History
   - Humanities
   - Philosophy
   - Religious Studies

d. Social Science – Six semester hours including one course from two of the disciplines listed below:
   - Anthropology
   - Criminal Justice
   - Economics
   - Education
   - Finance
   - Geography
   - Gerontology
   - Law and the Liberal Arts (Pre-Law)
   - Political Science/Public Administration
   - Psychology
   - Social Science
   - Social Work/Sociology

e. Foreign Language/Culture – Six semester hours from the disciplines listed below:
   - Bilingual/Multicultural Studies
   - English as an International Language
   - French
   - German
   - Japanese
   - Spanish

f. Mathematics – Three semester hours from the following courses:
   - MATH 123, 223, 306, 316, or 410

g. English – Three semester hours from the following courses:
   - ENGL 202, 272, 282, 302, 305, or 306

***Bachelor of Science***

a. Fine Arts – Six semester hours including one course from two of the disciplines listed below:
   - Art
   - Communication
   - Music
   - Theatre

b. Natural Science – Six semester hours including one course from two of the disciplines below:
   - Biology
   - Chemistry
   - Computer Science
   - ESOHM
   - Geology
   - Natural Science
   - Physics

c. Humanities – Three semester hours from one of the disciplines listed below:
   - English
   - Gender Studies
   - History
   - Humanities
   - Philosophy
   - Religious Studies

d. Social Science – Six semester hours including one course from two of the disciplines listed below:
   - Anthropology
   - Criminal Justice
   - Economics
   - Education
   - Finance
   - Geography
   - Gerontology
   - Law and the Liberal Arts (Pre-Law)
   - Political Science/Public Administration
   - Psychology
   - Social Science
   - Social Work/Sociology

e. Foreign Language/Culture – Three semester hours from one of the disciplines listed below:
   - Bilingual/Multicultural Studies
   - English as an International Language
   - French
   - German
   - Japanese
   - Spanish

f. Mathematics – Six semester hours including one course from each of the following:
   - MATH 132, 133, 138, 139, 140, 141, 305, or 315
   - MATH 123, 223, 306, 316, or 410

g. English – Three semester hours from the following courses:
   - ENGL 202, 272, 282, 302, 305, or 306

* *IMPORTANT NOTE*: Courses within a major may count toward the 36-semester-hour general education requirements. However, courses may not be double counted within the general education requirements.

B. Successful completion of the competency requirements for all students as well as additional requirements established by the major area. All students are required to meet the following competencies within the first two years at The University of Findlay:

1. Earn a grade of "C" or better in ENGL 106, 107, or 206;

2. Pass a computer science competency exam or earn a grade of "C" or better in CSCI 148, 149, 150, or 190;

3. Pass a communication competency exam or earn a grade of "C" or better in COMM 110 or 211.

C. Completion of HPE 100 (Wellness), two semester hours, *completed with a "D" or higher*.

D. Participation in required assessment activities as determined by the faculty.

E. Students entering The University of Findlay as first-time, full-time students must complete ACAD 088.

IV. Successful completion of at least 60 semester hours at an accredited four-year college, of which the last 30 semester hours must be taken at The University of Findlay;

V. Application of not more than 20 semester hours of "D+," "D," and "D-" grades toward a degree and at least a "C" grade in the major/minor and in courses required to fulfill competency requirements;

VI. Successful completion of at least 30 semester hours of upper-level courses (300 or above);

VII. Application of not more than 30 semester hours obtained by one or any combination of the following toward a degree: International Baccalaureate Organization's Diploma Program, proficiency examinations, portfolio credit, advanced placement credit, or transfer of extension and/or correspondence credit;

VIII. Participation in graduation exercises unless excused by the vice president for academic affairs for a reason beyond the candidate's control;

IX. Application of not more than 15 semester hours of the Community and Urban Field Experiences Program;

X. If course work is transferred to The University of Findlay; successful completion of no less than 50 percent of the hours required in the major must be completed at UF for a bachelor's degree.

# ASSOCIATE OF ARTS DEGREE REQUIREMENTS

To be eligible for an Academic Associate of Arts degree, the following requirements must be met:

I. Successful completion of a minimum of 60 semester hours of credit with an overall 2.00 grade point average or better (EDUC 088 and developmental courses may not be included in this 60 semester hours; see the section on Developmental Courses for more information.);

II. Successful completion of a major;

III. Successful completion of the general education program for a total of 36 hours for an associate degree:

A. A minimum of 18 semester hours of general education courses, *completed with a "D" or higher*, including three semester hours of approved courses from each of the following areas: fine arts (ART, COMM, MUSC, THEA), humanities (ENGL, GEND, HIST, HUMN, PHIL, RELI, BLMC, ENIN), natural science (BIOL, CHEM, ESOH, GEOL, NSCI, PHYS), social science (ECON, FNCE, GEOG, GERN, PLAW, POLS, PBAD, PSYC, SOWK, SOCI, SSCI), mathematics (MATH 123, 306, 316, or 410), and English (ENGL 202, 272, 282, 302, 305, or 306).

B. The competency requirements for all students, as well as additional requirements established by the major area. All students are required to meet the following competencies:

1. Earn a grade of "C" or better in ENGL 106, 107, or 206;

2. Pass a computer science competency exam or earn a grade of "C" or better in CSCI 148, 149, 150, or 190;

3. Pass a communication competency exam or earn a grade of "C" or better in COMM 110 or 211.

C. Successful completion of nine-15 additional hours of approved general education courses *completed with a "D" or higher*. These courses may include the competencies listed in III.B, approved general education courses required by individual programs, and approved general education courses listed in III.A. or from the following prefixes: ANTH, CSCI, CJUS, EDUC, FREN, GERM, JAPN, or SPAN.

D. Participation in required assessment activities as determined by the faculty.

IV. Application of not more than 12 semester hours of "D+," "D," and "D-" grades toward a degree and at least a "C" grade in the major and in courses required to fulfill competency requirements;

V. Application of not more than 15 semester hours obtained by one or any combination of the following toward a degree: International Baccalaureate Organization's Diploma Program, proficiency examinations, portfolio credit, advanced placement credit, or transfer of extension and/or correspondence credit;

VI. Participation in graduation exercises unless excused by the vice president for academic affairs for a reason beyond the candidate's control;

VII. If course work is transferred to The University of Findlay; successful completion of no less than the 50 percent of the hours required in the major must be completed at UF for an associate's degree;

VIII. The last 15 semester hours (minimum) must be completed at The University of Findlay.

## General Education Courses ("GE")

The courses designated "GE" in the course descriptions fulfill general education requirements for all undergraduate degrees. These are college-level courses and are taught so that students majoring in any area will be able to broaden their educational background. The minimum accepted grade for "GE" courses is a "D."

## Lower-Level Courses, Upper-Level Courses, and Prerequisites

Courses with numbers in the 100s and 200s (lower-level courses) are more general or introductory than courses in the 300s and 400s (upper-level courses). Upper-level courses are designed primarily for students who have completed a year of college work, including ENGL 106, 107, or 206. Other students may take these courses with the instructor's permission or on the basis of placement testing. Some courses have designated prerequisite courses that must be completed before the upper-level course is attempted. All prerequisite courses must be completed with at least a grade of "C." Some courses require a higher grade than a "C" for the prerequisite. The course description will list the required grade if different from a "C."

## Course Load

The usual course load at The University of Findlay is 15 to 16 credit hours per semester. Twelve or more credit hours per semester is considered full-time by the University for certain purposes such as housing regulations and financial aid. If concerned about eligibility for participation in varsity athletics or financial aid programs, students should consult with the athletic director or the director of financial aid, respectively.

Payment of the regular full-time tuition covers from 12 to 18 credit hours per semester. Students will not be permitted to take more than 18 hours during one semester unless a minimum grade point average of 3.0 is attained during the last semester enrolled. In all cases of overloads, prior approval must be obtained from the student's faculty adviser. The per-hour tuition rate is charged for any hours beyond 18 semester hours except for approved honors and travel courses.

## Developmental Courses

The following are developmental courses at The University of Findlay. Based on a student's placement scores, one or several of these courses may be required. These courses will count in total credit hours for a given semester and in computing grade point average, but no developmental credit hours can be counted toward either the 124-hour graduation requirement for a bachelor's degree or the 60-hour graduation requirement for an associate's degree.

| | |
|---|---|
| ACAD 099 | Strategies for College Success |
| ENIN 020 | Culture of American Classroom |
| ENIN 021 | Computer Skills for Non-Native Speakers |
| ENIN 022 | Basic Literacy for Non-Native Speakers |
| ENIN 023 | Vocabulary Basics for Non-Native Speakers |
| ENIN 024 | Basic Level Communication Skills |
| ENIN 030 | Beginning Level Listening for Non-Native Speakers |
| ENIN 031 | Beginning Level Grammar for Non-Native Speakers |
| ENIN 032 | Beginning Level Reading for Non-Native Speakers |
| ENIN 033 | Beginning Level Communication for Non-Native Speakers |
| ENIN 034 | Beginning Level Composition for Non-Native Speakers |
| MATH 101 | Fundamentals of Mathematics |

# SPECIAL PROGRAMS

## Directed/Independent Study

If a student is unable to meet with a class because of a schedule conflict or other special circumstances, it may be possible to take a course of directed/independent study. Under these programs a student meets individually with the instructor at a convenient time. A *directed study* is used when the course is being offered but, because of special circumstances, the student cannot meet at the scheduled times. An *independent study* is used when the course is not on the approved schedule. A fee per course is charged in addition to the regular tuition fee for the directed/independent study course. Application forms may be obtained from the Office of the Registrar and submitted to the appropriate college dean. All applications must be approved and filed in the Office of the Registrar by the sixth week of the academic term in which the student wants to take the class.

## Honors Program

The Honors Program at The University of Findlay provides a challenging educational experience for capable students who choose to participate. The program aims to encourage and to stimulate students beyond the general range of undergraduate course work by fostering a concern for academic excellence, by providing opportunities for independent study and individual guidance and by offering specially designed upper-level seminars. A tuition waiver for overload hours permits students enrolled for honors credit during any given semester to enrich and accelerate their academic curriculum. Having fulfilled the requirements of the program, a graduating student will qualify for special recognition at commencement. For more detailed information regarding participation in the Honors Program, contact the director of the Honors Program.

## Intensive English Language Program

The Intensive English Language Program offers instruction in the English language and in American life and culture for non-native speakers of English. This academic program has four levels of instruction.

Students learn about the United States through class activities and discussions, interaction with American students and faculty members on campus or while participating in field trips, campus programs, and other community events.

All upper-level English as an International Language (ENIN) courses earn university credit. Six of the ENIN hours can be used to satisfy the general education foreign language/culture requirement.

# EXPERIENTIAL LEARNING

## Academic Service-Learning

Academic service-learning is a form of experiential education in which students participate in meaningful service to their communities while engaging in some form of reflection related to the service and integrated into the curriculum. Reflections can include class discussions, class presentations, and discussions with the community partners about students' out-of-class learning experiences. For more information about academic service-learning, please contact the Campus Compact Center at campuscompact@findlay.edu or 419-434-6671.

## Community-Urban Field Experiences and Internships

The following represents the minimum standard for awarding Internship/Community-Urban Field Experience (CUE) credit:

- Internships/CUE should be based on a new experience and not an extension of a current or past job.
- It is recommended that a student complete at least 50 hours of internship/CUE for each hour of credit.
- A credit-bearing internship/CUE is supervised by a faculty, department, or program.
- An internship/CUE requires an academic component based on a reflection of a student's academic experience.
- Typically, the prerequisite for an internship/CUE is a minimum GPA of 2.75 and at least 30 hours at The University of Findlay. Please refer to the course descriptions for specific course prerequisites.
- An internship/CUE will be graded S/U.
- When, in the opinion of the faculty and job supervisor, an intern's work is "passing" but of sub-standard quality, a reduction may be made in the number of credit hours earned.
- Students may not apply more than 15 semester hours obtained by internships/CUE toward a degree. This policy does not pertain to field work or clinical training.

Please contact the program of interest for additional information regarding internship/CUE opportunities.

## International Programs

The Office of International Education (OIE) provides support, leadership, and management of the university's study abroad programs and its international exchanges and partnerships. OIE seeks to provide assistance to faculty, staff, and students as they work to develop intercultural competence and become world citizens prepared to lead, learn, and serve in our global community. Those interested in learning more about existing overseas opportunities or interested in developing new ones are encouraged to contact OIE at internationaleducation@findlay.edu or 419-434-5467.

## Marketing/Fashion Merchandising Exchange Program

Junior marketing majors at The University of Findlay may enroll for a semester at The Art Institute of Pittsburgh in Pittsburgh, Pa., as part of the major in marketing at Findlay. Through the exchange program, a student becomes qualified to assume such positions as buyer, merchandise manager-trainee, and store manager-trainee in the retail industry. For details, contact the dean of the College of Business.

# REGISTRATION PROCEDURES

## Registration

Approximately eight weeks into the semester, the Office of the Registrar sends registration materials to enrolled students. Students are issued a registration date based on their cumulative earned hours. Seniors register first to ensure that courses required for graduation are available to them. Registration is handled by the faculty adviser and runs for approximately 22 working days. Students are permitted to register via the adviser on or after their assigned registration date. New students must be accepted first through the Office of Admissions before meeting with their faculty adviser. Students with an outstanding balance will not be permitted to register.

## Class Standing

Class standing is determined by the following qualifications:

| | | |
|---|---|---|
| Freshman | 0-27 | semester hours credit |
| Sophomore | 27.01-57 | semester hours credit |
| Junior | 57.01-87 | semester hours credit |
| Senior | 87.01 | semester hours credit |

## Change of Schedule

Adjustments (add/drops) to schedules are approved and processed by the faculty adviser. Adding a course, dropping a course, or changing from one section of the same course constitutes a change of schedule. Students may not add a course or change sections after the sixth class day of the semester without also receiving written permission from the instructor. If schedule changes are not handled within the stated time limits, students are subject to receive a failing grade in the courses for which they are officially enrolled. Students will not receive credit for courses attended without official registration.

## Withdrawal from Selected Courses

Withdrawals made after the first six days but within the first 50 days of a semester are recorded as non-punitive "W" on a transcript. Students may petition for withdrawal after the first 50 days. If the petition is denied and students fail to complete the semester, they will receive "F" grades for unfinished courses. The Student Academic Standards Committee reviews all petitions for withdrawal made after the first 50 days. If a student leaves a course without following withdrawal procedures, he/she automatically receives an "F" grade. (See section on expenses for refund policy.) Courses that meet for only a portion of the semester (e.g., first or second half HPE activities) can be withdrawn from only up to midpoint of the duration of that course.

When a student has violated University rules, regulations, or policies of an academic nature the student will not be permitted to withdraw from the course.

## Withdrawal from the University

When a student withdraws from all classes during a semester, it is the University's responsibility to assign an official withdrawal date. For a student withdrawing while regularly attending classes, the withdrawal date is the date that the student notifies the Oiler Success Center of his/her intent to withdraw and/or begins the withdrawal process by completing a withdrawal form. If a student ceases attending classes without notice, the withdrawal date will be the student's last date of attendance or participation in a course-related activity, as documented by his/her University instructors.

## Auditing Courses

Students may register to audit a course(s) any time during the regular registration periods as long as all prerequisites have been met and space allows. All course and general fees apply to audit courses. Students wishing to change from regular enrollment for credit to audit status after the start of a semester may do so only with the permission of the instructor and adviser and only during the first eight weeks (two Weekend College sessions) of the semester. A change to audit status may affect billing with the University. When appropriate, students will receive a partial refund of regular fees under the established refund policy. Fees not refunded will be used in lieu of the audit fee. Auditing may also affect financial aid or company reimbursement programs.

## Repeat Courses

If students register for a course not intended to be repeated, they will receive only the credit and quality points earned in the most recent registration. The credit and grade earned previously will remain on the student's record but will not be counted in the grade point average. A course will count only once toward cumulative hours earned. Repeating a three-hour course means the student will receive only three hours for that course rather than three hours for each time he/she takes the course.

The University retains the right to flag repeat courses and adjust grade point averages at its own discretion in adherence with the repeat course policy outlined above. The repeated courses will be designated as such at the end of each academic semester.

If a student is registering for a course for the third time, he/she will be required to have academic assistance for this course. In general, students are limited to registering for an undergraduate course three times. If a student elects to register for a course more than three times, he/she is limited to taking only the course being repeated and he/she may see an impact on his/her visa status, eligibility for federal financial aid (i.e., loans/grants), tuition remission, and/or athletics. A course is considered a repeat when a student is registered for the course after the last day to add a class.

A student has the right to appeal the repeat policy with the Student Academic Standards Committee.

## Transient Course Work

Students desiring to take courses at other institutions must submit a Transient Approval Form to the Office of the Registrar. The Transient Approval Form must be approved by the student's adviser and chair or program director along with the Office of the Registrar.

Students must submit all transient work to UF within six months of completion otherwise transient work will not be posted to the UF transcript. Students may complete up to 50 percent of the hours required in their major using transfer and/or transient course work.

The University of Findlay reserves the right to deny accepting courses from another institution if course credit has already been earned at UF and to require a student to reapply to UF as a transfer student if absent from UF for more than one semester, excluding summer, unless the student was on a University-approved internship, work study, or study abroad program during that time period.

Approval will be limited to the term for which approval is requested. Normal policy is that any approval given is voided if course work is taken during suspension or dismissal status. Course work that is contained within a course already completed (e.g., pre-calculus after passing Calculus I) will not transfer. Please review the University's Transfer Credit Policy regarding transfer credit policies.

Any student taking a transient course to apply back to The University of Findlay as a replacement of a previously completed course will have his/her transcript adjusted to reflect zero hours of credit and quality points for The University of Findlay course and only the credit hours from the transient course. Both courses will be flagged on the University transcript as a repeated course and a replacement course respectively.

# ACADEMIC SERVICES

## Academic Support Center

The mission of the Academic Support Center is to provide opportunities through classes, tutoring, advising, mentoring, and specialized programs for all students to be academically successful at The University of Findlay and to collaborate with faculty, staff, and administrators to address the learning needs and academic performance of students for the purpose of student retention.

The Academic Support Center (ASC) provides, free of charge, a variety of academic support programs to on-campus and online students enrolled at The University of Findlay. *Peer tutoring* is available in writing for all courses, math, chemistry, biology, physics, and animal science, as well as accounting, economics, and finance, are covered each semester. Tutoring is provided in a variety of other courses each semester to cover student needs. *Study skills courses* are taught in both a one-hour and a three-hour format and provide students with study strategies to improve academic performance, and self-management skills to help students achieve greater potential in college and life. *Individual study skills counseling* related to academic performance is offered on such topics as time management, textbook reading, note taking, memorization, test taking skills, and test anxiety reduction. *Special programs* in study strategies and academic learning can be tailored to meet the needs of faculty and organizations on campus. The ASC also works in conjunction with the Office of Disability Services and the Oiler Success Center to provide students with appropriate support services.

## Career Planning

The Office of Career Planning provides the opportunity for students to assess their career interests and explore the major programs and career fields that are best suited to their individual strengths through counseling, career classes, workshops, and career information resources. The office also provides academic advising for freshmen who are undeclared/undecided majors and currently enrolled students who are changing majors

## Disability Services

The purpose of the Office of Disability Services is to provide reviews and to determine appropriate services for students with disabilities as well as provide the framework within which specialized services are fulfilled and monitored. The Office of Disability Services works closely with all offices on campus to coordinate appropriate services.

Specific services the Office of Disability Services can coordinate are: note-takers, sign language interpreters, tape recorders, video/audio taping of classes, extended time on tests, non-distracted settings, adaptive testing, letters of introduction to faculty, student advocacy, priority scheduling and registration, academic advising, temporary disability plans, and campus orientations. Large print materials, books/texts on tape, tutors, individual tutors, adaptive housing, and additional safety devices are also available.

## Faculty Advisers

The system of faculty advisers is an essential part of the personalized education at The University of Findlay. When students enroll, they are assigned a faculty adviser who will guide them in developing an educational plan to their best advantage. Advisers counsel students each semester concerning choice of courses, future academic plans, and career goals.

## Internships and Placement

Internships enable students to acquire "hands-on" experience related to their degree, increase their marketability for future job placement, and enhance their preparation for graduate and professional programs. Internship opportunities are available locally, regionally, and nationally.

The Office of Internships and Placement offers students and alumni assistance with their internship and job search. The Office of Internships and Placement offers assistance with résumé and cover letter writing, interview preparation, advice on employment issues, job search tips, and job trend information. The Office of Internship and Placement invites employers of all industries to recruiting events such as job fairs, information sessions, mock interviews, class presentations, and on-campus interviews.

For additional information, e-mail careersservices@findlay.edu or call 419-434-4665.

## Student Responsibility Statement

The responsibility for planning academic programs rests largely with the student. Students must study the catalog and academic announcements carefully and arrange to take the required courses at the proper time. However, the services of faculty advisers, college deans, and the director of career planning are available to students.

# ACADEMIC STANDARDS, PROGRESS, AND APPEALS

## Grades

The academic standards of the University are expressed in terms of grades that are worth points. Each semester hour of credit for each letter grade carries the number of quality points indicated: "A"-excellent, 4 points; "A-"-slightly less than excellent, 3.67 points; "B+"-slightly more than good, 3.33 points; "B"-good, 3 points; "B-"-slightly less than good, 2.67 points; "C+"-slightly more than adequate, 2.33 points; "C"-adequate, 2 points; "C-"-slightly less than adequate, 1.67 points; "D+"-slightly above poor, 1.33 points; "D"-poor, 1 point; "D-"-slightly above failing, .67 points; "F"-failure, 0 points. Other symbols recorded on the academic record are as follows: "X"-incomplete; "W"-withdrawal; "S"-satisfactory ("C" or better); "P"-pass ("C" or better); "U"-unsatisfactory ("C-" or poorer); "EC"-extended course; "NR"-no grade received; "NC"-no credit, does not affect the GPA. The grades of "S," "P," and "U" are used in selected courses.

## The Grade of Incomplete

A grade of "X," initiated by the student, will be approved only when documented circumstances beyond a student's control (such as serious illness or family emergency) have prevented the student from completing the course work. Inability to get work in on time will not constitute a reason for the grade of "X." A student must complete the course work within 10 weeks (or a shorter time period based on the discretion of the instructor) immediately following the end of the course session in which the "X" was given. The time limit may be extended, up to one year following the end of the course session in which the "X" was given, at the discretion of the instructor and the dean. If a student does not complete the required course work within the prescribed time period, the "X" grade will automatically convert to an "F."

## Completion of an Extended Course

The grade of "EC" is used for courses, such as clinicals, internships, capstone courses, and band that extend more than one semester. The grade "EC" will be replaced by the grade finally reported for the completed course work. A student must complete the course work within the semester (or a shorter time period based on the discretion of the instructor) immediately following the end of the course session in which the "EC" was given. If a student does not complete the required course work within the prescribed time period, the "EC" grade will automatically convert to an "F."

## Attendance in Classes

As a principle of campus citizenship, it is expected that students attend all classes and laboratory periods for which they are registered. Instructors are permitted to penalize students for inadequate work due to excessive absences. Students absent excessively or students absent three consecutive times may be reported to the Oiler Success Center. As students begin each course, they should make certain they understand the attendance regulations in that course.

## Notification of Grades and Mid-term Warnings

At the conclusion of each semester, students are notified of their grades. Grades are not sent to parents; students are expected to share academic progress and achievements with their parents or guardians. Mid-term warnings are provided by the faculty in the first and second semesters for those students doing "C- or below" or "U" level work at that point in the semester. If a student is unsure of his or her progress in a course, it is his or her responsibility to discuss this with the instructor.

## Change of Grades

After a final grade has been submitted to the Office of the Registrar, it cannot be changed unless there is evidence of an error in computation or transcription. Under normal circumstances, final grades may not be changed later than one month after the end of the semester in which the grade was earned. All grade changes must be initiated by the instructor, approved by the appropriate college dean, and reviewed by other administrative offices as necessary.

## Grade Challenge

The following procedure is provided to students who believe they have been treated unfairly by a faculty member in the final grade given for the course:

The student may initiate consideration of the challenged grade with the faculty member who gave the grade. The grade challenge must occur within four weeks after grades were posted on the student's academic record.

If the issue isn't resolved during informal discussions with the faculty member, the student must start the Application for Formal Inquiry. The Application for Formal Inquiry is available in the Office of the Registrar or on the University's Oilernation website (KEYWORD: Grade challenge).

Step One: The student and the faculty member will provide a brief summary of their discussion(s) regarding the student's request for a change of grade. The faculty member will sign the Application for Formal Inquiry before the student continues the process by meeting with the faculty member's department chair/program director. Note, the faculty member must sign the Application for Formal Inquiry within four weeks of when grades were posted to the student's academic record. If a faculty member is unavailable at the time of the appeal a student may move to Step Two without obtaining the faculty member's signature. The student must provide written documentation (e.g., e-mail) showing that he/she attempted to contact the faculty member.

Step Two: If the student's request is not resolved with the faculty member's department chair/program director, the student and the faculty member's department chair/program director will provide a brief summary of their discussion(s) regarding the student's request for a change of grade. The faculty member's department chair/program director will sign the Application for Formal Inquiry before the student continues the process by meeting with the assistant vice president for instruction.

Step Three: If the student's request is not resolved with the assistant vice president for instruction, the student and the assistant vice president for instruction will provide a brief summary of their discussion(s) regarding the student's request for a change of grade. The assistant vice president for instruction will sign the Application for Formal Inquiry before the student submits the Application for Formal Inquiry to the Office of the Registrar for review by the appropriate Student Academic Standards Committee. The appropriate college dean will be notified when the Application for Formal Inquiry reaches Step Three.

Step Four: The Application for Formal Inquiry will be reviewed by the Graduate/Undergraduate Student Academic Standards Committee. The final grade will be determined by the Committee which will then report the grade to the student, the faculty member, the student's adviser, and the vice president of academic affairs and dean of the faculty.

If at any time during steps 1-3 all parties are satisfied with the outcome, a change of grade form can be filed along with the Application for Formal Inquiry in the Office of the Registrar. The Office of the Registrar will process the change of grade form and will then report the grade to the student, the faculty member, the student's adviser and the vice president of academic affairs and dean of the faculty.

If the University representative is associated with multiple roles within these steps, the lower of the two steps will be considered complete. Faculty response is expected unless the faculty member has left the institution.

## Student Honor Code

Each and every student of the University will adhere to the following Honor Code:

"I will not knowingly engage in any dishonorable behavior, cheat, steal, lie, or commit any act of plagiarism during any academic work, course, or endeavor. If I observe an act which I believe violates the University's Honor Code, I may, at my discretion, report it to the appropriate personnel."

## Eligibility

The following eligibility requirements pertain to all students engaged in activities in which they represent The University of Findlay. Such activities include the following applicable to minimum progress: A) intercollegiate competitive activities; B) performing arts events; and C) campus media (to include editorial positions, staff, managerial roles, and disc jockeys). Students must:

1. Satisfy all appropriate intercollegiate eligibility requirements.
2. Maintain normal progress toward graduation, as defined by the minimum progress standards stated in the University catalog. Any student designated as being on probation is ineligible to participate in the activities listed above. Students on probation and students readmitted after academic suspension will be ineligible for participation until their grade point is above the level of probation.
3. Students found responsible for the types of misconduct described in the "Student Rights and Responsibilities Statement" in the University catalog may be declared ineligible for the activities listed above. Those groups or individuals identified in the "Student Rights and Responsibilities Statement" as responsible for reviewing alleged violations shall also be responsible for declaring a student found responsible for a violation ineligible for the activities listed above.

4. Upon notification of ineligibility, the student shall have a right to appeal a sentence of ineligibility. This appeal is separate from an appeal of decisions as described in the "Student Rights and Responsibilities Statement." The student shall submit his or her appeal of the ineligibility sentence in writing to the Office of the Registrar, who in turn will submit the student's appeal to the Student Academic Standards Committee to review and render a decision.

# Minimum Progress

**University Undergraduate Student Minimum Progress**

Students are expected to make normal progress toward meeting degree requirements. Failure to do so will result in academic warning, probation, or suspension. Progress will be reviewed at the end of each semester. A change in a student's academic status will become effective at the point final grades are processed by the Office of the Registrar. The cumulative grade point average is based only on grades earned at The University of Findlay.

A student's semester or cumulative grade point average, as well as completion rate (i.e., credit hours completed for a passing grade as a percentage of total registered credit hours) may impact financial aid status, scholarship eligibility, intercollegiate athletic eligibility, participation in performing arts events or campus media roles, and visa status (for international students), in addition to individual program participation. It is the student's responsibility to know or seek guidance on the pertinent academic progress policies applicable to their individual activity at The University of Findlay. A student should review his/her financial status with the Office of Financial Aid when his/her semester or cumulative grade point average is determined to be deficient.

**WARNING:** If a student's cumulative grade point average falls below 2.20 but is above the probation level as indicated by the following table, the student will be placed on academic warning.

If a student's semester grade point average falls below 2.00 while attempting six or more semester hours but whose cumulative grade point average is above 2.20, the student will be placed on academic warning.

A student who is on academic warning will receive a letter of concern from the Oiler Success Center inviting them to contact the Center to review his/her academic performance and outlining available support services.

**PROBATION:** If a student's cumulative grade point average falls below the level required under probation as indicated by the following table, the student will be placed on academic probation until the deficiency is remedied. A student on academic probation will be required to do a Learning Contract with the Oiler Success Center for each semester he/she is on academic probation.

**SUSPENSION:** If a student's cumulative grade point average falls below the level required under suspension as indicated by the following table, the student will be suspended from the University for a period of at least two semesters. The summer semester may count as one of the semesters. A student returning to the University after suspension will be placed on probation, will be required to do a Learning Contract, and must be advised by an Oiler Success Center adviser. As noted within the description of a Learning Contract, re-entry after suspension may also include restriction on course selection or load.

Students requesting early re-admission or to take course work elsewhere during the mandatory two-semester suspension must have the approval of the Student Academic Standards Committee with support from the Oiler Success Center. Students requesting to return after the mandatory two-semester suspension only need approval through the Oiler Success Center.

A student wishing to return to the University after his/her second suspension must appeal to the Student Academic Standards Committee for readmission.

| SEMESTER HOURS (credits attempted plus transfer credits) | WARNING | PROBATION (cumulative grade point average) | SUSPENSION |
|---|---|---|---|
| 0.50—27.00 | Below 2.20 | Below 1.80 | Below 1.60 |
| 27.01—45.00 | Below 2.20 | Below 2.00 | Below 1.80 |
| 45.01 or more | Below 2.20 | | Below 2.00 |

**Program Minimum Progress:** Some programs at the University have set stricter minimum progress standards, and/or reserve the right to review and apply minimum progress standards for courses ending within a semester. These program minimum progress standards may include grades. However, minimum progress standards may also include other non-academic standards (e.g., fitness, personal, and/or professional behavior). A student's failure to meet these stricter progress standards does not preclude the student from being eligible to register within another program at the University if he/she meets University minimum progress standards.

**Learning Contract:** The Learning Contract is a written agreement between a student and The University of Findlay that delineates what academic progress is required at The University of Findlay, how that academic progress can be achieved, and what methods of assessment will be employed to help a student achieve his/her academic progress. A Learning Contract may include, but is not limited to class attendance expectations, homework assignment due date expectations, study skills, tutoring, restricted academic loads, personal counseling, career service counseling, and weekly meetings with an Oiler Success Center academic coach.

The goal of a Learning Contract is to outline available support and provide a documented means of how the Oiler Success Center intends to work together with the student in a collaborative effort to improve the student's academic performance and standing at The University of Findlay.

## Student Academic Standards Committee

This committee is chaired by the registrar and processes student appeals in several academic areas. Typical appeals include waiver of the requirement that the last 30 semester hours be taken at Findlay, appeal of specific graduation requirements in special circumstances, and appeals concerning withdrawals from classes. Appeals are to be submitted in writing to the registrar with a clear explanation of what is being requested and reasons for the request and must include a statement from the student's faculty adviser concerning the appeal.

## Dean's List

Students who achieve a grade point average of at least 3.50 while taking at least 12 semester hours of graded course work are named to the Dean's List for that semester. Part-time students who are taking between four and 11 semester hours of graded course work and maintain a 3.50 grade point average also will be named to the Dean's List for that semester or Weekend College session.

# GRADUATION AND RECORDS

## Declaration of Candidacy for a Degree

To graduate, a student must declare his/her intention to graduate and show the approval of the faculty adviser by completing an application for graduation and turning it in to the Office of the Registrar. This application is available in the Office of the Registrar and MUST be received six months prior to the expected graduation date. It is highly recommended, however, that this application be turned in prior to the end of the second semester of the junior year.

## Commencement Ceremony

The University of Findlay has one commencement ceremony each year, at the end of spring semester in May. Students who have completed all degree requirements; who are in the process of completing all degree requirements, or those who are within two courses of completing their degree program, have a 2.00 cumulative grade point average, and have registered for Findlay classes in the following semester in order to complete their degree may participate in the scheduled commencement ceremony.

Students who complete an application for graduation will be automatically assigned to participate in the first commencement ceremony that follows the semester in which their degree requirements are projected to be completed. Students are eligible to participate only in their assigned commencement ceremony.

## Degree Conferral Date

The University of Findlay confers degrees three times each year, December, May, and August. The degree date is posted after successful completion of all degree requirements. Participation in a commencement ceremony is independent of degree conferral.

The December degree conferral date is given to those students completing their degree requirements by the end of the fall semester.

The May degree conferral date is given to those students completing their degree requirements during the winter or winter weekend term, the spring semester, or the spring weekend term.

The August degree conferral date is given to those students completing their graduation requirements during the summer semester or the summer weekend term.

Students who do not complete graduation requirements by the date for which they applied MUST re-file a graduation application. An application is not automatically considered for the next graduation conferral date.

## Graduation with Honors

Academic honors will be awarded based on the following cumulative grade point averages:

3.60 Cum Laude
3.75 Magna Cum Laude
3.90 Summa Cum Laude

To qualify for honors, a student must have attended The University of Findlay for a minimum of 50 semester hours of graded course work. (A minimum of 40 semester hours is acceptable for those students transferring with a previous cumulative GPA of 3.60 or higher.)

## Student Records Policy

The Division of Student Affairs and the Office of the Registrar maintain academic and personal records on all students. Except under legal compulsion, information contained in such records, with the exception of name, mailing address, e-mail address, telephone listing, date and place of birth, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, will not be released to agencies outside the University without written consent of the student. All students/employees acknowledge that during their career/s at the University photographic/digital images of themselves may be taken. The University is authorized to utilize these images in University publications without further releases from or compensation to the respective student/employee.

The Division of Student Affairs maintains the student directory for the campus community on a semester basis. This directory includes some of the information noted above. Students who wish to not have any or all of the above information released should contact the Division of Student Affairs.

A change in name is made only on the basis of written evidence. In the case of marriage or divorce, previous names are not removed from the record.

All persons handling the permanent records are instructed concerning the confidential nature of such information and their responsibility regarding it.

## Permanent Records

Information recorded on the permanent records in the Office of the Registrar includes the following: name, identification number, home address, dates of attendance, dates of academic action of disqualification and readmission, date of birth, discipline, course number, course title, units of credit, grade points earned for each course, grade point average, and identification of courses repeated. No information regarding race, religion, or political affiliation is on the permanent record.

Information recorded in the personal folders in the Division of Student Affairs and Office of the Registrar includes: general admissions record; correspondence; letters from the vice president for academic affairs concerning deficiency, probation, or suspension; grades; financial aid record; and other academic information.

## Review of Records

All students enrolled at Findlay on Nov. 19, 1974, or later have the right to inspect and review official records, files, and data related to them and to deny access by others without written consent of the student, except under limited and specific circumstances.

Students may not have access to confidential letters and recommendations placed in their files prior to Jan. 1, 1985, since many of those letters were written by individuals who were not aware that the confidentiality of their statements could be questioned. Students may waive rights to access future confidential recommendations in the areas of admission and job placement.

By submitting a letter of application to the vice president of student affairs, a student may 1) inspect and review his or her records, 2) petition for a hearing to challenge content, and 3) petition to correct and delete inaccuracies or otherwise inappropriate data. No part of any record may be inspected by the student without the express written consent of the vice president of student affairs. Permission will be granted within a reasonable time and in no case more than forty-five (45) days from the date of the receipt of a written request for inspection. If there is a conflict regarding the date, a hearing will be established by the vice president of student affairs. The author of the data and the student will be present at the hearing if possible. If a resolution cannot be reached, the vice president of student

affairs will refer academic matters to the Student Academic Standards Committee and non-academic matters to an ad hoc committee for consideration. A copy of the Family Educational Rights and Privacy Act (FERPA) may be requested from the Division of Student Affairs.

## Transcripts

A transcript is an academic record and will include only information of an academic nature. Disciplinary action is not recorded on the academic record.

Students must satisfactorily settle all financial obligations to the University before transcripts are released or diplomas awarded.

Requests to have academic transcripts sent to a third party must be in writing and must include the student's signature. Under no circumstances will a transcript or a copy of a transcript of work taken at another institution be released by The University of Findlay. Students should contact each school attended for copies of official records at that institution. A fee is charged for each official transcript.

# STUDENT CONCERNS

Formal written student concerns and complaints shall be filed with the Oiler Success Center. The University of Findlay will maintain a log of these concerns and complaints and their disposition. Records will be limited to complaints or concerns made formally in writing, signed by the student, and addressed to the Oiler Success Center.

# ACADEMIC SUPPORT AND UNIVERSITY-WIDE COURSES (ACAD)

040 JOB SEARCH TRAINING *ACTIVITY* *1 semester hour*

Provides training in all aspects of job search preparation including résumé writing and interview skills. Open to students in any major who are sophomore A.A. degree candidates or junior/senior B.A. or B.S. degree candidates.

088 THE OILER EXPERIENCE *1 semester hour*

This course is an introduction to campus life and as such is designed for first-time, full-time freshmen. Topics will include transitional issues, study skills, fundamentals of time management, health, and wellness concerns. This course will not count toward the total hour requirement. This course will be graded S/U.

099 STRATEGIES FOR COLLEGE SUCCESS *1 semester hour*

Students will learn and be encouraged to use appropriate academic, social, and personal skills important for success in college. The course is open to all students; however, it is required of all second-semester freshmen who earn below a 2.0 GPA first semester, yet have taken ACAD 110. This is a developmental course. This is a repeatable course.

110 STRATEGIES OF COLLEGE LEARNING *3 semester hours*

Designed primarily for first-year students, this variable credit course is designed to help students make the successful transition to college-level academics. Its content includes both cognitive and affective aspects of learning. Students will learn appropriate college-level time management and study techniques as well as critical survival skills concerned with self-discovery, motivation, and self-management.

111 STRATEGIES OF COLLEGE LEARNING FOR STUDENT ATHLETES *.5 semester hour*

This is a course for first-year, first-season student-athletes. It focuses on stress and adjustment, eligibility, and special challenges for student-athletes.

112 STRATEGIES FOR ACADEMIC DEVELOPMENT (specific focus) *1 semester hour*

This course will enhance student learning by utilizing an analogy to an activity in which the student has success. There are many possibilities for such an analogy, including but not limited to, athletics, theatre production, art production, language development (international students), or time management (non-traditional students).

125 APPROACHES TO CAREER DEVELOPMENT *1 to 3 semester hour(s)*

Through the study of career planning theories and the factors that affect career choice, strategies for effective personal career decision-making and career development through the lifespan will be explored and applied. At various times the course may focus on special topics, such as career planning issues for adult learners. Repeatable up to four semester hours, provided the topics are different.

150 PORTFOLIO DEVELOPMENT *2 semester hours*

This is a course in which students learn the strategies for developing a portfolio. As part of this course, students will also write material for their individual portfolios. This course is offered in Weekend College format only.

190 EXPLORING THE LIBERAL ARTS: CHOICES, CHALLENGES, AND CONNECTIONS *3 semester hours*

This interdisciplinary seminar combines academic inquiry with the fundamental mission of the College of Liberal Arts – to prepare students for lives of critical thinking, cultural awareness, and service. Course topics will vary each year, but all students will be exposed to issues in the humanities, arts, and social sciences. Classes will be small, will require substantial student participation, and will include an experiential learning component. Emphasis will be on developing and improving the reading, critical thinking, and communication skills necessary for success in college and beyond.

## ORGANIZATION AND TRAVEL COURSES AND COLLOQUIA (COLL)

390-399 TRAVEL COURSES *variable credit*

All travel courses approved for credit are considered University electives. Credit for these courses is subject to the approval of the college dean. This course is offered through individual academic areas.

COLLOQUIA *variable credit*

From time to time interdisciplinary courses on contemporary issues, important books, or historical periods are scheduled with faculty approval. These courses are usually reading courses with group discussions led by a panel of experts from different subject areas. This course is offered through individual academic areas.

025 SGA ACTIVITY *ACTIVITY* .5 semester hour

The Student Government Association allocates and monitors all student organization funds. SGA also represents student needs or concerns in areas of policy formation and campus improvement. Positions on Student Government are student-elected.

031 CAMPUS PROGRAM BOARD *ACTIVITY* .5 semester hour

The Campus Program Board (CPB) is a student subcommittee of the Student Government Association. CPB plans Homecoming, Fall Family Weekend, Passport Events, Spring Bash, Movie on the Mall, and a variety of other events. Membership is open to all students; officers are chosen each spring for the following year.

033 CIRCLE K *ACTIVITY* .5 semester hour

Circle K, sponsored by the Kiwanis Club, is an organization of University men and women who give service to the University and the community.

035 RESIDENT ASSISTANT ACTIVITY *ACTIVITY* .5 semester hour

Members of the residence hall staff, which includes resident assistants and head residents, perform several functions for resident students. These functions include offering floor programs, peer counseling, residence hall management, and information dissemination. Membership is selective and by application only.

036 STUDENTS FOR ALUMNI RELATIONS (STAR) *ACTIVITY* .5 semester hour

STAR exists to promote positive relations and interaction between current students and University alumni; to assist the Office of Alumni and Parent Relations with programs and services it provides, as well as to create an awareness of the Alumni Office programs and services to students; to encourage current students to become active, loyal, and supportive alumni upon graduation and to provide personal growth experiences for STAR members. Students may choose to join for credit or no credit. All members must maintain a cumulative grade point average of 2.00 or better.

038 BLACK STUDENT UNION (BSU) *ACTIVITY* *.5 semester hour*
Activity credit is received for planning and implementation of events and programs sponsored by the BSU. Membership is open to all students on campus.

060 HABITAT FOR HUMANITY *ACTIVITY* *.5 semester hour*
Habitat for Humanity is an ecumenical Christian housing organization that works in partnership with people in need to improve the conditions in which they are forced to live.

065 FELLOWSHIP OF CHRISTIAN ATHLETES (FCA ) *ACTIVITY* *.5 semester hour*
Fellowship of Christian Athletes is an organization devoted to spiritual development of both athletes and non-athletes during a weekly non-denominational Bible study. Activities include field trips, guest speakers, sporting events, fundraising, and a variety of extracurricular activities.

080 GLOBAL AWARENESS PEER PROGRAM (GAPP) *ACTIVITY* *.5 semester hour*
The Global Awareness Peer Program Team is designed to: 1) help acquaint international students with The University of Findlay and U.S. cultures and customs and 2) acquaint U.S. students with international students. The team facilitates educational and social programming throughout the year, as well as helps with international student orientation. Selection is made in the spring for the following year.

# HONORS PROGRAM

Director: Edelbrock

## Eligibility Requirements

To be eligible for admission to the Honors Program, a student must meet one of the following requirements:

a) A high school cumulative grade point average (GPA) of 3.80 or above or an ACT composite score of 27 or higher or equivalent SAT score of 1820;
b) One semester of full-time enrollment or 12 hours of credit at The University of Findlay with a total cumulative GPA of 3.50 or higher; or
c) One semester of full-time enrollment and a total cumulative GPA of 3.50 or higher earned from another regionally accredited institution.

## Graduation Requirements

At commencement, students meeting all requirements for the Honors Program will be recognized by designation as an Honors Scholar in their chosen field of study. Students achieving this honor will wear The University of Findlay's bachelor's hood and will receive a certificate from the President during commencement exercises. Successful completion requires the following:

a) Cumulative grade point average of 3.50 or higher;
b) Attendance at mandatory biannual meetings; one meeting per semester;
c) Completion of HNRS 370, 371, 372, and 373 (12 semester hours);
d) Completion of HNRS 495 (four semester hours);
e) Earn a grade of "B-" or above in all HNRS courses.

# HONORS CURRICULUM (HNRS)

370 SCHOLARSHIP OF DIVERSITY *3 semester hours*

*Prerequisite: acceptance into Honors Program or permission of the instructor according to Honors Program policies*

This is one of four required courses for the Honors Program curriculum. The purpose of this course is to support an appreciation for diversity through awareness of the student's own biases and prejudices and an acceptance of differences, using active listening and honest communication skills. This course may be repeatable with different section topics.

371 SCHOLARSHIP OF LOGIC AND PROBLEM SOLVING *3 semester hours*

*Prerequisite: acceptance into Honors Program or permission of the instructor according to Honors Program policies*

This is one of four required courses for the Honors Program curriculum. The purpose of this course is to emphasize effective use of logic through solving case studies and using effective written, verbal, and nonverbal communication skills. This course may be repeatable with different section topics.

372 SCHOLARSHIP OF CRITICAL THINKING AND EVIDENCE-BASED PRACTICE *3 semester hours*

*Prerequisite: acceptance into Honors Program or permission of the instructor according to Honors Program policies*

This is one of four required courses for the Honors Program curriculum. The purpose of this course is to focus on critical thinking skills necessary to make decisions about practical applications, using articulate and persuasive communication skills. However, instructors present various topics of inquiry that are related to their own area of expertise. This course may be repeatable with different section topics.

373 SCHOLARSHIP OF CREATIVITY *3 semester hours*

*Prerequisite: acceptance into Honors Program or permission of the instructor according to Honors Program policies*

This is one of four required courses for the Honors Program curriculum. The purpose of this course is to demonstrate creative abilities and appreciation for that which is enriching to our society, using eloquent communication skills. This course may be repeatable with different section topics.

495 MAJOR HONORS PROJECT *4 semester hours*

*Prerequisite: nine semester hours of honors course work or permission of the instructor*

The Major Honors Project represents the culmination and integration of what a student has learned during his/her undergraduate education. As an independent study, the major project will give a student the opportunity to pursue and explore in detail a topic of interest in his/her major field under the supervision of a faculty adviser. It is strongly recommended that the student complete the Major Honors Project one semester prior to graduation. The best preparation for the Major Honors Project is solid grounding in the major field and familiarity with the research approaches of the discipline.

# AIR FORCE ROTC (RESERVE OFFICERS TRAINING CORPS)

## Aerospace Studies (AERO)

The Air Force ROTC program is offered to interested students through Bowling Green State University (BGSU). The following is a list of courses offered at Bowling Green State University that are transferable to The University of Findlay for elective credit.

Students interested in attending the Air Force ROTC program or individual AERO courses at BGSU should refer to the following website: *http://www.bgsu.edu/departments/airforce*

100 THE FOUNDATIONS OF THE UNITED STATES AIR FORCE
This is a survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions and organization of the Air Force.

200 THE EVOLUTION OF THE USAF AIR AND SPACE POWER
This course features topics on Air Force heritage and leaders, introduction to air and space power through examination of competencies and function, and continued application of communication skills. Its purpose is to instill an appreciation of the development and employment of air and space power and to motivate sophomore students to transition from AFROTC cadet to Air Force ROTC officer candidate.

300 THE UNITED STATES AIR FORCE LEADERSHIP STUDIES
This course teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills. Cadets have an opportunity to try out these leadership and management techniques in a supervised environment as juniors and seniors.

400 NATIONAL SECURITY AFFAIRS/PREPARATION FOR ACTIVE DUTY
This course is designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior college level.

A listing of BGSU AERO course offerings per academic term can be found on the following website: *http://webapps.bgsu.edu/classes/search.php* (type in "AERO" in the course prefix section, then click the search button at the bottom of the Web page for a complete listing of classes).

Findlay students wishing to enroll in the BGSU AERO courses should plan on attending classes in Bowling Green on Tuesdays starting at 4 p.m. Sessions start with leadership activities with the academic component of the class beginning at 6 p.m.

# ARMY ROTC (RESERVE OFFICERS TRAINING CORPS)

## Military Science and Leadership Courses (MSL)

Army ROTC is offered to The University of Findlay students on the campus of Bowling Green State University (BGSU). Students interested in attending Army ROTC courses at BGSU should contact the Recruiting Operations Officer at 419-372-9968 or go to http://www.bgsu.edu/departments/mils. Students wishing to enroll in the BGSU Army ROTC courses should plan on attending classes in Bowling Green on Thursdays from 3 p.m. to 5:30 p.m. There is an additional $20 BGSU parking fee required, payable at BGSU Campus Safety and Security.

For more information, contact the Department of Military Science and Leadership at 419-372-2476 or the Recruiting Operations Officer at 419-372-9968.

1010 LEADERSHIP AND PERSONAL DEVELOPMENT *2 semester hours*

This course introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, stress management, and physical/mental fitness (resiliency training) relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of the ROTC program, its purpose in the Army, and its advantages for the student.

1020 INTRODUCTION TO TACTICAL LEADERSHIP *2 semester hours*

MSL 1020 overviews basic leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. Cadets explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Cadets receive continued emphasis on recruitment and retention. Cadre role models and the building of stronger relationships among the Cadets (through common experience and practical interaction) are critical aspects of the MSL 1020 program.

2010 FUNDAMENTALS OF TACTICAL LEADERSHIP *2 semester hours*

MSL 2010 explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework (trait and behavior theories). Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in leadership labs. Focus is on continued development of the knowledge of leadership attributes and core leader competencies through an understanding of Army rank, structure, duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the soldier’s creed and warrior ethos.

2020 FOUNDATIONS OF LEADERSHIP *2 semester hours*

MSL 2020 examines the challenges of leading tactical teams in the operational environment. The course highlights dimensions of operation orders, terrain analysis, and patrolling. Further study of the theoretical basis of the Army leadership requirements model explores the dynamics of adaptive leadership in the context of military operations. MSL 2020 prepares Cadets for MSL 3010. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. Practical exercises give insight into the importance and practice of teamwork and tactics in real-world scenarios.

3010 ADAPTIVE TEAM LEADERSHIP *3 semester hours*

MSL 3010 challenges Cadets to study, practice, and evaluate adaptive leadership skills as they are presented with challenging scenarios related to squad tactical operations. Cadets receive systematic and specific feedback on their leadership attributes and actions. Based on such feedback, as well as their own self-evaluations, Cadets continue to develop their leadership and critical thinking abilities. The focus is developing Cadet's tactical leadership abilities to enable them to succeed at ROTC's summer Leadership Development and Assessment Course (LDAC).

3020 APPLIED TEAM LEADERSHIP *3 semester hours*

MSL 3020 uses increasingly intense situational applying team leadership challenges to build Cadet awareness and skills in leading tactical operations at the small unit level. Cadets review aspects of full spectrum operations. They also conduct military briefings and develop proficiency in the operation orders process. The focus in on exploring, evaluating, and developing skills in decision-making, persuading, and motivating team members in the contemporary operating environment (COE). MSL 3020 Cadets are evaluated on what they know and do as leaders as they prepare to attend the ROTC summer Leader Development Assessment Course (LDAC).

4010 ADAPTIVE LEADERSHIP *3 semester hours*

The MSL 4010 course transitions the focus on student learning from being trained, mentored and evaluated as an MSL III Cadet, to learning how to train, mentor and evaluate underclass Cadets. MSL IV Cadets will learn the duties and responsibilities of an Army staff officer and apply the Military Decision Making Process (MDMP), the Army writing style and the Army's training management and METL development processes during weekly training meetings to plan, execute and assess battalion training events. Cadets will learn how to safely conduct this training by understanding and employing the risk management process. MSL IV Cadets will learn how to use the Comprehensive Soldier Fitness (CSF) program to reduce and manage stress. Cadets will learn about the special trust proposed by the US Constitution to Army Officers – a trust above and beyond other professions. Cadets will learn Army values and ethics and how to apply them to everyday life as well as in operating environments. The MSL IV Cadet will learn about the officer's role in the Uniform Code of Military Justice, with counseling subordinates, administrative discipline and separations, and methods for officer career management.

4020 LEADERSHIP IN A COMPLEX WORLD *3 semester hours*

MSL 4020 explores the dynamics of leading soldiers in full spectrum operations in the operating environment (OE). Cadets examine differences in customs and courtesies, principles of war, and rules of engagement in the face of terrorism. They also explore aspects of interacting with non-government organizations, civilians on the battlefield, and host nation support and explore counterinsurgency operations. Cadets will learn what support services are available to assist soldiers and their families in times of need such as Red Cross, CFC, AER, etc. MSL IVs will develop and present a battle analysis and participate in a staff ride at an historic military site. The course places significant emphasis on preparing Cadets for their first unit of assignment. It uses case studies, scenarios, and "What Now, Lieutenant?" exercises to prepare Cadets to face the complex ethical and practical demands of leading as commissioned officers in the United States Army.

4070 STUDIES IN MILITARY SCIENCE *1-3 semester hour(s)*

*Prerequisite: permission of instructor*

This course is offered on demand and provides a student with a detailed study of selected military subjects. This course is offered on lecture basis in seminar or independent study depending on students' needs and nature of material. This course is repeatable for a total of six semester hours.

CASE QUESTIO
How could Starbucks support fair tra
air trade coffee empowers small-scale farmers or
run cooperatives to invest in their farms and comm
nvironment, and develop the business skills neces
marketplace.

# COLLEGE OF BUSINESS

Dean: Paul Sears, Ph.D.
419-434-4704

## DEPARTMENT OF BUSINESS ADMINISTRATION PROGRAMS

*Business Administration*

*Hospitality Management*

*Marketing*

*Sport and Event Management*

## DEPARTMENT OF QUANTITATIVE AND GLOBAL BUSINESS STUDIES

*Accounting*

*Economics*

*Finance*

*Systems Analysis*

# COLLEGE OF BUSINESS

Dean: Sears
Chair of Department of Business Administration Programs: J. Wolper
Chair of Department of Quantitative and Global Business Studies: Gamba
Chair of Master of Business Administration and Business Bachelor's Degree Completion Program: Abels
Coordinator of Experiential Learning, Student Engagement, Community Outreach: Ward
Coordinator of Graduate Academic Advising and International Special Programs: Freehafer
Coordinator of Undergraduate Advising: Rustic
Director of Assessment: Cummings
Professors: Cummings, El-Zayaty, Ghose, Gupta, Mathern, Sears, Skrabec
Associate Professors: Abels, Carrigan, Freehafer, Gamba, Kershaw, Martelli, Song, Ward, J. Wolper, Yates
Assistant Professors: Arburn, Rustic, P. Wolper

A Bachelor of Science degree is granted for completion of baccalaureate programs in the College of Business.

### *Baccalaureate Programs:*

Accounting-Financial Accounting Emphasis
Accounting-Managerial Accounting Emphasis
Business Management
Economics
Finance
Hospitality Management
Human Resource Management
International Business
Marketing
Operations and Logistics
Sport and Event Management

### *Minors*:

Accounting
Business Administration
Business Economics
Business Information Assurance Management
Business Management
Economics
Entrepreneurship
Finance
Human Resource Management
International Business
Marketing
Operations and Logistics

### *Associate Programs:*

Accounting
Financial Management
Human Resource Management
Management Information Systems
Sales/Retail Management
Small Business/Entrepreneurship

### *Individualized Major Programs:*
Business and economics can be combined with other studies to develop programs tailored to student interests or employment needs.

## Transfer Students
Transfer students wishing to earn a bachelor's degree in business must complete at least 15 upper-level hours in their major at The University of Findlay.

## Competency Requirements
Students in the College of Business are strongly encouraged to take CSCI 149, Computer Concepts for Business, to fulfill their computer science competency.

## Prerequisites
All prerequisite courses must be completed with at least a grade of "C." Some courses require a higher grade than a "C" for the prerequisite. The course description will list the required grade if different from a "C."

## Business Core Courses
Core courses serve as a common body of knowledge. These core courses expose students to different areas of business so students can understand the many areas of expertise used in small to big businesses. Several majors in the College of Business share the same set of 15 core courses while accounting, hospitality management, sport and event management, and marketing majors have core courses specific to those programs. Majors will also take courses specific to their programs. Details are provided within each program as described in this catalog.

The following core courses are required for four-year programs in business management, economics, finance, human resource management, international business, and operations and logistics (45 semester hours):

| | |
|---|---|
| ACCT 220 | Principles of Accounting I |
| ACCT 221 | Principles of Accounting II |
| ECON 200 | Principles of Macroeconomics |
| ECON 201 | Principles of Microeconomics |
| BUAD 220 | Principles of Management |
| BUAD 310 | Business Law |
| BUAD 311 | Business Communications |
| BUAD 350 | International Business |
| BUAD 390 | Business Research |
| BUAD 493 | Business Policy/Strategic Management |
| ECON 400 | Managerial Economics |
| FNCE 320 | Corporate Finance |
| MRKT 326 | Principles of Marketing |
| SYSA 340 | Management Information Systems |
| SYSA 360 | Operations Management |

The following core courses are required for all two-year associate's degree business administration programs (27 semester hours):

| | |
|---|---|
| ACCT 220 | Principles of Accounting I |
| ACCT 221 | Principles of Accounting II |
| ECON 200 | Principles of Macroeconomics |
| ECON 201 | Principles of Microeconomics |
| BUAD 220 | Principles of Management |
| BUAD 310 | Business Law |
| BUAD 311 | Business Communications |
| MRKT 326 | Principles of Marketing |
| SYSA 340 | Management Information Systems |

The following core courses are required for all minors in business **except for accounting, business information assurance management, and economics,** (18 semester hours):

| | |
|---|---|
| ACCT 220 | Principles of Accounting I |
| ACCT 221 | Principles of Accounting II |
| ECON 200 | Principles of Macroeconomics |
| ECON 201 | Principles of Microeconomics |
| BUAD 220 | Principles of Management |
| MRKT 326 | Principles of Marketing |

## Prerequisite Requirements

All students enrolling in upper-level business courses (other than core courses) are required to:

1. Successfully complete ACCT 220 and 221 and ECON 200 and 201.
2. Meet all other prerequisites for the course(s).

## Experiential Learning

The College of Business believes that student learning outcomes and self-motivation are enhanced through experiential, as well as classroom, learning. Therefore, the College of Business encourages all students to engage in internships, student organizations, research and class projects, publications, and conference presentations.

## Student Organizations in the College of Business

Enactus, formerly known as Students in Free Enterprise (SIFE), is a student-directed free market economic education program at The University of Findlay. Enactus is a community of student, academic, and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better more sustainable world. Enrollment in Enactus is open to all full-time students of the University. The University of Findlay has participated in this program since 1977 and has won several national championships and regional competitions.

In addition, there are clubs for students interested in accounting, hospitality management, human resource management, investments, marketing, operations management, and health care management.

## CPA/CMA Track Professional Licensure Programs

Students interested in obtaining the Certified Public Accounting (CPA) license and/or the Certified Management Accounting (CMA) license may do so by applying for and being accepted into the CPA track and/or the CMA track programs. The CPA track is restricted to students majoring in financial accounting. The CMA track is available to students pursuing majors in managerial accounting, economics, and/or finance. Additional details on these programs may be obtained from any accounting faculty member or from the office of the dean in the College of Business.

## The Dana Scholars Program

Outstanding junior-level business students may be selected for the Dana Scholars Program upon the recommendation of their faculty adviser. Participation in the Program is limited to no more than 12 students who are mentored by a distinguished business executive (the holder of the Dana Chair). Selected students will sign up for a special section of BUAD 495, Seminar in Business Administration and will have the opportunity to personally learn from a variety of business executives from throughout the region. Additional details on the Dana Scholars Program may be obtained from the office of the dean in the College of Business.

# DEPARTMENT OF BUSINESS ADMINISTRATION PROGRAMS

**The majors within the Department of Business Administration Programs include the following.**

Business Management
Hospitality Management
Human Resource Management
Marketing
Sport and Event Management

A *major in business management* consists of the 15 core courses plus BUAD 395, 400, 492; MRKT 377; ECON 320; and FNCE 360.

A *major in hospitality management* consists of ACCT 220, 221; ECON 200, 201; BUAD 220, 310, 311, 320, 400; FNCE 320; MRKT 326; HMGT 120, 125, 225, 225L, 285, 325, 325L, 346, 417, 425, 425L, 480, 487 (three hours), and 499 (three hours).

A *major in human resource management* consists of the 15 core courses plus BUAD 400, 425, 430, 492; ECON 320; and FNCE 360.

A *major in marketing* consists of ACCT 180, 220, 221; ECON 200, 201; BUAD 220, 310, 311, 350, 390, 435, 493; MRKT 326, 377, 445, 477, 480, 485; SYSA 340, 360; and FNCE 320.

A *major in sport and event management* consists of ACCT 220, 221; ECON 200, 201: BUAD 220, 310, 311, 320, 400; FNCE 320; MRKT 326; COMM 230, 240; HMGT 246, 317; PHIL 230; PSYC 330; SPEM 217, 317, 337, 417, 437, 490 (four hours minimum); and at least three hours of SPEM 499.

**The Associate of Arts degree programs within the Department of Business Administration Programs include the following.**

An *Associate of Arts degree in human resource management* consists of the nine core courses plus BUAD 400, 425, and 430.

An *Associate of Arts degree in sales/retail management* consists of the nine core courses plus MRKT 377, 445, and 480.

An *Associate of Arts degree in small business/entrepreneurship* consists of the nine core courses plus BUAD 150, 240, and 395.

**The minors within the Department of Business Administration Programs include the following.**

A *minor in business administration* consists of the business minor core and two business electives other than the following: BUAD 110, ECON 199, or FNCE 200.

A *minor in business management* consists of the business minor core and two of the following: BUAD 400, 492, or FNCE 360.

A *minor in entrepreneurship* consists of the business minor core and two of the following: BUAD 150, 240, or 395.

A *minor in human resource management* consists of the business minor core and two of the following: BUAD 400, 425, or 430.

A *minor in marketing* consists of the business minor core and two of the following: MRKT 377, 445, or 480.

# DEPARTMENT OF QUANTITATIVE AND GLOBAL BUSINESS STUDIES

**The majors within the Department of Quantitative and Global Business Studies include the following.**

Accounting
Economics
Finance
International Business
Operations and Logistics

A *major in accounting - financial accounting emphasis* consists of ACCT 220, 221, 330, 331, 332, 350, 370, 371, 390, 480, 485, 497; ECON 200, 201; BUAD 220, 310, 311, 493; FNCE 320; and MRKT 326.

A *major in accounting - managerial accounting emphasis* consists of ACCT 220, 221, 330, 331, 350, 370, 371, 390, 391, 480, 485, 496; ECON 200, 201; BUAD 220, 310, 311, 493; FNCE 320; and MRKT 326.

A *major in economics* consists of the 15 core courses plus ECON 320, 340, 341, BUAD 354, FNCE 370 and 495.

A *major in finance* consists of the 15 core courses plus FNCE 340, 360, 370, 420, 480, and 495.

A *major in international business* consists of the 15 core courses plus BUAD 352, 354, 400, 492; ECON 320; and BLMC 240. In addition, students must complete two semesters of a language.

A *major in operations and logistics* consists of the 15 core courses plus BUAD 354, 400, 435, 440, ACCT 390, and ECON 320.

**The Associate of Arts degree programs within the Department of Quantitative and Global Business Studies include the following.**

An *Associate of Arts degree in accounting* (36 semester hours) consists of the nine core courses plus ACCT 330, 370, and 390. This two-year program is coordinated with four-year degree programs so that all courses will count toward the four-year program.

An *Associate of Arts degree in financial management* consists of the nine core courses plus BUAD 199, 240; and ACCT 180.

An *Associate of Arts degree in management information systems* consists of the nine core courses plus SYSA 235, 310, and 360.

**The minors within the Department of Quantitative and Global Business Studies include the following.**

A *minor in accounting* consists of ACCT 220, 221, 330, 370, 390; BUAD 220; ECON 201; and MRKT 326.

A *minor in business economics* consists of the business minor core and two of the following: ECON 320, FNCE 360, or 370.

A *minor in business information assurance management* consists of ACCT 220; ECON 200; BUAD 220; SYSA 340 or ACCT 350; CSCI 157 or 285, 410, 412, 414.

A *minor in economics* consists of ACCT 220; ECON 200, 201; BUAD 220; MRKT 326; and three of the following: ECON 320, 340, 341, BUAD 354, or FNCE 370.

A *minor in finance* consists of the business minor core and two of the following: FNCE 320, 340, 360, 370, 420, or 480.

A *minor in international business* consists of the business minor core and two of the following: BUAD 350, 352, or 354.

A *minor in operations and logistics* consists of the business minor core and SYSA 360, BUAD 435, and 440.

# ACCOUNTING (ACCT)

The accounting faculty recommends additional course work in computer science, finance, and marketing. ACCT 499 contributes to the practical training of accounting majors and should be taken when schedule permits and appropriate placement is available.

Students transferring from two-year programs who wish to major in accounting must take ACCT 331 and 332 as part of the required credit hours in the major.

049 ACCOUNTING CLUB *.5 semester hour*
In the club, students are given the opportunity to meet with accounting professionals. Additionally, students become exposed to professional trends, employment opportunities, and education growth within the accounting discipline.

180 FINANCIAL SPREADSHEET *3 semester hours*
Introduction to spreadsheets used to accumulate and analyze financial information. Special attention will be given to the financial functions used in business.

220 PRINCIPLES OF ACCOUNTING I *3 semester hours*

This course develops an understanding of the basic elements of financial accounting and the role of accounting in society. Students are introduced to fundamental accounting concepts, procedures, and terminology. Emphasis is placed on accrual accounting, revenue and expense recognition, accounting for assets, liabilities and equity, the accounting cycle, merchandise accounting, and internal controls. The course includes transaction analysis and the preparation and understanding of financial statements.

221 PRINCIPLES OF ACCOUNTING II *3 semester hours*

*Prerequisite: ACCT 220*

This course is a continuance of ACCT 220 with emphasis on developing a basic understanding of financial accounting pertaining to business organizations by focusing on debt/equity financing, the statement of cash flows, time value of money, and financial statement analysis. In addition, the course introduces students to various managerial accounting topics including job-order costing, cost-volume-profit analysis, cost allocation, activity-based costing, internal controls, performance evaluation, capital budgeting, and master budgets.

330 INTERMEDIATE ACCOUNTING I *3 semester hours*

*Prerequisite: ACCT 221*

This course is a continuation of the study of accounting principles. It expands the underlying conceptual framework and concepts of financial accounting in the context of how accounting meets the information needs of various users by developing and communicating information that is useful for external decision-making. The course provides a comprehensive review of the accounting process, a deeper understanding of the conceptual theory and practice of financial accounting, and a review of the preparation and understanding of classified financial statements in conformity with generally accepted accounting principles. International financial reporting standards are incorporated.

331 INTERMEDIATE ACCOUNTING II *3 semester hours*

*Prerequisite: ACCT 330*

This course is a continuation of ACCT 330. It expands the underlying framework and concepts of financial accounting in the context of how accounting fits into the overall business environment of a contemporary society. The course provides a deeper understanding of the theory and practice related to financial accounting with an emphasis placed on special problems, which include leases, bonds, investments, shareholder's equity, earnings per share, accounting changes and errors, statement of cash flows, and financial statement analysis. International financial reporting standards are incorporated.

332 ACCOUNTING FOR NOT-FOR-PROFIT ORGANIZATIONS *3 semester hours*

*Prerequisite: ACCT 331*

This course expands student's accounting knowledge by introducing students to the importance of government and not-for-profit accounting and the challenges that it presents. The course emphasizes the reporting requirements of the Governmental Accounting Standards Board (GASB) for state and local government, the Federal Accounting Standards Advisory Board (FASAB) for the federal government, and the Financial Accounting Standards Board (FASB) for the private sector, including not-for profits. The course develops an awareness of the issues surrounding government and not-for-profit accounting, the reasons behind them, their strengths and limitations, and possible alternatives.

350 ACCOUNTING INFORMATION SYSTEMS *3 semester hours*

*Prerequisite: ACCT 331*

This course takes an applied approach to introduce students to the use of information technology in support of accounting events resulting from major business processes such as sales, purchasing, production, and human resources. Students will have hands-on experience using current computer based accounting applications. Students will be introduced to information systems concepts including database design and implementation, information security, and systems designs.

370 TAX ACCOUNTING-PERSONAL *3 semester hours*

*Prerequisite: ACCT 221*

This course provides an introduction to taxation in the United States. The primary orientation is the taxation of income. The rules for the taxation of income are found in Title 26 of the U.S. Code. The course will focus on research cases and problems oriented to answering questions relative to the application of the IRS Code. After an introduction to the basic tax model, the course examines gross income, its concept, inclusions and exclusions. There follows a detailed examination of deductions and losses. In particular, self-employed business expenses, cost recovery, employee expenses, itemized deductions, and passive activity losses. Part of the assigned work is the completion of personal tax forms including Form 1040 and related forms. These forms are available from the IRS website, www.irs.gov. Shafer Library has access to legal databases, which permit the student to view code and regulation sections, as well as court cases relative to those code sections.

371 TAX ACCOUNTING-BUSINESS *3 semester hours*

*Prerequisite: ACCT 370*

The study of tax law and regulation relative to the formation of various business entities including the sole proprietorship, C-corporations, partnerships, and S-corporations is examined in this course. We continue the study of the tax code, tax regulations, and court cases, in this course related to the formation of a sole-proprietorship, corporation, or partnerships and distributions to its owners. Emphasis is placed on calculating taxable income and the resultant tax liability. Tax problems involve the completion of Form 1120 for C-corporations, Form 1120S for S-Corporations, and Form 1065 for partnerships. The nature of distributions to owners, shareholders or partnerships, is extensively discussed. Comparing and contrasting various business entities regarding formation, and tax consequences in each case is studied in depth in order to develop an understanding of what issues (both tax and non-tax) to consider when forming a business entity.

390 COST ACCOUNTING *3 semester hours*

*Prerequisite: ACCT 221*

This course provides a study of the theories and practices of cost accounting with emphasis on job order, process, and standard costs.

391 MANAGERIAL ACCOUNTING *3 semester hours*

*Prerequisites: ACCT 221, ECON 201*

This course presents accounting as a management tool in the decision-making process, and covers budgeting, break-even analysis, and differential cost analysis.

480 ADVANCED ACCOUNTING *3 semester hours*

*Prerequisites: ACCT 331 and 390*

This course is a continued study of financial accounting theory and practice in selected areas of accounting. It includes an in-depth study of the accounting and reporting issues related to business combinations, consolidated financial statements, partnerships, and fiduciary accounting.

485 AUDITING THEORY AND PRACTICES *3 semester hours*

*Prerequisite: ACCT 480*

This course presents an introduction to auditing and other assurance services for students who have not had significant experience in providing such services. The primary emphasis is on the author's decision-making process, determining the nature and amount of evidence that must be accumulated after considering the unique circumstances of each engagement. Topic coverage includes professional ethics, legal liability, the elements of the audit process, and application of that process to various accounting cycles.

496 SEMINAR IN MANAGERIAL ACCOUNTING *3 semester hours*

*Prerequisites: ACCT 331 and 391*

This is a capstone course in the managerial accounting concentration. The class will examine situations where the accountant, examining the available financial information, must provide management with an approximate analysis and options for action. Students will have the opportunity to apply technical knowledge from prior accounting courses. Additionally, this course builds competency for students considering part one of the CMA exam.

497 SEMINAR IN FINANCIAL ACCOUNTING *3 semester hours*

*Prerequisites: ACCT 331 and 390*

This is a capstone course for the financial accounting concentration. It will explore two areas of vital importance to today's accountant including international accounting and professional ethics and corporate governance. The framework focuses on a manager's perspective, as regards the utilization and understanding of international accounting issues and the ethical implications of accounting decision making on various stakeholder groups.

499 ACCOUNTING INTERNSHIP *1 to 12 semester hour(s)*

*Prerequisites: minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

This course provides qualified students with a one-semester opportunity to receive academic credit for supervised training and experience with a cooperating business firm supervised by the accounting faculty. It encourages students to utilize their acquired knowledge and skills in an actual work environment. Details are available from the program director/department chair, the business intern adviser, or the Office of Internships and Placements. This course will be graded S/U and may be repeated with a maximum of 12 semester hours applying toward a degree.

## BUSINESS ADMINISTRATION (BUAD)

025 OPERATIONS MANAGEMENT CLUB *.5 semester hour*

This club will function as a support for the operations degree.

049 CHAPTER OF THE SOCIETY FOR HUMAN RESOURCE *.5 semester hour*

Membership in this chapter allows students to gain practical and first-hand knowledge and experience pertaining to the field of human resource management (HRM). This course enables students to participate in student HRM activities with professionals at the local, state, and national levels and allows students to gain additional HR skills and knowledge beyond what is taught in the classroom. Additionally, participants become student members of the Society for Human Resource Management, the international professional HR organization.

110 INTRODUCTION TO BUSINESS *3 semester hours*

*Prerequisite: freshmen and sophomores only or permission of the instructor*

This course is a study of the basic precepts of business operations in our society, the various functions within a business enterprise, and an overview of the major problems facing American business today. (Not open to students who have taken any college-level business courses.)

150 PRINCIPLES OF ENTREPRENEURSHIP *3 semester hours*

In this course, an analysis of the requirements of establishing a small business, along with selecting target market, customer file, site selection, purchasing strategies, and inventory control are covered. Additional issues faced by the operators of small businesses will also be discussed.

199 ORGANIZATIONAL LEADERSHIP *3 semester hours*

This course deals with leadership theory, practice, and skills. The goal of the class is to enable students to understand the nature of leadership, personal leadership effectiveness, and interpersonal relationships. Communication skills are examined as well.

220 PRINCIPLES OF MANAGEMENT *3 semester hours*

This course is designed to acquaint the student with the fundamentals of all phases of administrative, staff, and activity-chain management. It also includes a study of best practices management principles and techniques.

240 ENTREPRENEURIAL FINANCE *3 semester hours*

*Prerequisites: ACCT 221, BUAD 150*

Financial issues pertinent to small businesses, including: fund raising, investment decisions, working capital, and financial statements are addressed in this course.

260 BUSINESS MATHEMATICS *3 semester hours*

This course provides instruction in basic math computations with an emphasis on calculations related to business transactions. There is also an emphasis on the proper use of the basic elements of base, rate, and percentage in addition to the mathematics of merchandising, simple interest, and simple discount notes.

310 BUSINESS LAW-CONTRACTS AND NEGOTIABLE INSTRUMENTS *3 semester hours*

This course introduces the laws that apply to businesses in the USA. Topics include the structure and operation of the American legal system, the basis of Constitutional law, ethics, criminal law, personal injury (torts), contracts and sale of goods, negotiable instruments, agency, and business organizations. Employment law, administrative law, the regulatory process, occupational safety and health, e-commerce, and real estate law will be covered. The course presents a basic overview of the concepts and terminology essential to understanding the field of business law.

311 BUSINESS COMMUNICATIONS *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course provides a study of the various types of communications in existence within American business today including written, spoken, and electronic media. Students will gain communications competence through class exercises using a number of communications media.

320 ORGANIZATIONAL BEHAVIOR AND LEADERSHIP *3 semester hours*

*Prerequisite: BUAD 220 or permission of the instructor*

A review of the study of human behavior in organizations is explored and addressed. An organization's culture and structure are emphasized. Additionally, the nature of leadership will be addressed providing the students with an in-depth understanding of personal leadership effectiveness within an organization and the interpersonal relationships. Communication skills are also explored within the context of leadership along with application of best practices.

340 OPERATIONS AND PRODUCTION MANAGEMENT *3 semester hours*

This course will give a general overall view of operations and production management. This course allows for a more focused course on key production issues. Subjects covered include: competitive advantage, quality management, basic principles of inventory, just-in-time inventory systems, job design, computer integration, and forecasting.

350 INTERNATIONAL BUSINESS *3 semester hours*

*Prerequisite: BUAD 220*

This course is a survey of the interrelationships of world business operations. It deals with the establishment of international business relationships, discusses the role of international relations in the American and world economies, introduces the perspectives of cultural, educational, political, and economic constraints, covers the international financial and trade theory frameworks, the functions of management and marketing as they relate to doing business globally, and discusses the problems and challenges facing the multinational corporation.

352 INTERNATIONAL MARKETING *3 semester hours*

*Prerequisite: MRKT 326*

This course will cover the strategic aspects of marketing and decision making from an international perspective. Issues such as pricing, product, place, and promotion in a global marketplace will be stressed.

354 INTERNATIONAL TRADE AND ECONOMICS *3 semester hours*

*Prerequisite: ECON 200*

This course will include topics of a global nature such as the concepts of comparative advantage, the different barriers to trade and their effects on the economy, the mechanism of exchange rates and the balance of payments, the different trade blocs, and the multinational enterprise. Paper required.

390 BUSINESS RESEARCH *3 semester hours*

*Prerequisite: MATH 123*

This course teaches the techniques of the research process as applied to all aspects of the business environment and business functions. The process of defining research problems; as well as collecting, analyzing, recording, and interpreting data is emphasized. Also, an analysis of pertinent literature and business databases is covered. Techniques of data mining are covered. The class covers exploratory, descriptive, relational, and causal approaches. The use of research design and the scientific method for business decision making is addressed. The integration of statistics and research is emphasized. An applied, experiential approach is used in teaching this class.

395 SEMINAR IN ENTREPRENEURSHIP *3 semester hours*

*Prerequisite: BUAD 240*

This course covers the entrepreneurial process. It analyzes and studies the process involved in accessing ideas, exploiting opportunities, gathering resources, and converting concepts into viable businesses. The development of a business plan will be the culminating project for this course.

400 HUMAN RESOURCE MANAGEMENT *3 semester hours*

*Prerequisite: BUAD 220*

This course introduces the environment of human resources and management. It provides a framework for understanding and thinking strategically about employment relations and the management of human resources. Specific topics include: recruitment and selection; performance evaluation; compensation and benefits; promotion; job design; training; layoffs; retention and turnover; and the human resource implications of various strategies utilized in organizations.

410 HEALTHCARE MANAGEMENT *3 semester hours*

*Prerequisite: senior standing or instructor's permission*

This course introduces the integration of health care and management. The health care delivery system, analysis of operational activities, and essential managerial functions will be discussed. The organizational aspects and managerial approaches of delivering health care services within various institutional arrangements will be examined, as well as the management of resources, staff, and facilities, including techniques of analysis and evaluation with respect to managerial, financial, and strategic planning.

425 DESIGNING AND STAFFING ORGANIZATIONS *3 semester hours*

*Prerequisite: BUAD 400*

This course discusses the effective design and management of successful staffing processes and how organizations can plan, direct, control, and manage effective organizational staffing. Recruitment and selection methods currently used by organizations will be discussed and evaluated. The legal aspects of staffing issues will also be covered in specific detail, as well as human resource planning, job analysis, and the reliability and validity of employee assessment methods.

430 COMPENSATION SYSTEMS DESIGN *3 semester hours*

*Prerequisite: BUAD 400*

This course provides an in-depth examination of the strategic and operative practices of compensation system design and administration. The course covers the traditional and contemporary practices of compensation management, including benefit management.

435 LOGISTICS AND SUPPLY CHAIN MANAGEMENT TECHNIQUES *3 semester hours*

This course focuses on all facets of supply chain management including customer service, business-to-business e-commerce, location analysis, and just-in-time inventory systems. This course will cover the management of commercial air, truck, rail, and water transportation, including the history of transportation, regulation, Department of Transportation (DOT) guidelines, tariffs, hazardous materials handling, routing, and warehousing.

440 QUALITY MANAGEMENT TECHNIQUES *3 semester hours*

This course is a managerial survey of quality tools such as statistical process control, six sigma, quality function deployment, and the Baldridge criteria. International standards such ISO 9000 and applications to the field will be reviewed. Specific industrial tools such as control charts, process capability, experimental design, and quality auditing will be covered as well. The course will also include extensive lab work using statistical process control and experimental design software.

492 BUSINESS AND SOCIETY *3 semester hours*

*Prerequisite: junior or senior standing*

This course is a critical investigation of the role of business in today's society. Specific emphasis is placed on the "stakeholder concept," ethical and moral management and decision making, and the concepts of corporate social responsibility. Contemporary cases and issues will be investigated and discussed.

493 BUSINESS POLICY/STRATEGIC MANAGEMENT *3 semester hours*

*Prerequisite: 24 hours in business and economics and second semester junior or senior class standing*

This is a business "capstone" course that is intended to integrate concepts acquired in numerous business courses. It provides an investigation into the overall aspects of how a business integrates strategic decision making, policy determination, and strategic management. The focus will be on how firms formulate, implement, and evaluate strategies. Case methods will be used where applicable.

494 OPERATIONS/LOGISTICS INTERNSHIP *3 to 12 semester hours*

*Prerequisites: minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

A one-semester work experience with a cooperating business firm supervised by the business administration faculty. Details available from the program director/department chair, the business intern adviser, or the Office of Internships and Placement. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

495 SEMINAR IN BUSINESS ADMINISTRATION *1 to 3 semester hour(s)*

*Prerequisite: eight courses in business and economics*

Special studies and research in the student's major are investigated. This course is open for individual or seminar group work.

496 SPECIAL TOPICS IN INTERNATIONAL BUSINESS *3 semester hours*

*Prerequisite: four core courses or permission of the instructor*

Each time this course is offered, it will focus on a contemporary topic in international business. This course may be taken more than once, provided the topics are different.

498 SEMINAR IN HUMAN RESOURCE MANAGEMENT *1 to 4 semester hour(s)*

*Prerequisite: BUAD 400*

This course is a study of selected areas in human resource management – equal opportunity and affirmative action, recruitment, selection, training, development, motivation, compensation, benefits, health and safety, etc. This course may be taken more than once, provided the topics are different.

499 BUSINESS INTERNSHIP *1 to 12 semester hour(s)*

*Prerequisites: minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

A one-semester work experience with a cooperating business firm supervised by the business administration faculty. Details available from the program director/department chair, the business intern adviser, or the Office of Internships and Placement. This course will be graded S/U and may be repeated with a maximum of 12 semester hours applying toward a degree.

# ECONOMICS (ECON)

199 INTRODUCTION TO ECONOMIC THINKING GE *3 semester hours*

This course is an introduction to basic social science and economic reasoning techniques and the application of these skills to the study of several current economic problems.

200 PRINCIPLES OF MACROECONOMICS GE *3 semester hours*

This course offers an introduction to macroeconomic theory including national income accounting and the theory of income, output, and employment. Emphasis on application of national fiscal and monetary policies in a business context is discussed from a liberal arts philosophical point of view.

201 PRINCIPLES OF MICROECONOMICS GE *3 semester hours*

*Prerequisite: ECON 200*

This course provides an introduction to microeconomic theory including the economics of the firm, resource allocation, and international economics. Emphasis is on the study of pricing by supply/demand analyses in a free enterprise economy and with respect to international trade problems. Lectures are presented from a liberal arts philosophical point of view.

320 LABOR ECONOMICS *3 semester hours*

*Prerequisites: ECON 200 and 201*

This course builds on the principles learned in ECON 200 and ECON 201 to examine labor economics, trade unionism, collective bargaining, wage determination, employment and labor legislation as they apply in industrial relations and business contexts from both a contemporary and historical perspective.

340 INTERMEDIATE MICROECONOMIC THEORY *3 semester hours*

*Prerequisite: ECON 201*

This course builds on the principles learned in ECON 201 to expand the understanding of microeconomic theory in our economy and society. It has an emphasis on consumer theory, producer theory, market structure, market and pricing strategy as these relate to efficiency and competition in a contemporary dynamic world economy.

341 INTERMEDIATE MACROECONOMIC THEORY *3 semester hours*

*Prerequisite: ECON 200*

This course builds on principles learned in ECON 200 to expand understanding of macroeconomic theory in our economy and society. It focuses on measurement and structure of national economies, economic performance, business cycle theory, fiscal and monetary policy implications on growth, unemployment, and price stability.

350 PRINCIPLES OF ECONOMETRICS *3 semester hours*

*Prerequisites: ECON 200, 201; MATH 123, 132*

This course will cover the basic methods of data analysis used in economics, including descriptive statistics, hypothesis testing, and regression analysis. Various methods of regression optimization as they relate to economics will also be discussed.

400 MANAGERIAL ECONOMICS *3 semester hours*

*Prerequisite(s): ECON 201 and MATH 132 or 141 or permission of the instructor*

This course builds on the principles learned in ECON 200 and ECON 201 to show how economic theory and decision science tools can assist in the formulation of optimal solutions to managerial decision makers. The course incorporates contemporary management issues and analyses of current business behavior.

# FINANCE (FNCE)

099 INVESTMENTS CLUB *.5 semester hour*

The Investments Club meets twice weekly to make decisions regarding their investing of the club portfolio. The students conduct research on securities and investment alternatives and discuss portfolio changes.

200 PERSONAL FINANCE GE *3 semester hours*

The personal finance course is designed to provide students with competencies through experiential and active learning exercises and assignments in the following content areas: financial decision making; working and earning; budgeting, banking, saving, and philanthropy; effective use of credit; wealth creation and investing; and risk management. There is a capstone project for each student that applies the course learning activities in the form of a strategic plan for debt management, wealth creation, etc., and a class presentation.

320 CORPORATE FINANCE *3 semester hours*

*Prerequisites: ACCT 221, BUAD 220, and ECON 201*

This course provides an introduction to the theory, the methods, and the concerns of corporate financial decision making in the areas of investment, financing, and asset management. Topics addressed include time value of money, the valuation of securities, the cost of capital, capital budgeting, capital structure, dividend policy, working capital management, and financial planning and forecasting.

340 FINANCIAL STATEMENT ANALYSIS *3 semester hours*

This course is designed to provide a comprehensive analytical perspective in finance. The role of financial statement analysis in managerial decision making will be emphasized. Students will exercise skill in analyzing financial data and developing strategies for effectively minimizing risk.

350 PUBLIC FINANCE *3 semester hours*

*Prerequisite: ECON 201*

This course offers analysis of economic aspects of governmental finance; principles and problems of taxation, public expenditures, budgetary controls, and debt management.

360 INVESTMENT ANALYSIS *3 semester hours*

*Prerequisites: ACCT 221, ECON 201, FNCE 320, MATH 123*

This course focuses on the nature of securities analysis and the process of investment management. It covers the basic concepts of investments, including investment risk and return, asset pricing models, market efficiency, asset allocation, security selection, portfolio diversification, and performance evaluation. It also includes analyses of the contemporary investing scene and global capital markets.

370 MONEY AND BANKING *3 semester hours*

*Prerequisites: ACCT 221 and ECON 201*

The course provides an overview of the U.S. financial system and an understanding of the theory and practice of monetary policy. Topics covered include the nature and functions of money, the role of commercial and investment banks in our economy, banking regulation, the U.S. central banking system and its conduct of monetary policy, money supply targeting and interest rates prices and the overall level of economic activity.

420 FINANCIAL RISK MANAGEMENT *3 semester hours*

*Prerequisites: ACCT 221, ECON 201, FNCE 320, MATH 123, and MATH 132*

This course introduces fundamental concepts of corporate financial risk management. Topics covered include insurance as well as the pricing mechanisms of basic derivative instruments such as forwards, futures, options, and swaps. This course will address these risk management tools, their use for trading, hedging and investment, and the markets where the derivatives are traded.

480 FINANCIAL MARKETS AND INSTITUTIONS *3 semester hours*

*Prerequisites: ACCT 221, ECON 201, FNCE 320*

This course is designed to provide an understanding of the mechanisms of various financial markets and the manner in which financial institutions seek to use the markets to accomplish strategic corporate objectives. Topics cover the functions and operations of financial institutions, their role in the intermediation process as suppliers of funds to the money and capital markets, the financial claims traded in the financial markets, and government regulations surrounding the financial sector.

495 SEMINAR IN FINANCIAL ECONOMICS *3 semester hours*

*Prerequisite: junior (permission of the instructor required) or senior standing*

The course discusses contemporary studies in the fields of finance and economics. The objective is to help students understand and interpret the financial economic phenomena within the framework of the principles of economics and financial analysis tools covered in previous business courses. This course involves research in the student's major. Additionally, this course builds competency for students considering part two of the CMA exam.

# HOSPITALITY MANAGEMENT (HMGT)

120 INTRODUCTION TO HOSPITALITY MANAGEMENT *3 semester hours*

This course is a survey of all sectors, segments, and disciplines of the hospitality and tourism industries. It addresses the economic impact of travel and tourism, and hospitality trends.

125 DINING ROOM OPERATIONS *1.5 semester hours*

Fundamentals of dining room service will be discussed, from etiquette to guest service. Time will be spent in an actual food service establishment in a serving position to understand the basic elements to full-service dining room methods.

225 FOOD PRODUCTION MANAGEMENT *3 semester hours*

*Co-requisite: HMGT 225L*

This course provides a practical management approach to the terms, techniques, and principles of food preparation. Development of basic food preparation skills, understanding scientific principles relating to food, purchasing specifications, and factors affecting food evaluation are covered. Food safety certification: Attention is focused on food-borne illnesses and methodologies of applying sanitary principles. Methods for training employees regarding food safety and Hazard Analysis Critical Control Points (HACCP) are emphasized. The Educational Foundation of the National Restaurant Association provides certification to those students who earn a minimum grade on the comprehensive final exam.

225L FOOD PRODUCTION MANAGEMENT LAB *1.5 semester hours*

*Co-requisite: HMGT 225*

Food principles discussed in class will be analyzed fully in the laboratory.

246 PRINCIPLES OF MEETINGS AND CONVENTIONS *3 semester hours*

This course deals with the meetings and conventions industry, types of meeting and convention markets, and the mix of opportunities in selling to these different markets. Control variables in the marketing mix are discussed from the perspective of the hotelier and the meeting planner. The convention's operational process will be discussed from beginning to end.

285 LODGING OPERATIONS *3 semester hours*

*Prerequisite: ACCT 220 or permission of the instructor*

This course offers a detailed look at lodging operations from a manager's perspective. It addresses the operation of various types of lodging properties, functional areas, and operational departments.

305 CLUB MANAGEMENT *3 semester hours*

This course is an introduction to the operation of types of private clubs, including city, country, military, and athletic clubs. Discussions include personnel practices, financing, cost controls (food, beverage, and labor), communications and public relations, marketing, sports, and security problems. There is at least one field trip to a local/area club.

317 CATERING AND EVENT MANAGEMENT *3 semester hours*

*Prerequisite: permission of the instructor*

This course will prepare the participant to design, plan, market, and stage an event. There are a myriad of festivals, weddings, parties, celebratory and sporting events all requiring expert management. This course will explore these and other concepts through catering and event management. This course will also focus on group functions from the concept to operational production. The development and execution of a themed event(s) will take place as part of the student's grade.

325 FOOD AND BEVERAGE MANAGEMENT *3 semester hours*

*Prerequisites: HMGT 225 and 225L*

*Co-requisite: HMGT 325L*

This course examines the management of food and beverage operations. Topics include product knowledge, purchasing, and preparation and production of food products and beverages in hospitality operations.

325L FOOD AND BEVERAGE MANAGEMENT LAB *1.5 semester hours*

*Co-requisite: HMGT 325*

The laboratory experience includes quantity food preparation and provides the student the opportunity to work in each area of quantity production.

346 HOSPITALITY MARKETING AND SALES *3 semester hours*

*Prerequisite: MRKT 326 or permission of the instructor*

This course covers marketing in intangible people-intensive products and concepts with culturally diverse markets and work forces and use of creative marketing to develop and increase customer traffic. Industry-specific projects will help the student understand the functions of the marketing and sales department/activities within the scope of the hospitality industry.

417 BEVERAGE AND ENTERTAINMENT MANAGEMENT *3 semester hours*

*Prerequisites: BUAD 310, 320; HMGT 325 and senior standing or permission of the instructor*

This course covers principles of modern beverage management. Students will study spirits and wines, writing beverage and entertainment policy according to legal standards of the state or municipality where operation occurs, licensing, production of a wine list, and cost controls. Special training on beverage service (national certified program) will also be included. Essentials of effective beverage management are taught and licensing issues are discussed. Entertainment contracting is another topic that will be covered.

425 ADVANCED FOOD AND BEVERAGE MANAGEMENT *3 semester hours*
*Prerequisites: HMGT 225 and 325*
*Co-requisite: HMGT 425L*
This course develops an understanding of the underlying concepts and management skills necessary for the successful operation of a food service establishment.

425L ADVANCED FOOD AND BEVERAGE MANAGEMENT LAB *1.5 semester hours*
*Co-requisite: HMGT 425*
In this course students apply principles covered in class through planning and supervision of actual food service operation.

480 SEMINAR IN HOSPITALITY MANAGEMENT *3 semester hours*
*Prerequisites: HMGT 325, 346, and BUAD 320*
This course covers a variety of special topics designed to test theories and practices learned in hospitality and general business education. Case studies and presentations enhance study. The team concept and group dynamics are developed and employed throughout the semester.

487 SERVICE HOUR PRACTICUM *1 to 3 semester hour(s)*
A student should register for one credit of service hour practicum as advised by their faculty adviser. This should correspond with one-third of the total service hours the hospitality major is required to complete over the course of the entire curriculum. Service hours are only conducted in department-approved operations and facilities. This course is repeatable for up to three semester hours.

499 HOSPITALITY MANAGEMENT INTERNSHIP *1 to 12 semester hour(s)*
*Prerequisites: minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*
This course involves a guided work-study experience with a cooperating organization approved and supervised by the Hospitality Management Program. Students will keep a detailed log of their work experience and will prepare a final report. This course will be graded S/U and may be repeated with a maximum of 12 semester hours applying toward a degree.

## MARKETING (MRKT)

049 MARKETING CLUB *.5 semester hour*
The Marketing Club will network with other students at The University of Findlay by participating in student events and getting involved with the faculty and the business community. The student will learn different aspects of creating, implementing, and tracking marketing efforts. The Marketing Club will reach out to guest speakers who can discuss topics related to marketing in different organizations.

326 PRINCIPLES OF MARKETING *3 semester hours*
*Prerequisite or co-requisite: ECON 201*
This course covers the development of basic concepts and principles in the field of marketing. The fundamentals of the marketing mix and marketing's role in the community, company, and economy are emphasized.

377 CONSUMER BEHAVIOR IN MARKETING *3 semester hours*

*Prerequisite: MRKT 326*

The acts of individuals directly involved in obtaining and using economic goods and services, including the decision processes that precede and determine these acts. The consumer-firm relationship in terms of concepts drawn from contemporary social sciences as related to present and prospective business activities is covered.

385 NEW PRODUCT RESEARCH AND DEVELOPMENT *3 semester hours*

*Prerequisites: MRKT 326 and BUAD 390*

This course covers the role of potential demand research in identifying new products in the market, developing the product, and answering marketing questions related to planning, launching, and managing new products.

400 TOPICS IN MARKETING *3 semester hours*

*Prerequisite: MRKT 326*

The content of this course will change and will cover such topics as sales management, promotional strategy, international marketing, marketing for non-profit organizations, and database marketing information systems.

445 PROFESSIONAL SELLING *3 semester hours*

*Prerequisite: MRKT 326*

The role of a salesperson in a dynamic economy is covered in this course. The course will deal with professional selling, effective communication, contacting prospects, and sales interview techniques.

477 ADVERTISING AND PUBLIC RELATIONS *3 semester hours*

*Prerequisite: MRKT 326*

This course covers the principles, nature, and functions of advertising, the preparation of layouts, the writing of copy, and the selection and evaluation of media. The coordination of advertising with other marketing efforts and social implications of advertising are also addressed.

480 RETAIL MANAGEMENT *3 semester hours*

*Prerequisite: MRKT 326*

Principles of retail store management including pricing, profit determination, inventory decisions, and merchandise planning decisions are covered in this course. A managerial approach to retail strategy is emphasized.

485 MARKETING MANAGEMENT *3 semester hours*

*Prerequisite: MRKT 326*

A senior-management approach to general control of all marketing activities with detailed study of interrelationships between marketing and value chain activities is utilized. The case study method is used in this course.

495 SEMINAR IN MARKETING *1 to 3 semester hour(s)*

*Prerequisite: four courses in marketing*

This course is designed for special studies and research in the student's major. This course is open for individual or seminar group work.

499 MARKETING INTERNSHIP *1 to 12 semester hour(s)*

*Prerequisites: minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

A one-semester work experience with a business firm supervised by the faculty. Details available from the program director/department chair, the business intern adviser, or the Office of Internships and Placement. This course will be graded S/U and may be repeated with a maximum of 12 semester hours applying toward a degree.

## SPORT AND EVENT MANAGEMENT (SPEM)

217 INTRODUCTION TO SPORT AND EVENT MANAGEMENT *3 semester hours*

This course is designed to introduce and expose students to the key elements of designing, planning, marketing, and staging an event introducing them to core business concepts. Business projects and new product developments now culminate in events, while high-level business meetings, seminars, conferences, and exhibitions are viewed as events. Additionally, there are thousands of festivals and many thousands of weddings, parties, along with celebratory and sporting events every year, all of which require expert orientation and management. Students will be exposed to the needs of a management staff and its staffing challenges, and how to ensure the safety of everyone involved. Students will also overview what they need to know about legal compliance, risk management, financial control, and how to evaluate the success of the event itself. Students will be exposed to expert guest speakers in the field of sport and event management discussing a variety of topics essential to this specialized area of study.

317 RECREATIONAL FACILITY MANAGEMENT AND OPERATIONS *3 semester hours*

*Prerequisite: SPEM 217 or permission of the instructor*

Recreation facility management is an expansive and complicated subject that can vary greatly with the nature and objective of each facility. This course focuses on recreation facilities and the products and services they provide. Recreation facilities include schools, stadiums, fitness centers, sports complexes, recreation centers, golf courses, water parks, public pools, convention centers, parks, playgrounds, tourism facilities, and theme parks. Tourism facilities, including resorts, hotels, and cruise ships are included in the definition of recreation facilities because these facilities are used by people in their leisure time. Regardless of the type of facility, there are numerous factors that can influence the ability of a recreation facility manager to deliver products and services. Understanding these factors and how to manage resources is the foundation of facility management and requires extensive education and training.

337 MARKETING SPORTING AND SPECIAL EVENTS *3 semester hours*

*Prerequisite: MRKT 326*

This course provides an overview of core elements of marketing along with essential components of the benefits of promotion and sales, sponsorship contact, relation, and sales. Licensing is also discussed along with managing the sales of sport brands/images. Special events are discussed relative to the activity being conducted.

417 MANAGING NON-PROFITS *3 semester hours*

*Prerequisites: ACCT 221, BUAD 320, MRKT 326*

This class will discuss fully the requirements of managing within the framework of a non-profit business entity. It will highlight and discuss the particulars that management at all levels needs to be aware of and special conditions that exist for the operation of non-profits.

437 CONCESSION AND TICKET SALES MANAGEMENT *3 semester hours*
*Prerequisites: ACCT 221, BUAD 320, MRKT 326, SPEM 217, 317, 337*
This course is designed to introduce and expose students to the key elements of designing, planning, marketing, and complete operations of tickets sales, box office management, and event sales.

490 SPORT AND EVENT MANAGEMENT PRACTICUM *1 to 4 semester hour(s)*
*Prerequisites: declared major in sport and event management and have completed or in the process of completing 15 semester hours at The University of Findlay*
The practicum is an opportunity for students to gain practical experience in functional and operational areas within sport and event management. Students will have an opportunity to work on a variety of approved events. This course is repeatable for up to four semester hours. This course will be graded S/U.

499 SPORT AND EVENT MANAGEMENT INTERNSHIP *1 to 12 semester hour(s)*
*Prerequisites: student must have at least 30 semester hours and a minimum GPA of 2.75*
This course involves a guided work-study experience with a cooperating organization approved and supervised by the Sport and Event Management Program. Students will keep a detailed log of their work experience and will prepare a final report. This course will be graded S/U and may be repeated with a maximum of 12 credit hours applying toward a degree.

## SYSTEMS ANALYSIS (SYSA)

235 INTEGRATED SOFTWARE *3 semester hours*
This course provides an introduction to and application of current business software used to organize and operate a business.

310 METHODS ANALYSIS AND OFFICE OPERATIONS *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206 or permission of the instructor*
This course covers a wide array of professional systems tools employed by the methods or systems and procedure analysts. These tools or techniques are needed for methods and information analysis of manual office operations and office automation. Microcomputer operations, software, and hardware will be covered in the context of its role in office automation.

340 MANAGEMENT INFORMATION SYSTEMS *3 semester hours*
*Prerequisite: CSCI 150 or 190 or permission of the instructor*
This course is the extension of CSCI 150 into the realm of information systems for business management. It is a study of the nature of systems parameters of the business system, system design and analysis, and control of systems. Computer programming is not a part of this course.

360 OPERATIONS MANAGEMENT *3 semester hours*
*Prerequisite(s): CSCI 150 and MATH 123 or permission of the instructor*
This is an applications course that is oriented toward problem recognition and problem solving of both manufacturing and service industries. Analytical methods are applied to material control, productivity, technology and production, or service control systems. Computer systems, data collection, and communications will be discussed as a central focus in both production and service operations.

495 SEMINAR IN BUSINESS SYSTEMS *1 to 3 semester hour(s)*

*Prerequisites: SYSA 360 and four other computer science or systems analysis courses*

This course is designed for special studies and/or research in the student's major. It is open for individual or seminar group work. The course is graded S/U.

499 BUSINESS SYSTEMS INTERNSHIP *1 to 12 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206, SYSA 360, minimum 2.75 GPA, and have earned a minimum of 30 semester hours at The University of Findlay*

This internship is a one-semester work experience with a cooperating business firm supervised by the systems analysis faculty. This course will be graded S/U and may be repeated with a maximum of 12 semester hours applying toward a degree.

Top 100 Health CAREER

# COLLEGE OF EDUCATION

Dean: Julie McIntosh, Ed.D.
419-434-4862

*Education*

*Special Education*

# COLLEGE OF EDUCATION

Dean: McIntosh
Chair of Licensure Programs: Raker
Chair of Advanced Programs: Rife
Director of Graduate Outreach and Partnerships: Wahrman
Director of Teacher Education Policy and Field Experience: Leatherman
Licensure Officer: D. Philipp
Ohio Assessments for Educators Coordinator: R. Philipp

Professors: Abell, Cain, Cameron, Cindric, Raker, Rife, Wahrman
Associate Professors: Baer, Dyer, McIntosh
Assistant Professors: Brooks, Crates, Forget, Moser, Trusty, Williams
Instructors: Recker, Sapp

*Content Program Directors*
Social Science: Postic
Science: Rife
Language Arts: R. Tulley
Math: Warton
Health and Physical Education: Jackson
Japanese, Spanish, TESOL/Bilingual Education: Kawamura, Reed
Visual Arts: Escobedo

## State-Mandated Changes in Teacher Licensure Requirements

The Ohio legislature and the Ohio Board of Regents continue to implement new teacher licensure standards for education candidates. In order to comply with new regulations, the College of Education at The University of Findlay will initiate ongoing changes.

While the faculty and administrative staff of the College of Education make every effort to ensure accuracy of information given to students enrolled in teacher education programs, the College of Education reserves the right to insert without prior notice changes or additions that will improve the quality of these programs. These changes usually result from authorized licensure modifications imposed on the University by the Ohio Department of Education, the Ohio Board of Regents, the Ohio legislature, and/or the National Council for Accreditation of Teacher Education (NCATE). Updated information will be shared with students in writing and orally in a timely manner. Please contact the program director/department chair in the licensure area of interest for the most up-to-date information.

## Competency Requirements

All students at The University of Findlay must demonstrate competency in reading, writing, and computers. A student must earn grades of "C" or better in all education courses and the specified content area courses in the middle childhood, adolescent/young adult and multi-age courses of study.

## Prerequisites

All prerequisite courses must be completed with at least a grade of "C." Some courses require a higher grade than a "C" for the prerequisite. The course description will list the required grade if different from a "C."

## Teacher Education Majors, Licenses, and Endorsements

### *Bachelor of Arts in Education Programs:*

Adolescent/Young Adult/Integrated English/Language Arts (grades 7-12)
Adolescent/Young Adult/Integrated Social Studies (grades 7-12)
Multi-Age/Drama/Theatre (grades K-12)
Multi-Age/Japanese (grades K-12)
Multi-Age/Spanish (grades K-12)
Multi-Age/Visual Arts (grades K-12)

### *Bachelor of Science in Education Programs:*

Adolescent/Young Adult/Integrated Mathematics (grades 7-12)
Adolescent/Young Adult/Integrated Science (grades 7-12)
Adolescent/Young Adult/Life Science (grades 7-12)
Early Childhood (age 3-grade 3)
Intervention Specialist Education/Mild to Moderate Disabilities (grades K-12)
Middle Childhood (choose two of four content areas: mathematics, language arts, science, social studies) (grades 4-9)
Multi-Age/Health and Physical Education (grades K-12)

### *Minor:*

Second Language Education (for foreign language or TESOL majors only)

### *Endorsements:*

Middle Childhood Generalist (grades 4-6 self-contained)
Reading (graduate level)
Pre-Kindergarten Special Needs
$4^{th}$-$5^{th}$ Grade Endorsement (may be added to a pre-K-3 license at the graduate level)

## License Requirements

An Ohio Resident Educator License, valid for four years, is required for participation in the Resident Educator Program. The resident educator license will be issued to individuals who complete the following requirements:

- Hold the degree required by the license;
- Have successfully completed portfolio reviews at all four levels (three for post-baccalaureate candidates);
- 12 semester hours of reading for early childhood, middle childhood, intervention specialist majors;
- Have completed an approved program of teacher preparation;
- Are deemed to be of good moral character (have not been convicted of a felony);
- Any misdemeanors, other than traffic offenses, will be reviewed by the Ohio Department of Education's legal department;
- Have successfully completed professional examinations required by the State Board of Education (Ohio Assessments for Educators);
- Have demonstrated skill in integrating educational technology into instruction for children;
- Have completed required Application for Licensure Forms;
- Have been recommended by the dean of an institution approved to prepare teachers;
- Have fulfilled all requirements of the College of Education Undergraduate Assessment Plan.

If a candidate is interested in teaching in states other than Ohio, he/she should review that state's requirements with the College of Education licensure officer early in the education program. Ohio currently participates in the Interstate Licensure compact with 26 states. Final authority for issuing licenses rests with the individual states.

**If an applicant has had a criminal record expunged, it needs to be noted on his/her application; otherwise, he/she can be denied a license for falsifying his/her application. Some offenses are non-employable, which means a person could get a license but not a job. A list can be obtained through the Ohio Revised Code.**

## Accreditations

The Teacher Education Program at The University of Findlay is approved by The Ohio Department of Education and the Ohio Board of Regents. The college is accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Higher Learning Commission.

## General Entry Requirements

The College of Education recognizes that a candidate enters the Professional Education Program with registration for the pre-professional block, which can be taken either first or second semester of the sophomore year and completes the professional program by applying for a license. To register for the sophomore block, a candidate must meet the following criteria:

1. Continue to maintain a GPA of 2.75 in all course work completed.
2. Have successfully completed EDUC 161, 219; SPED 134; ENGL 106 or 107; CSCI 148, 149, 150, or 190; and COMM 110 or 211 with grades of "C" or better.
3. Candidates in the College of Education must maintain a portfolio built around the Goals and Objectives of the Undergraduate Teacher Education Program (Pathwise domains and criteria plus four UF objectives). This portfolio is started in the freshman year and added to each year during the sophomore, methods (junior level), and senior field experience blocks. The portfolio is reviewed by a committee of faculty at both methods and student teaching levels.
4. Faculty and administration of the College of Education reserve the right to make decisions regarding formal entry to the program that will maintain program rigor and quality.
5. Candidates will also be evaluated by professors, cooperating teachers, and supervisors, to ensure they have the dispositions to teach. Dispositions are self- and faculty-assessed at freshman and sophomore levels. At junior and senior levels disposition assessment is linked to performance in a field experience.

## Advanced Standing Requirements

To register for junior (300-level) and senior (400-level) education courses, an education candidate must have met all the above requirements. In addition, to achieve advanced standing candidates must:

1. Continue to maintain a GPA of 2.75 in all course work completed.
2. EC major must have successfully completed EDUC 219, 260, 265, and SPED 261 with grades of "C" or better.

   IS major must have successfully completed EDUC 219, 260, 265, and SPED 261 with grades of "C" or better.

   MC major must have successfully completed EDUC 219, 260, 265, and SPED 261 with grades of "C" or better.

   AYA and MA majors must have successfully completed EDUC 260, 265, and SPED 261 with grades of "C" or better.

## Field-Based Experiences

After successfully completing the general entry requirements and prior to student teaching, each licensure candidate must complete the following:

1. A minimum of six to seven weeks (partial days) of observation time in the field (in a public or private school setting), as part of the pre-professional block.
2. A minimum of six to eight weeks (all day) in the field observing and performing limited teaching responsibilities, as part of the methods field experience (usually at junior level).
3. Additional hours of field experiences/or clinical experiences, as determined by the teacher education faculty.
4. Successfully complete a methods level portfolio review.

Education students who need or desire additional field experience may enroll in EDUC 333, The School Volunteer Program. Details of this variable credit course will be determined in collaboration with the director of teacher education policy and field experience and the candidate's program director/department chair.

Students are required to be fingerprinted in order to participate in a field-based experience.

## Diverse Settings

The State of Ohio Teacher Licensure Standards require a prospective teacher to "participate in field-based ***experiences*** in culturally, racially, and socio-economically diverse settings." At least one of the three field experiences (sophomore, methods, or student teaching) will be in a setting defined as "diverse" by the Ohio Department of Education.

## Student Teaching Requirements

An education candidate applies for student teaching by:

1. Completing an application for student teaching.
2. Completing a personal data record.
3. Submitting the personal data record to the director of teacher education policy and field experience. This must be done by March 1 to student teach in the fall semester or by Oct. 1 to student teach in the spring semester. *If you are student teaching in Hancock County the due dates are Jan. 15 and Aug. 31*. Each candidate's transcript and student teaching application are then reviewed by the licensure officer and the director of teacher education policy and field experience. If requirements have been met, the candidate is approved for student teaching. If the requirements have not been met, the candidate is notified in writing, with an explanation of the specific deficiencies.
4. Maintaining a minimum GPA of 2.75 in all course work completed.
5. Obtaining satisfactory status based on the BCI/FBI check. Fingerprinting is required.
6. Having earned a grade of "C" or better in all completed education courses.
7. Having completed a successful methods field experience (junior level) portfolio review.
8. Obtaining a recommendation from the director of teacher education policy and field experience.

See the College of Education Ohio Assessments for Educators coordinator regarding the Ohio Assessments for Educators test requirement.

If a candidate is **denied** permission to student teach, he/she may request a review. The request must be in writing and must be submitted to the dean of the College of Education. After receiving the request, the dean of the College of Education will notify the director of teacher education policy and field experience. They will convene a meeting with the candidate and the candidate's adviser to review the decision and make a final determination. The candidate will receive written notification of the meeting's outcome. If the candidate is not satisfied with the outcome, he/she may request a review by the vice president for academic affairs.

## Application for Licensure

The final step in the teacher preparation program is application for licensure. To be eligible a candidate must have evidence of the following:

1. Successful completion of all University requirements for a degree;
2. Successful completion of all College of Education requirements for a degree;
3. Successful passage of the BCI/FBI fingerprint check;
4. Successful completion of all levels of the College of Education Assessment Plan, including all required portfolio reviews;
5. Successful completion of all required Ohio Assessments for Educators Exams.

When the student has completed all requirements and submitted the appropriate forms, the licensure officer will endorse the application and will send it to the Ohio Department of Education.

## Title II Statement of Mission

The University of Findlay was founded in 1882 as Findlay College by the Churches of God, General Conference, and citizens of the city of Findlay. The name was changed in 1989 to The University of Findlay to reflect the dramatic growth of the institution and the addition of graduate programming.

The University of Findlay is a flexible, forward-looking institution that is constantly seeking ways of better serving students and the community. In today's fast-paced world, Findlay is continually adapting programs and teaching methods to meet the needs of current students in preparing them for tomorrow's careers. Education at The University of Findlay is offered in formats that accommodate students of all ages and their time-pressured lifestyles. In addition to traditional weekday classes, Findlay offers courses at night, on weekends, and over the Internet.

*The mission of The University of Findlay is to equip our students for meaningful lives and productive careers.* Our vision is to be recognized by our students, peer institutions, and other publics as a unique institution, vitally concerned with the growth, development, and success of each student and highly responsive to emerging opportunities for innovation in our educational programs, the learning environment we create, and the organizational processes of our institution necessary to accomplish these ends.

# EDUCATION (EDUC)

Disclaimer: Some programs are currently under review by the Ohio Department of Education, Ohio Board of Regents, and/or NCATE. For the most updated course lists, please see Patty Holcomb, administrative assistant or the area program director/department chair.

A *major in adolescent/young adult/integrated English/language arts* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 358, 415, 418, 463; SPED 134, 261; ENGL 208, 235, 270, 300, 305 or 306, 318, 330, 341, 345, 350; ENGL 331, 332, or 333; ENGL 335, 336, or 337; ENGL 338, 339, or 340; COMM 170 or 270.

A *major in adolescent/young adult/integrated mathematics* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 357, 415, 418, 463; SPED 134, 261; MATH 141, 142, 250, 295, 320, 342, 343, 345, 410; CSCI 190, 191; CSCI 300 or MATH 400.

A *major in adolescent/young adult/integrated science* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 359, 415, 418, 463; SPED 134, 261; BIOL 150/150L, 152/152L, 201/201L or 322/322L, 320/320L, 338; CHEM 130/130L, 131/131L, 325/325L; GEOL 120, 205; NSCI 100, 380; PHYS 100, 250, 250L, 251, 251L.

A *major in adolescent/young adult/integrated social studies* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 360, 415, 418, 463; SPED 134, 261; ANTH 210; ECON 199; FNCE 200; GEOG 101 or 200; HIST 101, 110, 111, 150, 151, 152, 221; POLS 100, 110, 111; PSYC 100; and SOCI 105.

A *major in adolescent/young adult/life science* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 359, 415, 418, 463; SPED 134, 261; BIOL 150/150L, 152/152L, 201/201L or 322/322L, 320/320L, 330/330L, 331, 338; CHEM 130/130L; NSCI 100, 380.

A *major in early childhood* consists of EDUC 088 or 200; EDUC 151, 161, 202, 219, 260, 265, 302, 325, 371, 372, 373, 415, 423, 463, 473, 478; SPED 134, 220, 261, 334, 336, 338, 383. Candidates must also complete MATH 305 and MATH 306.

A *major in intervention specialist education-mild to moderate disabilities* includes EDUC 088 or 200; EDUC 151, 161, 202, 219, 260, 265, 302, 311, 325, 326, 415, 423, 463; SPED 134, 261, 336, 337, 380, 382, 383, 462, 485; MATH 110, 132, 133, 315, 316; ENGL 345 or 490.

A *major in middle childhood-bachelor of science* consists of EDUC 088 or 200; EDUC 151, 161, 202, 219, 260, 265, 302, 303, 311, 325, 354, 415, 418, 423, 463; two courses from EDUC 357, 358, 359, or 360; SPED 134, 261. Students must complete two of the following content areas: language arts, mathematics, science, or social studies. Contact the College of Education for the content area requirements.

A *major in multi-age drama/theatre* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 365, 415, 418, 463; SPED 134, 261; THEA 100, 110, 185, 230, 252, 256, 261, 322, 323, 495; THEA 150, 152, or 230; MUSC 270; two of the following: THEA 178, 183, 186, or 187; one of the following: THEA 310, 355, or 360.

A *major in multi-age health and physical education* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 367, 368, 415, 418, 463; SPED 134, 261; BIOL 201, 201L; PSYC 100; HEPR 205; HPE 064 or 093, 100, 101, 210, 211, 216, 217, 218, 308, 315, 317, 318, 325; HEAL 110; PHED 200, 300, 302, 307, 336.

A *major in multi-age Japanese* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 366, 415, 418, 463; SPED 134, 261; BLMC 210; JAPN 120, 120L, 121, 121L, 220, 220L, 221, 221L, 240, 320, 321, 350; 13 hours from the following: JAPN 420, 421, 495, 499.

A *major in multi-age Spanish* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 366, 415, 418, 463; SPED 134, 261; BLMC 210; SPAN 220, 221, 310, 320, 325, 328, 332 or 336, 360, 362, 363, 400; twelve hours from the following: SPAN 345, 346, 361, 490, 491, 499.

A *major in multi-age visual arts* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 369, 415, 418, 463; SPED 134, 261; ART 110, 111, 205, 210, 211, 213 or 216, 225, 226, 227, 228, 229, 320, 321, 420, 455; plus one of the following: ART 313, 335, 345, 355, or 365.

A *minor in second language education* for a foreign language or TESOL major consists of BLMC 200, 210, 280, EDUC 161, 260, and SPED 134.

*Endorsement in early childhood generalist grades 4-5* may be added at the graduate level.

*Endorsement in pre-kindergarten special needs (PKSN)* is included in the early childhood program with the addition of SPED 338.

*Endorsement for the middle childhood generalist* is closely aligned with the Ohio Content Standards for grades 4-6 and has been approved by the Ohio Department of Education. To qualify for the license students must complete six semester hours in each of the one/two contents requested and pass the PRAXIS #0014. Course options are as follows:

MC Generalist Endorsement in Language Arts: EDUC 415 and EDUC 311 or ENGL 341;
MC Generalist Endorsement in Mathematics: MATH 315 and 316;
MC Generalist Endorsement in Science: BIOL 102 and GEOL 205;
MC Generalist Endorsement in Social Studies: GEOG 101 or 200 and HIST 390.

The *K-12 reading endorsement* includes EDUC 219, 325, 326, 415, 423, and 425. In addition, the K-12 reading endorsement requires students to have three-years teaching experience along with EDFI 650: Literacy Assessment, Curriculum Alignment, and Data Analysis and EDFI 655: Internship: Reading Endorsement, during which they must do 100 hours of field experience with licensed reading teachers across three grade bands K-12 (primary, intermediate, junior high/high school).

046 TEACHERS OF TOMORROW *.5 semester hour*
This activity allows education students to expand and apply topics discussed in the regular university classroom. This student organization provides professional development opportunities and social support for future teachers.

088 THE OILER EXPERIENCE FOR EDUCATION MAJORS *1 semester hour*
This course is an introduction to the College of Education and campus life for all first-time, full-time education majors. Topics will include navigating the College of Education, the University, and current issues in education. This course will not count toward the total hour requirement. This course will be graded S/U.

151 ETHNICITY GE *3 semester hours*
This course will prepare students to recognize and accept differences in areas such as culture, gender, intelligence, age, socioeconomic status, physical ability, etc. Students will be introduced to community and other resources as opportunities for cultural enrichment and interpersonal awareness.

161 TEACHING AS A PROFESSION *3 semester hours*
This course introduces students to the teacher education faculty at The University of Findlay and available campus resources. In addition, students will focus on a variety of topics related to the teaching profession, including teacher licensure, school structure, finance, professional ethics, standards, and relevant health and safety issues. Observation in the schools and reflection are required.

200 ORIENTATION SEMINAR FOR PRESERVICE TEACHERS *1 semester hour*

*Prerequisite: candidate must have transferred in EDUC 161 or 265*

This seminar is designed for candidates at the undergraduate and post-baccalaureate levels who have transferred into the program and who need to fulfill the requirements of Level I Assessments, namely the Special Education Portfolio and the Education Portfolio. The Special Education Portfolio will contain artifacts in all of the following areas: history of special education, special education law and court cases, teams and strategies, IDEA disability categories, classroom observations, and a teacher interview. The Education Portfolio is designed to reflect the College of Education goals and objectives. Candidates will learn how to gather the information for each of the sections and compile the Education Portfolio electronically.

202 PRE-PROFESSIONAL BLOCK (SOPHOMORE) *3 semester hours*

*Prerequisites: ENGL 106 or 107, COMM 110 or 211, EDUC 161, SPED 134, CSCI 148, 149, 150, or 190*

Internship assignments are six-week internships, every day for the morning class sessions, in an inclusive, or departmental class/discipline setting, under the supervision of a cooperating teacher and a University supervisor. Internship assignments will be in the licensure ages/grades. This course will be graded S/U.

219 PHONICS AND FOUNDATIONS OF LITERACY *3 semester hours*

This course introduces students to the reading process, including the nature and acquisition of language, current and historical perspectives about reading instruction, the interrelationship among the language arts, and the relation of prior knowledge, meaning, and context to the reading process. Included are the importance of reading aloud; the relationship of the phonemic, morphemic, semantic, and syntactic systems of language to the reading process; techniques to create literate environments and support emergent literacy; phonetic principles; oral and written grammar; and dialects and language patterns. This course is not required for AYA and multi-age candidates, unless they are earning a reading endorsement.

260 TECHNOLOGY INTEGRATION: INSTRUCTIONAL STRATEGIES *3 semester hours*

This is a required course for all pre-service teachers. It encompasses effectively identifying, locating, evaluating, designing, preparing, and efficiently using educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Candidates will develop increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences, and completion of a comprehensive project.

265 GROWTH AND DEVELOPMENT: THEORY INTO PRACTICE *3 semester hours*

*Prerequisite(s): ENGL 106 or 107, COMM 110 or 211, EDUC 161, SPED 134 and CSCI 148, 149, 150, or 190 or permission of the instructor*

This course will explore and analyze major concepts, principles, theories, and research associated with development of children from birth to young adults, including cognitive, biological, social, and affective domains. In this course students will identify, collect, and report on how theories/theorists are reflected in instruction, management, and assessment when working with children and youth. Students will identify field placements in which they will complete observations and analysis of instruction, management, and assessment strategies. A major emphasis in this course will be research: definitions, components, types, evaluation criteria, etc. Students will complete all applied assignments within the appropriate age groups to be observed and studied according to their disciplines and career goals. All assignments for this class will be completed in APA style. This course should be taken with the Pre-Professional Block (sophomore) with EDUC 202 and SPED 261.

302 JUNIOR/METHODS FIELD EXPERIENCE *3 semester hours*

*Prerequisites: EDUC 202, SPED 261, and EDUC 265*

This course will be taken with junior-level internships, every day, all day in an inclusive or departmental class/discipline setting, under the supervision of a cooperating teacher and a university supervisor. Internship assignments will be in the licensure ages/grades. Early childhood methods internships will run for eight weeks all day, every day in a public pre-school setting (ages 3-8). This course will be graded S/U.

303 ASSESSMENT/EVALUATION FOR MIDDLE CHILDHOOD, ADOLESCENT/YOUNG ADULT, AND MULTI-AGE *3 semester hours*

*Prerequisites: EDUC 202, SPED 261, and EDUC 265*

This course includes the study and design of questioning, test writing, alternative assessment, portfolios, performance assessments, grading systems, interpretation of test results, intervention planning based on test results, and formats for evaluation. Also included are methods of reporting assessment results to students, parents, families, and local communities. This course is part of the methods field experience (junior level) and is scheduled with the appropriate methods classes for the various licenses.

311 CHILDREN'S AND EARLY ADOLESCENT LITERATURE *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

This course is a survey of literature for children and early adolescent students. Included are criteria for selection and evaluation of literature, different types of literature (genre), principles of storytelling, and principles involved in teaching and integrating literature across the curriculum at these particular age levels.

325 EMERGENT LITERACY: LEARNING TO READ *3 semester hours*

*Prerequisite: EDUC 219*

This course is designed to pull together knowledge of developmentally appropriate practice into cohesive literacy programs designed for young children (age three to grade 3). Topics include introducing literacy to play environments, creating literate primary environments, building thematic units, reading and writing across the curriculum, expository text structures (techniques for nonfiction), accommodating for individual differences, and integrating children's literature across the early childhood and primary curriculum. Questioning strategies and study skills appropriate to the age range will also be covered.

326 LITERACY WITH SPECIAL NEEDS POPULATION *3 semester hours*

*Prerequisites: EDUC 219, 325*

This course is designed to coordinate aspects of developmentally appropriate practice-integrated thematic teaching, children's literature across the curriculum, expository text structures, content area reading and writing techniques, questioning strategies, study and test-taking skills that apply to special education. In addition, interventions successful with students with mild to moderate disabilities will be explored, including reading style techniques and selecting developmentally appropriate reading materials for inclusion settings. Assessments specific to special education will be a focus.

333 THE SCHOOL VOLUNTEER PROGRAM *0 to 3 semester hour(s)*

*Prerequisite: permission of the director of teacher education policy and field experience*

This program is designed to provide volunteer opportunities for pre-service teachers to gain additional experience with the teaching/learning process in various school settings. Candidates enrolling in this course will volunteer a specified number of in-classroom clock hours based on the recommendations of the director of teacher education policy and field experience and the candidate's program director.

354 MANAGEMENT FOR MIDDLE CHILDHOOD, ADOLESCENT/YOUNG ADULT AND MULTI-AGE *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

This course includes the study of philosophy and structure of classroom environment and the development of rules and procedures for young adolescent and adolescent/young adult settings. Discussion of interdisciplinary teams, teacher-based guidance, flexible grouping, family and community resources, and scheduling, inquiry, and collaboration among colleagues will be included. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 415, and appropriate methods classes for various licenses.

357 INTEGRATED MATH METHODS/CURRICULUM FOR MIDDLE CHILDHOOD AND ADOLESCENT/YOUNG ADULT *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

This course includes a concentration on ideas, procedures, and materials for the teaching of mathematics in both young adolescent (MC) and adolescent young adult (AYA) settings. Basic concepts are reviewed with emphasis on a variety of effective teaching methods based on the Ohio K-12 Academic Content Standards for Mathematics. All assignments will be completed in the grade bands of the candidate's license. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 354, 415, and appropriate methods classes for various licenses.

358 INTEGRATED LANGUAGE ARTS METHODS/ CURRICULUM FOR MIDDLE CHILDHOOD AND ADOLESCENT/ YOUNG ADULT *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

This course includes an overview of both young adolescent (MC) and adolescent/young adult (AYA) language arts curriculum, based on the Ohio K-12 Academic Content Standards for Language Arts. Included will be an investigation of methods in listening/visual literacy, oral communication, creative dramatics, literature, and writing, as well as language acquisition and development, grammar, dialects and usage. Diversity and technological issues will be addressed in all areas. All assignments will be completed in the grade bands of the candidate's license. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 354, 415, and appropriate methods classes for various licenses.

359 INTEGRATED SCIENCE METHODS/CURRICULUM FOR MIDDLE CHILDHOOD AND ADOLESCENT/YOUNG ADULT *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

Current practices and innovations focusing on the Ohio K-12 Academic Content Standards for Science in young adolescent (MC) and adolescent/young adult (AYA) science curriculum will be examined. This is a hands-on laboratory course with students participating in science activities for adolescent/young adult. The practical application of science is stressed. Both specific and general legal obligations of science teaching will be addressed. All assignments will be completed in the grade bands of the candidate's license. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 354, 415, and appropriate methods classes for various licenses.

360 INTEGRATED SOCIAL STUDIES METHODS/CURRICULUM FOR MIDDLE CHILDHOOD AND ADOLESCENT/YOUNG ADULT *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

This course overviews young adolescent (MC) and adolescent/young adult (AYA) social studies and focuses on 10 strands of the National Council for the Social Studies and the Ohio K-12 Academic Content Standards for Social Studies. It includes a survey of current practices, trends, methods, and strategies which emphasize hands-on experiences, relevant materials, age-appropriate activities, cross-disciplinary planning, and teaming. All assignments will be completed in the grade bands of the candidate's license. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 354, 415, and appropriate methods classes for various licenses.

365 DRAMA/THEATRE METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

Drama/theatre methods/management for multi-age licensure includes an overview of the multi-age drama/theatre methods and management techniques, based on the Ohio K-12 Academic Content Standards for the Arts. Also included will be the investigation of methods, strategies, and activities that are age-appropriate and involve all ages of students in various drama and theatre instruction and activities. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 354, and 415.

366 FOREIGN LANGUAGE METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

Foreign language methods/management for multi-age licensure includes an overview of the multi-age foreign language curriculum, based on learned society guidelines and Ohio K-12 Academic Content Standards for Foreign Language. Also included will be investigation of methods, management strategies, and activities that are age-appropriate and involve all ages of students in various foreign language instruction and activities. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 354, and 415.

367 HEALTH METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

Health methods/management for multi-age licensure includes an overview of the multi-age health curricula, based on learned society guidelines and the Ohio Academic Content Standards. Also included will be investigation of methods, management strategies, and activities that are age-appropriate and involve all students in various health instruction and activities. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 354, and 415.

368 PHYSICAL EDUCATION METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

Physical education methods/management for multi-age licensure includes an overview of the multi-age physical education curricula, based on learned society guidelines and the Ohio Academic Content Standards. Also included will be investigation of methods, management strategies, and activities that are age-appropriate and involve all students in various physical education activities. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 303, 354, and 415.

369 VISUAL ART METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

Visual arts methods/management for multi-age licensure includes an overview of the multi-age visual arts curriculum, based on the Ohio K-12 Academic Content Standards for the Arts. Also included will be investigation of methods, management strategies, and activities that are age-appropriate and involve all ages of students in multi-levels of visual arts instruction and activities. This course is part of the junior practicum and should be scheduled with EDUC 302, 303, 354, and 415.

371 LANGUAGE ARTS AND SOCIAL STUDIES STRATEGIES FOR EARLY CHILDHOOD *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

The Ohio K-12 Academic Content Standards for language arts and social studies will be the focus of planning developmentally appropriate instruction and integrated activities designed to promote concept development in young children through the use of the language arts of reading, writing, speaking, and listening/visual literacy. This course is part of the methods experience (junior level) and should be scheduled with EDUC 302, 372, 373, 415, and SPED 338.

372 SCIENCE AND MATH: BUILDING BLOCKS FOR EARLY CHILDHOOD *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

An integrated approach to giving young children the opportunity to develop the skills and problem-solving approaches needed for success in math and science. A hands-on, inquiry-based approach is presented and activities that emphasize manipulatives will be explored in conjunction with Ohio K-12 Academic Content Standards for math and science. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 371, 373, 415, and SPED 338.

373 INTEGRATING LITERATURE AND THE ARTS FOR EARLY CHILDHOOD *3 semester hours*

*Prerequisites: EDUC 202, 265, SPED 261*

This course will explore the role of children's literature in stimulating language and concept development. The importance of integrating the visual and performing arts, as well as literature, into the curriculum will be modeled and applied. Included are music and rhythm, art, and creative dramatics linked to the Ohio K-12 Academic Content Standards for the Arts. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 371, 372, 415, and SPED 338.

415 CONTENT READING: READING TO LEARN *3 semester hours*

*Prerequisites for EC, MC, and IS majors: EDUC 202, 219, 265, 325, and SPED 261*

*Prerequisites for AYA and MA majors: EDUC 202, 265, and SPED 261*

This course will focus on the basics of content area reading, such as test-taking strategies, questioning skills, study skills, textbook reading strategies, expository text structures, and content vocabulary development. In addition, setting purposes for reading and writing, accommodating for individual differences in content area reading and writing, integrating children's and adolescent literature across the curriculum, using library and technology resources for researching, writing research reports, and writing across the curriculum will be covered. This course is part of the methods field experience (junior level).

418 CAPSTONE SEMINAR FOR MIDDLE CHILDHOOD, ADOLESCENT/YOUNG ADULT, AND MULTI-AGE *3 semester hours*

*Prerequisites: satisfactory completion of all required lower-level professional education courses*

This course is designed to allow prospective educators to examine education policy issues at the state and national levels from a historical and current perspective. Included are legal rights and responsibilities, licensure standards, professional development, mentorship, performance standards, and assessment, attitudes and values of successful teachers, and foundations of American education. The student teaching portfolio is connected with this course. This course should be taken with EDUC 463.

423 ASSESSMENT AND DIAGNOSIS OF READING DIFFICULTIES *3 semester hours*

*Prerequisites: EDUC 219, 325, 415*

This final course in the reading core focuses on reading diagnosis and correction techniques. Students will conduct case studies and spend 40 hours within clinical remedial reading settings. Topics include interpreting standardized and informal test results, identifying authentic assessments that provide multiple indicators of student progress, developing appropriate interventions, analyzing assessment tools, and working with classroom teachers to develop effective classroom and home interventions.

425 RESEARCH IN READING *3 semester hours*

*Prerequisites: EDUC 219, 325, 326, 415, 423*

This course will explore the research in reading both historically and currently. Students will identify current issues in the teaching of reading in their licensure area and compile a literature review of research pertinent to their topic. A seminar format will allow in-depth discussion of the various topics. Candidates will also prepare in-service materials on a topic of choice.

463 SENIOR INTERNSHIP/STUDENT TEACHING *9 semester hours*

*Prerequisite: satisfactory completion of all required lower-level professional education courses*

This class is a 16-week internship in the grade levels and grade bands of the candidate's projected license. A cooperating teacher and a University supervisor will supervise the COE candidates. EC majors should schedule this course with EDUC 473 and 478. MC, AYA, and MA candidates should schedule this class with EDUC 418. IS candidates should schedule this course with SPED 485.

473 PROGRAM EVALUATION AND PUBLIC POLICY IN EARLY CHILDHOOD *3 semester hours*

Course is designed to allow prospective early childhood educators to become current and articulate regarding early childhood public policy issues at the state and national levels. Students will investigate state and local resources available to support early childhood education, legislative mandates, and will develop skills necessary to contribute to program development and evaluation. This course should be taken with EDUC 463 and 478.

478 CAREER PROFESSIONALISM FOR EARLY CHILDHOOD *3 semester hours*

Career professionalism will provide the springboard from the college setting to a professional workplace; a transition from student to employee. As reflective practitioners, students will be expected to create LPDC-like professional development plans which they will act on during the semester. In this senior-level class, students will present their completed professional development portfolio, and will begin development of an employment portfolio to be used in job interviews at The University of Findlay Job Fair. Mock interviews with parents of varying dispositions will provide topics for discussion with guest principals and superintendents. Students will participate in and understand the process of PRAXIS III clinical-practice assessment during student teaching, but linked to this course. This demonstration of their understanding of the learner-centered teaching learning cycle, and exploration of district-level mentoring programs, will prepare them for the Induction Year experience. This course should be taken with EDUC 463 and 473.

491 THE MAZZA INSTITUTE *1 to 3 semester hour(s)*

This course will develop skills for teachers to become a resource person for children's literature. With the current emphasis on the teaching of reading through a literature based, whole-language approach, the teacher leader must be well versed in the area of children's literature. As a resource person to his/her peers, he/she will be expected to recommend books at various ability levels and with a wide range of interest areas. With a good background of the art and writing of picture books the teacher will be in a position to take a leadership role in organizing school-wide author/artist studies along with young authors' conferences. This course may be repeated for up to three credit hours.

495 SEMINAR/INDEPENDENT STUDY *variable credit*

Guided research or study in a particular area selected by the student and the major professor.

## SPECIAL EDUCATION (SPED)

134 INCLUSION AND COLLABORATION ISSUES FOR EDUCATORS *3 semester hours*

This course is an introduction to the characteristics and abilities of the exceptional child within the regular education classroom. Emphasis will be placed on children most likely to be served in inclusive settings. Included will be the role of the regular education teacher in referral, collaboration, and teaming with the intervention specialist. An introduction to the philosophical, historical, and legal foundations of special education is also included. Observation and reflection are required.

220 SOCIAL SKILLS DEVELOPMENT AND BEHAVIOR FOR EARLY CHILDHOOD *3 semester hours*

This course explores strategies to facilitate positive behavior in young children. Special emphasis is placed on social skills development and on the techniques of behavioral observation and intervention. (Early childhood majors should schedule this course with EDUC 202, 265, and SPED 261 as part of the pre-professional block).

261 IMPLICATIONS OF BRAIN RESEARCH ON TEACHING AND LEARNING *3 semester hours*

*Prerequisites: ENGL 106 or 107, COMM 110 or 211, EDUC 161, SPED 134, and CSCI 148, 149, 150, or 190*

This course applies research on how the brain functions as the human body's essential tool for learning, including theories, significant studies, fundamental principles and their application to education. Course work also includes an in-depth investigation of multiple intelligences, various learning styles and their impact on learner development, and design of appropriate instruction. This course is part of the pre-professional block and should be scheduled with EDUC 202, SPED 220, and EDUC 265 or PSYC 380.

334 ASSESSMENT AND OBSERVATION FOR EARLY CHILDHOOD *3 semester hours*

*Prerequisite: credit or concurrent with SPED 336*

This course develops an understanding of issues and specific skills related to assessment, diagnosis, and evaluation of students age three to grade three. Developmentally appropriate formal and informal assessment methods will be discussed with opportunities for field-based experience that allows students to apply their knowledge of child development by interpretation of observational data. Interpretation of assessment results and the development of IEPs and other instructional and behavioral interventions are included.

336 IMPLICATIONS OF MILD/MODERATE EXCEPTIONALITIES FOR CURRICULUM *3 semester hours*

This course will focus on techniques for facilitating learning and development in individual children with mild/moderate educational needs. It will discuss characteristics of various exceptionalities and offer suggestions for adaptations, modifications, adaptive and assistive technology, strategy development and related services. Included will be ways to modify methods, materials, environment, teaching styles, and curricula, as well as techniques to develop appropriate goals and objectives for individual children and an entire class.

337 DIAGNOSTIC ASSESSMENT AND PRESCRIPTIVE TEACHING FOR STUDENTS WITH MILD/MODERATE DISABILITIES *3 semester hours*

This course develops an understanding of issues and specific skills related to assessment, diagnosis, and evaluation of students grades 4-12 (up to age 22). Developmentally appropriate formal and informal assessment methods will be discussed with opportunities for field-based experience that allow students to apply their knowledge of child development by interpretation of observational data. Interpretation of assessment results and the development of IEPs and other instructional and behavioral interventions are included. (This class is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 326, 415, and SPED 380).

338 CURRICULUM/STRATEGIES FOR TEACHING STUDENTS WITH MILD/MODERATE EDUCATIONAL NEEDS *3 semester hours*

Students will study causes of developmental delay in young children and will address issues related to research-supported instructional content and practice, such as techniques for facilitating learning, modifying methods, materials, environment, and teaching style to meet the needs of the young child with disabilities in an inclusive early childhood program. The Ohio Department of Education's Competency-Based Model Curriculum is used to frame content-area instruction. Included are development and evaluation of developmentally appropriate educational plans (IFSP/IEP) and instructional objectives, the effects of cultural perspectives and diversity on effective instruction, the use of assessment to evaluate instruction, and strategies for facilitating maintenance and generalization of skills across learning environments. Inclusion models, collaborative teaming, and consideration of next environment issues, along with methods of promoting effective adult-child and child-child interactions are investigated. Students will spend 10 hours in an inclusive early childhood setting designing and implementing developmentally appropriate intervention and instruction for young children. This includes modifying materials and environments to include children with disabilities. Students will develop methods of integrating a child's IEP goals into his/her daily activities and routines, incorporating a multidisciplinary approach into the design of intervention strategies for young children. This course is required to add the Pre-K Special Needs Endorsement to an early childhood licensure.

380 CURRICULUM/STRATEGIES FOR TEACHING STUDENTS WITH MILD/MODERATE EDUCATIONAL NEEDS I *3 semester hours*

This course will address language arts and social studies methods, materials, strategies, resources, technology, assessments, and adaptations for children with mild to moderate educational needs in grades K-12. Topics include effects of disabilities on content learning, development and evaluation of age appropriate instructional objectives, development of IEP objectives, evaluation of instruction, and strategies for teaching skills in language arts and social studies, including those noted in the Ohio Curriculum Models. Field-based practice is included. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 302, 326, 415, and SPED 337.

382 DAILY LIVING SKILLS, VOCATIONAL EDUCATION AND TRANSITION *3 semester hours*

This course will address important concepts, techniques, and practices of pre-vocational and vocational education, and transition to adulthood, including employment and community and daily life. Topics include the use of adaptive and assistive technology; curricula for the development of motor, career, and functional life skills; sources of services, networks, and organizations for career/vocational support; and opportunities for full participation in community life.

383 COLLABORATION AND CONSULTATION FOR THE INTERVENTION SPECIALIST *3 semester hours*

This course will address communications, teaming, and collaborative planning skills that will prepare pre-service intervention specialists to ethically work with individuals with disabilities, parents, general educators, and other educational professionals, administrators, and community service personnel. Models of consultation and collaboration will be introduced that can be used to assist classroom teachers in the design of successful interventions for students with mild to moderate educational needs. Sources of information, services, networks, and organizations will be addressed.

462 SOCIAL SKILLS DEVELOPMENT AND BEHAVIOR FOR THE INTERVENTION SPECIALIST *3 semester hours*

This course explores strategies to facilitate positive and productive behavior in students with mild/moderate disabilities. Topics include effective management and design of the teaching and learning environment, development of social skills, laws and procedural safeguards related to behavioral management, ethical considerations of behavior management, strategies for crisis intervention/prevention, establishing student rapport, development of skills in problem solving and conflict resolution, and development of student self-esteem and self-control.

485 CAPSTONE SEMINAR FOR INTERVENTION SPECIALISTS *3 semester hours*

*Prerequisites: satisfactory completion of all required lower-level professional education courses*

This is a culminating class for intervention specialists that will address special education policy issues, controversies, legal rights and responsibilities, professional development, licensure standards, mentorship, performance standards, and attitudes and values of successful teachers of students with disabilities. Discussion within this class will include engagement in professional activities that can benefit individuals with disabilities and their families, the teacher's ethical responsibility to at-risk students, and participation in professional organizations relevant to the field. (This course is part of the senior block and should be scheduled with EDUC 463).

# COLLEGE OF HEALTH PROFESSIONS

Dean: Andrea Koepke, D.N.S.
419-434-4677

*Health Professions*

DEPARTMENT OF DIAGNOSTIC SERVICES
*Medical Laboratory Science*
*Nuclear Medicine Technology*
*Positron Emission Tomography/Computed Tomography*

DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE
*Health*
*Health and Physical Education*
*Physical Education*
*Strength and Conditioning*

DEPARTMENT OF OCCUPATIONAL THERAPY

DEPARTMENT OF PHYSICAL THERAPY

DEPARTMENT OF SOCIAL WORK
*Gerontology*
*Social Work*

# COLLEGE OF HEALTH PROFESSIONS

Dean: Koepke
Professors: Bouillon, Koepke, Yaggie
Associate Professors: Carroll, T. Dillon, Encheff, Frampton, George, Goodwin, King, Nelson, States, Toney, Fleming Walsh, Wilgus
Associate Clinical Professors: VanZant, Volansky
Assistant Professors: Beck, Beitzel, W. Colchagoff, Davies, M. Dillon, Leto, Schmelzer, Smith, Tucker, Walters-Powell, Weaver
Instructors: Buddelmeyer, Elchert, Kloman-Williamson, Jackson, Lammers, Meredith, Niekamp, Walker

Athletic department staff who also have teaching responsibilities include Cummings, Duffy, Dye, Keys, Klingshirn, Smyth, and Wagner.

A Bachelor of Science degree is granted for baccalaureate programs in the College of Health Professions, except for the Bachelor of Arts degree granted to students majoring in social work.

### *Baccalaureate Programs:*

Health and Physical Education
Healthcare Management
Health Science-Pre-Occupational Therapy Emphasis
Health Science-Pre-Physical Therapy Emphasis
Health Studies
Medical Laboratory Science
Multi-Age Licensure in Health and Physical Education
Nuclear Medicine Technology
Positron Emission Tomography/Computed Tomography Technology (PET/CT)
Social Work
Strength and Conditioning

### *Associate Programs:*

Nuclear Medicine Technology
Personal Training
Positron Emission Tomography/Computed Tomography Technology (PET/CT)

### *Minors:*

Coaching
Gerontology

### *Certificate Programs:*

Gerontology
Nuclear Medicine Technology

## Prerequisites

All prerequisite courses must be completed with at least a grade of "C." Some courses require a higher grade than a "C" for the prerequisite. The course description will list the required grade if different from a "C."

The *pre-nursing program* at The University is a non-degree course of study that prepares students to enter an accredited nursing program and earn a BSN degree. The University of Findlay currently has articulation agreements with Lourdes University and Mt. Carmel College of Nursing to allow students who meet pre-specified requirements the opportunity to enter one of these programs and earn a bachelor of science in nursing (BSN) degree.

For the Mt. Carmel College of Nursing program, students who complete a minimum of 49 hours of pre-specified course work at The University of Findlay and maintain a GPA of 3.0 or better with a minimum of a "C" in each course may apply for admission to the Mt. Carmel Nursing Program. The major requirements include: BIOL 322, 322L, 323, 323L, 412, 412L; CHEM 111/111L or 130/130L; CHEM 325, 325L; HEPR 205; PHIL 221; PSYC 100, 208; SOCI 105. In addition, students must complete the following general education requirements: five to six hours of elective credits from humanities or social sciences; RELI 101; ENGL 104 (if needed); ENGL 106 or 206; and MATH 123. Recommended courses include HEPR 150 and 220.

For the Lourdes University program, students who complete a minimum of 59 hours of pre-specified course work at The University of Findlay and maintain a GPA of 3.0 or better are eligible to apply to the Lourdes University Nursing Program. The major requirements include: BIOL 322, 322L, 323, 323L, 412, 412L; CHEM 111, 111L, 325, 325L; HEPR 150, 205; PHIL 100, 101, or 220; PHIL 221; PSYC 100, 208; SOCI 250. In addition, students must complete the following general education requirements: ENGL 106 or 206, 235; three hours of art/music and history; and six hours of religion.

## HEALTH PROFESSIONS (HEPR)

150 INTRODUCTION TO HEALTH PROFESSIONS *1 semester hour*

This is a sequence of enriching experiences offered by a team of health professionals to enhance a student's knowledge of the various health professions. It will enable the student to make career choices based on facts and allow him/her to make career changes, if needed, in a timely fashion. This course will introduce the concept of team approach in the delivery of health-related services by identifying common strands and organizational patterns. Graded S/U.

205 HUMAN NUTRITION *3 semester hours*

This course covers the study of basic nutrition including the role of carbohydrates, fats, proteins, vitamins, and minerals in human metabolism. Topics will include energy sources and systems, energy requirements in physical exertion, weight and diet, and a review of current dietary practices. Applications of nutritional principles to physical fitness and performance enhancement and the effect of various ergogenic aids will be studied.

220 MEDICAL TERMINOLOGY 3 *semester hours*

This course deals with the basic formation of medical terms and their definitions. Areas covered include medical suffixes and prefixes, body-orientation levels and planes, the skin, joints, muscles, skeleton, nerves, brain, spinal cord, heart, liver, blood vessels, respiratory system, endocrine system, the special senses, the female reproductive system, and oncology.

305 INTERNATIONAL HEALTH CARE *3 semester hours*

*Prerequisite: permission of the instructor*

This course emphasizes the value of human diversity and the application of knowledge concerning cultural, racial, socioeconomic, religious, and lifestyle variations in health related situations. An awareness of global health includes an understanding of the implication of living with transportation and information technology that links all parts of the world. Information about the effects on the global community from such areas as disease transmission, health policy, and health care economics is required. An intercultural experience is required with participation in an international trip. Students should expect to pay an amount above tuition to cover transportation and expenses, which may amount to $2,500.

355 INTRODUCTION TO HEALTH CARE SYSTEMS *3 semester hours*

*Prerequisite: HEPR 150*

This course offers an introduction to the use of concepts, theory, and research as they relate to professional practice in the health care delivery system, and explores the development and current patterns of health care delivery and the forces that mold the health care system and an individual's health behavior.

410 EDUCATIONAL STRATEGIES IN HEALTH PROFESSIONS *3 semester hours*

*Prerequisite: senior status or permission of the instructor*

This course is designed to acquaint the student with the teaching/learning process including theories, skills, methods, and techniques. In this climate of change, it is necessary for the health care practitioner to be an effective educator of clients, families, colleagues, and the community. As a capstone project, students will organize an educational offering and present the materials to a targeted audience using instructional process and methods.

450 SPORTS NUTRITION *3 semester hours*

*Prerequisite: admission into a health professions program*

This course covers the main aspects of nutrition as related to exercise and physical performance. These are the energy systems in exercise, nutritional aspects of substrate utilization (digestion, absorption, metabolism, etc.), assessment of nutritional needs, and diet modification. Dietary development for weight loss, body composition changes, and performance will be covered from a nutritional view.

# DEPARTMENT OF DIAGNOSTIC SERVICES

Chair: States
Associate Professor: States
Assistant Professor: Smith
Instructors: Kloman-Williamson, Walker

A Bachelor of Science degree is granted for baccalaureate programs in the Department of Diagnostic Services.

## *Baccalaureate Programs:*

Healthcare Management (HM)
Medical Laboratory Science (MLS)
Nuclear Medicine Technology (NMT)
Positron Emission Tomography/Computed Tomography Technology (PET/CT)

### *Associate's Degree Programs:*

Nuclear Medicine Technology (NMT)
Positron Emission Tomography/Computed Tomography Technology (PET/CT)

### *Certificate Programs:*

Nuclear Medicine Technology (NMT)

A *major in healthcare management* consists of ACCT 220, 221; BIOL 201, 201L; BUAD 220, 310, 311, 400, 410, 440, 493; CSCI 157; ECON 200, 201; FNCE 320; GERN 200, 210, 241, 242, 425; HEPR 150, 220, 355, 410; MRKT 326; PHIL 221; SYSA 340, and 360.

A *major in medical laboratory science* consists of three years at The University of Findlay and a fourth year at a recognized medical laboratory science training program. The general degree requirements include completion of a minimum of 90 hours at The University of Findlay. The required courses in the major include BIOL 150, 150L, 152, 152L, 300, 302, 310, 310L, 322, 322L, 323, 323L, 412, 412L, 413, 413L; CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L; and the required courses that make up the fourth year at a recognized medical laboratory science program. Recommended courses include CHEM 316/316L or ESOH 316/316L and CHEM 400; HEPR 220; and PHYS 250, 250L, 251, and 251L.

## MEDICAL LABORATORY SCIENCE (MTCC)

410 CLINICAL MICROBIOLOGY *12 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course introduces topics that encompass the preparation of controls and reagents and the start up procedure for the microbiology instruments. Routine daily maintenance and quality control of the microbiology instruments will be included. Microbiology patient testing on a variety of samples-bacteria, fungi/yeast, parasites and viruses will be required. Additional material covered in this course will include specimen collection, processing of specimens, the performance of and interpretation of the test and the application of knowledge of applying identifying characteristics, classification, and clinical significance of results.

420 CLINICAL HEMATOLOGY *11 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course introduces topics that encompass the production and function of blood cells, disorders affecting same, and skill in performing laboratory determination to measure them and ability to apply and correlate test results to disease conditions.

430 CLINICAL MICROSCOPY *2 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course introduces topics that encompass the body fluids and exhibit the skill to perform related laboratory tests. Additional material covered in this course will include anatomy, functions, and dysfunction; specimen collection processing and handling, the principles, interpretation, QC and clinical significance of physiochemical tests; and skill in performing related laboratory tests.

440 CLINICAL IMMUNOLOGY *9 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course introduces topics that encompass the immune system, its components, function, dysfunction, and evaluation. The course will also cover serodiagnostic tests, including the theory and clinical importance of their results and correlation of serologic, hematologic, urinalysis, chemistry, and microbiological results. The principle of tests performed in the blood bank and their importance to the health care provider and patient; understanding of the causes and sources of error in the tests performed, their recognition and how to minimize their occurrence; ability to perform selected procedures and ability to make decisions and judgments in problem situations will also be covered.

450 CLINICAL CHEMISTRY *7 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course introduces topics that encompass the biochemistry, physiology and measurement of various classes of chemicals, ability to perform diagnostic laboratory determinations and interpret and correlate test results. Additional material covered in this course will include quality control, principles, reagent preparation, principles of instrumentation, principles of laboratory calculations and the ability to apply same.

460 CLINICAL SPECIAL TOPICS *8 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course introduces topics that encompass the principles of management and the requirements of the accreditation agencies. The student will be introduced to the safety hazards in the laboratory. The student's communication skills will be enhanced by developing an understanding of medical terminology and jargon.

## MEDICAL LABORATORY SCIENCE (MTON)

460 FOUNDATIONS OF CLINICAL LABORATORY SCIENCE *3 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

Lecture/laboratory coverage of the professional practices, including safety, regulatory issues, phlebotomy and specimen collection, handling, and processing, quality assurance, professionalism, and ethics.

461 PROFESSIONAL PRACTICE AND DEVELOPMENT *3 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

Coverage of clinical laboratory management including organizational structure, laboratory operations, leadership, team building, legal issues, interpersonal and interdisciplinary communication, resources management, career development, and education methodology.

462 BIOLOGICAL FLUIDS *3 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

The formation and function of various human body fluids and the methods used to analyze them in the clinical laboratory are studied. Students perform biochemical and microscopic analyses and correlate results with states of health and disease.

463 CLINICAL IMMUNOLOGY *3 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

Methods used in the clinical investigation of the human immune system featuring those useful in the diagnosis, treatment, or determination of infections, allergies, autoimmunity conditions, malignancy, paternity, and blood product and tissue transplant compatibility.

464 HEMATOLOGY AND HEMOSTASIS *4 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course is an in-depth study of human blood, its origins, kinetics, and pathophysiology. Lecture and lab integrate theory with application of techniques used to diagnose and monitor hematological disease and disorders of hemostasis.

465 BLOOD BANKING AND TRANSFUSION SCIENCE *4 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course will have lecture/laboratory coverage of blood groups biochemistry, genetics, and immunology, and discipline-specific practices including donor selection, component preparation, detection and identification of antibodies, and compatibility testing.

466 CLINICAL CHEMISTRY *4 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

Concepts underlying biochemistry are applied to the diagnosis, prognosis, and treatment of human disease. Through experimentation, students employ various techniques to detect and quantify proteins, carbohydrates, lipids, electrolytes, nitrogen metabolites, trace elements, drugs, and other medically important chemicals present in clinical specimens.

467 CLINICAL MICROBIOLOGY *4 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

The etiologic role of microbes in human disease is investigated. Students demonstrate knowledge and skill using conventional techniques to isolate, identify, quantify, and differentiate pathogens, including bacteria, viruses, and fungi found in clinical specimens.

468 CLINICAL LABORATORY PRACTICUM *2 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course consists of practical experience emphasizing policies and procedures governing operations, including safety, specimen collection and phlebotomy, resource management, communications, and information systems.

469 CLINICAL HEMATOLOGY PRACTICUM *4 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course consists of practical experience emphasizing application of knowledge and skills to perform a wide variety of testing in a clinical setting, and further develop discipline-specific competency.

470 BLOOD BANK PRACTICUM *4 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course consists of practical experience emphasizing application of knowledge and skills to perform a wide variety of testing in a clinical setting, implement therapy protocols, and further develop discipline-specific competency.

471 CLINICAL CHEMISTRY PRACTICUM *4 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course consists of practical experience emphasizing application of knowledge and skills to perform a wide variety of testing in a clinical setting and further develop discipline-specific competency.

472 CLINICAL MICROBIOLOGY PRACTICUM *4 semester hours*

*Prerequisites: enrolled as a medical laboratory science y major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course consists of practical experience emphasizing application of knowledge and skills in a clinical setting to perform a wide variety of testing and to further develop discipline-specific competency.

473 IMMUNOLOGY AND INFECTIOUS DISEASE PRACTICUM *2 semester hours*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course consists of practical experience emphasizing application of knowledge and skills in a clinical setting to perform a wide variety of testing and to further develop discipline-specific competency.

474 CASE STUDIES *1 semester hour*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

This course consists of the development and presentation of selected clinical cases.

492 CAPSTONE EXPERIENCE *1 semester hour*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

The design of this course is one that permits students, under faculty direction, to select, investigate, and write about clinical laboratory science topics not covered in sufficient breadth and depth in existing medical laboratory science courses to meet personal interests and emergent professional needs.

494 CAPSTONE SEMINAR *1 semester hour*

*Prerequisites: enrolled as a medical laboratory science major, senior status, meet all degree requirements other than those courses that are a portion of the professional-year program*

The design of this course is one that permits students, under faculty direction, to select, investigate, and write about clinical laboratory science topics not covered in sufficient breadth and depth in existing medical laboratory science courses to meet personal interests and emergent professional needs. This course is a continuation of MTON 492.

# NUCLEAR MEDICINE TECHNOLOGY (NMED)

A *major in nuclear medicine technology* consists of BIOL 322, 322L, 323, 323L; CHEM 130, 130L, 325, 325L; HEPR 220; MATH 138 or higher; NMED 406, 416, 425, 435, 445, 455, 462, 465, 472, 475, 477, 485, 486, 487; and PHYS 250, 250L, 251, 251L. Additional courses may be required for admission into the Nuclear Medicine Institute.

An *Associate of Arts degree in nuclear medicine technology* consists of BIOL 322, 322L, 323, 323L; CHEM 130, 130L; COMM 110 or 211; HEPR 220; MATH 138 or higher; NMED 406, 416, 425, 435, 445, 455, 462, 465, 472, 475, 477, 485, 486, 487; and PHYS 250 and 250L or 260. Additional courses may be required for admission into the Nuclear Medicine Institute.

A *certificate of completion in nuclear medicine technology* consists of successfully completed post-secondary prerequisites (grade of 70% or better) in college algebra, English composition, general chemistry with lab, general physics with lab (must be a general physics course, radiologic physics will not satisfy this prerequisite), human anatomy, human physiology, humanities, medical terminology, social science, speech/oral communication, and CPR (certification must be valid throughout the clinical training period and cover adults, children, and infants) and NMED 406, 416, 425, 435, 445, 455, 462, 465, 472, 475, 477, 485, 486, and 487. This certificate may be applied towards an associate or baccalaureate degree.

Please contact the program or department to obtain information regarding specific admission requirements or application packets to the Nuclear Medicine Institute.

## Nuclear Medicine Institute at The University of Findlay

The Nuclear Medicine Institute (NMI) was started in 1966 in Cleveland, Ohio, and moved to the campus of then-Findlay College in 1984. It is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) to offer a 52-week certificate program in nuclear medicine technology. This certificate of completion is presently accepted by eight affiliate colleges, in addition to The University of Findlay, for credit towards a degree. NMI is owned by The University of Findlay and operates in accordance with the accreditation standards set forth in the "Accreditation Standards for Nuclear Medicine Technologist Education." A copy of these standards is available at the following website: www.jrcnmt.org. Upon successful completion of the program, the student is eligible to apply for one or possibly both of the national certification exams offered in nuclear medicine technology.

Nuclear medicine technology is a paramedical field concerned with the safe and effective use of radioactive materials for the diagnosis of various pathological disease states and for the treatment of some specific disorders. A nuclear medicine technologist is a highly trained individual who has a solid background in mathematics and the physical, chemical, and biological sciences. Under the supervision of a physician, the nuclear medicine technologist is responsible for radiopharmaceutical preparation and quality control; the performance of *in vivo* imaging and non-imaging procedures, instrumentation quality control; and the computer analysis of the data acquired and utilized by the physician for diagnosis. The nuclear medicine technologist works closely with other health professionals within the medical community to provide quality patient care.

NMI's 52-week program is a highly concentrated one, with classes being held for 28-32 hours per week during the academic session, and requiring 40 hours of training per week during the clinical session. The academic session is one semester in length and is held on the campus of The University of Findlay. During this session, the student receives the theory and concepts of nuclear medicine technology. Clinical training is 35 weeks in length and takes place at one or more of the NMI clinical affiliates. During clinical training, the student learns the practical application of the theory and receives hands-on experience in performing nuclear medicine procedures under the supervision of a certified nuclear medicine technologist. A one-week review session and final exam is scheduled at the end of clinical training.

406 MOLECULAR IMAGING MATHEMATICS *3 semester hours*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 416, 425, 435, 445, 455, 462, 465, 472, 475, and 477*

This course covers the mathematics applicable to the field of clinical nuclear medicine. Topics include activity units, the decay formula, radionuclide dose and dosage calculations, radionuclide equilibrium, radiation counting statistics, minimum detectable activity, inverse square law, shielding, and exposure calculations.

416 MOLECULAR IMAGING PHYSICS *2 semester hours*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 425, 435, 445, 455, 462, 465, 472, 475, and 477*

Starting with applicable concepts of classical physics, this course covers atomic structure, mass-energy relationships, electromagnetic radiation, decay modes, half-life and the interaction of radiation with matter. Radionuclide production methods and the basic theory of x-ray production are reviewed.

425 MOLECULAR IMAGING RADIOBIOLOGY *1 semester hour*

*Prerequisite(s): CHEM 130, PHYS 251, BIOL 102 and senior standing or permission of the instructor*

*Co-requisites: nuclear medicine majors only, NMED 406, 416, 435, 445, 455, 462, 465, 472, 475, and 477*

Basics of radiobiology, including the molecular and cellular effects of radiation, the acute and chronic effects of radiation, and how radiation affects the various tissues and organ systems of the body, will also be covered. Stochastic and non-stochastic effects are covered.

435 MOLECULAR IMAGING RADIATION PROTECTION *2 semester hours*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 416, 425, 445, 455, 462, 465, 472, 475, and 477*

Topics include licensing requirements, guidelines and regulations for radiation protection, governing agencies, radiation signs, record keeping, personnel and area monitoring, radionuclide receipt, storage and disposal, and management of clinical radiation spills and accidents.

445 MOLECULAR NON-IMAGING PROCEDURES *3 semester hours*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 416, 425, 435, 455, 462, 465, 472, 475, and 477*

*In vivo* non-imaging clinical procedures are covered in this course, including venipuncture, universal precautions, blood volume procedures, patient care, EKG, and non-imaging physiological studies. Department organization, medical/legal issues of patient care, and medical/legal terminology are also covered.

455 MOLECULAR IMAGING PROCEDURES *5 semester hours*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 416, 425, 435, 445, 462, 465, 472, 475, and 477*

This course introduces topics that encompass the interrelated aspects of performing patient organ visualization procedures. Included are a review of the anatomy, physiology, and pathology of the various organs; radiopharmaceuticals; pharmaceuticals; applicable instrumentation; and a discussion of the methodologies and techniques utilized in performing the imaging procedure. Representative images are shown.

462 RADIONUCLIDE THERAPIES *1 semester hour*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 416, 425, 435, 445, 455, 465, 472, 475, and 477*

Therapeutic clinical procedures are covered in this course, including the properties and selection of therapeutic radiopharmaceuticals, forms of therapy, and radiation safety techniques involved with systemic therapy procedures.

465 RADIOCHEMISTRY AND RADIOPHARMACEUTICALS *3 semester hours*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 416, 425, 435, 445, 455, 462, 472, 475, and 477*

Topics covered in this course include radiochemistry, radionuclide generators, transient and secular equilibrium, radiopharmaceutical properties, pharmacological actions, localization methods, basic principles of immunology, and radiopharmaceutical preparation and quality control.

472 MOLECULAR IMAGING INSTRUMENTATION *3 semester hours*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 416, 425, 435, 445, 455, 462, 465, 475, and 477*

This course is an introduction to the basic principles of molecular imaging radiation detection instrumentation and gamma spectroscopy. The design, operation, and quality control of gas-filled and scintillation instruments are covered. Detailed discussion of the components of a planar gamma camera system and dedicated computer, both hardware and software, is included.

475 MOLECULAR IMAGING SPECT *1 semester hour*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 416, 425, 435, 445, 455, 462, 465, 472, and 477*

This course includes a detailed discussion of the components of a SPECT gamma camera system and dedicated computer, both hardware and software, image reconstruction, filtering, and other computer applications are covered. Data reduction and image analysis are described.

477 MOLECULAR IMAGING PET *1 semester hour*

*Prerequisite: enrollment in the NMI program*

*Co-requisites: NMED 406, 416, 425, 435, 445, 455, 462, 465, 472, and 475*

Physics, radiopharmaceutical production and applications, imaging systems and procedures, and radiation safety for PET are discussed. Image reconstruction, data reduction, image analysis, and other computer applications for PET imaging are also covered.

485 CLINICAL NUCLEAR MEDICINE I *12 semester hours*

*Prerequisites: NMED 406, 416, 425, 435, 445, 455, 462, 465, 472, 475, and 477*

While enrolled in the Clinical Nuclear Medicine series, students receive clinical training at one of the affiliate hospitals and possibly an affiliate radiopharmacy. The student receives instruction and participates in the performance of all types of clinical nuclear medicine procedures, patient care, administrative duties, radiopharmaceutical preparation and quality control; instrumentation usage and quality control; and radiation safety. Students are also required to complete assigned clinical projects involving the clinical correlation between academic and practical experience.

486 CLINICAL NUCLEAR MEDICINE II *12 semester hours*

*Prerequisite: NMED 485*

While enrolled in the Clinical Medicine series, students receive clinical training at one of the affiliate hospitals and possibly an affiliate radiopharmacy. The student receives instruction and participates in the performance of all types of clinical nuclear medicine procedures, patient care, administrative duties, radiopharmaceutical preparation and quality control; instrumentation usage and quality control; and radiation safety. Students are also required to complete assigned clinical projects involving the clinical correlation between academic and practical experience. This course is a continuation of NMED 485.

487 MOLECULAR IMAGING CAPSTONE *1 semester hour*

*Prerequisite: NMED 485*

*Co-requisite: NMED 486*

This course is a capstone for the NMI Program. A one-year comprehensive final exam will be administered. This course will assist students in transitioning from academic into the profession of nuclear medicine technology.

# POSITRON EMISSION TOMOGRAPHY/COMPUTED TOMOGRAPHY TECHNOLOGY (PECT)

A *major in positron emission tomography/computed tomography (PET/CT) technology* consists of BIOL 322, 322L, 323, 323L; CHEM 130, 130L, 325, 325L; HEPR 220; MATH 138 or higher; PECT 410, 415, 420, 425, 430, 435, 440, 445, 450, 455, 460, 475, 476, and 477; and PHYS 250, 250L, 251, 251L. Admission to and completion of the PET/CT program is competitive and requires applicants to have active board certification in nuclear medicine technology or become board certified prior to completion of the PET/CT program through either the Nuclear Medicine Technology Certification Board and/or through the American Registry of Radiologic Technologists.

An *Associate of Arts degree with a major in PET/CT technology* consists of BIOL 322, 322L, 323, 323L; CHEM 130, 130L; COMM 110 or 211; HEPR 220; MATH 138 or higher; PECT 410, 415, 420, 425, 430, 435, 440, 445, 450, 455, 460, 475, 476, 477; and PHYS 250 and 250L or 260. Admission to and completion of the PET/CT program is competitive and requires applicants to have active board certification in nuclear medicine technology or become board certified prior to completion of the PET/CT program through either the Nuclear Medicine Technology Certification Board and/or through the American Registry of Radiologic Technologists.

410 PET/CT PATIENT CARE *1 semester hour*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 415, 420, 425, 430, 435, 440, 445, 450, 455, and 460*

Specialized patient care procedures (physical, cultural, social, and emotional) for the PET/CT patient are reviewed. Routine and emergency patient care procedures and patient/family education on PET/CT are discussed.

415 PET/CT RADIATION PROTECTION *3 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 420, 425, 430, 435, 440, 445, 450, 455, and 460*

This course is designed to present an overview of the principles of radiation protection including the responsibilities of the technologist for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

420 PET/CT COMPUTERS *1 semester hour*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 425, 430, 435, 440, 445, 450, 455, and 460*

Content is designed to introduce knowledge in computing and information processing. Computer applications in PET/CT related to image capture, display, manipulation, storage, and distribution are presented.

425 PET/CT IMAGE QUALITY ANALYSIS *3 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 420, 430, 435, 440, 445, 450, 455, and 460*

Content is designed to provide a basis for analyzing patient images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation, and the factors that can affect image quality. Actual images will be included for analysis.

430 PET/CT INSTRUMENTATION *3 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 420, 425, 435, 440, 445, 450, 455, and 460*

This course is an introduction to the basic principles of PET/CT instrumentation. The design, operation, and quality control of PET/CT are covered. Detailed discussion of the components of a PET/CT system and dedicated computer, both hardware and software, is included. Various types of PET/CT scanners are described. Parameters associated with these scanners are defined and discussed. Image quality and manipulation techniques are presented.

435 PET/CT PROCESSING *2 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 420, 425, 430, 440, 445, 450, 455, and 460*

Content is designed to establish a knowledge base in factors that govern and influence the production and recording of images. Film and electronic imaging with related accessories will be covered.

440 PET/CT CROSS SECTIONAL ANATOMY *2 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 420, 425, 430, 435, 445, 450, 455, and 460*

Content is designed to study normal sectional anatomy via diagrams and diagnostic images. Tomographic imaging, including an overview of applicable cross-sectional anatomy, is covered.

445 PET/CT RADIOPHARMACY *2 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 420, 425, 430, 435, 440, 450, 455, and 460*

The physical principles and production methods of PET radiopharmaceuticals are presented. The chemical, biologic, and physiologic properties for each routinely used PET radiopharmaceutical are reviewed. Dosage requirements and calculations are discussed.

450 PET/CT PROCEDURES I *3 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 420, 425, 430, 435, 440, 445, 455, and 460*

This course introduces topics that encompass the interrelated aspects of performing patient organ visualization procedures with PET/CT. Included are a review of the anatomy, physiology, and pathology of the various organs; radiopharmaceuticals; pharmaceuticals; applicable instrumentation; and a discussion of the methodologies and techniques utilized in performing the imaging procedure. Representative images are shown.

455 PET/CT PROCEDURES II *3 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 420, 425, 430, 435, 440, 445, 450, and 460*

This course introduces topics that encompass the interrelated aspects of performing patient organ visualization procedures with PET/CT. Included are a review of the anatomy, physiology, and pathology of the various organs; radiopharmaceuticals; pharmaceuticals; applicable instrumentation; and a discussion of the methodologies and techniques utilized in performing the imaging procedure. Representative images are shown. This course is a continuation of PECT 450.

460 PET/CT PHARMACEUTICALS *2 semester hours*

*Prerequisite: acceptance into the PET/CT Program*

*Co-requisites: PECT 410, 415, 420, 425, 430, 435, 440, 445, 450, and 455*

Pharmaceuticals used during PET/CT procedures are reviewed. Pharmaceutical properties, mechanism of action, dosages, administration, and adverse reactions and treatment are discussed.

475 CLINICAL PET/CT I *12 semester hours*

*Prerequisite(s): PECT 410, 415, 420, 425, 430, 435, 440, 445, 450, 455, and 460 or permission of the instructor*

While enrolled in the clinical PET/CT series, students receive clinical training at one or more of the affiliate hospitals. The student receives instruction and participates in the performance of all types of clinical PET/CT procedures, patient care, administrative duties, radiopharmaceutical preparation and quality control; instrumentation usage and quality control; and radiation safety. Students are also required to complete assigned clinical projects involving the clinical correlation between academic and practical experience.

476 CLINICAL PET/CT II *12 semester hours*

*Prerequisite: PECT 475 or permission of the instructor*

*Co-requisite: PECT 477*

While enrolled in the clinical PET/CT series, students receive clinical training at one or more of the affiliate hospitals. The student receives instruction and participates in the performance of all types of clinical PET/CT procedures, patient care, administrative duties, radiopharmaceutical preparation and quality control; instrumentation usage and quality control; and radiation safety. Students are also required to complete assigned clinical projects involving the clinical correlation between academic and practical experience. This course is a continuation of PECT 475.

477 PET/CT CAPSTONE *1 semester hour*

*Prerequisite: PECT 475 or permission of the instructor*

*Co-requisite: PECT 476*

This course is a capstone for the PET/CT Program. A one-year comprehensive final exam will be administered.

# DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE

Chair: Stevens
Director of Health and Physical Education: Jackson
Director of Strength and Conditioning: Beck
Assistant Professors: Beck, W. Colchagoff
Instructors: Jackson, Niekamp

Athletic department staff who also have teaching responsibilities include Cummings, Duffy, Dye, Keys, Klingshirn, Smyth, and Wagner.

## Mission Statement

It is the mission of the Department of Health and Human Performance to prepare our students with specific professional skills to serve as highly qualified, ethical practitioners and leaders in their community of practice while modeling health behaviors and advocating for health and wellness.

## Vision Statement

The Department of Health and Human Performance will be recognized for its innovation in education, strong experiential learning, and producing outstanding graduates. The Department will play a critical role in advancing the health and human performance professions to all through nationally distinguished programs, health and wellness promotion, evidence-based and inventive practice, and service to the community.

A Bachelor of Science degree is granted for completion of baccalaureate programs in the Department of Health and Human Performance.

### *Baccalaureate Programs:*

Health and Physical Education
Health Studies
Multi-age Teaching Licensure in Health and Physical Education
Strength and Conditioning

### *Associate Program:*

Personal Training

### *Minor:*

Coaching

A *major in health and physical education* consists of BIOL 201, 201L; PSYC 100; HEPR 205; HPE 064 or 093, 100, 101, 210, 211, 216, 217, 218, 308, 315, 317, 318, 325; HEAL 110; PHED 200, 300, 302, 307, and 336.

A *major in health studies* is for students who are planning careers in health education or preparing for professional study. Students learn how to effectively plan, implement, and evaluate prevention strategies that are practical and effective at the community, state, and national levels. A *major in health studies* consists of BIOL 322, 322L, 323, 323L; CHEM 111 and 111L or higher; HEPR 150, 205, 220, 410; HPE 308, 317, 318; PHED 336; PHYS 250 or higher; PSYC 100, 208 or 210 or 380, and 233.

A *major in multi-age health and physical education* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 367, 368, 415, 418, 463; SPED 134, 261; BIOL 201, 201L; PSYC 100; HEPR 205; HPE 064 or 093, 100, 101, 210, 211, 216, 217, 218, 308, 315, 317, 318, 325; HEAL 110, PHED 200, 300, 302, 307, 336.

A *minor in coaching* will consist of HPE 205, 345, 346; PHED 302; PHIL 230; PSYC 330; SCON 101; and SPEM 217.

A *major in strength and conditioning* consists of a pre-professional and a professional curriculum. Students successfully completing the pre-strength and conditioning program will apply for admission to the professional program. The successful completion of the professional program will allow the student to sit for the certification exam. A passing score on the certification exam is not necessary for awarding of a Bachelor of Science degree in strength and conditioning by The University of Findlay. This degree will focus on concepts and applications for the scientific principles of strength and conditioning as it applies to athletic team fitness program design and exercise techniques. The *pre-professional curriculum* consists of BIOL 201 and 201L or BIOL 322, 322L, 323, and 323L; HEPR 150, 205, 220; HPE 205, 308, and 325; PHED 336; and PSYC 100. The *professional curriculum* consists of SCON 101, 220, 221, 227, 228, 341, 360, 361, 365, 370, 371, and 421.

The strength and conditioning program is recognized by the National Strength and Conditioning Association. Graduates of the program are eligible to sit for the National Strength and Conditioning Certifying Examination (NSCA). Employment opportunities include YMCAs, colleges, wellness centers, corporate fitness and health clubs.

An *Associate of Arts degree in personal training* will focus primarily on the application of the scientific methods involved in programming exercise and conditioning program for various individual needs. An Associate of Arts degree in personal training allows the student to prepare for personal trainer examinations. These include: The American Council on Exercise (ACE) and the National Strength and Conditioning Association (NSCA). Personal trainer opportunities include health clubs, corporate fitness, and YMCAs. The *Associate of Arts degree in personal training* consists of SCON 101, 220, 221, 227, 228, 341, 360, 361; BIOL 201 and 201L or BIOL 322, 322L, 323, and 323L; HEPR 150, 205, 220; HPE 205, 308; PHED 336; and PSYC 100.

# HEALTH (HEAL)

110 PERSONAL AND COMMUNITY HEALTH *3 semester hours*

Personal and Community Health provides students with the knowledge, tools, and motivation they need to take charge of their wellness-related behaviors. This course will share the message that a lifestyle based on good choices and healthy behaviors will maximize the quality of life. Assessment of personal and community needs for health education will be addressed.

# HEALTH AND PHYSICAL EDUCATION (HPE)

## Lifetime Activities

Lifetime activities are intended to develop skills and interests that will enhance the quality of students' leisure time now and in the future. These activities are graded on an "S" or "U" basis. Most activities meet for eight weeks, either in the first or second half of the semester and earn .5 hour credit. (See current schedule for dates of activities.) Each class, except HPE 078 Varsity Athletics, may be taken only once for credit. HPE 078 may be taken any semester and must be certified by the head coach. *A maximum of one semester hour may be earned by participation in varsity athletics.* In some cases activity fees are charged to compensate for equipment or transportation expenses. Lifetime activities include:

| | | | |
|---|---|---|---|
| HPE 040 | Aerobic Workout | HPE 088 | Beginning Karate |
| HPE 064 | Modern Dance | HPE 089 | Intermediate Karate |
| HPE 071 | Weight Training & Exercise | HPE 090 | Advanced Karate |
| HPE 078 | Varsity Athletics | HPE 093 | Folk and Square Dance |
| HPE 086 | Downhill Skiing | | |

076 LIFEGUARDING *1.5 semester hours*

*Prerequisite: swim test*

This course is designed to prepare all candidates for lifeguarding responsibilities. Successful completion of this course will allow the candidate to meet the challenges of being a professional lifeguard. The standards to be taught are: American Red Cross Lifeguard Training, American Red Cross First Aid, and American Red Cross CPR for the professional rescuer.

084 CPR AND FIRST AID *.5 semester hour*

The American Red Cross Community CPR and First Aid is designed to provide fundamental principles and knowledge of skills in adult, child, and infant CPR and standard first-aid practices. It prepares a person to meet most emergencies when medical assistance is not excessively delayed.

085 PROFESSIONAL RESCUER CPR *.5 semester hour*

The American Red Cross Professional Rescuer CPR is designed to provide fundamental principles and knowledge of skills in adult, child, and infant CPR along with delivery methods of advanced CPR and other tools associated with CPR. It prepares persons to meet numerous cardiac and breathing emergencies when medical assistance is not excessively delayed.

100 WELLNESS: STRATEGIES FOR LIFE *2 semester hours*

The class focuses on individual lifestyle choices and achieving balance in the following wellness dimensions: physical, intellectual, psychological, environmental, vocational, social, and spiritual. A variety of self-assessments and computerized inventories are utilized to assist the individual to develop a wellness profile, set personal goals, and develop a personal wellness plan.

101 FOUNDATIONS OF HEALTH, PHYSICAL EDUCATION, AND RECREATION *3 semester hours*

This course reviews the historical development of health and physical education, as well as sociological and psychological concerns. An introduction to the study of the role of play and its educational objectives is addressed. The evolution of athletics in our culture is also studied. Special emphasis is given to exploring these fields for potential careers.

122 WATER SAFETY COURSE FOR TRAINING INSTRUCTORS *2 semester hours*

This course is designed to prepare candidates to teach all levels of the Red Cross swim program up to and including safety training for swim coaches.

205 FIRST AID AND CARE OF ATHLETIC INJURIES *2 semester hours*

The focus of this course is on evaluation of basic athletic injuries, proper preventative aspects, first aid, and immediate care procedures. It is open to elementary education majors and required for students majoring in health education.

210 TECHNIQUES IN TRACK AND FIELD *.5 semester hour*

This course will provide an introduction to the basic skills in track and field events. Skills will be taught including running mechanics, relay exchanges, hurdling, throwing events, and jumping events.

211 TECHNIQUES IN AQUATICS *.5 semester hour*

This course will provide information on a variety of aquatic activities including the history of swimming and diving, safety guidelines, and hydrodynamic principles. Students will gain basic skills in rescue techniques, common swimming strokes, diving starts, and turns.

216 SKILLS AND ANALYSIS OF INDIVIDUAL AND DUAL SPORTS I *2 semester hours*
Students will gain knowledge and basic sports skills in archery, tennis, and bowling. Students will also learn appropriate skill analysis techniques through the use of skills tests. Appropriate teaching methods for individual and dual sports will also be discussed.

217 SKILLS AND ANALYSIS OF INDIVIDUAL AND DUAL SPORTS II *2 semester hours*
*Prerequisite: HPE 216*
Students will gain knowledge and basic sports skills in badminton, gymnastics, and golf. Students will also learn appropriate skill analysis techniques through the use of skills tests. Appropriate teaching methods for individual and dual sports will also be discussed.

218 SKILLS AND ANALYSIS OF TEAM SPORTS *2 semester hours*
Emphasis is placed on the organization and teaching methodology of various team sports in the physical education program. Emphasis is placed on how to execute and teach the basic fundamental skills and tactics in various team sports. Emphasis is placed on non-mainstream sports that are technique-intensive and that prospective teachers may have less exposure to on a daily basis.

308 PHYSIOLOGY OF EXERCISE *3 semester hours*
*Prerequisites: BIOL 201, 201L*
This course explores the science of exercise physiology including how the body responds to regulation and adjustment as affected by exercise. Influences of both acute and chronic exercise on the human body are examined and are applied to health, fitness, and exercise performance.

315 COMPREHENSIVE SCHOOL HEALTH EDUCATION *3 semester hours*
This course will focus on exciting and creative ways to teach and assess health education information and skills to elementary, middle/junior high, and senior high school students. The course will focus on primary positive prevention, enhancing health behaviors, and early intervention strategies.

317 SUBSTANCE ABUSE *2 semester hours*
*Prerequisite: HEAL 110*
This course is designed to give background in the area of substance abuse and abuse prevention. Teaching methods, material, and prevention theory will be presented and their effectiveness discussed. Collaborative efforts among health agencies, law agencies, and organizations will be included.

318 HUMAN SEXUALITY *2 semester hours*
*Prerequisite: HEAL 110*
This class will be to prepare the health educator with methods and materials to teach human sexuality to students regardless of age, culture, or religious persuasion. Biological, psychological, and sociological aspects of human sexuality education will be addressed. This includes a study of the causes and prevention of sexually transmitted diseases and resources available. Through a variety of interactive activities and assignments, participants will learn the importance of human sexuality and how to teach and incorporate these ideas across the curriculum.

325 MEASUREMENT AND EVALUATION IN HEALTH AND PHYSICAL EDUCATION *3 semester hours*

*Prerequisite: MATH 123*

Emphasis is placed on applying the principles of measurement and evaluation for the health and physical educator. A brief review of common statistical measures including mean, standard deviation, reliability, and validity will be conducted. Students will also be able to construct, use, and evaluate a variety of assessments used in health and physical education such as cognitive, psychomotor skills, fitness, and healthy behavior tests.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*

*Prerequisites: approval of the Community-Urban Field Experiences director, minimum 2.75 GPA, and have earned a minimum of 30 semester hours at The University of Findlay*

Guided field experiences. Off-campus learning experiences are possible throughout Ohio and other parts of the United States. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

345 PHILOSOPHY AND PRACTICE OF COACHING *2 semester hours*

This course examines the profession of coaching and involves studying the techniques and methods of coaching boys' and girls' interscholastic/intercollegiate athletic teams. Organization of athletic programs is studied with sociological implications considered.

346 PRACTICUM: COACHING ATHLETIC TEAMS *2 semester hours*

Students will gain 160 hours of practical experience in observing, planning, and implementing athletic practice sessions and game strategies. These experiences will be completed in a variety of settings and sports under the supervision of experienced and successful coaches.

## PHYSICAL EDUCATION (PHED)

200 PERCEPTUAL MOTOR DEVELOPMENT AND LEARNING *3 semester hours*

Physical, mental, and emotional factors underlying skill acquisition will be viewed to aid in preparing more knowledgeable teachers and coaches. Through various laboratory experiments, students will experience and understand the rationale behind many current teaching and coaching practices.

300 PRINCIPLES, ORGANIZATION, AND ADMINISTRATION OF ELEMENTARY SCHOOL PHYSICAL EDUCATION *3 semester hours*

This course covers ages three through middle childhood. Consideration is given to the planning, organization, and administration of developmentally appropriate physical education activities for ages three through middle childhood. Curriculum scope includes introductory activities, fitness development, fundamental skills developmental stages, educational movement, rhythmics, games of low organization, tumbling and gymnastics, and lead-up games to team sports.

302 PRINCIPLES, ORGANIZATION, AND ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS *3 semester hours*

This course covers middle childhood through age 21. This course focuses on planning, teaching, and administering the school physical education curriculum, intramurals, and interscholastic athletic programs.

307 ADAPTED PHYSICAL EDUCATION *3 semester hours*

This course addresses the many concerns of inclusion in physical education for students with disabilities. Safety issues, legal aspects of placement, due process, and other parental matters are addressed. IEPs are prepared based on student assessments, abilities, and personal short- and long-term objectives. Task analysis and peer partners are investigated as teaching methods. Collaboration in this course is evidenced by field experience at Blanchard Valley School and/or adapted physical education classes in the Hancock County Schools.

336 KINESIOLOGY/BIOMECHANICS *3 semester hours*

*Prerequisites: BIOL 201, 201L*

This course focuses on the anatomical and mechanical fundamentals of human motion and their application to the analysis of motor skills. Attention is given to gravity, leverage, and the action of muscles in relation to the joints of the human body.

410 PRACTICUM: WELLNESS AND LIFETIME ACTIVITY *2 semester hours*

Junior and senior physical education majors will participate in lifetime activities and/or wellness classes as teaching assistants. The student may elect to assist in community activities with the approval of the program director/department chair and class instructor.

## STRENGTH AND CONDITIONING (SCON)

101 STRENGTH TRAINING AND EXERCISE *1 semester hour*

This course uses a systematic approach to teaching resistance/strength training movements. The practical application of anatomy, physiology, and body alignment is introduced to emphasize correct performance of various exercise and spotting techniques, analyze strength training techniques and various pieces of exercise equipment for appropriate incorporation into a comprehensive training plan, and to conduct a risk/benefit analysis for specific techniques and exercises. Equipment modalities reviewed will include but are not limited to: stability balls, exercise bands, free weights, body weight, commercial strength equipment and cardiovascular equipment.

220 PERSONAL TRAINING I *2 semester hours*

This course offers a study of basic concepts of health screening, legal issues, leadership, and implementation of communication.

221 PERSONAL TRAINING II *2 semester hours*

*Prerequisite: SCON 220*

This course provides a concentrated study of the principles of exercise testing. This course will focus on individualized fitness program designs.

227 PRACTICUM: PERSONAL TRAINING *1 semester hour*

*Prerequisites: SCON 220, 221, 360, and 361*

This course will be at an on-site location in which an individual will directly work with individuals with an exercise program. One hundred hours of field experience is required in this course.

228 PRACTICUM: ATHLETIC FACILITY MANAGEMENT *1 semester hour*

*Prerequisite: SCON 220*

This course will be at an on-site location in which the individual will learn about sales, daily maintenance, and management of a facility. One hundred hours of field experience is required for this course.

341 STRUCTURAL KINESIOLOGY *3 semester hours*

*Prerequisites: BIOL 322 and 322L*

This course provides a study of physical principles as they apply to the analysis of sport movement from a mechanical viewpoint. Emphasis will be placed on the assessment of muscular strength, movement, plyometrics, and flexibility. Laboratory work will reinforce the basic principles covered during the lecture.

360 PHYSIOLOGY OF EXERCISE PRESCRIPTION WITH THE ATHLETIC POPULATION *2 semester hours*

*Prerequisites: HPE 308 and BIOL 322*

This course will focus primarily on the application of the scientific methods involved in prescribing exercise/conditioning programs for various athletic populations. The areas of energy production, nutrition, body composition, periodization, and fitness testing will provide the coach/health professional with the knowledge to design scientifically based programs.

361 PHYSIOLOGY OF EXERCISE PRESCRIPTION WITH ADULTS AND SPECIAL POPULATIONS *2 semester hours*

*Prerequisites: HPE 308 and BIOL 322*

This course will focus primarily on the application of the scientific methods involved in prescribing exercise programs for the adult population as well as for various special populations such as individuals with coronary heart disease, hypertension diabetes, obesity, etc. The areas of physical fitness, nutrition, body composition, fitness assessment, and health appraisal will provide the health professional with the knowledge to design scientifically based programs.

365 POST-CARDIAC REHABILITATION *1 semester hour*

*Prerequisites: SCON 220, 221, 360, and 361*

This is an internship with supervised work in cardiac rehabilitation in an approved facility. One hundred hours of field experience is required for this course.

370 STRENGTH AND CONDITIONING I *3 semester hours*

*Prerequisites: SCON 220 and 221*

This course covers the concepts and applications of the scientific principles of strength and conditioning as it applies to program design and exercise techniques. Concepts and applications will be based upon the highly physically active and athletic team(s).

371 STRENGTH AND CONDITIONING II *3 semester hours*

*Prerequisite: SCON 370*

This course offers a study of physiological basis of cardiovascular and resistance strength conditioning as it applies to testing and evaluation procedures. Methods of instruction for this course include, but are not limited to, lecture, discussion, small group, guest speakers, student presentation, and anaerobic lab activities.

421 PRACTICUM: STRENGTH AND CONDITIONING *2 semester hours*

*Prerequisite: HPE 308*

This course is designed for the student to put principles of cardiovascular training and strength training into practice as they relate to sport team training. Students will work with a university sport team for which they will design a fitness program based on individual and team goals. Students will be tested on their own weight-lifting techniques. Students will complete a final project designing a strength and conditioning program for an athletic team.

# DEPARTMENT OF OCCUPATIONAL THERAPY

Chair: Goodwin
Associate Professors: T. Dillon, Goodwin, King, Nelson
Assistant Professors: Beitzel, Davies, M. Dillon, Leto, Schmelzer
Instructors: Buddelmeyer, Meredith

The mission of the Occupational Therapy Program at The University of Findlay is to prepare occupational therapists who understand and value a community-focused and occupation-based approach to practice, are leaders in a variety of professional roles, and participate in ongoing professional development in preparation for service in diverse communities.

A *major in occupational therapy* is available with two options, Traditional and Weekend College (WEC), to complete a Bachelor of Science degree with a pre-occupational therapy emphasis and a Master of Occupational Therapy degree. The five-and-one-half-year Traditional program is completed with pre-professional requirements and three years of professional course work plus fieldwork. The WEC program is completed with pre-professional requirements and three years of professional course work including fieldwork. The WEC program is intended for the adult learner who is a certified occupational therapy assistant, or who has completed an associate's degree or bachelor's degree in a related field and has one year of health-care related experience.

A student who has already earned a bachelor's degree from an accredited college or university must complete all of The University of Findlay's Occupational Therapy Program's prerequisite courses before beginning the professional portion of the OT Program.

For the Traditional program, a *major in health science - pre-occupational therapy emphasis* cannot be declared unless the incoming freshman has a minimum 3.0 cumulative high school GPA and a minimum composite ACT of 20 (minimum SAT of 1640). The *major in health science - pre-occupational therapy emphasis* consists of OCTH 306, 311, 312, 321, 330, 340, 345, 350, 404, 410, 415, 421, 424, 450, 463, 474, 480 and HEPR 355. The following prerequisites must also be completed: BIOL 322, 322L, 323, 323L; CHEM 111/111L or higher; ENGL 202, 272, 282, 302, 305, or 306; HEPR 220; MATH 123; PHYS 250, 250L; PSYC 100, 208, and 233.

A guaranteed direct freshman admission option will be offered (in addition to the current junior admission) into the OT Traditional Program if an incoming freshman has a minimum cumulative high school GPA of 3.5 and a minimum composite ACT of 25 (minimum SAT of 1740).

Traditional occupational therapy students will continue on to complete a Master of Occupational Therapy (MOT) degree with OCTH 507, 553, 580, 616, 621, 622, 624, 634, 645, 650, 651, 652, 660, 690, 691, and 695.

For the WEC program, the *major in health science - pre-occupational therapy emphasis* consists of OCTH 250, 306, 312, 315, 330, 340, 345, 350, 404, 410, 415, 421, 463, 474, 481 and HEPR 355. Non-occupational therapy assistants must also complete OCTH 490. The following prerequisites must also be completed: BIOL 322, 322L, 323, 323L; ENGL 202, 272, 282, 302, 305, or 306; HEPR 220 (non-OTAs only); MATH 123; PHYS 250, 250L or OCTH 221; PSYC 100, 208 (non-OTAs only), 233; three hours in fine arts; three hours in humanities; and three hours in foreign language/culture.

WEC occupational therapy students will continue on to complete a Master of Occupational Therapy (MOT) degree with OCTH 507, 524, 553, 616, 621, 622, 624, 634, 645, 650, 651, 652, 661, 690, 691, 695.
Descriptions for 500- and 600-level courses can be found in the Graduate Catalog. A sequence of courses by module is available through the Occupational Therapy Program office.

**The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) c/o Accreditation Department American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. The phone number is 301-652-2682. Graduates of the program will be eligible to take the certification examination implemented by the National Board of Certification in Occupational Therapy (NBCOT). The NBCOT is an independent national credentialing agency. It is responsible for all policies related to the certification of occupational therapy personnel. Upon successful completion of this examination, the graduate will be an Occupational Therapist Registered (OTR). Most states have regulations that govern the practice of occupational therapy. However, many states use the results of the NBCOT certification examination to determine a practitioner's eligibility to practice.**

# OCCUPATIONAL THERAPY (OCTH)

221 APPLIED PHYSICS FOR OCCUPATIONAL THERAPY *4 semester hours*

*Prerequisite: acceptance into the Occupational Therapy Program*

This course offers a study of the principles, concepts, and critical thinking methods used in classical mechanics and general physics that have applications in occupational therapy clinical practice. Lab experiences and topics are coordinated with the topics covered in the lectures.

250 INTRODUCTION TO OCCUPATIONAL THERAPY: DOMAIN AND PROCESS *2 semester hours*

This course is designed to familiarize weekend college students with occupational therapy terminology, basic concepts of the profession, and the philosophical base of the profession of occupational therapy. In addition, the history of occupational therapy will be examined and discussed. Students will gain insight and understanding into activity analysis, as well as hands-on application and experience into the therapeutic value of occupation.

306 FUNCTIONAL MOVEMENT *3 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

This course provides a study of functional anatomy and biomechanical principles as applied to human movement and occupations. Emphasis is placed on basic concepts in biomechanics, joint structure and function, muscle structure and function related to the functional human body and how this impacts daily occupational performances. Laboratory experiences include analysis of movement, gait, functional occupations, range of motion, manual muscle testing and posture.

311 INTRODUCTION TO OCCUPATIONAL SCIENCE *3 semester hours*

*Prerequisite: acceptance into the Traditional Occupational Therapy Program*

This course focuses on the meaning and purpose of occupation in everyday functioning. Occupations are discussed in terms of choice, roles, and lifestyles imbedded within developmental life stages. Contextual influences on occupational performance and introductions to the foundational models of the occupational therapy program are examined. Political and economic factors influencing the development of occupational therapy and occupational science are also explored. Integrated experiences center around contextual influences on occupational performance and the use of theories within the context of the occupational therapy domain and process.

312 ANALYSIS OF HUMAN OCCUPATIONS *2 semester hours*

*Prerequisite: acceptance into the Traditional or WEC Occupational Therapy Program*

The detailed performance skills of human occupations are examined and used in practical application through the use of activity analysis. Students gain foundational knowledge of professional terminology and the Occupational Therapy Practice Framework while developing skills to identify and utilize meaningful occupation as treatment media. Lab experiences include activity analysis, completion of selected craft activities, and areas of early occupation.

315 OCCUPATIONAL SCIENCE CONCEPTS AND PHILOSOPHY *4 semester hours*

*Prerequisite: acceptance into the WEC Occupational Therapy Program*

The meaning or purpose of occupation in everyday functioning is emphasized in this course. The history, philosophy, and framework, theories of practice, and frames of reference of the profession are also explored. The occupational therapy process with focus on the components of critical thinking, clinical reasoning, and documentation are included. Integrated lab experiences center around activity analysis, contextual influences on occupational performance, the use of theories of practice and frames of reference within the context of the occupational therapy process.

321 PROFESSIONAL RELATIONSHIPS IN CONTEXT *2 semester hours*

*Prerequisite: completion of previous module of Traditional Occupational Therapy Program*

In this course, students will investigate behaviors necessary for effective professional practice. Communication skills for interaction with diverse clients, colleagues, and communities are developed through academic service learning and experiential learning opportunities in the integrated lab component of this course. Students are introduced to the concept of cultural competency as it relates to providing occupational therapy services to diverse individuals and populations. Students develop awareness of their own interpersonal style and the therapeutic use of self as an agent of change.

330 RESEARCH AND CRITICAL ANALYSIS *3 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

This course provides an introduction to the research process in the health professions. Principles related to research design; measurement, literature review, and data analysis are included. Critical reading of professional literature in the health professions is an integral part of this course.

340 PROFESSIONAL ISSUES *3 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

This course provides an overview of issues related to practice for the health professional, and focuses on the issues of the professions and the professional roles and responsibilities.

345 DIAGNOSTIC GROUPS *3 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program or permission of the instructor*

This is a survey course of physical and psychiatric illnesses including etiology, signs, symptoms, and pharmacology. The course will emphasize normal and abnormal function over the lifespan and the influence of the illness/disease process on the individual’s quality of life.

350 NEUROSCIENCE *4 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

The course covers the study of neuroanatomy, neurophysiology, and neuropathology with the interrelationships of the nervous system development and structure. It also provides an introduction to theories and research regarding postural and motor control, motor learning, and applied neuroanatomy/physiology with model and cadaver laboratory sessions. Laboratory experiences include clinical case studies to help clarify the functional implications correlated with neurological disruption.

404 HUMAN ANATOMICAL STRUCTURES *4 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

This course is a study of human gross anatomy including inter-relationships of neuromuscular and skeletal development, the anatomical characteristics of tissues and internal organ systems as well as appreciation of surface anatomy differences between individuals. The course includes patient case studies aimed at the development of critical thinking skills to emphasize the relevance of the study of anatomy to practice. Laboratory sessions include cadaver dissection, anatomical specimens, bones, models, and radiographs.

410 EDUCATIONAL STRATEGIES IN OCCUPATIONAL THERAPY *3 semester hours*

*Prerequisite: admission into the Occupational Therapy Program*

This course is designed to introduce the student to the teaching/learning process as it relates to the domain of occupational therapy. Students will become familiar with teaching and learning theories, methods, skills, and techniques. Students will apply teaching/learning principles through the development of an educational module addressing the needs of the individual consumer of occupational therapy services and their caregivers. Health literacy topics will be explored. Students will organize an educational module designed for health care providers and public audiences.

415 GROUP DYNAMICS IN OCCUPATIONAL THERAPY *3 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

Theoretical approaches are applied to group treatment for a variety of populations, with a systematic approach to planning and conducting groups. The concept of group dynamics is addressed, to include roles, content, and process. Integrated lab activities provide opportunities to gain practical experience and confidence in planning and conducting simulated treatment groups.

421 CONTEXTUAL ISSUES IN PRACTICE: SUPPORTING CLIENT-CENTERED CARE 2 *semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

The therapeutic use of self is further explored with appraisal of self, values, and communication style in the context of effective clinical practice. The identification of one's own culture and its influence on behavior contributes to self-awareness as the first step toward cultural competence. Students increase their knowledge of diversity and cultural issues and the meaning of client-centered care. The relationship among therapeutic use of self, cultural competence, and the role of occupational therapy will be examined. Course content also assists students in understanding the specific needs of diverse populations related to living with a disability, sexuality and disability, and dealing with the process of dying.

424 OCCUPATIONS THROUGH THE LIFESPAN – PEDIATRIC *4 semester hours*

*Prerequisite: completion of previous module of Traditional Occupational Therapy Program*

This course applies theories of development, theories of human occupation, and models of occupational therapy practice to the evaluation and treatment of children from birth through adolescence. Students analyze typical and atypical development; examine the impact of dysfunction on the development of childhood occupations; and review legislation regulating pediatric practice. Practical experiences include evaluation of children through observational and standardized assessment; formulation of intervention plans; and creation of reports documenting performance and progress. Family-centered care, parent-professional collaboration, and context of the service delivery system are emphasized throughout the occupational therapy process.

450 OCCUPATIONAL THERAPY CONCEPTS AND PHILOSOPHY *3 semester hours*

*Prerequisite: completion of previous module of Traditional Occupational Therapy Program*

The history and the philosophy of occupational therapy are examined in this course. Students are introduced to conceptual practice models, frames of reference and theories that guide occupational therapy practice. Students will examine the occupational therapy process with a focus on critical thinking and clinical reasoning. Aspects of the occupational therapy process are applied through an integrated lab component of the course. Professional documentation methods for skilled observation, intervention, and outcomes will be introduced.

463 OCCUPATIONS THROUGH THE LIFESPAN – BIOPSYCHOSOCIAL *4 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

An exploration of biopsychosocial theories, frames of reference, and practice models used in occupational therapy to address occupational performance deficits across the lifespan is completed. Lecture content focuses on theory, while the integrated lab experiences provide opportunities for practical application and the acquisition of knowledge about assessment and treatment implementation.

474 RESEARCH IN OCCUPATIONAL THERAPY *3 semester hours*

*Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program*

This course will allow students to select and analyze research in occupational therapy and related fields to further develop critical thinking, writing skills, and ethical research practices. Students will explore and select a scholarly research project topic.

480 LEVEL I FIELDWORK A *1 semester hour*

*Prerequisite: completion of previous module of Traditional Occupational Therapy Program*

During this Level I Fieldwork experience students observe and participate in learning opportunities at occupational therapy clinical practice settings that enable the integration of concurrent academic course work during the semester. The student is exposed to a variety of opportunities to enhance professional development. This course will be graded S/U.

481 LEVEL I FIELDWORK A *1 semester hour*

*Prerequisite: completion of previous module of the WEC Occupational Therapy Program*

During Level I Fieldwork the students explore a variety of professional issues with an emphasis on professional development. Students observe and participate in occupational therapy assessment and intervention allowing the integration of the information learned during related academic course work to occur. This course will be graded S/U.

490 LEVEL I FIELDWORK ELECTIVE *1 semester hour*
*Prerequisite: completion of previous modules of the WEC Occupational Therapy Program*
This is an elective experience or a required third Level I experience for students who are not occupational therapy assistants. Students explore a variety of professional issues with an emphasis on serving a culturally diverse population or working within an area of special interest. This experience provides opportunities to observe and participate in occupational therapy assessment and intervention allowing the integration of information learned during the academic course work to occur. This course will be graded S/U.

495 INDEPENDENT STUDY IN OCCUPATIONAL THERAPY *1 to 3 semester hour(s)*
*Prerequisite: permission of the instructor*
This course provides an optional elective independent study for the qualified occupational therapy undergraduate student. It will be conducted under the guidance of a department faculty member who will determine the specific learning objectives in collaboration with the student based on the topic of study.

# DEPARTMENT OF PHYSICAL THERAPY

Chair: Fleming Walsh
Professors: Bouillon, Yaggie
Associate Professors: Carroll, Encheff, Frampton, George, Toney, Fleming Walsh
Associate Clinical Professors: VanZant, Volansky
Assistant Professor: Weaver
Instructors: Elchert, Lammers

There are two physical therapy programs. In the **Traditional program**, students take three years of prerequisites, then three years of professional study, for a total of six years. At the end of the fourth year, students receive a Bachelor of Science degree in health sciences-pre-physical therapy emphasis. After successful completion of the sixth year, students receive a Doctor of Physical Therapy degree. In the **Weekend College (WEC) physical therapist assistant to physical therapist program**, practicing physical therapist assistants may become physical therapists in a program that meets weekends only. Please contact the program director/department chair to obtain information regarding specific admission requirements or application packets for these programs.

For the Traditional program, a *major in health science - pre-physical therapy emphasis* consists of HEPR 150, 220; HPE 308; PHED 336; BIOL 322, 322L, 323, 323L; CHEM 130, 130L, 131, 131L; MATH 123; PHYS 250, 250L, 251, 251L; PSYC 100, 233, and one of the following: PSYC 207, 208, or 210. The bachelor's degree will be awarded after the first year of graduate-level course work.

The Traditional program students will continue on and complete a *Doctor of Physical Therapy (DPT)*. The DPT requirements include PHTH 520, 522, 526, 532, 543, 545, 547, 551, 557, 559, 561, 563, 564, 565, 573, 575, 579, 581, 640, 641, 643, 645, 661, 665, 667, 669, 671, 675, 685, 687, 723, 725, 727, 731, 735, 739, 745; PHTH 616, 636, and 656 or PHTH 628, 648, and 658; HEPR 505, 507, 549. Course descriptions for the Doctor of Physical Therapy can be found in the Graduate Catalog.

To be eligible for a *Doctor of Physical Therapy*, for the WEC physical therapist assistant to physical therapist program, students must have graduated from an accredited physical therapist assistant education program and must have a baccalaureate degree from an accredited, four-year institution. In addition, the following prerequisites are required: BIOL 322, 322L, 323, and 323L; PHYS 250, 250L, 251, and 251L; CHEM 130, 130L, 131, and 131L; and MATH 123.

For a detailed listing of the courses in the PTA to DPT program, please refer to the Graduate Catalog.

**The programs of study in physical therapy are accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; accreditation@apta.org; 1-703-684-2782 or 1-703-706-3245.**

# DEPARTMENT OF SOCIAL WORK

Chair: Walters-Powell
Coordinator of Field Instruction: Wilgus
Associate Professor: Wilgus
Assistant Professors: Tucker, Walters-Powell

A Bachelor of Arts degree is granted for completion of baccalaureate programs in the Department of Social Work.

### *Baccalaureate Program:*
Social Work

### *Minor:*
Gerontology

### *Certificate:*
Gerontology

# GERONTOLOGY (GERN)

A *minor in gerontology* consists of a minimum of 18 semester hours, including GERN 200, 241, 242, and 425. The student must also select two of the following courses: BIOL 322/322L, 323/323L, GERN 210, 400, 450, HEPR 205, PSYC 208, 309, 385, SOCI 230, 250, GEND 350, or SOWK 101.

*Certificate in Gerontology*
The certificate program is primarily designed for the benefit of the nontraditional student. Within the context of this program, "nontraditional student" refers to an individual who is interested in pursuing only those courses relevant to the completion of the certificate program. The administrative classification of students in the certificate program would be that of "non-degree student." The minimum eligibility requirement for admission to the program is a high school diploma.

The "Certificate in Gerontology" is an acknowledgement by The University of Findlay that the student has successfully completed the course work identified below with an average grade of "C" or better. The certificate represents the student's achievement in mastering course work specific to the aging process but does not confer upon the student any rights, privileges, or status. Rather, the certificate provides the student with a tool to promote his or her potential within the workplace. The certificate also will be awarded to a student who is enrolled in a degree program with a minor in gerontology.

A *certificate in gerontology* consists of a minimum of 18 semester hours, including GERN 200, 241, 242, and 425. The student must also select two of the following courses: BIOL 322/322L, 323/323L, GERN 210, 400, 450, HEPR 205, PSYC 208, 309, 385, SOCI 230, 250, GEND 350, or SOWK 101.

200 THE AGING PROCESS GE *3 semester hours*

(A required course for all gerontology students)

This course is an introduction to the social, psychological, and biological factors involved in the aging process. The course will examine aging as an individual as well as a societal process. Special emphasis will be placed on the theoretical frameworks appropriate to aging.

210 GENDER AND AGING GE *3 semester hours*

Gender and Aging is the study of theory, research, and application of issues related to gender and the aging experience. This course will examine gender differences in areas such as health, mental health, income security, crime, and public policy. Attention will be given to variations of the above when dealing with both males and females.

241 THE PSYCHOLOGY OF AGING GE *3 semester hours*

This course will examine the psychological concepts and behavioral patterns associated with aging. Some of the topics include perception, memory, intelligence, and personality as they relate to and are influenced by the aging process.

242 THE SOCIOLOGY OF AGING GE *3 semester hours*

This course will examine the social dynamics and social structure of the aging population. The course will focus on the interrelationship between the changing needs relative to the elderly and society. Some of the topics include interpersonal relationships, societal responses to aging, and political aspects of aging.

400 INTERNSHIP *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206, completion of all gerontology-related course work by the end of the internship semester, minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

The student will work, under supervision, in an area social service agency, industry, medical, or nursing facility that provides services to the elderly. The time commitment will be 10 hours per week for 15 weeks. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

425 GERONTOLOGY ETHICS *3 semester hours*

*Prerequisite(s): ENGL 106 or 107, GERN 200, 241, and 242 or permission of the instructor*

This course will provide the opportunity to integrate the multidisciplinary nature of the gerontology program. Ethical dilemmas and situations will be discussed in areas relevant to the aging population such as employment, health care, sex and relationships, quality of life, and end-of-life issues and decisions.

450 SENIOR SEMINAR: SELECTED TOPICS *3 semester hours*

*Prerequisite(s): ENGL 106 or 107, GERN 200, 241, and 242 or permission of the instructor*

This course will provide the student the opportunity to integrate the multidisciplinary nature of the gerontology program. The topic of the seminar will vary depending upon interest and trends. The topic selected will provide the student with the opportunity to concentrate on a particular area of interest within gerontology.

# SOCIAL WORK (SOWK)

The Social Work Program at The University of Findlay is accredited by the Council on Social Work Education.

The primary mission of the social work program is to prepare students for entry-level, generalist social work practice. The educational experience is centered within a strong liberal arts framework. Designed for sequential learning, the social work curriculum is based on the Curriculum Policy Statement of the Council on Social Work Education, and emphasizes the requisite knowledge base, skills, ethics, and values of the social work profession. The first two years of study are devoted to the general education requirements set by the University, coupled with introductory social work and social science courses. The junior and senior years are generally devoted to specific skill/knowledge development and professionally supervised field placement experiences.
All students intending to major in social work must make formal application to the program, normally during the first semester of the junior year. Social work faculty review each application separately. The final decision of acceptance or rejection is based on a combination of academic excellence and professional potential. To be formally admitted to the program, a student must provide professional and personal references, have at least a 2.5 overall grade point average, have at least a 2.75 grade point average in all social science courses (with no grade below a "C"), and demonstrate a commitment to the values and ethics of the social work profession. Students who have not been formally admitted to the program may not enroll in either professional practice or the second field instruction class.

In order to graduate with a Bachelor of Arts degree with a major in social work from The University of Findlay, the student must maintain a 2.5 overall GPA and also have a 2.75 GPA in all major courses (with no grade below a "C").

A *major in social work* consists of SOWK 101, 210, 305, 306, 307, 347, 355, 360, 361, 405, 410, 447, and 495. In addition, students are required to take EDUC 151 or SOCI 250 and one of the following: SOCI 105, 220, or 230. Also, students must take three hours of history, public administration, or political science; PSYC 100; three hours of upper-level PSYC; ECON 199 or 200; one course from PHIL 100, 101, 220, or 221; MATH 123; and one of the following BIOL 102, 201, 138, or NSCI 100.

In addition to classroom work, field instruction supervised by professional social workers in a variety of social welfare agencies in the community provides "hands-on" learning experience for students. Field instruction begins with SOWK 210; a one-semester course usually completed during the second or third year and is followed by SOWK 410, a block placement completed during the final semester of the senior year. Upon graduation, each student will have completed almost 500 hours of supervised placements. The social work program is currently contracted with almost 40 human service agencies in a five-county area surrounding the University. The following is a listing of those agencies contracted with during recent years:

- A Home for You, Bowling Green
- AIDS Resource Center (ARC Ohio), Toledo
- Allen County Department of Job and Family Services, Children's Services, Lima
- Birchhaven Retirement Village, Findlay
- Blanchard Valley Center, Findlay
- Blanchard Valley Regional Health Center, Findlay
- Briar Hill Health Campus (Blakely), North Baltimore
- The Bridge Home Health and Hospice Care, Findlay
- Century Health Inc., Findlay
- Community Hospice Care, Tiffin
- Crime Victim Services, Lima
- Diversion, Adolescent Foster Care of Ohio, Findlay

- Family Resource Centers, Findlay
- Findlay Hope House for the Homeless Inc.
- Fostoria Community Hospital
- Fox Run Manor, Findlay
- The Friendly Center, Toledo
- Hancock County Adult Probation, Findlay
- Hancock County Agency on Aging
- Hancock County Board of Alcohol, Drug Addiction, and Mental Health Services
- Hancock County Department of Job and Family Services
- Hancock County Children's Protective Services Unit
- Hancock County Prosecutor's Office
- Hancock/Hardin/Wood/Putnam Community Action Center
- The Heritage (nursing home), Findlay
- Juvenile Court of Hancock County, Findlay
- Juvenile Residential Center of Northwest Ohio, Bowling Green
- Lima Memorial Hospital
- North Coast Behavioral Health Care System, Toledo
- Oakwood Correctional Facility, Lima
- Open Arms Domestic Violence and Rape Crisis Services, Findlay
- PSA 3 Agency on Aging, Lima
- Valerie Roszman, Attorney at Law, Findlay
- Specialized Alternatives for Families and Youth, Findlay
- St. Catherine Care Center, Findlay
- St. Francis Home, Tiffin
- Tiffin Developmental Center, Tiffin
- Turning Point, Marion
- Wapakoneta Manor, Wapakoneta
- Wood County Department of Job and Family Services, Children's Protective Services Unit, Bowling Green

The Social Work Program welcomes transfer students. Academic credit is granted to those students based on an analysis of course work taken and whether or not the transferring credit was granted by a program accredited by the Council on Social Work Education. Under no circumstances will academic credit for life experience and previous work experience be given any student, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas specified in the Curriculum Policy Statement of the Council on Social Work Education.

The social work major wishing to complete requirements for a double major must consult with both his or her academic adviser and a faculty adviser in the second discipline. However, the social work major is regarded as primary.

The University of Findlay Social Work Program conducts all aspects of its program without regard to race, color, gender, age, religion, disability, political orientation, sexual orientation, ethnicity, or national origin.

020 SOCIAL WORK CLUB *ACTIVITY* *.5 semester hour*

Promotion and encouragement of discussion and action on contemporary social issues. Participation in selected volunteer experiences in the community.

101 INTRODUCTION TO SOCIAL WORK GE *3 semester hours*

This course is an overview of social work emphasizing the commonalities of a very diverse profession. It focuses on the historical development of the profession, the variety of practice settings and levels of practice, and the knowledge, ethics, values, and skills required for entry-level professional practice.

170 TOPICS IN SOCIAL WORK *3 semester hours*

This course is designed to enable students and faculty to explore interdisciplinary topics relevant to social work. Topics will be alternated and may include, but are not limited to, such issues as child welfare, substance abuse, family violence, gay and lesbian issues, the law, and health care.

210 FIELD PLACEMENT I *3 semester hours*

*Prerequisites: SOWK 101 and permission of the instructor*

The student will complete six hours per week (at least 50 hours during the semester) of observation within a social service agency, supervised by a professional social worker. The student will also spend one hour per week in a classroom setting in addition to the time spent in the agency. Graded S/U.

305 SOCIAL WORK PRACTICE I *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and formal admission to the social work program*

This course will cover the principles and skills of generalist social work practice with individuals and families. The student will learn the problem-solving process and will develop skills in engagement, assessment, planning, implementation, evaluation, and termination.

306 SOCIAL WORK PRACTICE II *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and SOWK 305*

Entry-level social workers are expected to work within a wide variety of situations involving groups. This course will help develop students into group leaders having the requisite knowledge of group behavior, structure, and dynamics, and the leadership skills necessary to conduct both task and treatment groups.

307 SOCIAL WORK PRACTICE I LAB *2 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

*Co-requisite: taken concurrently with SOWK 305*

Complementing SOWK 305, this course will allow the student to review and implement the techniques of the social work interview with a particular focus upon individuals and families. This course is taught laboratory style, with role-play, videotaping, and class exercises.

315 READINGS IN SOCIAL WORK *1 to 3 semester hour(s)*

*Prerequisites: SOWK 101, 360, and permission of the instructor*

The content and structure of this course are not predetermined. A formal agreement between the instructor and the student prior to enrollment will establish direction, depth, and requirements of the course. This course may be repeated, if the content of the reading has changed.

320 MEETING THE NEEDS OF CHILDREN GE *3 semester hours*

This course offers an examination of the concepts, policies, and practices designed to meet the diverse needs of children and families through a network of programs and social services, supplementary services, and substitute services. Issues for future planning are also considered, including preservation of the home culture. Content of the course is particularly relevant for all who will work with children (e.g., social workers, teachers, nurses, clergy, etc.).

347 RESEARCH METHODS FOR SOCIAL WORKERS *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206, MATH 123, junior standing, and a social work major*

This course provides introductory analysis of methods, techniques, and procedures of research for social workers, and the elementary descriptive and inductive statistical procedures that allow social work majors systematically to evaluate programs, policies, organizations, and their practice.

355 AMERICAN SOCIAL SERVICE POLICY *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and SOWK 101 or permission of the instructor*

Viewed from program and philosophical bases, this course focuses on the contemporary social welfare systems in the United States at all levels of planning and delivery. Special emphasis is on methods of evaluating service delivery. Attention is also given to social policies of other countries and how they compare to those of the United States.

360 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT I *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and any two lower-level courses from psychology, social work, or sociology*

The course involves the analysis of human behavior and the social context within which the behavior of individuals and families occurs throughout the lifespan. Developmental characteristics as well as theoretical perspectives from which to view behavior are examined. Specific approaches to be covered include biological, psychological, sociological, ecological-systems theory, and family-systems theory.

361 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT II *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and SOWK 360*

This course is the second of a two-course sequence focusing on the person-in-environment. This half of the sequence will analyze human behavior in the social context within which it occurs outside of the family, that is, in larger groups, organizations, and communities. It will also explore the ways in which individuals are affected by the social systems that surround them, with a particular emphasis on the impact of oppression on at-risk populations.

370 TOPICS IN SOCIAL WORK *1 to 3 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206 and SOWK 101 or any lower-level course in psychology or sociology*

This course is designed to enable students and faculty to explore selected topics relevant to social work practice. Topics may include, but are not limited to, substance abuse, family violence, gay and lesbian concerns, geriatrics, the law, and health care. This course may be repeated, if topic is different. Travel/study courses are also offered.

405 SOCIAL WORK PRACTICE III *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and SOWK 306*

*Co-requisite: taken concurrently with SOWK 450*

This course is the third in a sequence of courses dealing with professional social work practice. In this course, the student learns to apply the generalist methods of practice at the macro level, that is, with organizations, neighborhoods, and communities. Emphasis is also given to the impact of those systems on individuals, families, and groups.

410 SOCIAL WORK FIELD INSTRUCTION II *12 semester hours*

*Prerequisites: ENGL 106, 107, or 206, formal admission to the social work program, and SOWK 305, 306, 307, and 405*

This course consists of the student's final field placement experience in a program-approved social service agency under the supervision of a professional social worker. As a learner, the student will gain and implement the skills, knowledge, values acquired in the curriculum, leading to professional, entry-level practice as a social worker. Students will spend at least 450 hours in the agency and will attend a one-hour-per-week seminar which will integrate previous course work and the practicum experience. This course will be graded S/U.

447 SENIOR RESEARCH PROJECT *1 semester hour*

*Prerequisites: ENGL 106, 107, or 206, SOWK 347, and senior standing*

This course involves the construction, implementation, and analysis of a scientific research project conducted under the supervision of a faculty member of the social work program.

495 SENIOR INTEGRATIVE SEMINAR *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206 and successful completion of SOWK 450*

*Co-requisite: taken concurrently with SOWK 447*

This is the capstone course for social work majors, taken the second semester of the senior year. Its purpose is to enable the student to integrate social work knowledge, skills, and values and a liberal arts base into a set of practice competencies necessary for the successful performance of entry-level social work practice.

# COLLEGE OF LIBERAL ARTS

Dean: Nicole Diederich, Ph.D.
419-434-4568

## DEPARTMENT OF COMMUNICATION
## DEPARTMENT OF ENGLISH
## DEPARTMENT OF HISTORY, LAW AND THE LIBERAL ARTS, AND GENDER STUDIES

*Anthropology*
*Gender Studies*
*Geography*
*History*
*Humanities*
*Law and the Liberal Arts (Pre-Law)*

## DEPARTMENT OF LANGUAGE AND CULTURE

*Bilingual Multicultural Studies*
*French*
*German*
*Intensive English Language Program*
*Japanese*
*Spanish*

## DEPARTMENT OF RELIGIOUS STUDIES AND PHILOSOPHY

*Philosophy*
*Religious Studies*

## DEPARTMENT OF SOCIAL, BEHAVIORAL, AND JUSTICE SCIENCES

*Criminal Justice*
*Forensic Science*
*Political Science*
*Psychology*
*Public Administration*
*Social Science*
*Sociology*

## DEPARTMENT OF VISUAL AND PERFORMING ARTS

*Art*
*Music*
*Theatre*

# INTRODUCTION TO THE COLLEGE OF LIBERAL ARTS

## Identity

The College of Liberal Arts fills the unique role of helping prepare individuals for an ever-changing world. Employers have long recognized the value of the liberal arts in providing a broad introduction to a wide variety of academic disciplines. Many of this country's leaders and CEOs got where they are today with degrees in English, political science, philosophy, communication, and the like.

The term "liberal arts" is being used not to designate a special set of disciplines in the classical sense, but rather to suggest an educational orientation that emphasizes exposure to a range of perspectives and a "liberating" attitude that frees individuals to be open-minded, creative, and inquisitive. The College functions as an integral organizational unit, providing distinct programs and resources that advance the University's commitment to high-quality education and that affect the direction of the institution.

## Mission

*The mission of the College of Liberal Arts is to prepare students for lives of critical thinking, cultural awareness, and service.*

Reflecting the mission of the University, the College of Liberal Arts offers vigorous educational programs designed to preserve and strengthen the central values of a liberal arts education, while providing specializations geared to today's career opportunities.

Through courses and programs in the following academic departments: communication; English; history, law and the liberal arts, and gender studies; language and culture; religious studies and philosophy; social, behavioral, and justice sciences; and visual and performing arts, the College is committed to providing students opportunities to:

- Develop their abilities in reading, speaking, writing, and critical thinking.
- Enhance their creative talents, aesthetic sensibilities, and appreciation of works with literary and artistic merit.
- Gain meaningful insights into the varied realms of human life, including the religious, philosophical, and psychological.
- Elevate their awareness and understanding of moral issues, and heighten their sense of personal and social responsibility.
- Develop a deeper and more mature understanding of human behavior, which they may bring to their own lives and to the problems of society, including a sense of history, a global awareness and appreciation for cultural/linguistic diversity, and a grasp of the institutional workings within society.
- Achieve sound preparation for immediate occupational needs or for advanced graduate or professional education.
- Cultivate a joy for learning and an excitement for continuing inquiry about themselves, their society, and the global community.

## Collaboration

*Internally:*

The College of Liberal Arts provides the majority of courses for the University's general education component. As an institution founded on values inherent in the liberal arts, The University of Findlay recognizes the importance of a strong general education program as a foundation for a well-rounded college education.

The College of Liberal Arts works closely with other colleges within the University to provide excellent learning experiences. In some cases this may be only a course while in other programs significant portions of the program are provided by the College of Liberal Arts.

For example:

- College of Education students who major in secondary education or work toward licensure in liberal arts subjects will take many of their courses in COLA.
- COLA-based forensic science majors take many of their courses in the College of Sciences.
- Students from the College of Health Professions and the College of Business often have second majors or minors in COLA, as a way of adding to the breadth and depth of their education.

For more details on each of these programs, please consult the college where the program is based.

*Externally***:**
The College of Liberal Arts has established collaborative and partnership agreements with other educational institutions in an effort to provide excellent learning experiences in pre-professional disciplines. For example:

- The Spanish program at The University of Findlay has developed a semester-long study abroad immersion program at the Universidad Internacional of Cuernavaca, Mexico.
- Students majoring in Japanese are able to spend a year of class work and immersion experiences in Daito Bunka University in Tokyo, Japan.
- Students in political science and journalism go to Washington, D.C., as part of class experiences and internships.
- Public relations students network with professionals across the country through the Public Relations Student Society of America.

## Prerequisites

All prerequisite courses must be completed with at least a grade of "C." Some courses require a higher grade than a "C" for the prerequisite. The course description will list the required grade if different from a "C."

# DEPARTMENT OF COMMUNICATION

Chair of Communication: Hampton-Farmer
Professor: Montague
Associate Professors: Drake, Foster
Assistant Professors: Hampton-Farmer, Underation
Instructor: Hatch

A Bachelor of Arts degree is granted for completion of baccalaureate programs in the Department of Communication.

## *Baccalaureate Programs:*

Journalism
Public Relations

## *Minors:*

Digital Media
Health Communication
Interpersonal Communication
Mass Communication
Political Communication
Public Relations

A *major in journalism* consists of COMM 120, 170, 180, 216 or 312, 217, 230, 260, 280, 308 or 330, 313, 317, 320, 361 or 375, 391 and/or 444 (repeatable for 3 semester hours total), 400, 410, 428 (3 semester hours); COMM 350 or ENGL 265; ART 205; ENGL 270, 360, and 370.

A *major in public relations* consists of COMM 170, 180, 216 or 312, 230, 240, 265, 280, 308 or 330, 313, 315, 320, 341, 385, 391 (1 semester hour) or 444, 400, 410, 428 (2 semester hours); and ENGL 260, 265, and 270.

A *minor in digital media* consists of COMM 180, 280, 308, 375, 391, 480; and three semester hours of electives chosen from the following: COMM 225, 260; ART 216, 250; or ENGL 490.

A *minor in health communication* consists of COMM 216, 219; HEPR 150; three courses from COMM 218, 240, 320, 440, or HEPR 355; plus ENGL 260 or 270 and 270L. Communication majors are required to take HEPR 355.

A *minor in interpersonal communication* consists of COMM 216, 218, 312, 315, and nine semester hours of electives chosen from the following: COMM 211, 265, 303, 304, 320, 335, 385, 413, or 440.

A *minor in mass communication* consists of COMM 170, 230, 270; ENGL 270, 270L; COMM 225 or 260; ENGL 260, COMM 240, 341, or 400.

A *minor in political communication* consists of COMM 255; POLS 301; COMM 240 or 341; BUAD 220 or MRKT 326; and nine hours from COMM 211, 400, 413, HIST 120, POLS 333, or MRKT 477.

A *minor in public relations* consists of COMM 170, 240, 260, 341; ENGL 270; and ENGL 260 or 271.

**Speech Competency Examination:** In order to graduate from The University of Findlay, every student must meet the speech competency requirement. This can be done by successfully passing this exam or earning a grade of "C" or better in either COMM 110 or COMM 211. Advisers are encouraged to enroll students into COMM 110 or COMM 211 as early as possible.

The speech competency examination consists of two-parts: a written test over the basic knowledge that is taught in COMM 110 and a recorded portfolio of three formal presentations to show that the student has mastered the skills of good public speaking. The student must earn a score of 75 percent or higher on the written portion of the exam before being allowed to submit the portfolio.

Restrictions regarding the speech competency examination:

- Students beyond junior status **may not** take the exam unless they transferred to The University of Findlay with senior status and it is their first semester at The University of Findlay.
- The written and portfolio portions of the Speech Competency Examination **must** be passed during the same semester.
- The Speech Competency Examination **may not** be repeated.

The written portion of the Speech Competency Examination is given online during the third and fifth week of the fall and spring semester. This will be the only time during the semester that students may take the exam. Students wishing to take the exam must make arrangements through the Department of Communication's administrative assistant. There is a $30 fee to take the competency exam.

Passing the speech competency exam does not give the students any credit toward graduation, but it does mean that the student has met the speech competency requirements at The University of Findlay, and, thus, does not have to take COMM 110 or 211 to meet the requirement.

# COMMUNICATION (COMM)

110 PRINCIPLES OF SPEECH *3 semester hours*
This course provides a study of the basic principles of oral communication with emphasis on content, delivery, audience analysis, reasoning, organization, and other facets of the oral communication process.

120 RADIO: PRINCIPLES, TECHNIQUES, AND PROGRAMMING *1 semester hour*
This course is required for all students who wish to work in an on-air capacity on WLFC-FM, the University's radio station. Students will learn the history of WLFC, the FCC-mandated laws WLFC must follow daily, how to properly work with all the station's broadcast software and hardware, how to create a professional-grade radio program, and general techniques of radio production and radio programming. Students will also become FCC-licensed radio operators by completing the FCC Radio License Exam.

125 PARLIAMENTARY PROCEDURE GE *1 semester hour*
This course offers experience in organizing, presiding, and participating in meetings conducted under rules of parliamentary procedure.

170 INTRODUCTION TO MASS COMMUNICATION *3 semester hours*
This course examines the history of each mass medium, the complex influences of mass media on American culture, global media issues, mass media support industries, and current media controversies.

180 INTRODUCTION TO DIGITAL MEDIA *3 semester hours*

This course introduces the knowledge base and skills needed to be both a developer and user of multimedia. It will benefit communication majors directly by providing a solid foundation into their career goals and teach students from other majors to effectively use a variety of media.

202 ORAL INTERPRETATION GE *3 semester hours*

This course involves the oral reading of literature with special attention given to its selection, emotional meaning, and interpretation. Voice and diction will be emphasized as part of the course.

211 ARGUMENTATION AND DEBATE GE *3 semester hours*

This course provides a study of the principles of argumentation and the procedures of debate with special attention given to the collection of evidence, analysis, reasoning, organization, and practice in presentation.

216 INTERPERSONAL COMMUNICATION GE *3 semester hours*

This course offers an emphasis on dyadic communication with focus on listening, semantics, nonverbal communication, socialization, attraction, confrontation, and conflict resolution related to the intrapersonal variables of perception and self-concept. Gender communication and cross-cultural communication will also be emphasized as will communication in the family and the workplace.

217 CURRENT ISSUES IN COMMUNICATION *1 semester hour*

This course will introduce students to the major trade journals in communication to gain a greater understanding of the current issues and trends in the field. Emphasis will be placed on the legal and ethical consequences of actions being taken, the historical significance of the current issues, and the short- and long-term effect these actions may have on various industries, publics, and society as a whole.

218 INTERCULTURAL COMMUNICATION GE *3 semester hours*

This course offers a survey of the variables that affect communication among peoples of different cultures as well as the use of this knowledge in facilitating such social and cultural interchanges.

219 HEALTH COMMUNICATION *3 semester hours*

This course offers an overview of ways in which perspectives of health have changed and influenced health practices and health communication. The course also examines communication strategies and media used to disseminate information and traces practices and policies that created the need to legislate privacy of health information.

220 BROADCASTING IN AMERICA GE *3 semester hours*

This course provides an introduction to the physics, history, economics, and social implications of radio, broadcast television, cable television, and developing media.

225 AUDIO PRODUCTION *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course covers the theories and processes of producing, writing, and directing the audio in programs including special events, advertising, and promotion.

225L AUDIO PRODUCTION LAB *1 semester hour*

*Co-requisite: COMM 225*

Students will practice the concepts from the lecture portion of the course, including making various instruments, multi-track recording, audio sweetening, overdubbing, adding reverb, flange, echo and other audio effects to recorded audio materials. Students will work with the instructor to establish solid audio designs and practical application of theory and audio concepts. Students will spend a minimum of 45 hours working as an audio engineer for projects in consultation with the instructor.

230 MASS MEDIA AND THE LAW GE *3 semester hours*

This course offers an examination of the role of the federal government in regulating mass media with emphasis on First Amendment law and the role of the Federal Communications Commission.

240 PRINCIPLES OF PUBLIC RELATIONS *3 semester hours*

This course provides a study of the history, development, and status of public relations in business, governmental, and ancillary organizations. Application of the duties of a practitioner and research methods as well as an introduction to planning, execution, and evaluative aspects of public relations are also covered.

245 RADIO DRAMA *3 semester hours*

Students produce, record, and perform authentic radio scripts with sound effects to better understand the popular culture of the 1930s, 1940s, and 1950s.

255 POLITICAL COMMUNICATION *3 semester hours*

This course will study the functions, styles, strategies, and practices of political communication. Emphasis will be placed on both teaching the student to engage in effective political communication and on being a more prudent consumer of the political communication that is directed at him/her by others.

260 VIDEO PRODUCTION I *3 semester hours*

This course introduces basic video equipment operation and aesthetic principles, begins the basics of studio operations and television lighting, and introduces students to producing and directing video projects. It presents practical training of pre-production, production, and evaluation techniques for broadcast and non-broadcast productions. Includes a separate lecture and lab to complete course work.

265 NONVERBAL COMMUNICATION AND LISTENING GE *3 semester hours*

This course includes the study of nonverbal communication and the role it plays in human interaction, as well as the importance of having good listening skills and the role listening plays in effective communication. It involves studying both how to use nonverbal communication more effectively and how to more accurately read the nonverbal communication of others. It will also include the study of proven listening strategies that work in personal relationships, in education, and in the workplace. Topics will include the study of gestures, proxemics, posture, touching, chronemics, facial expression, dress, eye contact, movement, and various forms of paralanguage. They will also include listening to one's self, perception and listening, nonverbal communication and listening, barriers to effective listening, and empathetic listening.

270 FILM AND SOCIETY GE *3 semester hours*

The aim of this course is to teach students a greater appreciation of the medium of film, to arm them with the knowledge to be informed consumers and/or critics and to enable them to see the larger picture of how this artistic expression can convey culture, meaning, and context to fictional and non-fictional stories and events.

280 MASS COMMUNICATION AND DIGITAL MEDIA *3 semester hours*
*Prerequisite: COMM 180*
This course is designed to introduce students to the primary areas of digital communication as they connect to the major areas of the media. Students will be introduced to and learn to work with Web applications and basic Web design; photo and video shooting and editing software for these areas; recording and editing audio; and streaming applications for audio and video.

291 COMMUNICATION FIELD EXPERIENCE *1 semester hour*
Under supervision of department faculty, students will begin to use application of basic theory through practical experience in at least two programs of study within the communication area. It is expected that most students will be in the introductory-skill level and will gain experience in equipment use and application at this level. This course may be repeated for up to three hours. This course is graded S/U.

296 COMMUNICATION FIELD RESEARCH *1 semester hour*
This course requires students to study qualitative and quantitative methodology and apply it to their field research and data analysis.

303 GENDER COMMUNICATION *3 semester hours*
*Prerequisites: COMM 216 and ENGL 106, 107, or 206*
This course studies communication across genders. Students will study differences in the ways that males and females communicate, ways to bridge gaps in gender communication, and ways to improve cross-gender communication in friendships, in romantic relationships, and in the workplace. Unhealthy communication methods will also be identified and discussed.

304 FAMILY COMMUNICATION *3 semester hours*
*Prerequisites: COMM 216 and ENGL 106, 107, or 206*
This course studies effective communication in family situations such as with spouses, between parents and children, among siblings, and with extended family members. Unhealthy communication methods will also be identified and discussed.

308 MEDIA EFFECTS GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course involves a study of the theories and research on the effects of mass media on the consumer and society with special emphasis on the ethical issues facing members of the media.

310 ADVANCED PUBLIC SPEAKING GE *3 semester hours*
*Prerequisites: COMM 110 and ENGL 106, 107, or 206*
This course provides extended study and application of the principles of public speaking with emphasis on content, organization, effective presentation style, and forms of proof. Students will prepare and deliver various kinds of speeches that are called on in a number of real-life situations.

312 SMALL GROUP COMMUNICATION GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course offers a study of the principles and methods of small group communication with emphasis on both participant and leadership behavior and group dynamics.

313 JUNIOR ASSESSMENT *1 semester hour*

*Prerequisite: ENGL 106, 107, or* 206

In this course students are required to create résumés and evaluate the knowledge and skills they have developed thus far. Students will be introduced to Senior Assessment projects by becoming familiar with the proposal process, analyzing previous projects, and working with seniors in the process of completing their projects.

315 CONTEMPORARY THEORIES OF COMMUNICATION GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course provides a broad survey of theories of human communication and their uses. Included are such areas as symbolic interactionism, signs, meaning, cognitive consistency, field theory, etc.

316 APPLIED INTERPERSONAL COMMUNICATION *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course will review the roots of communication as a discipline and the converging nature of its numerous professions while emphasizing theoretical and applied concepts of interpersonal communication in professional and social situations. This course is designed for communication majors.

317 CURRENT ISSUES IN COMMUNICATION II *1 semester hour*

*Prerequisite: COMM 217 or permission of the instructor*

This course will build on the knowledge gained from basic understanding of the major trade journals in communication with the focus being on exploration and explanation of the current issues and trends in the field. Greater emphasis will be placed on the students' understanding of the context of current issues and actions being taken in communication, and students will be expected to report in written and oral form the movement of these trends and the potential effects they have.

320 INTERVIEWING *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and fulfilled speech competency*

This course examines both sides of the interviewing process. Students will learn strategies for asking questions and formulating appropriate responses in health interviews, survey interviews, recruiting interviews, employment interviews, performance interviews, and counseling interviews.

330 COMMUNICATION ARTS RESEARCH GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course offers an introduction to contemporary concepts in communication research with emphasis on interviewing, methods of audience analysis, and interpreting survey results.

335 COMMUNICATION IN CONFLICT RESOLUTION GE *3 semester hours*

This is a course in the study of the forms of conflict that exist in different communication settings and the communication strategies that can be used to alleviate conflict in a positive manner. Topics studied include the nature and kinds of conflict; "defensive" and "supportive" climates; unsuccessful strategies for dealing with conflict; successful strategies for dealing with conflict; passiveness, aggressiveness, and assertiveness; verbal aggression and personal attack; and power and conflict. Also included is a study of gender differences and conflict, cultural differences and conflict, interpersonal conflict, conflict in groups, conflict in the workplace, and conflict in the family.

340 COMMUNICATION ACROSS CONTEXTS AND CULTURES GE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and COMM 218 or permission of the instructor*

This course offers an examination of the United States' value system in contrast to a selected culture(s), potential problems associated with communication involving individuals with differing cultural backgrounds and communication styles, and effective intercultural communication skills. The goal is development of cross-cultural literacy for the creation of a more global perspective.

341 PUBLIC RELATIONS CAMPAIGNS *3 semester hours*

*Prerequisite: COMM 240 or permission of the instructor*

This course provides analysis of the techniques used in the practice of public relations, advertising, and integrated marketing communications with special emphasis on the development of the news release, special events planning, press conference, and crisis management. This course includes investigation into the use of public relations, advertising, and integrated marketing communications in corporations, education, government, health care, media, science, and technology. Review and critique of selected case studies and application of techniques will be accentuated in assigned projects via campaign planning and implementation.

350 BROADCAST NEWSWRITING *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course presents a theoretical and practical approach to news reporting, writing, gathering, and editing for the electronic media; the role and responsibilities of the newscaster and reporter; the impact of words and pictures as well as exploration of the legal and ethical issues of the broadcast news industry.

361 VIDEO PRODUCTION II *3 semester hours*

*Prerequisite: COMM 260 or permission of the instructor*

This course is a continuation of COMM 260, an intermediate study of video production techniques, including more complex procedures and special effects. Electronic field production operation and editing skills are emphasized. Increased emphasis will be placed on producing and video as an artistic expression and the effect these messages have on the audience.

375 NEW MEDIA DESIGN AND PRODUCTION *3 semester hours*

*Prerequisite: ART 205*

Students will be involved in the design and development of websites, apps, and other interactive media. Emphasis is placed on creating functional sites and apps with visual appeal. Understanding and addressing the needs of the user and workflow process will be stressed.

385 BUSINESS AND PROFESSIONAL SPEAKING GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course will teach the student to do an effective job of developing, organizing, and delivering various types of oral presentations that are commonly used in business and the professions. Examples of these presentations include oral reports, briefings, seminar presentations, training presentations, sales presentations, motivational speeches, and goodwill speeches. Other topics of study will include effective use of visual aids, non-verbal communication, communication through the media (radio and television), techniques of audience analysis, and listening.

391 COMMUNICATION FIELD EXPERIENCE *1 semester hour*

*Prerequisite: ENGL 106, 107, or 206*

With department faculty supervision, students will begin to increase their skill level on intermediate-level production, management, and research projects. Course focus is on practical experience in at least two programs of study within the communication area. It is expected that most students will be in the intermediate skill level and will gain experience in equipment use and application at this level. The course may be repeated for up to three hours. This course is graded S/U.

396 COMMUNICATION FIELD RESEARCH *1 semester hour*

*Prerequisite: ENGL 106, 107, or* 206

This course requires students to study qualitative and quantitative methodology and apply it to their field research and data analysis.

400 SENIOR SEMINAR GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course provides an in-depth analysis of a selected topic in communication. Topics vary depending upon the interest and expertise of the participating students and faculty. The course may be repeated, if the topic is different.

410 SENIOR ASSESSMENT *2 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course involves preparation and presentation of selected research projects relevant to educational training and professional goals. Students will produce a project in their selected medium and display/discuss/perform their work in a public forum.

413 PERSUASION GE *3 semester hours*

*Prerequisites: COMM 110 and ENGL 106, 107, or 206*

This course involves a study of the nature and methods of persuasion as they relate to oral communication with emphasis on increasing the student's skill in persuasive speaking and ability to recognize and evaluate the persuasive appeals.

415 HISTORY OF COMMUNICATION THEORY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course offers a study of the major contributors to the theory, understanding, and practice of oral communication in the classical, medieval, Renaissance, and modern periods.

428 COMMUNICATION ARTS INTERNSHIP *1 to 12 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206, minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

This course involves a one-semester work experience with a business or organization that specializes in some area of communication. Admission to the course and credit for the course will be arranged in consultation with the instructor. This course should be taken during summer after junior year or during senior year. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

440 ORGANIZATIONAL COMMUNICATION GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course will include the study of communication theory as it is applied in organizational settings, the monitoring of organizational communication strategies and the determining of their effectiveness, the study of the various media used in organizational communication and the guidelines for making use of each, the analysis of the various audiences to which organizational communication is directed, and a polishing of the basic communication skills that students must have to communicate effectively in organizations.

444 PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA *1 semester hour*

*Prerequisite: permission of the instructor*

The Public Relations Student Society of America (PRSSA) is a student-run public relations and corporate communications education program. Students of all majors will benefit from PRSSA in myriad ways, including: gaining leadership abilities, enhancing professional skills and résumés, learning about teamwork, and developing a large network for possible internship and job opportunities. This course emphasizes leadership and practitioner skills-building and is graded S/U.

445 DEVELOPING GRANT PROPOSALS *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and 272*

This course offers an in-depth study of how to research, contact, and cultivate potential funders in the federal, state, corporate, and foundation sectors and how to prepare grant proposals, applications, cover letters, project descriptions, budgets, program reports, and other related documents.

450 BROADCAST AND CABLE PROGRAMMING *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course provides an examination of past, present, and future programming practices in light of industry structures and media environments. Public demand and regulatory environment discussed as well as options for new, emerging technologies and institutions. Practical application of programming skills and practices are emphasized.

461 ADVANCED VIDEO PRODUCTION *3 semester hours*

*Prerequisite: COMM 361 or permission of the instructor*

This course is an advanced-level examination and practical application of video production skill and theory. Greater emphasis on advanced applied media aesthetics, z-axis control, and pre- and post-production processes. Students will complete a series of projects increasing in difficulty and use of production elements to demonstrate visual competency and acuity.

470 ADVANCED BROADCAST NEWS WRITING *3 semester hours*

*Prerequisite: COMM 350 or permission of the instructor*

This course is an advanced-level study of the practices, operation, and ethics of the broadcast newsroom. Students will study professional application and proceed through a series of assignments designed to raise their skill and decision making with greater emphasis on writing, interviewing, series-reporting, live coverage, and investigative reporting for the broadcast media.

480 ADVANCED MULTIMEDIA AUTHORING *3 semester hours*

*Prerequisites: COMM 375 and nine hours from the following: ART 216, 250, COMM 180, 225, 260, or CSCI 270*

This course provides an examination and experimentation of multimedia tools and concepts. Students will be required to produce a multifunctional product integrating a variety of digital media, applying an appropriate interactive interface design, and incorporating concepts of usability.

490 INDIVIDUAL STUDY GE *1 to 3 semester hour(s)*

*Prerequisites: permission of the instructor and ENGL 106, 107, or 206*

For communication arts students, an independent study to secure an in-depth background in an area of communication that holds special interest to the student. This course may be repeated, if the topic is different.

# DEPARTMENT OF ENGLISH

Chair of English: R. Tulley
Director of Writing Center: R. Tulley
Director of Writing: C. Tulley
Professor: Diederich
Associate Professors: Denecker, Hofer, Lanzendorfer, C. Tulley, R. Tulley
Assistant Professors: Bates, Essinger, Fedirka, LaRocco, Stuckert

A Bachelor of Arts Degree is granted for completion of baccalaureate programs in the Department of English.

### *Baccalaureate Programs:*

English - Creative Writing Emphasis
English - General Writing Emphasis
English - Literature Emphasis
English - Teaching Emphasis

### *Minors:*

English
Technical Communication
Writing

## Prerequisites

Some courses offered by the Department of English require that students complete other courses before they may enroll. These prerequisites are clearly stated with the description of each course. When a course has no stated prerequisite, the course will not require specific knowledge taught in any previous course. This does not mean that all courses without prerequisites are elementary, introductory courses. In general, courses with numbers in the 100s and 200s are the best courses for first-year students. Upper-level (300- and 400-level) courses are intended primarily for students who have taken at least one year of college work, including English 106, 107, or 206. Other students may enroll with the instructor's permission or on the basis of placement testing. A "C" or better in ENGL 106, 107, or 206 is required before students may take any 300- or 400-level course in the Department of English.

## Travel Courses

From time to time, the Department of English organizes seminars in which students can earn college credit for travel experiences and related academic work.

## Study of English

The study of English helps students become critical readers and thinkers who have strong writing ability, sensitivity to subtle meanings, and appreciation of aesthetic experiences. English majors may focus on literature, teaching, and/or writing and in doing so may prepare for careers in a number of fields, including teaching and professional writing. Because of the skills and intellectual flexibility it develops, the English major or minor is also valuable to students pursuing graduate studies in the liberal arts or in professional fields such as law, medicine, or business.

The University of Findlay offers an *English major* with emphases in these areas: creative writing, general writing, literature, and teaching English. The program also offers an *English minor* and a *writing minor*. In addition, the program offers a *minor* in *technical communication*. The following courses may not be counted toward any of these emphases and programs: ENGL 104, 105, 106, 107, 145, and 206.

## English Program

The *English major* allows students to select an "emphasis" that fits their interests and future plans. Regardless of emphasis, the English major requires students to take *38 to 40* semester hours of course work, including the courses in the English major core. (Students planning graduate study in English should take *at least* 42 hours, including as many upper-level literature courses as possible.)

## English Core Courses

The following core courses are required for all four-year programs in English:

ENGL 235 Topics in Literature
ENGL 300 The English Language
ENGL 305 E-Rhetoric and Writing
or
ENGL 306 E-Literature and Writing
ENGL 330 Shakespeare
ENGL 331, 332, or 333 (World Literature)
ENGL 335, 336, or 337 (British Literature)
ENGL 338, 339, or 340 (American Literature)
ENGL 492 Capstone Seminar in English

*(Notes: When ENGL 202, 272, 282, 302, 305, or 306 is counted toward the English major, it cannot count for second writing course credit. Also, students pursuing the teaching emphasis should work closely with their advisers and the chair of English when selecting core and emphasis courses.)*

*English - Creative Writing Emphasis*

Students take the English major core plus two genres in ENGL 208 (poetry, fiction, or creative non-fiction), 308, 318 or 350, and two literature electives at the 300- or 400-level.

*English - General Writing Emphasis*

Students take the English major core plus ENGL 208 (poetry, fiction, or creative non-fiction), 302, 318, 320 or 345, and two writing or literature electives at the 300- or 400-level.

*English - Literature Emphasis*

Students take the English major core plus ENGL 320 or 345, 325, 350, and three literature electives at the 300- or 400-level.

*English - Teaching Emphasis*
For requirements beyond the English major core, please consult the chair of the English department.

A *minor in English* consists of ENGL 235; 300; 305 or 306; 330; 331, 332, or 333; 335, 336, or 337; 338, 339, or 340.

A *minor in technical communication* consists of ENGL 210, 301, 303, 314, 321, and 415. Students must complete ENGL 272 or 282 as their second writing requirement.

A *minor in writing* consists of 18 semester hours, including ENGL 208, 270; ENGL 302, 305, or 306; plus three additional courses from ENGL 202, 208, 260, 265, 271, 272, 282, 301, 302, 305, 306, 308, 345, and 370. Students majoring in any area of the University may elect to take a minor in writing in order to develop their ability to write clearly (and to highlight this fact for potential employers).

## GRADUATION HONORS IN ENGLISH

### *Honors in English*

Upon recommendation of the English faculty, this graduation honor is awarded to English majors who have earned an average of at least 3.7 in the English major and at least 3.5 in all courses, and who have demonstrated strong scholarly and/or creative ability in papers and projects. To apply, eligible students must submit a letter of interest to the chair of English as well as three letters of support from members of the English faculty before the end of the eighth week of the semester in which they plan to graduate.

# ENGLISH (ENGL)

039 WRITERS' CLUB *ACTIVITY* *.5 semester hour*
Students meet regularly to write, discuss, and workshop personal and creative writing; attend and promote literary events; and share in a community of those who are engaged with the written and spoken word.

048 THE PULSE ACTIVITY *ACTIVITY* *.5 semester hour*
Students participate in producing the student newspaper. They choose from assignments in reporting, editing, photography, advertising, and production.

104 COLLEGE WRITING I: INTRODUCTION TO ACADEMIC WRITING *3 semester hours*
*Prerequisite: reading competency (ACT reading score of 23 or higher on the most recent test results; SAT verbal score of 540 or higher on the most recent test results) or concurrently enrolled in ENGL 145*
This course emphasizes writing processes appropriate for narrative and expository essays. The course helps students to express their own ideas in lively prose that conforms to conventional standards of style and usage. Some of the writing assignments will require responses to assigned readings, but the focus throughout most of the course remains on each student's expression of his/her own ideas. Students are placed into this course by the English faculty. Grades assigned for this course include the 12-point grading scale and the additions of an "NC" and "P" grades. "NC" stands for no credit and doesn't affect the GPA. "P" stands for passing and is only given to qualifying non-native speakers.

105 COLLEGE WRITING I TUTORIAL: INTRODUCTION TO ACADEMIC WRITING *3 semester hours*

*Prerequisite: an "NC" grade in ENGL 104 or placement by the English faculty*

An alternative version of ENGL 104, this course is designed for students who need intensive instruction in order to satisfy the requirements of ENGL 104. ENGL 105 may be taken for credit only if the student has not received credit for ENGL 104. Grades assigned for this course include the 12-point grading scale and the additions of an "NC" and "P" grades. "NC" stands for no credit and doesn't affect the GPA. "P" stands for passing and is only given to qualifying non-native speakers.

106 COLLEGE WRITING II: ACADEMIC WRITING AND RESEARCH *3 semester hours*

*Prerequisite: ENGL 104 or ENGL 105 or placement by the English faculty*

This course introduces students to writing processes and prose conventions common to many academic disciplines, and it provides opportunities for students to participate in one or more of the ongoing conversations in particular communities of writers. The course emphasizes analytic and persuasive writing based on critical reading of nonfiction prose. At least one system of formal documentation is covered. Grades assigned for this course include the 12-point grading scale and the additions of an "NC" and "P" grades. "NC" stands for no credit and doesn't affect the GPA. "P" stands for passing and is only given to qualifying non-native speakers.

107 COLLEGE WRITING II TUTORIAL: ACADEMIC WRITING AND RESEARCH *3 semester hours*

*Prerequisite: "NC" in ENGL 106 or placement by the English faculty*

An alternative version of ENGL 106, this course is designed for students who need intensive instruction in order to satisfy the requirements of ENGL 106. ENGL 107 may be taken for credit only if the student has not received credit for ENGL 106. Grades assigned for this course include the 12-point grading scale and the additions of an "NC" and "P" grades. "NC" stands for no credit and doesn't affect the GPA. "P" stands for passing and is only given to qualifying non-native speakers.

130 EXPERIENCES IN ENGLISH *1 to 4 semester hour(s)*

This is an active, experience-oriented course in which students can work with writing, language, or literature in such areas as campus publications, journalism, advertising, public relations, teaching, and librarianship. This course is repeatable up to four semester hours.

145 COLLEGE AND PROFESSIONAL READING *1 or 3 semester hour(s)*

This course is designed to help students develop vocabulary and comprehension skills appropriate for university- and professional-level reading.

150 LITERATURE APPRECIATION GE *3 semester hours*

*Prerequisite: freshman standing or permission of the instructor*

This is an introductory course which, by focusing on the themes and values of selected works, builds student awareness and appreciation of the nature of literature and the way it "speaks" to life's issues. Designed for first-year college students, the course will stress discussion and the development of personal responses to literature.

200 INTRODUCTION TO ENGLISH STUDIES *1 semester hour*

This cornerstone course acquaints students with topics in English studies; it introduces basic bibliographic and research methods in literature, language, rhetoric, and composition; and it explains career and graduate school opportunities to English majors.

202 WRITING AND LITERATURE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

Writing and Literature introduces students to a variety of writing and reading assignments on a topic of general interest. Each section of Writing and Literature will include a subtitle that indicates the topical focus of the section. All sections will involve the application of critical and analytical thinking to a variety of reading and writing assignments, and students will extend their experience in critical reading and in writing with sources.

206 COLLEGE WRITING II ADVANCED: ACADEMIC WRITING AND RESEARCH *3 semester hours*

*Prerequisite: placement by the English faculty*

An advanced version of ENGL 106, this course introduces students to writing processes and prose conventions common to many academic disciplines, and it provides opportunities for students to participate in several ongoing conversations in particular communities of writers. The course emphasizes analytic and persuasive writing based on critical reading of nonfiction prose. In addition, ENGL 206 specifically emphasizes effective research methods and use of library databases. At least one system of formal documentation is covered. Grades assigned for this course include the 12-point grading scale and the additions of an "NC" and "P" grades. "NC" stands for no credit and doesn't affect the GPA. "P" stands for passing and is only given to qualifying non-native speakers.

208 CREATIVE WRITING GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206, or permission of the English faculty*

This is a course in which students expand the range of their writing ability through workshops, written work, readings, exercises, and discussions focused on a particular literary genre, including, but not limited to, creative nonfiction, fiction, and poetry. This course may be taken three times, provided the topics are different.

210 INTRODUCTION TO STYLE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course will serve as an introduction to theories of style, and it will also provide students with practice in analyzing rhetorical situations for the purpose of determining and then executing an appropriate style. Theoretical topics will include the problem of defining style, the relationships between style and rhetorical situation, the problem of defining *discourse community*, the relationship between style and persuasion, the problems relating to style and bias, and the ethical problems associated with style. Practical issues will include diction, technical terms and jargon, tone, sentence combining, emphasis, rhythm, sentence variety, sentence elegance in technical prose, sentence faults, writing on one topic, developing the paragraph topic, achieving an effective flow, and providing adequate details.

235 TOPICS IN LITERATURE GE *3 semester hours*

*Prerequisite: ENGL 106, 107, 206, or permission of the instructor*

This course in the study of literature emphasizes genres found in literature: short story, novel, drama, poetry. Students will learn the basics of each genre by analyzing theme-based works on topics such as science fiction, women's literature, minority literature, literature on film, detective fiction, and so on. Although one genre may be emphasized, discussion will be given to other genres. This course may be taken twice, provided the topics are different.

260 PUBLIC RELATIONS WRITING *3 semester hours*

*Prerequisite: ENGL 270 or permission of the instructor*

This course examines how public relations practitioners think, plan, and write within their profession. Students will learn to write news releases, basic feature stories, case study analyses, and other public relations-oriented materials.

265 FEATURE WRITING *3 semester hours*

*Prerequisite: ENGL 270 or permission of the instructor*

This course begins with the basics and moves through increasingly advanced forms of feature writing for newspapers and magazines. Students will learn to generate feature story ideas, research the ideas through a variety of methods, conduct in-depth interviews, and write feature stories for a variety of audiences. Students will also learn about the process of marketing stories for freelance writing.

270 NEWSWRITING *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course teaches students how journalists think, gather information, and write for newspapers on daily deadlines. Students practice journalistic skills, which include covering news events, conducting interviews, and writing news stories.

270L NEWSWRITING LAB *1 semester hour*

*Co-requisite: ENGL 270*

Students will practice journalistic skills learned in ENGL 270 by researching, interviewing sources, and writing basic news stories that are targeted at the University audience. Types of assignments will parallel topics being covered in ENGL 270 throughout the semester. Students will work with the instructor to establish story angles, interview preparation, writing methods, and deadlines. Students will spend a minimum of 50 hours working as a reporter for *The Pulse*.

271 NON-PRINT MEDIA WRITING *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

Techniques and practical exercises in covering news stories and writing and editing for radio and other non-print mass media are included in this course. The course will utilize microcomputer word processing.

272 INTRODUCTION TO TECHNICAL COMMUNICATION *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course emphasizes the design of clear and concise written, oral, and electronic communication to meet the needs of particular audiences. Students will create documents associated with fields of professional and personal interest. Some sample assignments may include the following: proposals, progress reports, completion reports, instructions, descriptions, brochures, articles, and product and service information. Design concepts that integrate both text and graphics will be applied to documents and presentations. The course will also focus on conducting research in technical communication, usability testing, and the application of a variety of documentation styles.

282 INTRODUCTION TO WRITING FOR THE SCIENCES *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course emphasizes writing for the general public, scientists, and industry. Introduction to Writing for the Sciences teaches students how to translate difficult scientific concepts into concise, readable documents. Students learn how to become effective writers through practice writing assignments including but not limited to abstracts, research proposals, progress reports, and ethnographies. Students are introduced to the process of effective interpretation and analysis of complex scientific information for a non-scientific audience and will be mentored to help develop their writing style for their intended audience.

300 THE ENGLISH LANGUAGE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course emphasizes the history of the English language and its continuing development. The class also emphasizes the study of English grammar as well as various linguistic fields, including but not limited to phonetics, morphology, semantics, and pragmatics.

301 PROJECT MANAGEMENT AND ADVANCED TOPICS IN TECHNICAL COMMUNICATION *3 semester hours*

*Prerequisite: ENGL 272, 282 or permission of the instructor*

This advanced writing course provides the opportunity for students to manage and complete one or more special projects in the area of technical communication. Examples of special projects include brochures, manuals, websites, reports, proposals, and instructions. Topics for study and practice include strategies for effectively managing and producing publications, analysis of rhetorical situations, persuasion, and document design.

302 ADVANCED WRITING *3 semester hours*

*Prerequisite: "B" or better in ENGL 106, 107, or 206 or "C" or better in ENGL 202, 272, 282, 305, or 306*

This is a course in which students with basically solid writing abilities can increase the sophistication and effectiveness of their writing beyond conventional essay forms through analysis, revision, and practice. Special attention is given in this course to analytical writing as well as to preparation for graduate-level writing and research.

303 TECHNICAL EDITING *3 semester hours*

*Prerequisite: ENGL 272, 282 or permission of the instructor*

Technical editing is a professional activity that allows students to analyze the ways editors work and to learn how information is evaluated before professional publications or distribution. The levels and types of editing, principles of hardcopy and softcopy editing, and methods of working with writers, editors, copy editors, and proofreaders to produce usable technical and scientific information are emphasized. Students work with samples of computer-based and printed information but also edit materials for professional writers.

305 E-RHETORIC AND WRITING *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course introduces writing strategies for effective communication within digital environments with an emphasis on non-literary spaces. Students will write about and analyze multimodal digital texts created for the Web including websites, videos, podcasts, wikis, blogs, and/or social networking outlets. Effective rhetorical principles such as the role of ethos in digital communications, invention strategies for multimodal writing, and arrangement and style of multimodal texts will be emphasized.

306 E-LITERATURE AND WRITING *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course examines how electronic media are reshaping literature. Students will survey important concepts in poetics, and they will consider how these concepts can be applied to literature online. Reading and writing assignments will acquaint students with established and emerging genres of literature, processes for composing and publishing electronic texts, and literary resources on the Internet.

307 CRITICAL PERSPECTIVES OF NATURE, TECHNOLOGY, SOCIETY, AND CULTURE *3 semester hours*

*Prerequisite: ENGL 202, 272, 282, 302, 305, or 306*

This course will examine the relationship between nature and technology from both historical and contemporary perspectives. The impact of technology on nature, society, and culture will also be examined. Students will read, discuss, and critique representative examples of fiction and non-fiction literature with nature and technology themes. Students will also apply critical and analytical thinking skills to predict the social, environmental, and cultural impact of technology as well as practical responses to technology in the workplace.

308 ADVANCED CREATIVE WRITING *3 semester hours*

*Prerequisite: ENGL 208*

This course builds on the work of ENGL 208 through advanced workshop, readings, and discussions to help students increase the range and sophistication of their fiction/creative nonfiction or poetry.

309 INTERNATIONAL TECHNICAL COMMUNICATION *3 semester hours*

*Prerequisite(s): ENGL 272, 301 or permission of the instructor*

Students will explore the cultural and ethical dimensions of technical communication, including issues such as creating and maintaining effective cross-cultural collaborative teams, conflicting values in international settings, writing across cultures, and designing information, composing visuals, explaining technical concepts, and incorporating effective persuasive strategies for international audiences. Students will also put theory into practice by designing information appropriate and effective for an international community.

310 PRINCIPLES OF LINGUISTICS GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course offers an introduction to the basic principles of language structure, including phonetics, phonology, morphology, syntax, and semantics. Also explored are the physiological, psychological, and social aspects of language acquisition, production, and comprehension. Examples and exercises are taken from a variety of languages, but knowledge of languages other than English is not required.

314 VISUAL RHETORIC *3 semester hours*

*Prerequisite: ENGL 272, 282, or permission of the instructor*

Visual rhetoric refers to conveying information through visual aspects of communication rather than through its verbal aspects. Visual rhetoric encompasses document design, the use of graphics, and visual depictions of data. In other words, visual rhetoric explores ways of making documents more effective for their audience, purpose, and content through designing text and incorporating visual elements.

318 READINGS IN RHETORIC *3 semester hours*

*Prerequisite: ENGL 106, 107, 206, or permission of the instructor*

This is a variable-topic course in which students study and write about significant issues related to the rhetoric of written texts. The course is intended for intellectually lively students, such as prospective teachers, majors in writing, communication, and political science, and others interested in learning more about the nature of writing and the "power" of texts. Specifically, the course will explore how written texts persuade and act upon readers and how writers go about producing such texts. Possible topics include invention, style, audience, argument, classical rhetoric, rhetoric of science, etc. This course is recommended as an upper-level general education course for juniors and seniors. The course may be taken twice, provided the topics are different.

320 SOCIAL DIMENSIONS OF LANGUAGE GE *3 semester hours*

*Prerequisite: ENGL 106, 107, 206, or permission of the instructor*

This is a variable-topic course that explores how topics and issues surrounding language, literature, and literacy influence the worlds in which people live. Possible topics include censorship, canon formation, the ebonics debate, high literature vs. popular literature, illiteracy, the uses and abuses of Standard English, etc. The course is also recommended as an upper-level general education course for juniors and seniors. The course may be taken twice, provided the topics are different.

321 INSTRUCTIONS AND MANUALS: DESIGN AND USABILITY *3 semester hours*

*Prerequisite: ENGL 272, 282, or permission of the instructor*

Students will learn how to design and usability-test effective online and hardcopy instructions and manuals. The course will focus on the following topics: situational analysis, audience analysis, structure, style, design for selective reading, and graphics. Students will also learn how to design and implement usability tests for instructions and manuals.

324 TWENTIETH-CENTURY LITERATURE GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course covers representative modern and contemporary works of British, American, and world literature. Designed for the intellectually lively student, regardless of major, the course will focus on exciting works, trends, and ideas. It is especially recommended as an elective for juniors and seniors. The course may be taken twice, provided the topics are different.

325 MAJOR AUTHORS *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course involves a study of representative works by one author or group of authors who have made an important contribution to British, American, or world literature. The course may be taken twice, provided the topics are different.

330 SHAKESPEARE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course focuses on representative comedies, histories, tragedies, tragicomedies, and sonnets written by William Shakespeare. The course will emphasize Shakespeare's literary and dramatic technique as well as the historical and cultural context of the literature.

331 MAJOR WORKS OF WORLD LITERATURE—EARLY GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course offers a sampling of important works from classical civilizations. It emphasizes universal human concerns and distinctive ideas and qualities in different cultures of the past. The course is intended for any interested student and is especially recommended as an elective for juniors and seniors.

332 MAJOR WORKS OF WORLD LITERATURE—LATE GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course covers important works of world literature from the late 17th century through the 19th century. It is intended for any interested student and is especially recommended as an elective for juniors and seniors.

333 MAJOR WORKS OF WORLD LITERATURE—
GLOBAL GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course offers a sampling of important works of global literature. It may include literature from India, Japan, China, the Islamic countries, Africa, Central America, and/or South America. It introduces the ideas and qualities of these different cultures and compares and contrasts them to Western cultures. The course is intended for any interested student and is especially recommended as an elective for juniors and seniors.

335 MAJOR WORKS OF BRITISH LITERATURE—
OLD ENGLISH TEXTS TO THE 18TH CENTURY GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course focuses on major authors and works from the Anglo-Saxon period through the 18th century. It will also emphasize the literary traditions and cultural context of the works studied.

336 MAJOR WORKS OF BRITISH LITERATURE—ROMANTIC
AND VICTORIAN POETRY AND PROSE GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course focuses on the poetry and prose of 19th century Britain. While the primary emphasis of the course is poetry, prose works may also be considered, supplementing the discussion of the poetry. Attention will be given to the definitions of "Romantic" and "Victorian," to the culture of these periods, and to male and female writers of both the Romantic and Victorian periods.

337 MAJOR WORKS OF BRITISH LITERATURE—
THE ENGLISH NOVEL GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course examines the English novel and places it within cultural contexts. Although works and authors studied will vary, the course will explore the rise of the English novel, will consider different categories within the genre, and will usually include both male and female novelists.

338 MAJOR WORKS OF AMERICAN LITERATURE—
BEGINNING TO 1865 GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course focuses on the early stages of American literature, when people were working to create a literature that was distinctly American. Topics include the literature of colonization, the Puritans, the Romantics, the Transcendentalists, and the Civil War, and literature's role in the early formative years of America.

339 MAJOR WORKS OF AMERICAN LITERATURE—
1865 TO 1945 GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course focuses on the literature written in America during the establishing and evolving of modern America. Topics include the Realists, Naturalists, Regionalism, and the beginning Modernists. The role of literature in society from the mid-19th to the mid-20th century will also be explored.

340 MAJOR WORKS OF AMERICAN LITERATURE—
1945 TO PRESENT GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course focuses on post-World War II American literature, including both the mid- to late-20th and early-21st century. Topics include the Modernists, Post Modernists, Confessional, Regional Deep Image, Metafiction, feminism and diversity, along with the myriad other trends and schools. The role of literature in society from the mid-20th to early-21st century will also be explored.

341 YOUNG ADULT LITERATURE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
The course is designed to fulfill one of the requirements for teacher licensure. Students are given an introduction to contemporary young adult literature appropriate for middle-grade and secondary-level classrooms. Strategies for developing both reading interest and comprehension skills are included.

345 PROCESSES AND TEACHING OF WRITING *3 semester hours*
*Prerequisite: "B" or better in ENGL 106, 107, or 206 or "C" or better in ENGL 202, 272, 282, 302, 305, or 306*
This is an advanced writing course in which students study and write about writing processes, rhetoric, and the teaching of writing. The course is intended for intellectually lively students, such as prospective teachers, majors in writing and communication, and others interested in the complex processes of writing.

350 LITERARY CRITICISM AND THEORY *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course offers an examination of the theoretical basis of contemporary approaches to literature and the application of these approaches to selected works.

360 NEWS EDITING *3 semester hours*
*Prerequisite: ENGL 270*
This course focuses on editing news and feature stories for accuracy, clarity, and completeness. Students will learn how to identify and correct weaknesses in journalistic writing. Students will use a professional news style in editing wire copy and locally produced copy. This course will also explore the managerial roles of editors.

360L NEWS EDITING LAB *1 semester hour*
*Co-requisite: ENGL 360*
Students will use editing skills, newsroom management theory, and design principles learned in ENGL 306 to work on the editorial staff of a campus medium (either *The Pulse*, UF-TV, or WLFC, depending on campus media needs and the professional interests of the students.) Students will spend a minimum of 50 hours in editing lab time.

370 ADVANCED NEWSPRACTICE *3 semester hours*

*Prerequisites: ENGL 270, demonstrated word processing ability*

This course builds on the basic skills taught in the introductory newswriting course. Students will learn to prepare professional journalistic articles, including opinion columns, in-depth features, spot news, and investigative articles.

370L ADVANCED NEWSPRACTICE LAB *1 semester hour*

*Co-requisite: ENGL 370*

Students will choose a news beat in ENGL 370 in which to focus their journalistic stories. While ENGL 370 requires four types of stories for the ending portfolio, the lab will allow students to choose additional types of advanced journalistic writing within their established news beats to produce additional in-depth pieces (established through discussions with the instructor and campus media leaders) for campus media (either *The Pulse*, UF-TV, or WLFC, depending on campus media needs and the professional interests of the students). Students will spend a minimum of 50 hours working as a journalist for the campus media.

415 ADVANCED WEB DESIGN: ONLINE HELP AND USABILITY TESTING *3 semester hours*

*Prerequisite(s): ENGL 272 or 282 and ENGL 321 or permission of the instructor*

This course will teach students how to create online help and design usability tests to determine the effectiveness of that help. Students will also learn industry standard software for creating online help, and theories of effective online information design.

480 PRACTICUM/FIELD WORK IN ENGLISH *1 to 12 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206, permission of the English faculty*

This course involves a supervised project involving on-the-job or off-campus experience in such areas as writing, public relations, or education. This course is repeatable up to 12 semester hours.

490 ADVANCED STUDIES IN ENGLISH *1 to 3 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206, permission of English Chair*

This is an advanced course that may focus on literature, literary theory, writing, linguistics, teaching, or tutoring. The course is repeatable up to six semester hours.

491 INDEPENDENT STUDY *1 to 4 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206, permission of the English faculty*

This course is a program of guided independent study in literature, literary theory, linguistics, writing, or teaching. The course is repeatable up to 10 hours, provided the topics are different.

492 CAPSTONE SEMINAR IN ENGLISH *1 to 3 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206, junior or senior standing, permission of the English faculty*

This course is designed to be a capstone experience for English majors who are in either their junior or senior years. Students will be asked to narrow the focus of their studies to an area of interest that they have developed during their previous course work and/or through their experience in the field. Students will then complete a project related to this area of interest; the project might be a substantial research paper, a creative project, or some other endeavor befitting a culminating university experience. All projects will be conceived and executed with the guidance of the course instructor.

495 TECHNICAL COMMUNICATION INTERNSHIP *3 semester hours*

*Prerequisites: ENGL 210, 272, 301, 314, 321, 350, 415; cumulative GPA of 2.5 or better at the end of the preceding semester; 3.0 GPA or better in all major requirements completed prior to the internship; minimum of 30 semester hours from The University of Findlay*

This course offers supervised work-and-learning experience in technical communication under the direction of a faculty member of the Department of English and an employee of a participating firm. Ten to 40 hours a week of student time are expected during the internship. Students may be compensated for their internship at the discretion of the employing firm. Students are encouraged to complete their internships during the summer semester, but they may also do so during the fall and spring semesters. Enrollment is contingent upon availability of internships. Students are selected on the basis of personal qualifications, including GPA, courses taken, recommendations, and an interview. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

# DEPARTMENT OF HISTORY, LAW AND THE LIBERAL ARTS, AND GENDER STUDIES

Chair of History, Law and the Liberal Arts, and Gender Studies: Polelle
Professor: Polelle
Associate Professors: Chwialkowski, Kawamura, Mason, C. Tulley

A Bachelor of Arts degree is granted for baccalaureate programs in the Department of History, Law and the Liberal Arts, and Gender Studies.

### *Baccalaureate Programs:*

History
Law and the Liberal Arts (Pre-Law)

### *Minors:*

Gender Studies
History
Law and the Liberal Arts (Pre-Law)

### *Certificate Program:*

Gender Studies

**Prerequisite** for all upper-level Department of History, Law and the Liberal Arts, and Gender Studies courses: "C" or better in ENGL 106, 107, or 206.

# ANTHROPOLOGY (ANTH)

The University does not offer a major in anthropology. However, the following course may be used to fulfill an elective requirement for a major in sociology.

210 CULTURAL ANTHROPOLOGY GE *3 semester hours*

A survey of the major concepts and techniques used in cultural anthropology. Topics include culture, worldview, race, gender and marriage, economics, class, political organization, religion, social control, and social change. Studies of various cultures are included to heighten students' awareness of their own cultural assumptions and values.

350 SELECTED TOPICS IN CULTURAL ANTHROPOLOGY *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and ANTH 210 or permission of the instructor*

This course is designed to meet current interests by examining selected topics in cultural anthropology. Topics may include: further reading in cultural anthropology, ethnographic research project, and service learning project using knowledge and skills of cultural anthropology.

# GENDER STUDIES (GEND)

A *minor/certificate in gender studies* includes GEND 200, 350, and HUMN 380. In addition, students must take nine semester hours of electives. The following courses are accepted as electives: GEND 360; HIST 260; SSCI 270; COMM 218, 303, 304; SOCI 230, 250, 355; GERN 210; HPE 318; CJUS 111, 335; or SOWK 355. Other courses that emphasize gender issues, including topics courses and independent studies, may count as electives for the gender studies minor or certificate program with the approval of the Gender Studies Advisory Board. Courses that may fulfill gender studies requirements can be found in ART, COMM, ENGL, HIST, HUMN, PLAW, POLS, RELI, SOCI, SSCI, THEA, and other programs.

200 INTRODUCTION TO GENDER STUDIES GE *3 semester hours*

In this interdisciplinary course, students will examine issues such as gender, race, social class, and sexual orientation in specific geographical and historical contexts to determine how all are reflectors of gender and its role in society. Students will also explore such topics as the image of gender in the media and in popular culture, violence against both genders, the family, and issues of gender in politics.

350 TOPICS IN GENDER STUDIES GE *2 to 4 semester hours*

*Prerequisite: ENGL 106, 107, 206, or permission of the instructor*

This is an upper-level course which may focus on special issues, directions, policies, or people in the area of gender studies. It may be taken twice, provided the topics are different.

360 GENDER AND THE PROFESSIONS GE *3 semester hours*

*Prerequisite: ENGL 106, 107, 206, or permission of the instructor*

This course focuses on the role of gender — past, present, and future — in education, medicine, science, and/or business.

# GEOGRAPHY (GEOG)

The University does not offer a major in geography. However, the following courses serve as electives or fulfill certain requirements in education.

101 ECONOMIC GEOGRAPHY GE *3 semester hours*
This course involves a study of world economic resources and their effect upon the life and habits of people. Topics include agriculture, industry, transportation, trade, urban life, location theory, and population.

200 HUMAN GEOGRAPHY GE *3 semester hours*
This course features the relationship between people and their natural environment. Topics include population, religion, economic activity, political organization, settlement patterns, industry, material culture, and use of leisure time.

# HISTORY (HIST)

A *major in history* consists of HIST 101, 110, 111, 151, 152, 220, 221, and 496; one course from HIST 302, 352, or 385; and nine elective hours in history.

A *minor in history* consists of HIST 101, 151, 152; HIST 220, 221 or HIST 110, 111; and six elective hours in history.

The faculty recommends that students take elective courses in economics, geography, history, political science, and sociology.

Students are also encouraged to consider the development of an individualized major. Individualized majors are to be interdisciplinary in nature and are to cross area lines. During the freshman year, the student should consult with the faculty adviser in developing a program linking individual interests in history with business, fine arts, science, religion, philosophy, and the humanities, depending upon career goals and life plans.

## The Aletha Herwig Memorial Award

This award of $100 is given as a memorial award in the name of the late Aletha Herwig, a former professor of history at Findlay. The purpose of the award is to encourage study and research in history. The award is presented to a junior or senior student who writes an outstanding research paper on a topic of historical interest and significance. Topics for the papers must be selected in consultation with a history professor at The University of Findlay. Contestants are required to have a 3.0 average or higher in history. The papers are judged by a committee chosen by the dean of the College of Liberal Arts.

## Graduation with Honors

This honor is designed to give outstanding students deserved recognition on commencement day. Graduation with honors in history is awarded to history majors who have a cumulative grade point average of no less than 3.5 in all history courses attempted and a cumulative grade point average of no less than 3.0 in all academic work completed.

101 INTRODUCTION TO HISTORY GE *3 semester hours*
This course offers an introduction to historical methodologies, historiography (“the history of history”), and the various branches (i.e., political, intellectual, social, etc.) of history.

110 HISTORY OF THE UNITED STATES TO 1865 GE *3 semester hours*

This general survey course traces the international multicultural roots of American society, economics, religion, and politics from pre-colonization through the Civil War with a balanced emphasis upon both national development and sub-cultural complexity.

111 HISTORY OF THE UNITED STATES SINCE 1865 GE *3 semester hours*

This general survey course traces the modernization and growth of the American nation from the Civil War through the 20th century highlighting its political, international, social, multicultural, religious, economic, and technological transformations, development, and diversity.

120, 320 SELECTED THEMES IN THE HISTORY OF CIVILIZATION GE *3 semester hours*

An introductory-level course that serves majors and non-majors, this course covers themes that have a basis in the past, speak to current concerns, and cover Western and non-Western countries. Themes have included revolution, the novel and history, war, sexuality, and marriage. May be repeated when theme changes. HIST 120 may be counted as upper-level credit when taken as HIST 320. Further requirements will be added for the upper-level option.

150 THE ASCENT OF CIVILIZATION TO 476 A.D. GE *3 semester hours*

A comparative study of ancient cultures, this course focuses on the rise of civilization in the ancient Middle East. It concludes with an examination of civilization in the Mediterranean basin including classical Greece and Rome.

151 GLOBAL HISTORY, C. 500 B.C. TO C. 1780 A.D. GE *3 semester hours*

This course involves a general survey of the social, economic, and political interactions of major societies to the eve of the Industrial Revolution and the onset of the colonial era.

152 GLOBAL HISTORY, 1780 TO THE PRESENT GE *3 semester hours*

This course offers a general survey of the social, political, and economic interactions among major societies in the modern era, with special attention to colonialism and imperialism, revolutions and anti-colonial struggles, and the forging of what is frequently described as an increasingly global economy and culture.

220 EUROPEAN CIVILIZATION FROM 476-1648 GE *3 semester hours*

This course provides a survey of European civilization from the fall of Rome to the Treaty of Westphalia with emphasis on the social and political history of Europe, the Renaissance and Reformation, and the period of religious wars.

221 EUROPEAN CIVILIZATION SINCE 1648 GE *3 semester hours*

This course offers a survey of European social and political history focusing on the rise of the European state system, the Enlightenment, the French Revolution, the congress system, the First World War, communism, fascism, the Second World War, and the nuclear age.

242 WORLD WAR II GE *3 semester hours*

This course will focus on the causes and consequences of one of the most monumental historical events of all time. The social, political, military, and moral dimensions of the war will be examined from the perspectives of the soldiers, civilians, and statesmen confronting the experience of total war. By the end of the course, students should obtain a solid understanding of what it means to think historically through collective reflection on a variety of primary and secondary source materials pertaining to WWII. The course will end by considering to what degree today's world is still shaped by the legacy of what some have termed the "last good war."

248 FILM AND HISTORY GE *3 semester hours*

This class will offer an overview of the often-contentious relationship between film and history. We will ask to what extent films constitute historical evidence, reflect and influence ideological agendas, and offer distinct and persuasive interpretations of the past. Students should develop a mastery of visual literacy skills that will allow them to reflect critically upon films rather than passively "consuming" them.

260 THE HISTORY OF WOMEN IN AMERICA GE *3 semester hours*

This course will explore the many ways that women participated in, and contributed to, the creation of our nation and its continued dynamism. How women managed to shape the nation's institutions, culture, government, society, and economy – although for centuries they lacked civil rights and freedoms – will be an important consideration in this class. The evolutions and revolutions in women's status and opportunities will be explored in relation to the economic, legal, political, and social factors that served as barriers or boosts in the quest for full civil rights and equal opportunity.

302 STUDIES IN THE NON-WESTERN WORLD GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is designed to increase awareness of the international significance of the culture and politics of selected areas. Areas will change from time to time and will emphasize topics such as Japan, China, Africa, or the Middle East. Special attention will be given to Western relations within an area and its contemporary aspirations and problems. The course may be repeated, if topic is different.

315 ENVIRONMENTAL HISTORY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course provides an examination of the historical interaction between people and environment in Europe and North America. This course will begin with history and end with law, as it is now law on a national and international level that dominates public action vis-à-vis the environment.

325 HISTORY OF THE SUPREME COURT GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course will examine the evolution of law in America from the colonial period to the present. The course is intended to illuminate American history from the perspective of our legal culture, and to expose students interested in a career in the legal world to the field's rich background material.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*

*Prerequisites: ENGL 106, 107, or 206, approval of the Community-Urban Field Experiences director, minimum 2.75 GPA, and have earned a minimum of 30 semester hours at The University of Findlay*

This course offers guided work-study experiences. While most opportunities are available in Findlay and Hancock County, many off-campus learning experiences are also provided throughout Ohio and other parts of the United States. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

331 AMERICAN FOREIGN POLICY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course involves an interpretive study of American foreign policy from the American Revolution to the present with emphasis on the 20th century. The course may be elected to fulfill the requirements for a political science major.

335 THE AMERICAN CIVIL WAR GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

The Civil War is frequently considered the watershed event in American history. The course looks at the reasons for the war, the war itself, and the Reconstruction period following.

350 EUROPEAN SOCIETY AND THOUGHT GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

Focus is on the non-political dimensions of European life. Attention will be given to social life, the family, women, religion, and some aspects of intellectual thought since about 1700.

352 SELECTED TOPICS IN GLOBAL HISTORY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is designed to meet current interests by examining selected topics in global history. Topics may include: war and social change; science and technology in the Western world; imperialism, colonialism, post-colonialism; the Cold War; genocide; or slavery. The course may be repeated, if topic is different.

375 SELECTED TOPICS IN AMERICAN HISTORY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is designed to meet current interests by examining selected topics in American history. Topics have included: urban history, religious history, frontier history, the Civil War, economic history, and African-American history and culture. The course may be repeated, if topic is different.

382 AMERICAN SOCIETY AND THOUGHT GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

The focus of this course is on the non-political dimensions of American life. Different periods from the colonial era to the present will be considered, with emphasis on the period since the Civil War.

385 SELECTED TOPICS IN ASIAN HISTORY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is designed to meet current interests by examining selected topics in Asian history. Topics may include: popular culture in East Asia; the Vietnam War; the Age of the Samurai; Imperial China; the Asian-American experience; colonialism and revolution in Southeast Asia. The course may be repeated, if topic is different.

390 HISTORY OF OHIO GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course covers the history of the state from the time of prehistoric Native Americans to the present. Consideration is given to geographical factors and Ohio's place in national development.

400 SELECTED TOPICS IN EUROPEAN HISTORY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is designed to meet current interests by examining selected topics in European history. Topics may include: Russia, Soviet Union, England, or Germany. The course may be repeated, if topic is different.

495 INDEPENDENT RESEARCH IN HISTORY *1 to 3 semester hour(s)*
*Prerequisites: ENGL 106, 107, or 206 and permission of the instructor*
This course offers an opportunity for the advanced student to do independent research, or to become involved with class teaching, a specific group topic, or workshop activities. This course may be repeated, if topic is different.

496 SENIOR SEMINAR *3 semester hours*
*Prerequisite(s): ENGL 106, 107, or 206, senior major in history or comprehensive social science, or permission of the instructor*
This is a capstone course for history and comprehensive social science majors. Preparation of a substantial research paper examining an issue of historical merit, and reflecting a grasp of historical methodology will be required. American, European, and East Asian subjects will be examined from time to time, as the need arises.

## HUMANITIES (HUMN)

100 APPROACHES TO THE HUMANITIES GE *3 semester hours*
This is an interdisciplinary course designed to urge first-year students to explore ideas and intellectual approaches characteristic of the humanities. Each offering of the course will be organized so as to focus student thought and discussion on a specific topic or issue important within the humanities.

188 FIRST-YEAR EXPERIENCE: HUMANITIES GE *3 semester hours*
This course is designed to urge first-year students to explore selected topics within the humanities. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty.

380 GLOBAL PERSPECTIVES ON GENDER GE *3 semester hours*
In this course, a sampling of cultures from around the globe will be investigated and compared. Issues may include the international sexual division of labor, gendered features of class systems, body rituals marking masculinity and femininity, and resistance to gender formations beyond Euro-American borders. Rather than assuming that Western patterns of domination and gendering are universal, this course takes a look at how the lives of men and women both together and separate are formed in other parts of the globe.

## LAW AND THE LIBERAL ARTS (PRE-LAW) (PLAW)

Law and the liberal arts is a pre-law program developed in conjunction with the nine Ohio law schools. The program is intended to stand as both an independent major within the College of Liberal Arts and as a preparatory program for those interested in law school. The program is a chartered member of the Consortium for Undergraduate Legal Programs. Founders of the program (Paul Chwialkowski and Mark Polelle) both have J.D. and Ph.D. degrees and are members of the Midwest Association of Pre-Law Advisers.

A *major in law and the liberal arts* (pre-law) includes PLAW 100, 230, 420; POLS 110, 365; HIST 150, 220, 221, 325; POLS 350 or PHIL 333; and PHIL 380. In addition, students are required to complete nine elective hours from the following: BUAD 310, PBAD 305, 350, PLAW 328, 390 (course may be repeated if topic is different), or 490 (course may be repeated if topic is different).

A *minor in law and the liberal arts* (pre-law) includes PLAW 100, 230, 390; HIST 325; POLS 335, 365.

100 INTRODUCTION TO LAW GE *3 semester hours*

This course will introduce students to the American legal system and its relation to American politics, culture, and society. The course is to serve as an introduction to the concept of law, the philosophy of law, legal precedent, common law, the interpretation of law, the U.S. Supreme Court, and the practical functioning of the U.S. legal system. The course will also provide practical advice on U.S. law schools and the admissions process. Students will be introduced to the basic skills necessary for the understanding and practice of the law, including analytical interpretation, reading comprehension, rhetorical skills, legal and technical writing, and logical reasoning.

230 INTERNATIONAL AND COMPARATIVE LAW *3 semester hours*

*Prerequisite: PLAW 100 (recommended)*

This course will introduce students to public and comparative international law. Students will examine the law of nations (including the law of treaties, the law of war, human rights law, international environmental law, etc.) as well as compare and contrast leading representatives of the world's legal traditions (common law, civil law, non-western legal regimes, etc.).

328 COMMUNITY-URBAN FIELD EXPERIENCES IN LAW *variable credit*

*Prerequisites: ENGL 106, 107, or 206 (or its equivalent), permission of the Community-Urban Field Experiences director, minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

This course offers majors in law and the liberal arts curriculum guided work-study experiences in the legal field. While most opportunities are available in Findlay and Hancock County, many off-campus learning experiences may also be available nationwide. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

390 TOPICS IN PRE-LAW GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206 (or its equivalent)*

This course is designed to meet the needs of majors and non-majors interested in select topics pertaining to the study of law and the liberal arts. Topics may include: comparative law, legal ethics, law in popular culture, law and literature, law and social change, or some aspect of substantive law (e.g., property law). This course may be repeated if topic is different.

420 LEGAL RESEARCH AND WRITING *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206 (or its equivalent)*

This course examines the basic legal resources relevant to law (such as Supreme Court reporters) and requires students to use such resources in writing legal briefs and research papers. Emphasis will be placed on legal briefs, appellate briefs, and law review style articles.

490 INDEPENDENT RESEARCH IN LAW *1 to 3 semester hour(s)*

*Prerequisite: ENGL 106, 107, or 206*

This course allows students to pursue a specialized research interest with law and liberal arts faculty. Students will identify a viable research interest in some aspect of law. Students will be expected to follow up on this interest with a research proposal to investigate a meaningful question related to the law. Finally, students will demonstrate their research findings in a paper or other significant work product at the end of the semester. This course may be repeated if the topic is different and with the consent of the law faculty.

# DEPARTMENT OF LANGUAGE AND CULTURE

Chair of Language and Culture: Kawamura
Professor: Reed
Associate Professors: Kawamura, Laverick, Perez-Gamboa
Assistant Professors: Beck, Fennema-Bloom, Muñoz
Instructors: Angulo-Valera, Blum, Mott, Romick, Welch

A Bachelor of Arts degree is granted for completion of baccalaureate programs within the Department of Language and Culture.

### *Baccalaureate Programs:*

Multi-age Japanese (teaching license in Japanese; offered in conjunction with the College of Education)
Multi-age Spanish (teaching license in Spanish; offered in conjunction with the College of Education)
Japanese
Spanish
Teaching English to Speakers of Other Languages (TESOL)

### *Minors:*

International/Intercultural Studies
Japanese
Second Language Education
Spanish

### *Certificate Program:*

English as an International Language

### Department of Language and Culture

The mission of the Department of Language and Culture is to promote a global perspective at The University of Findlay and beyond. The department offers academic programs such as foreign languages, bilingual/multicultural education, and international studies. The department is committed to providing services and resources to the community. The academic programs of the department help students develop cultural and linguistic skills that will enable them to interact effectively with diverse groups of people. The importance of these skills is ever increasing in today's global society.

Training for students extends beyond campus to local communities, studying abroad, and cross-cultural and international internships. Students are strongly encouraged to apply their bilingual/multicultural skills and knowledge to a broad range of disciplines and professions.

# BILINGUAL MULTICULTURAL STUDIES (BLMC)

A *major in teaching English to speakers of other languages* (TESOL) consists of a minimum of 45 semester hours. Students will take 21 hours in core courses which include: BLMC 200, 210, 280, 300, 310, 320, and 480. The remaining 24 hours will be selected from the following: BLMC 180, 240, 343, 410, 430, 495; ENIN 450; JAPN 350; COMM 216, 218, 340; ENGL 130, 150, 202, 208, 235, 272, 324, 331, 332, 338, 339, 340.

A *minor in international/intercultural studies* consists of COMM 218; BLMC 240, 270; three semester hours of foreign language (including American Sign Language); and six hours of elective courses. Courses in any field can be counted as electives as long as the course has an international/intercultural component. Students should contact

the chair of the Department of Language and Culture about their choice of elective courses. Approval of course selection will be made by the Department of Language and Culture. Sample electives include BUAD 350, EDUC 151, BLMC 330, COMM 340, ANTH 210, or GEOG 200.

A *minor in second language education* for a foreign language or TESOL major consists of BLMC 200, 210, 280, EDUC 161, 260, and SPED 134.

055 SIGN LANGUAGE CLUB *ACTIVITY* *.5 semester hour*

The Sign Language Club allows its members, American Sign Language (ASL) students and future signers to actively promote interest and appreciation of the deaf culture. Sign Club members assist in Spring Break Bingo, ASL socials, community involvement, and a variety of other activities to give members a better understanding of the language and culture of deaf individuals.

156 INTRODUCTION TO AMERICAN SIGN LANGUAGE (ASL) I GE *3 semester hours*

This is an introductory course that focuses on establishing expressive and receptive skills in ASL. It will place emphasis on the fundamentals of grammar, syntax, vocabulary, and culture. This course will develop basic ability using social and cultural aspects of the language. This course requires a great amount of preparation outside scheduled class meetings.

158 SERVICE LEARNING EXPERIENCES IN AMERICAN SIGN LANGUAGE *1 to 3 semester hour(s)*

This course stresses application of the student's knowledge of ASL and the culture of deaf Americans. Students will reinforce their skills while teaching others in a service-learning environment. The course provides students with opportunities to serve the community using their skills and knowledge of ASL.

180 ACADEMIC STUDY SKILLS FOR NON-NATIVE SPEAKERS *3 semester hours*

This course is designed for English as a second language (ESL) college students to address the same needs as the Oiler Experience. The following skills are emphasized: reading skills (e.g., skimming, scanning, reading for meaning), note-taking, outlining, summary writing, essay exam writing, library research, objective test practice, participating in class discussion, and giving oral presentations.

200 HISTORY, PHILOSOPHY, AND PROGRAM MODELS FOR BILINGUAL EDUCATION AND ESL PROGRAMS GE *3 semester hours*

This course offers an overview of the historical treatment of bilingualism socially and educationally in the United States and other countries. It provides an examination of the legal history of federal and state legislation and regulations affecting bilingual and ESL education in the United States. This course is a survey of philosophical approaches to bilingualism including assimilation, cultural diversity, and program models. Various approaches to parental and community involvement across the Unites States will be examined. It is an examination of social and pedagogical conflicts evident in educational systems involving students whose language, values, and culture differ from those of the dominant society.

210 LANGUAGE ACQUISITION IN HUMAN DEVELOPMENT *3 semester hours*

This course is an overview of language acquisition theory as it pertains to both first language development and foreign/second language development. Language acquisition will be examined from a linguistic, a psychological (developmentally and cognitively), and a social framework. Commonly held approaches to language teaching and their validity to successful acquisition will be explored.

220 INTRODUCTION TO CULTURE: BRIDGING DIFFERENCES GE *3 semester hours*

This course, taught in English, will address cultural issues and will help students develop the necessary understanding and skills related to dealing with diverse populations. Cultural similarities as well as differences will be examined as they apply to specific minority and majority cultures on the University campus.

240 INTRODUCTION TO INTERNATIONAL STUDIES GE *3 semester hours*

This course is an introduction to the field of international studies designed to provide a foundation of knowledge upon which the student can pursue more detailed studies related to international topics. Students will be encouraged to think on a global, as opposed to parochial, basis. The course content will be structured around four general areas: social and cultural issues, politics, economics, and religion. The course will derive its cohesiveness from either a central theme or a common core of ideas that runs through each of the four content areas. GE credit may be taken to fulfill either a social science or foreign language/culture requirement.

245 EXPERIENCES IN TESOL *1 to 4 semester hour(s)*

In this experience-oriented course, students will apply basic skills and knowledge of TESOL to an outside-of-classroom context to deepen their understanding of the subject. Based on an agreement with the instructor, a student engages in various activities (e.g., tutoring English to non-speakers of English, participating in a TESOL conference) outside of the classroom. Subject to approval, up to four credit hours will be granted according to the nature and the length of the experience. This course may count toward a major as an elective for up to three hours.

255 SECOND-SEMESTER AMERICAN SIGN LANGUAGE GE *3 semester hours*

*Prerequisite: BLMC 156 or permission of the instructor*

This second semester course will expand grammatical/syntactical knowledge acquired in the first semester course. Students will develop further abilities to use this visual language in a culturally and socially appropriate manner. Using a functional/notation approach, students will gain insight to the application of the grammatical and non-manual features of the language. Most instruction will be conducted through interactive performance between students and the instructor or among fellow students.

270 CROSS-CULTURAL COMMUNICATION *1 semester hour*

*Prerequisite: permission of the instructor*

This course is designed to introduce students to diverse cultures through direct interaction. This course is repeatable up to three semester hours.

280 LINGUISTICS AND ENGLISH GRAMMAR *3 semester hours*

Teachers must understand the nature of language to teach it effectively. This course will introduce students to the study of linguistics and terminology, including phonology, morphology, syntax, and semantics, and give a descriptive view of the grammatical structure of English. It will also discuss error analysis, comparative linguistics, language variation, and communicative competence with special attention to bilingual/ESL settings.

300 LANGUAGE ACQUISITION AND ASSESSMENT OF FIRST AND SECOND LANGUAGE *3 semester hours*

This course provides an overview of first and second language acquisition theories. Students will have the opportunity to learn formal and informal methods of assessing language proficiency, how to prepare classroom tests, analyze language proficiency and placement tests, interpret test results, inform students, parents and community, make instructional decisions, use assessment terminology, multifaceted assessment, self-assessment, and instructional strategies for testing oral language, reading, and writing in a second language. Entry/exit criteria for bilingual/ESL programs will be presented. Learning disabilities, handicapped and gifted bilingual student assessment and instructional strategies are covered.

310 TESOL METHODS FOR EARLY AND MIDDLE CHILDHOOD *3 semester hours*

Analyses of ESL instructional materials, learning theories, learning styles, and strategies applicable are discussed. This course includes a discussion of impact of technology on early and middle childhood education for younger learners and of computer software available. The development of contextualized and Sheltered English lesson plans, thematic units, discussions on emergent literacy and using literature and patterned books to teach reading and phonics in an ESL classroom will be covered in this course. Ohio and TESOL standards will be discussed and included in lesson planning.

320 TESOL METHODS FOR ADOLESCENTS AND ADULTS *3 semester hours*

This course offers an analysis of ESL instructional materials, learning theories, learning styles, and strategies, and discussion of impact of technology (including available computer software) on early- and middle-childhood education for younger learners. Basic listening, communication, reading, and writing approaches; corrective pronunciation, personality factors, and innovative teaching techniques as applicable to the adolescent and adult second language learner will be presented. Ohio and TESOL standards will be discussed and included in lesson planning.

330 INTERNATIONAL LIVING/STUDY/INTERNSHIP *1 to 12 semester hour(s)*

This course involves residence, study, or work experience in a non-native country for a designated period of time. Semester hour(s) will be determined according to the length of the experience and the nature of the assignments.

340 CURRENT ISSUES IN INTERNATIONAL STUDIES GE *3 semester hours*

*Prerequisite: BLMC 240*

Building on material learned in BLMC 240, this team-taught course will employ a case-study approach combining political, economic, historical, and socio-cultural modes of analysis to problems of global significance. The course is intended to provide students with a solid understanding of important contemporary international issues and events, and to hone the analytic tools by means of which students may understand future developments in international relations. Cases might include problems in the Mid-East, Northern Ireland, Cuba, Canada, or Bosnia; famine in North Korea; financial difficulties in Asia; global environmental concerns; terrorism; the role of the United Nations; U.S.-China relations and Most Favored Nation (MFN) status; genocide in Africa (or elsewhere); and so forth.

343 HISPANIC/LATINO INFLUENCES IN THE UNITED STATES GE *3 semester hours*

This course presents an overview of the history, immigration movements, and cultural traditions of the major Hispanic/Latino groups residing in the U.S. today. It examines important contributions that Spanish speakers have made to the multicultural fabric of American life (art, literature, music, politics, sports, business, and the professions). It also explores current political and social issues of concern to Hispanics. The course materials focus on contemporary media including film, periodicals and newspapers, popular music, and the Internet.

350 AFRICAN-AMERICAN INFLUENCES IN THE U.S. GE *3 semester hours*

This course presents an interdisciplinary overview of Afrocentrism and its proper place in a multicultural democracy such as ours. The course examines the life and composites of African-Americans from several perspectives (e.g., historical, psychological, social, and cultural) and recognizes the many contributions African-Americans have made to all segments of American life (e.g., government, business, the arts, sciences, and space research to name a few).

410 TEACHING CONTENT AREAS IN A BILINGUAL/ESL SETTING *3 semester hours*

This course will highlight methods of teaching social studies, math, science, and language arts in a bilingual/ESL classroom setting, including Ohio's grade level learning outcomes. Analysis of current mainstream and ESL teaching materials; strategies and techniques for adapting materials; discussion of impact of technology on second language education for early and middle childhood learners, and of computer software available; learning strategies; Sheltered English, and the Cognitive Academic Language Learning Approach (CALLA) will be focused upon.

430 SOCIOLINGUISTICS IN A CLASSROOM SETTING *3 semester hours*

This course provides an overview of social realities such as class, ethnicity, age, gender, and style on language use in society. It involves relating language variation, register, style, dialects, code-switching, bilingualism, and communicative competence to the bilingual/ESL classroom to determine their effect on learning.

480 PRACTICUM/FIELD WORK IN TESOL *2 to 3 semester hours*

*Prerequisite: BLMC 310 or 320 or permission of the instructor*

This is an advanced course that focuses upon supervised field work and/or experiences in the teaching of English as a second language. Students' activities will include classroom observation, classroom teaching and/or tutoring in Intensive English Language Program (IELP), local schools, or schools in foreign countries.

494 SEMINAR IN INTERNATIONAL STUDIES *3 semester hours*

*Prerequisites: BLMC 240, 340; COMM 340; GEOG 101*

This course will 1) present students with the opportunity to apply much of the information from the program curriculum; 2) require students to develop a major research paper or project on a problem, event, or issue of significance in international studies; and 3) provide a vehicle for the International Studies Program faculty to further assess the success/failure of the program.

495 SEMINAR IN BILINGUAL/ESL EDUCATION *3 semester hours*

This is a capstone course that can be considered final preparation for the actual work of teaching. The course will be approached primarily from a discussion format based on a carefully selected set of readings that highlight current critical issues in bilingual/ESL instruction, demographic and immigration patterns, cultural aspects/values of various groups in the United States and Ohio, portfolio preparation, reflective teaching, self-assessment, and community/family involvement.

## FRENCH (FREN)

125 FRENCH FOR CONVERSATION AND TRAVEL I GE *3 semester hours*

This beginning-level course is designed to meet the conversational and cultural needs of students traveling for business or pleasure to French-speaking countries. Topics and proficiencies focus on "real world" situations. Students practice language skills in the present, past, and future. Cultural orientation focuses on French-speaking populations in Europe and Canada. This course is conducted in French.

130 FRENCH FOR CONVERSATION AND TRAVEL II GE *3 semester hours*

*Prerequisite: French placement exam, FREN 125, or permission of the instructor*

This continuation of the beginning-level course develops oral proficiency in French to meet conversational, social, and cultural needs. The students practice communication skills in "real world" French-speaking settings. Writing skills are developed for personal needs. This course is conducted in French.

215 INTERMEDIATE FRENCH GE *3 semester hours*

*Prerequisite: French placement exam, FREN 130, or permission of the instructor*

This course offers a review of basic structural patterns in an interactive context. Grammar and vocabulary are developed in diverse French-speaking settings. Comprehension and analysis of authentic listening and reading materials for intermediate-level students is covered in this course. This course is conducted in French.

245 FRENCH CONVERSATION AND PRONUNCIATION GE *3 semester hours*

*Prerequisite: FREN 215 or permission of the instructor*

Designed to improve listening and speaking skills for a wide range of intermediate students, this course introduces listening and speaking strategies to enable students to follow authentic French. Grammar review and principles of French pronunciation are incorporated into listening and speaking tasks. This course is conducted in French.

310 CONTEMPORARY READINGS OF THE FRENCH-SPEAKING WORLD GE *3 semester hours*

*Prerequisite: FREN 215 or permission of the instructor*

A transition from listening and speaking, this course integrates strategies to develop effective reading and writing skills. Emphasis is placed on 20$^{th}$-century readings (e.g., short stories, magazines, and newspaper articles). Goals include grammar review and vocabulary development. The literary tenses (*passé simple* and *imparfait du subjonctif*) are introduced. This course is conducted in French.

499 STUDIES IN A FRENCH-SPEAKING COUNTRY GE *1 to 6 semester hour(s)*

*Prerequisite: FREN 130 or permission of the instructor*

This course allows students with proficiency in the French language to earn course credit through traveling, studying, or working in a French-speaking region or country. Travel-study tours organized by an instructor include instruction and immersion experiences in French.

# GERMAN (GERM)

120, 121 INTRODUCTION TO GERMAN I, II GE *3 semester hours each*

*Prerequisite for GERM 121: GERM 120 or permission of the instructor*

These are introductory courses of German language and culture. Students begin to communicate in German through listening, speaking, reading, and writing. Emphasis is on conversation and vocabulary acquisition. Students also learn about the culture of German-speaking societies in the world. Through the courses, students will make comparisons to their own culture and language. GERM 120 is designed for students who have no previous training in German.

# INTENSIVE ENGLISH LANGUAGE PROGRAM (ENIN/IELP)

The Intensive English Language Program offers instruction in the English language and in American life and culture for non-native speakers of English. The mission of the IELP is to offer innovative programs to international students. These programs are designed to increase English proficiency, to assist with acculturation of life in the United States, and to facilitate academic success at the undergraduate and graduate levels. This academic program has four levels of instruction, and each level offers courses in listening, speaking, reading, grammar, and composition. Skilled-based instruction is integrated across skill-levels, incorporating service learning and civic engagement.

Students learn about the United States through class activities and discussions, interaction with American students and faculty members on campus, field trips, campus programs, and other community events.

All ENIN courses earn University credit. Students can earn a certificate in English as an International Language.

A *certificate in English as an international language* consists of 24 semester hours (two semesters) of credit in ENIN course work and indicates the equivalent levels of language study successfully completed at the University. A grade of "C" or better is required in each of the courses selected to satisfy the certificate program. For certification of language proficiency at a particular level, the following core courses are required:

| | |
|---|---|
| Basic Level: | ENIN 020, 021, 022, 023, and 024 |
| Beginning Level: | ENIN 030, 031, 032, 033, and 034 |
| Intermediate Level: | ENIN 400, 410, 420, 430, and 440 |
| Advance Level: | ENIN 460, 470, 480, 485, and 490 |

The courses listed above correspond to the current curriculum taught at various levels in the Intensive English Language Program. All 400-level ENIN classes will be graded "A," "B," "C," "D," "F," with a plus/minus scale, "P," or "NC." All developmental ENIN classes are graded S/U.

020 CULTURE OF AMERICAN CLASSROOM *3 semester hours*

In this course, students will develop their knowledge of American culture in order to function in a foreign community. In addition, students will learn proper classroom etiquette and study skills. This is a developmental course and does not count toward degree requirements.

021 COMPUTER SKILLS FOR NON-NATIVE SPEAKERS *2 semester hours*

In this course, students will develop computer skills necessary for academic success. An emphasis will be placed on using computers to improve English proficiency such as word processing, creating PowerPoints, sending appropriate emails, and using Blackboard. This is a developmental course and does not count toward degree requirements.

022 BASIC LITERACY FOR NON-NATIVE SPEAKERS *4 semester hours*

In this course, students will develop their literacy skills. Reading sight words, recognizing spelling patterns, using proper word meaning, and using correct grammar functions will be addressed in this course. Class meets five hours per week. This is a developmental course and does not count toward degree requirements.

023 VOCABULARY BASICS FOR NON-NATIVE SPEAKERS *3 semester hours*

In this course, students will develop their vocabularies necessary for survival in the United States. An emphasis will be placed on using collocations and developing strategies for using vocabulary in a grammatically correct way. In addition, students will improve their pronunciation skills by learning to correctly pronounce the specific vocabulary covered in the class. Students will also learn how to spell new vocabulary words. This is a developmental course and does not count toward degree requirements.

024 BASIC LEVEL COMMUNICATION SKILLS *3 semester hours*

In this basic level course, students will develop speaking and listening skills needed for successful interaction on an English-speaking campus and in an English-speaking community. Students will participate in group activities, simulations, and lab experiences with classmates and native speakers to learn appropriate linguistic responses and correct cultural context for using them. Students will practice rhythm, stress, and intonation of English as well as vowel and consonant sounds of the language. Class meets five hours weekly. This is a developmental course and does not count toward degree requirements.

030 BEGINNING LEVEL LISTENING FOR NON-NATIVE SPEAKERS *3 semester hour*

*Prerequisite: "S" in ENIN 024 or placement test*

In this course, students will develop and improve listening skills needed to function in the United States. Listening to learn cultural information will be stressed. Emphasis is placed on listening for main ideas, specific details, and contextual clues. This is a developmental course and does not count toward degree requirements.

031 BEGINNING LEVEL GRAMMAR FOR NON-NATIVE SPEAKERS *3 semester hours*

*Prerequisite: successful completion of the basic level or placement test*

In this course, students will review verb tenses, use the active and passive voice, use appropriate structures to compose compound and complex sentences, and develop strategies for error analysis. A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills. This is a developmental course and does not count toward degree requirements.

032 BEGINNING LEVEL READING FOR NON-NATIVE SPEAKERS *3 semester hours*

*Prerequisite: successful completion of the basic level or placement test*

In this course, students will develop skills and proficiency in reading authentic materials on various topics. Emphasis is placed on using reading strategies to increase speed and comprehension, reading for different purposes, and developing vocabulary in authentic contexts. Reading for pleasure is encouraged. Class meets four hours weekly. This is a developmental course and does not count toward degree requirements.

033 BEGINNING LEVEL COMMUNICATION FOR NON-NATIVE SPEAKERS *3 semester hours*

*Prerequisite: successful completion of the basic level or placement test*

In this course, students will develop and improve their communication skills. Reading and writing are integral to completing some tasks. Students will develop the ability to discuss their ideas in a small group setting. Formal presentations are introduced. Pronunciation strategies and rhythm as well as intonation are reviewed. This is a developmental course and does not count toward graduation.

034 BEGINNING LEVEL COMPOSITION FOR NON-NATIVE SPEAKERS *4 semester hours*

*Prerequisite: successful completion of the basic level or placement test*

In this course, students will be able to write a variety of effective paragraphs using the writing process. The course emphasizes the development, expression, and organization of ideas along with accuracy of language use in finished texts. Class meets five hours weekly, including one hour of computer lab time. This is a developmental course and does not count toward graduation.

195 INDEPENDENT STUDY *1 to 12 semester hour(s)*

This course provides an opportunity to do individual supervised work in the field of English as a second language. This course is repeatable and graded S/U.

250 ENGLISH FOR SPECIFIC PURPOSES *1 to 3 semester hour(s)*

This variable topics course is designed to provide beginning and intermediate ESL students with an opportunity to improve their English through experiences in a selected content area. The course may be repeated for a total of three semester hours. Class meets two/three times weekly and is graded S/U.

260 AMERICAN CULTURE AND CONVERSATION *1 semester hour*

This course is designed to introduce students to American culture and family life by matching them with volunteers from Findlay and the surrounding area. Documented weekly meetings with one's partner, weekly class meetings, and a final project are required. The course may be repeated for a total of three semester hours. It also may be audited. This course is graded S/U.

295 INDEPENDENT STUDY *1 to 12 semester hour(s)*

This course provides an opportunity to do individual supervised work in the field of English as a second language. This course may be repeated. It is graded S/U.

350 ENGLISH FOR SPECIFIC PURPOSES *1 to 3 semester hour(s)*

This variable topics course is designed to provide advanced ESL students with an opportunity to improve their English through experiences in a selected content area. The course may be repeated for a total of three semester hours. Class meets two/three times weekly.

351 PRONUNCIATION WORKSHOP FOR NON-NATIVE SPEAKERS *1 semester hour*

*Prerequisite: placement in IELP Levels Beginning, Intermediate, of Advanced*

Designed for students who want to do more intensive work on their pronunciation of English, this course provides in-depth practice with sounds, rhythms, and intonation patterns of language. Class meets one hour weekly and is graded S/U.

352 TOEFL PREPARATION FOR NON-NATIVE SPEAKERS *1 semester hour*

*Prerequisite: placement in IELP Levels Beginning, Intermediate, of Advanced*

This advanced-level test preparation course enables students to perform to their potential on the Test of English as a Foreign Language (TOEFL). General and discrete-point test-taking strategies for the Internet Based Test (iBT) are presented and practiced. Practice iBT examinations in reading, listening, speaking, and writing are administered and scored. This course meets for one hour in the multi-media lab each week and is graded S/U.

353 ENGLISH THROUGH COMPUTER SKILLS *1 semester hour*

*Prerequisite: placement in IELP Levels Beginning, Intermediate, of Advanced*

This course integrates digital media with advanced English language skill introduction (e.g., listening, composition). Students will use computer software programs to enhance their language skills and communicate effectively with a variety of audiences. This course is coordinated with the advanced IELP composition courses. Class meets in the multi-media lab once a week.

354 ENGLISH FOR BUSINESS COMMUNICATION *1 semester hour*

*Prerequisite: placement in IELP Levels Beginning, Intermediate, of Advanced*

This course for advanced ESL students is designed to improve English proficiency through instruction and practical experience in business correspondence and interactions. Class meets one hour weekly and is graded S/U.

395 INDEPENDENT STUDY *1 to 12 semester hour(s)*

This course provides an opportunity to do individual supervised work in the field of English as a second language. This course may be repeated.

400 INTERMEDIATE LISTENING FOR NON-NATIVE SPEAKERS *3 semester hour*

*Prerequisite: ENIN 030 or placement test*

This lab course is designed for advanced students to develop listening skills through note-taking and discussions. Using multi-media and authentic materials, the students will practice listening for main ideas and specific details and will develop their note-taking strategies. Class meets three hours weekly.

410 INTERMEDIATE GRAMMAR FOR NON-NATIVE SPEAKERS GE *3 semester hours*

*Prerequisite: ENIN 031 or placement test*

This English grammar course is designed to help non-native speakers refine their use of compound and complex sentence structure in discourse. Specific emphasis is placed on expanded verb tenses and clause connectors. Activities focus on accuracy in formal academic contexts. Class meets three hours weekly.

420 INTERMEDIATE READING FOR NON-NATIVE SPEAKERS GE *3 semester hours*

*Prerequisite: ENIN 032 or placement test*

This reading course is designed to help students learn to apply critical thinking skills and develop reading strategies needed to comprehend authentic academic readings. Reading for pleasure is encouraged. Class meets four hours weekly.

430 INTERMEDIATE COMMUNICATION SKILLS FOR NON-NATIVE SPEAKERS GE *3 semester hours*

*Prerequisite: ENIN 033 or placement test*

This class is designed to help advanced ESL students improve their English communication skills, especially in the areas of speaking and listening. Students present speeches, as well as participate in group discussions and problem-solving tasks. Course work may also involve interaction with American students in a classroom setting. Pronunciation techniques are reviewed. Class meets three hours weekly.

440 INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS *4 semester hours*
*Prerequisite: ENIN 034 or placement test*
This composition course is designed to help students improve their writing for academic purposes. Following the writing process, students compose a variety of five-paragraph essays and are introduced to basic MLA documentation for the purposes of writing a summary/reaction essay. Class meets five hours weekly including one hour of computer lab time.

450 WRITING REVIEW FOR NON-NATIVE SPEAKERS I *3 semester hours*
*Prerequisite: ENIN 440 or placement test*
This writing course is designed to prepare non-native speakers of English for composing academic tasks. The course will stress the use of the writing process by having students compose a formal informative research paper. Emphasis is placed on MLA documentation. Assignments will develop students' analytical and critical thinking skills. Class meets three hours weekly.

450L WRITING REVIEW FOR NON-NATIVE SPEAKERS I/Lab *1 semester hour*
During lab time, students will workshop papers, practice reading strategies, and conference with instructors.

451 WRITING REVIEW FOR NON-NATIVE SPEAKERS II *3 semester hours*
*Prerequisite: ENIN 450 or placement test*
This is a transitional course preparing non-native speakers of English for meeting the University's writing competency requirement. Emphasis is placed on understanding the importance of the writing process and developing strategies for composing academic essays. MLA documentation will be reviewed. Class meets three hours weekly.

451L WRITING REVIEW FOR NON-NATIVE SPEAKERS II/ LAB *1 semester hour*
During lab time, students will workshop papers, practice reading strategies, and conference with instructors.

460 ADVANCED GRAMMAR FOR NON-NATIVE SPEAKERS GE *3 semester hours*
*Prerequisite: ENIN 410 or placement test*
This English syntax course focuses on individual needs in preparation for advanced academic work. The complexities and discrete points of the English language are explored and analyzed. Students will self and peer-edit written and spoken texts. Class meets three hours weekly.

470 ADVANCED READING FOR NON-NATIVE SPEAKERS GE *3 semester hours*
*Prerequisite: ENIN 420 or placement test*
This is a course that focuses on the rhetorical styles used by many English-speaking authors. Students are expected to use reading skills and strategies to interpret authentic materials as required at the graduate level. Emphasis is placed on developing critical thinking skills. Reading for pleasure is encouraged. Class meets four hours weekly.

480 ADVANCED COMMUNICATION SKILLS FOR NON-NATIVE SPEAKERS GE *3 semester hours*
*Prerequisite: ENIN 430 or placement test*
This class is designed for high-advanced students to develop communication skills for academic presentations and discussions. Guidelines for organizing and delivering various types of speeches (e.g., informational and article reviews) are presented and practiced. Class meets three hours weekly.

485 ADVANCED LISTENING FOR SPECIFIC PURPOSES *3 semester hour*

*Prerequisite: ENIN 400 or placement test*

This lab course is designed for high-advanced students who plan to study at the graduate level. Students will be exposed to typical, field-specific lectures in order to learn appropriate note-taking strategies as well as questioning and summarizing techniques. Attending University-sponsored presentations and using a variety of authentic materials will be included. Class meets three hours weekly.

490 ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS *4 semester hours*

*Prerequisite: ENIN 440 or placement test*

In this composition course, students develop their writing skills to meet typical graduate-level academic expectations. Assignments include writing research papers using primary and secondary sources with appropriate APA documentation. Class meets five hours weekly including one hour of computer lab time.

495 INDEPENDENT STUDY *1 to 12 semester hour(s)*

This course provides an opportunity to do individual supervised work in the field of ESL. This course may be repeated.

## JAPANESE (JAPN)

A *major in Japanese* consists of 38 semester hours of JAPN 120, 120L, 121, 121L, 220, 220L, 221, 221L, 320, 321, 350, 495, and four hours from JAPN 240 and/or JAPN 499.

A *multi-age license in education for Japanese* includes JAPN 120, 120L, 121, 121L, 220, 220L, 221, 221L, 240, 320, 321, 350; BLMC 210; EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 366, 415, 418, 463; SPED 134, 261. Students must also complete 13 hours from the following: JAPN 420, 421, 495, and 499.

A *minor in Japanese* consists of 21 semester hours of JAPN 120, 120L, 121, 121L, 220, 220L, 221, 221L, 240 (two hours), and 350.

120, 121 FIRST-YEAR JAPANESE I, II GE *3 semester hours each*

*Prerequisite for JAPN 121: JAPN 120 or equivalent*

*Concurrent with JAPN 120L, 121L*

This course is a beginning sequence that stresses the spoken aspect of the language. The written language will be gradually introduced as students acquire basic spoken skills. The courses require a great amount of preparation outside the classroom using audiotapes, videos, CDs, and written materials.

120L, 121L FIRST-YEAR JAPANESE I, II/TUTORIAL *1 semester hour each*

*Concurrent with JAPN 120, 121*

The primary goal of tutorial courses is to provide more opportunities for students to engage in further application practice based on the course materials presented during the regular class period. Depending on the needs of the students, other types of activities might be incorporated into tutorial periods.

220, 221 SECOND-YEAR JAPANESE I, II GE *3 semester hours each*

*Prerequisite for 220: JAPN 121 or equivalent*
*Prerequisite for 221: JAPN 220 or equivalent*
*Concurrent with JAPN 220L, 221L*

Building on the basic skills and knowledge gained in JAPN 120 and 121, these courses are designed to further develop the basic ability to use the spoken language in a culturally and socially appropriate manner. Simple reading and writing abilities will be further developed. These courses require a great amount of preparation outside the classroom using audiotapes, videos, CDs, and written texts. The completion of JAPN 221 satisfies the language requirement for the Japanese minor.

220L, 221L SECOND-YEAR JAPANESE I, II/
TUTORIAL *1 semester hour each*

*Concurrent with JAPN 220, 221*

The primary goal of tutorial courses is to provide more opportunities for students to engage in further application practice based on the course materials presented during the regular class period. Depending on the needs of the students, other types of activities might be incorporated into tutorial periods.

240 EXPERIENCES IN JAPANESE *1 to 4 semester hour(s)*

*Prerequisite: permission of the instructor*

This is an experience-oriented course in which a student can apply Japanese language skills and gain inter-cultural knowledge by activities involving community people and companies as agreed upon by instructor and student. This course may be repeated up to five hours.

320, 321 THIRD-YEAR JAPANESE I, II GE *6 semester hours each*

*Prerequisite for 320: JAPN 221 or equivalent*
*Prerequisites for 321: JAPN 320 or equivalent*

Building on the foundation acquired from JAPN 220/221, these courses continue to develop skills and knowledge beyond the basic mastery of the spoken language. Training in written language continues and enables students to read some simple authentic materials and to write in a simple manner. The courses require a great amount of preparation outside the classroom using audiotapes, videos, CDs, and written texts. Completion of JAPN 321 satisfies the language requirements for the Japanese major.

350 INTRODUCTION TO JAPANESE CULTURE GE *3 semester hours*

Taught in English, this course introduces students to basic elements of the Japanese society – geography, history, and the material, intellectual, and spiritual heritage of Japan, which constitutes the foundation for Japanese people's behaviors, as individuals and as a group. This course aims to help students in the United States acquire a knowledge base that will assist them in understanding Japanese people and culture and how to interact with them in productive ways.

420, 421 FOURTH-YEAR JAPANESE I, II *1 to 4 semester hour(s) each*

*Prerequisite for JAPN 420: JAPN 321 or equivalent*
*Prerequisite for JAPN 421: JAPN 420 or equivalent*

This course offers fourth-year language and culture training based on skills and knowledge gained from the courses through JAPN 321. These courses are designed to respond to each student's need to polish and to further develop skills in both spoken and written language and cultural understanding. The courses require a great amount of self-study based upon the assignments.

495 SELECTED TOPICS IN JAPANESE *1 to 4 semester hour(s)*

*Prerequisite: permission of the instructor*

Taught in English and Japanese, depending on the topic covered, the course is designed to meet special interests of students wishing to study selected topics in Japanese culture and society. Topics may include adult and children's literature, films, art, and music. This course also serves as the training course for the student who wants to be licensed to teach Japanese as a foreign language. The course may be repeated for up to eight hours, provided the topics are different. It is strongly recommended for students in teacher education programs.

499 STUDY/INTERNSHIP IN JAPAN *1 to 8 semester hour(s)*

*Prerequisite: permission of the instructor*

This course provides experiences in Japan for students to further develop their skills and knowledge of the Japanese language and culture gained from classroom and field experiences in the United States. Regular reporting of the progress to the supervising instructor is required. Semester hour(s) will be granted according to the nature and the length of the experience.

## SPANISH (SPAN)

A *major in Spanish* consists of at least 33 semester hours of approved courses beyond Elementary Spanish II. Students must complete the following core courses: SPAN 220, 221, 310, 320, 325, 328, 332. Students must also complete 12 hours from the following electives: SPAN 345, 346, 360, 361, 362, 363, 400, 490, 491, and 499. A maximum of three courses within the major (SPAN 220, 221, 332) may be waived due to successful completion of a placement examination. **All Spanish majors are required to complete a semester of an immersion program.**

A *multi-age license in education for Spanish* (grades K-12) consists of SPAN 220, 221, 310, 320, 325, 328, 332 or 336, 360, 362, 363, 400. Students must also complete twelve hours from the following: SPAN 345, 346, 361, 490, 491, and 499. In addition, the student must complete BLMC 210; EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 366, 415, 418, 463; SPED 134, 261.

A *minor in Spanish* consists of 18 semester hours of Spanish courses, excluding Spanish 120 and 121. Students must complete the following core courses: SPAN 220, 221, 332. Students must also complete nine hours from the following electives: SPAN 310, 320, 325, 328, 345, 346, 360, 361, 362, 363, 400, 490, 491, and 499. A maximum of three courses within the minor (SPAN 220, 221, 332) may be waived due to successful completion of a placement examination.

047 SPANISH CLUB *ACTIVITY* *.5 semester hour*

The Spanish Club is an organization of The University of Findlay students that promotes awareness of the language and culture of the Hispanic people. Spanish Club members actively participate in University activities such as High School Spanish Day, International Day, International Night, and Hispanic Heritage Week.

120, 121 ELEMENTARY SPANISH I, II GE *3 semester hours each*

*Prerequisite for SPAN 121: SPAN 120 or equivalent*

This course is a beginning sequence, which stresses fundamentals of grammar, readings, composition, conversation, and culture, using materials dealing with Spain, Mexico, and Central and South America.

205 SERVICE LEARNING IN SPANISH *1 to 6 semester hour(s)*

*Prerequisite: permission of the instructor*

This course provides students with opportunities to serve the community through service learning projects and to further develop their language skills and deepen their cultural knowledge outside of classrooms. Projects may include service at schools, agencies, or businesses. Service projects must be approved by a supervising faculty prior to their beginning. This course may be repeated for up to six semester hours provided the projects are different. (A total of three hours may be counted for Spanish major or minor.)

220, 221 INTERMEDIATE SPANISH I, II GE *3 semester hours each*

*Prerequisite for SPAN 220: SPAN 121 or equivalent*

*Prerequisite for SPAN 221: SPAN 220 or equivalent*

This course covers intermediate grammar, composition, conversation, and culture, as well as the reading of short stories and novel excerpts, illustrated with audio-visual aids.

310 ADVANCED STRATEGIES FOR READING AND WRITING IN SPANISH GE *3 semester hours*

*Prerequisites: SPAN 221 and 332 or 336*

This course provides a transition to literature and culture courses which are taught in Spanish. It emphasizes advanced reading comprehension strategies, vocabulary acquisition, and writing skills.

320 SPANISH COMPOSITION GE *3 semester hours*

*Prerequisite: SPAN 332, 336, or permission of the instructor*

This course provides intensive work on various styles of Spanish composition for academic and non-academic uses. It explores differences between oral and written communication. The course includes group work and discussions as well as frequent individual compositions.

325 CULTURE OF SPAIN (IN SPANISH) GE *3 semester hours*

*Prerequisite: SPAN 310 or 320*

Taught in Spanish, this course integrates the political, economic, social, geographical, and cultural forces that shape Spain.

32 SPANISH-AMERICAN CULTURE (IN SPANISH) GE *3 semester hours*

*Prerequisite: SPAN 310 or 320*

Taught in Spanish, this course integrates the political, economic, social, geographical, and cultural forces that shape America.

332 SPANISH CONVERSATION AND PRONUNCIATION GE *3 semester hours*

*Prerequisite: SPAN 221 or equivalent*

This course is designed to provide students with an opportunity to improve pronunciation and oral/conversational fluency in Spanish through communicative activities, storytelling, discussion of topics related to the Hispanic world, and comprehensive practice through use of audio and video materials.

336 SPANISH FOR SPANISH SPEAKERS GE *3 semester hours*

*Prerequisite: SPAN 221 or equivalent*

This course is designed to address the unique needs of the student who has grown up in an English-speaking culture but within a Spanish-speaking community and/or home. Readings, lectures, and classroom activities aim at giving the students a greater knowledge and appreciation of their own cultural and linguistic heritage, helping them distinguish between standard and non-standard Spanish, adding more standard terms to students' vocabulary, improving spelling and use of written accent marks, and giving students a second grammar to use in a professional or formal context.

341 SPANISH CULTURE (IN ENGLISH) GE *3 semester hours*

Taught in English, this course integrates the political, economic, social, geographical, and cultural forces that shape Spain. (This course does not count for the Spanish major or minor.)

344 SPANISH-AMERICAN CULTURE (IN ENGLISH) GE *3 semester hours*

Taught in English, this course integrates the political, economic, social, geographical, and cultural forces that shape Spanish America. (This course does not count for the Spanish major or minor.)

345 LITERATURE OF SPAIN: MAJOR WORKS GE *3 semester hours*

*Prerequisite: SPAN 325*

This course features a survey of the major works of Spanish literature from *El Cid* through the 20th century or literary works of a specific theme, genre, or period. This course may be taken twice, provided the topics are different.

346 SPANISH-AMERICAN LITERATURE GE *3 semester hours*

*Prerequisite: SPAN 310 or 320*

This course features a survey of the major works of Spanish-American literature from the 16th through 20th century, or literary works of a specific theme, genre, or period. This course may be taken twice, provided the topics are different.

350 SPANISH FOR PROFESSIONALS GE *3 semester hours*

Designed for students with little or no background in Spanish, this course serves students who need to communicate with the Spanish speaker in the various professions. This course integrates thematically related vocabulary and grammar and it is geared to Spanish for specific purposes. It has three basic purposes: 1) to study the Spanish language with an emphasis on basic patterns; 2) to acquire vocabulary especially useful in practical situations and professions; and 3) to familiarize the student with the culture of Spanish-speaking people. The course topics vary by semester. (Does not count toward the major, minor, or license).

360 PROFESSIONAL COMMUNICATION IN SPANISH I *3 semester hours*

*Prerequisite: SPAN 332, 336, or permission of the instructor*

This course gives students knowledge of Spanish needed in the world of work. It introduces students to vocabulary needed in the professions, to common business transactions, and to broad cultural values needed by anyone from any field of study who plans to travel, do an internship, or work in an international setting where Spanish is spoken. Students write a professional résumé and learn to manage a job interview. It is geared to Spanish for special purposes or applied, interdisciplinary, or content-based Spanish learning. Spanish is the instructional language of the classroom.

361 PROFESSIONAL COMMUNICATION IN SPANISH II *3 semester hours*

*Prerequisite: SPAN 360 or permission of the instructor*

This course continues the study of Spanish for professional purposes. It continues to develop the students' professional vocabulary, knowledge of common business transactions, and cultural values needed in the world of work. Students read and lead class discussions on authentic articles from journals, magazines, and newspapers relating to a professional area of interest. Students will complete a research paper on a topic approved by the instructor that provides a capstone experience and contributes to each student's portfolio.

362 SPANISH GRAMMAR AND SYNTAX I *3 semester hours*

*Prerequisite: SPAN 221 or permission of the instructor*

This course offers an intensive study of the conventions of standard Spanish grammar and syntax. Additional study will include error correction and short compositions, especially useful for future teachers and others interested in the Spanish language. Spanish is the instructional language of the classroom.

363 SPANISH GRAMMAR AND SYNTAX II *3 semester hours*

*Prerequisite: SPAN 362 or permission of the instructor*

This course offers an intensive study of the conventions of standard Spanish grammar and syntax. Extensive oral and written work will also be required – useful for all who want to polish their written syntactic and grammatical skills. Spanish is the instructional language of the classroom.

400 SEMINAR IN CONVERSATIONAL TOPICS *1 to 4 semester hour(s)*

*Prerequisite: SPAN 332 or 336*

This course is designed to improve the fluency of advanced students through authentic conversation on diverse topics of interest. Students can practice conversational language skills by interacting with native and non-native speakers of Spanish.

490 ADVANCED STUDIES IN SPANISH *1 to 4 semester hour(s)*

*Prerequisites: SPAN 310 and permission of the instructor*

In different semesters, this course may provide advanced work in literature, applied linguistics and culture, or may focus on Spanish for special purposes such as the legal, medical, social service, environmental, or equestrian professions. The course may be taken twice, provided the topics are different.

491 INDEPENDENT STUDY IN SPANISH *1 to 4 semester hour(s)*

*Prerequisites: SPAN 310 and permission of the instructor*

This course offers an opportunity to do individual supervised work in the field of the student's chief interest: literature, business, linguistics, or other. Subtitle will indicate area of study. The course may be taken twice, provided the topics are different.

499 STUDY/INTERNSHIP IN A SPANISH-SPEAKING COUNTRY *1 to 12 semester hour(s)*

*Prerequisites: approved course work in the academic area related to the internship or professional experience in the area. Exceptions must be approved by the supervising professor.*

This course is a study abroad or work experience for students to further develop their skills and knowledge of the Spanish language and culture gained from classroom experiences. Must be approved by chair of the Department of Language and Culture and be supervised by a Spanish faculty member.

# DEPARTMENT OF RELIGIOUS STUDIES AND PHILOSOPHY

Chair of Religious Studies and Philosophy: Stulman
Professors: Brougher, Stolick, Stulman
Assistant Professor: Lee

A Bachelor of Arts Degree is granted for completion of baccalaureate programs in the Department of Religious Studies and Philosophy.

### *Baccalaureate Programs:*

Philosophy
Religious Studies - Biblical Studies Emphasis
Religious Studies - Christian Studies Emphasis
Religious Studies - Comparative Religion Emphasis
Religious Studies - Individualized Studies Emphasis

### *Minors:*

Philosophy
Philosophy/Applied Ethics
Religious Studies

### Prerequisites

Some courses offered by the Department of Religious Studies and Philosophy require that students complete other courses before they may enroll. These prerequisites are clearly stated with the description of each course. When a course has no stated prerequisite, the course will not require specific knowledge taught in any previous course. This does not mean that all courses without prerequisites are elementary, introductory courses. In general, courses with numbers in the 100s and 200s are the best courses for first-year students. Upper-level (300- and 400-level) courses are intended primarily for students who have taken at least one year of college work, including English 106, 107, or 206. Other students may enroll with the instructor's permission or on the basis of placement testing. A "C" or better in ENGL 106, 107, or 206 is required before students may take any 300- or 400-level course in the Department of Religious Studies and Philosophy.

### Travel Courses

From time to time, the Department of Religious Studies and Philosophy organizes seminars in which students can earn college credit for travel experiences and related academic work.

# PHILOSOPHY (PHIL)

A *major in philosophy* consists of 30 semester hours, including PHIL 101, 301, 304, 305; a three-semester-hour senior capstone project (taught as PHIL 492); and at least 15 semester hours from the following list: any other PHIL courses; up to but not more than six hours from RELI 102, 200, 201, 220, 270; SOCI 420; or POLS 333.

A *minor in philosophy/applied ethics* consists of 15 semester hours, including PHIL 100, 220, and nine semester hours from the following list: other philosophy ethics courses, RELI 270, RELI 410, or no more than three hours from PHIL 325, 333, or POLS 333. PHIL 490 or 491 may count toward a minor in applied ethics, provided the subject matter of the course is in the area of ethics. (Students may receive a minor in either applied ethics or philosophy, not both).

A *minor in philosophy* consists of at least 15 semester hours in philosophy, including PHIL 100. (Students may receive a minor in either applied ethics or philosophy, not both).

100 INTRODUCTION TO PHILOSOPHY GE *3 semester hours*
This course offers a survey of important philosophical problems relevant to human life in an age of rapid social and intellectual change, including the ultimate nature of reality, belief in God, personal identity, freedom and responsibility, the search for meaning in life, theories of knowledge, and ethical considerations of right and wrong.

101 INTRODUCTION TO CRITICAL THINKING GE *3 semester hours*
This course provides an introduction to the principles and methods of critical thinking and the distinctions between opinion, knowledge, and belief. It includes techniques of conceptual analysis as well as some introduction to informal fallacies of reasoning.

210 PHILOSOPHY OF RELIGION GE *3 semester hours*
This course offers critical reflection on the nature and origin of religion, the relationship between faith and reason, and the character of religious language. Attention will be given to questions concerning the existence of God, good and evil, life after death, and claims of religious knowledge.

220 ETHICAL ISSUES OF THE MODERN WORLD GE *3 semester hours*
This course provides an introduction to moral philosophy and its application to contemporary ethical issues. At various times the course may focus on special topics. The course may be taken twice, provided the topics are different.

221 HEALTH CARE ETHICS GE *3 semester hours*
This course is designed to familiarize students with the kinds of ethical situations and questions they can expect to encounter as health care professionals, and to provide students with skills and information to enable them to make competent ethical decisions in clinical situations. Topics will include practitioner-patient relationships, treatment and informed consent, confidentiality, end-of-life choices, intraprofessional and interprofessional conflicts, and business concerns and conflicts. Intended primarily for students pursuing careers in health care and related fields, the course is open to all who are interested in the subject.

224 ETHICS AND TECHNOLOGY GE *3 semester hours*
This course is designed to familiarize students with the kinds of ethical situations and questions they can expect to encounter as professionals in the field of technology management, and to provide students skills and information to enable them to make competent ethical decisions in real-life situations. Topics will include information stewardship and privacy concerns, intellectual property issues, computer security, liability and safety responsibilities, professional codes of ethics, the social impact of computer technology, and related business concerns and conflicts.

226 BUSINESS ETHICS GE *3 semester hours*
This course provides a critical study of fundamental ethical issues in a business context. Topics include application of moral theory to real-life situations in business practice, policy, and relationships with a focus upon principles for making moral decisions. Discussion topics may include justice and economic distribution, moral considerations of capitalism, corporate responsibility, ethics in the workplace, affirmative action, advertising, responsibility to consumers, protection of the environment, and other related ethical concerns.

230 SPORTS ETHICS GE *3 semester hours*

This course is designed to create awareness of important ethical issues in sports and to provide students with skills and information to enable them to competently respond to such issues as they occur. Building upon their own experiences with sports, students will explore real-life issues from a variety of perspectives (e.g., as coach, player, parent, umpire, citizen). Possible topics will include the role of ethics in athletic competition, the value of sportsmanship, fairness in sports, use of performance-enhancing drugs, gamesmanship, violence, the role of a coach as an authority figure, friend, and counselor, and whether sports build moral character. Intended especially for student-athletes, the course is open to all who are interested in the topic.

235 ENVIRONMENTAL/ANIMAL ETHICS GE *3 semester hours*

This course provides a historic and contemporary overview of Western and non-Western ethical thought concerning the environment and the humane treatment of animals. Students will be encouraged to critically examine their own beliefs, attitudes, and habits relative to the subject matter. Possible topics include saving endangered species, preserving the wilderness, controlling pollution, managing limited natural resources, raising animals for food, and using animals in experiments, as well as issues involving the moral status of animals, obligations to future generations, and global justice.

240 MEDIA ETHICS GE *3 semester hours*

This course offers a critical study of ethical issues in the field of communication and media, including print and non-print journalism, radio and television broadcasting, advertising, and to a lesser extent entertainment media such as movies and television programming. Possible topics will include the role of media in a free society, social and ethical responsibilities of media professionals, professional code of ethics, conflicts of interest, truthfulness and deception, privacy versus the public's right to know, when does "news judgment" become censorship, journalism ethics in the online age, what's fair in advertising and public relations, ethics and interviewing, and ethical dimensions of entertainment.

270 EXISTENTIALISM GE *3 semester hours*

This course involves a survey of existentialist philosophy, including study of its influence and expression in literature, the fine arts, psychology, and religion. The course includes reflection upon basic existential themes such as the meaning of human existence, freedom and responsibility, the limits of reason, the significance of death, the individual versus society, and the implications of truth as subjectivity. Students will be challenged to consider how they define the world and to what extent they have the power to change the world. Readings from Kierkegaard, Nietzche, Camus, Sartre, Buber, Simone de Beauvoir, or others are used within this course.

301 LOGIC AND LANGUAGE GE *3 semester hours*

*Prerequisites: PHIL 101 or permission of the instructor, ENGL 106, 107, or 206*

This course acquaints students with the principles and methods of formal logic and its application to scientific reasoning, legal reasoning, and creative problem solving. It may also include an introduction to important issues in 20$^{th}$-century philosophy of language.

304 METAPHYSICS AND EPISTEMOLOGY *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is an inquiry into the fundamental nature of reality and to the general question of what can and cannot be known. Historical figures to be introduced include Plato, Aristotle, Descartes, Locke, Hume, and Kant. Topics to be considered will include appearance/reality distinction(s), mind/body problem, the distinction between opinion, belief, and knowledge, epistemological skepticism, the nature of space and time, and the very meaning of Being.

305 FROM THALES TO RICHARD RORTY *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206; PHIL 100*

This course is an overview of Western Philosophy in its epistemology, beginning with a correspondence theory of truth where our ideas mirror the external world to the semantic and pragmatic theories of truth where our ideas make different types of sense of the world in order to better serve our current practical interests. The overall narrative of this course is in its seminal figures and issues, from Thales to Richard Rorty. Students will explore the discipline of philosophy from its origins, and consider pre-Socratics, Socrates, Plato, Aristotle, Platonist and Aristotelian Medieval philosophers, Rationalists (Descartes, Spinoza, Leibniz), Empiricists (Locke, Berkeley, Hume), Kant, Hegel, then the movements of Continental Philosophy and Analytical Philosophy, American pragmatism, and ending with postmodernism. The goal of this course is to help students tell the story of philosophy so as to understand the pressing philosophical problems today.

325 BEAUTY AND VALUE GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is an inquiry into the nature of art and beauty, including problems of objectivity versus subjectivity. What does it mean to call something a "work of art?" Is beauty simply in the eye of the beholder? It provides an application of philosophical ideas and theories to present-day experiences and ongoing debates in contemporary aesthetics, such as colorization in movies. This course is intended for students with some background in either philosophy or the fine arts.

333 SOCIAL AND POLITICAL THOUGHT GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course provides a critical survey of salient social and political ideas in ancient, medieval, and contemporary philosophy. Although Western thought is given prominence, perspectives from non-Western cultures may be introduced to offer insightful comparisons or contrasts. Topics include issues of liberty, equality, economic justice, law, authority, citizenship, and civil disobedience.

380 PHILOSOPHY OF LAW: JURISPRUDENCE GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course offers a critical introduction to philosophy of law. Students will explore the views of diverse and influential thinkers from Plato to the present on the nature of law, associated problems, and types of solutions that have been proposed. The primary objective will be to better understand the function of law in human society. Topics will include the source of the authority of law, different types of law, the concept of legal responsibility, and the relationship between morality and law, as well as related subjects such as legal reasoning, legal rights, and theories of punishment.

490 TOPICS IN PHILOSOPHY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This is an advanced course that, in different years, may focus on special problems or particular philosophers. The course may be taken twice, provided the topics are different.

491 INDEPENDENT STUDY IN PHILOSOPHY *1 to 4 semester hour(s)*

*Prerequisite: ENGL 106, 107, or 206*

This course is a program of guided independent study in an area selected to meet student interests and needs. The course is repeatable up to 10 hours, provided the topics are different.

492 CAPSTONE COURSE *1 to 4 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206; PHIL 100, 101, and junior or senior status*

Students are expected to narrow the focus of their studies to an area of interest that they have developed during their previous course work and/or through their experience in the field. Students will then complete a project related to this area of interest. Ordinarily, this project will be a philosophical paper worthy of publication, although it could be some other endeavor befitting a culminating university experience. All projects will be conceived and executed in consultation with and guidance by the course instructor and will require approval by the director of philosophy.

# RELIGIOUS STUDIES (RELI)

## Religious Studies Core Courses

The following core courses are required for all four-year majors:

RELI 101 Introduction to Religion
RELI 102 Jewish and Christian Traditions
RELI 490 Research in Religious Studies

A *major in religious studies* consists of the religious studies core (nine semester hours) and the completion of one of the emphases listed below.

*Religious Studies - Biblical Studies Emphasis*
*(focus: sacred texts of the Jewish and Christian tradition)*
Requirements in addition to the core include 12 semester hours from RELI 235, 240, 327, 329, 336, and 339. Also, these majors must complete 12 semester hours of elective course work in religious studies or philosophy.

*Religious Studies - Christian Studies Emphasis*
Requirements in addition to the core include RELI 205, 207, 209, 235 or 327, 240 or 336, 270, 339, 350 or 390, 395, 398, 410, 422, and 423.

*Religious Studies - Comparative Religion Emphasis*
*(focus: comparative study of Eastern and Western religious traditions)*
Requirements in addition to the core include 12 semester hours from RELI 200, 201, 220, 312, 315, and 320. Also, these majors must complete 12 semester hours of elective course work in religious studies or philosophy.

*Religious Studies - Individualized Studies Emphasis*
*(focus: self-designed program approved by the chair of religious studies and philosophy and dean of the College of Liberal Arts)*
Requirements in addition to the core include 24 semester hours of course work in religious studies and/or philosophy selected in close consultation with a member of the religious studies faculty. Such majors are particularly encouraged to make use of RELI 491, which allows for independent or directed studies and which may be completed for up to 12 semester hours, provided that the topics of study vary.

A *minor in religious studies* consists of 15 semester hours including RELI 101 and 12 semester hours of religious studies, nine of which must be taken at The University of Findlay.

All majors and minors in religious studies are urged to pursue language studies pertinent to their area of interest, either through regular course offerings from the Department of Language and Culture or by arranging language tutorials with religious studies faculty. Instruction in Biblical languages also is available at Winebrenner Theological Seminary. In addition, majors and minors are encouraged to avail themselves of overseas and intensive cross-cultural study opportunities through University programs and accredited national and international agencies.

101 INTRODUCTION TO RELIGION GE *3 semester hours*
This course introduces students to various religions of the world, including Hinduism, Judaism, Buddhism, Daoism (Taoism), Christianity, and Islam: their basic beliefs, texts, practices, common concerns, and relevance for contemporary students. While studying these religious traditions, students will explore the enduring questions of life, the search for meaning and identity, questions of evil and suffering, and what it means to seek the common good.

102 THE JEWISH AND CHRISTIAN TRADITIONS GE *3 semester hours*
This course is an introduction to the Jewish and Christian traditions, their history, central teachings and practices, as well as their distinctive and shared values. The course also examines Jewish-Christian dialogue in the post-Holocaust world. While studying these religious traditions, students will explore the enduring questions of life, the search for meaning and identity, questions of evil and suffering, and what it means to seek the common good.

200 RELIGIONS OF INDIA AND TIBET GE *3 semester hours*
This is an introductory survey of the history of religions in India and Tibet, including the Hindu, Jain, Buddhist, Islamic, and Sikh traditions, as well as ancient and folk/popular religious traditions.

201 RELIGIONS OF CHINA AND JAPAN GE *3 semester hours*
This course is an introductory survey of the history of religions in China and Japan, including the Confucian, Daoist (Taoist), Buddhist, Shintô, and Christian traditions, as well as ancient, folk/popular, and new religious traditions.

205 INTERPRETING THE BIBLE *3 semester hours*
This course provides a critical introduction to various methods, multidisciplinary approaches, theoretical models, and research tools available for informed readings of the Bible.

207 HISTORY OF CHRISTIANITY *3 semester hours*
*Prerequisites: ENGL 106, 107, or 206, RELI 101, 230, and permission of the instructor*
This course involves a study of Orthodoxy, Roman Catholicism, and Protestant traditions of Christianity.

209 CHRISTIAN THEOLOGY *3 semester hours*
*Prerequisites: ENGL 106, 107, or 206, RELI 101, 230, and permission of the instructor*
This course offers a study of the central teaching of the Christian faith, with attention to their classical formulations as well as more recent interpretations.

220 THE ISLAMIC TRADITION GE *3 semester hours*
This course is an introductory survey of the history and diversity of Islamic traditions, from the lifetime of the Prophet in seventh-century Arabia to contemporary Islamic communities in the Middle East, South Asia, and North America.

235 THE OLD TESTAMENT GE *3 semester hours*

This course provides a critical study of the Hebrew Bible (Old Testament) and the religion of ancient Israel within the context of other ancient Near Eastern traditions. The Hebrew Bible is read in English translation with special attention to historical, literary, and ethical issues. In particular, students explore grand narratives of meaning, divine promise, faith and the common good, expressions of worship and wisdom, the problem of evil, and the prophetic call to compassion, social justice, and love for neighbor.

240 THE NEW TESTAMENT GE *3 semester hours*

This course offers an introduction to the historical development, religion, and literature of the New Testament. The New Testament is studied in English translation, with special attention to its first century Jewish and Greco-Roman context as well as its major teachings and central concerns. In particular, students explore the nature of faith and the earliest Christian call to service and generosity, especially on behalf of the poor.

270 RELIGIOUS ISSUES IN CONTEMPORARY SOCIETY GE *3 semester hours*

This topically-structured course will provide the student with the opportunity to reflect on the contemporary influence of religious values and the integral role it has in various global, social, economic, and political systems.

312 THE BUDDHIST TRADITION GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is an intermediate survey of the history and diversity of Buddhist traditions, from the lifetime of the Buddha in fifth-century BCE India to contemporary Buddhist communities in East Asia, Southeast Asia, and North America.

315 RELIGIONS OF AFRICA AND THE AMERICAS GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is an intermediate survey of the religious traditions of indigenous Africans, Native Americans, and Caribbean islanders, such as the Zulu, Yoruba, Lakota, Vodou (voodoo), and Santeria traditions.

320 NEW RELIGIOUS MOVEMENTS GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is an intermediate, cross-cultural survey of new religious movements ("cults") that have emerged, or are presently emerging, from established religious traditions in North America, Africa, and Asia.

326 PENTATEUCH *3 semester hours*

*Prerequisites: RELI 101 and 230*

This course studies the Pentateuch and the early historical books of the Old Testament. It pays special attention to the theme of the covenant relationship between God and Israel.

327 OLD TESTAMENT PROPHETS GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course offers an intensive study of the writing of the prophets in the Hebrew Bible (Old Testament) with special attention given to their historical, cultural, and religious settings. The course also examines ways in which the words of the prophets transcend their own context to address individuals and communities today.

329 WISDOM AND POETRY IN THE OLD TESTAMENT GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
The course is a critical study of the Wisdom literature (Job, Ecclesiastes, Proverbs) and the Psalter of the Hebrew Bible (Old Testament) with emphasis on questions of ultimate meaning, values, human suffering, and the spirituality of ancient Israel.

336 JESUS IN THE GOSPELS GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course offers an intensive study of the sources of the knowledge of the Church's faith concerning the significance of the life and teachings of Jesus. This course examines the distinctive literary and religious character of each Gospel and its depictions of Jesus.

337 ACTS AND PAULINE LITERATURE *3 semester hours*
*Prerequisites: RELI 101 and 230*
Students survey the origin and history of the early church as recorded in Acts. They also study Paul's epistles in relationship to the issues in the church that the apostle addressed.

338 GOSPEL OF JOHN AND GENERAL EPISTLES (WTS) *3 semester hours*
*Prerequisites: ENGL 106, 107, or 206, RELI 101, and 230*
Students read the Johannine literature – the Gospel and Epistles of John and Revelation. They also examine the general epistles of Hebrews, James, Peter, and Jude.

339 THE BIBLE AS LITERATURE GE *3 semester hours*
*Prerequisite: ENGL 106, 107, or 206*
This course is a literary study of the Bible (both Testaments), with emphasis on rhetoric, characters, plot, setting, metaphors, and themes. The focus of the course is on close readings of selected narratives and poems in the Bible. Biblical texts are examined in their final literary form, with less emphasis on reconstructing political, social, and religious ideas that lie beneath the surface of the text.

340 SPECIAL TOPICS IN RELIGIOUS STUDIES GE *1 to 4 semester hour(s)*
*Prerequisite: ENGL 106, 107, or 206*
Each time this course is offered, it will focus on a specific topic in religious studies. The course may be taken more than once, provided the topics are different.

350 FIELD EXPERIENCES IN RELIGION GE *1 to 3 semester hour(s)*
*Prerequisite: ENGL 106, 107, or 206*
This is an active, experience-oriented service-learning course in which students extend their study of religion through a field work project approved and supervised by religious studies faculty. The project also must be supervised on site by a representative of the sponsoring agency. The course is graded S/U, unless the student requests conventional grading. The course is offered in units of one semester hour; may be taken for a total of five hours.

390 TRAVEL SEMINAR IN RELIGIOUS STUDIES GE *1 to 3 semester hour(s)*
*Prerequisite: ENGL 106, 107, or 206*
This is a travel course organized by religious studies faculty in which various important sites of religious cultures are visited, studied, and researched. The course may be taken three times provided that the travel sites are different. (Three hours may be used for GE credit.)

395 LEADERSHIP FORMATION *3 semester hours*

This course examines the principles and practices essential to effective leadership. Students will demonstrate understanding of various models of Christian leadership based on biblical exploration, theological reflection, and recent theoretical analysis.

398 CHRISTIAN WORSHIP *3 semester hours*

This course introduces students to expressions of worship in Catholic, Protestant, and Evangelical contexts. Students develop a "theology of worship" that is contextually appropriate to their own faith tradition.

410 CHRISTIAN ETHICS *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206, RELI 101, 230, and permission of the instructor*

This course is designed to identify and evaluate methods of moral decision-making and Scriptural models for moral deliberation and will include case studies of specific moral issues.

422 HOLISTIC CARE AND COUNSELING *3 semester hours*

This course introduces students to viable expressions of caring ministry based on biblical, theological, and recent theoretical models.

423 LITURGICAL ENGAGEMENT *3 semester hours*

This course offers an examination of homiletic models based on recent exegetical, hermeneutical, and intercommunication theories.

490 RESEARCH IN RELIGIOUS STUDIES *1 to 4 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206 and permission of the instructor*

This course provides a critical study and research in religious studies, either independent or directed. The course may be taken twice, provided the topics are different.

491 INDEPENDENT WORK IN RELIGIOUS STUDIES *1 to 4 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206 and permission of the instructor*

This course involves a program of guided research in the area of religious studies. The course is repeatable up to 12 hours, provided the topics are different.

# DEPARTMENT OF SOCIAL, BEHAVIORAL, AND JUSTICE SCIENCES

Chair of Social, Behavioral, and Justice Sciences: Postic
Professor: McCandless
Associate Professor: Chwialkowski
Assistant Professors: Beitzel, Buday, Leach, Lucas, Mata, Postic

A Bachelor of Arts degree is granted for baccalaureate programs in the Department of Social, Behavioral, and Justice Sciences. (Note: Forensic Science-DNA/Serology and Forensic Science-Toxicology are Bachelor of Science degrees.)

### *Baccalaureate Programs:*

Adolescent/Young Adult/Integrated Social Studies
Criminal Justice
Criminal Justice - White-Collar Crime and Fraud Investigation
Forensic Science - DNA/Serology
Forensic Science - Toxicology
Political Science
Psychology
Sociology

### *Minors:*

Criminal Justice
Political Science
Psychology
Public Administration
Public Administration for ESOH majors
Sociology

### *Associate Programs:*

Criminal Justice Administration - Corrections Option
Criminal Justice Administration - Law Enforcement Option

**Prerequisite** for all upper-level Department of Social, Behavioral, and Justice Sciences courses: "C" or better in ENGL 106, 107, or 206.

A *major in adolescent/young adult/integrated social studies* consists of EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 360, 415, 418, 463; SPED 134, 261; ANTH 210; ECON 199; GEOG 101 or 200; HIST 101, 110, 111, 220, 221, 248; POLS 100, 110; SSCI 240; HIST 390 or POLS 111; two courses from HIST 150, 302, 352, or 385; one course from POLS 202, 203, or HIST 242; HIST 151 or 152. Please see the College of Education for the education course descriptions.

# CRIMINAL JUSTICE (CJUS)

## Criminal Justice Core Courses

CJUS 100 Introduction to Research and Field Experience
CJUS 101 Introduction to Criminal Justice
CJUS 201 The Juvenile Justice System
CJUS 220 Introduction to Criminological Theory
CJUS 230 Police
CJUS 232 Corrections
CJUS 300 Criminal Investigation
CJUS 310 Criminal Law
CJUS 315 Legal Issues in Criminal Justice
CJUS 320 Criminal Procedure
CJUS 347 Research Methods
CJUS 365 Probation and Parole
CJUS 385 Professional Practices in Criminal Justice
CJUS 435 Criminal Justice Management
CJUS 440 Criminal Profiling
FORS 201 Forensic Science
FORS 201L Forensic Science Lab
POLS 495 Senior Seminar

A *major in criminal justice* consists of the criminal justice core and nine hours from PLAW 100, 390 (three hours), PBAD 205, 305, 490, POLS 110, 335, 365, 404, PSYC 100, 233, 380, SOCI 105, 220, 225, 345, 350, SPAN 120, 121, 310, 350. In addition, students must complete 12 hours from CJUS 111, 265, 305, 330, 335, 345, 415, 420 (may be repeated if topics are different), 430, 490 (maximum three hours), FORS 430.

A *major in criminal justice - white-collar crime and fraud investigation* consists of the criminal justice core; ACCT 220; ECON 200, 201; FNCE 350; and three courses from CJUS 111, 265, 305, 330, 335, 345, 415, 420 (may be repeated if topics are different), 430, 490 (maximum three hours), FORS 430.

An *Associate of Arts degree in criminal justice administration - corrections option* consists of CJUS 101, 230, 232; and 12 hours from CJUS 265, 340, 365, 415, 420, or 490. This option is being modified. Please see the chair of justice sciences for the most up-to-date information.

An *Associate of Arts degree in criminal justice administration - law enforcement option* consists of CJUS 101, 230, 232; and 12 hours from CJUS 300, 301, 320, 420, or 490. This option is being modified. Please see the chair of justice sciences for the most up-to-date information.

A *minor in criminal justice* consists of CJUS 100, 101, 230, 232, FORS 201, 201L, plus any other four courses within the criminal justice core.

050 CRIMINAL JUSTICE STUDENT CLUB *ACTIVITY* *.5 semester hour*
This club will provide students with the opportunity to visit criminal justice-related agencies and organizations. It will further provide the students with the opportunity to maintain and share a collective ownership in their chosen career goals. Course is graded S/U.

100 INTRODUCTION TO RESEARCH AND FIELD EXPERIENCE *3 semester hours*

This course provides an introduction to basic research concepts and methodologies. Specifically, topics include sources of scholarly research and data, literature reviews, basic research designs, data collection strategies/instruments, sampling techniques, foundational research concepts such as reliability and validity, data presentation, and proper APA citation. Existing research will be analyzed and critiqued as well as novel scholarly works produced. This course also provides opportunities for interaction with criminal justice professionals and/or involvement in criminal justice agencies as an initial experience in the field.

101 INTRODUCTION TO CRIMINAL JUSTICE GE *3 semester hours*

This course is intended to provide an introduction and broad-based understanding of the functional components of the criminal justice system, their independence, and formal and informal working relationships. It will also provide a basic understanding of the American crime problem.

111 SELF-DEFENSE/STRESS MANAGEMENT *3 semester hours*

The course presents aspects of self-defense and various exercises and breathing techniques to control personal stress. The primary emphasis of the course is to provide students with an appreciation of health and wellness through physical fitness and personal self-defense without weapons. Skill development is stressed as a means of reducing and controlling personal stress and situational conflict. It will provide activities that foster flexibility and enhance strength, determination, coordination, and self-confidence. The course is highly recommended for all students majoring in criminal justice and is open to all University students.

201 THE JUVENILE JUSTICE SYSTEM *3 semester hours*

*Prerequisite: CJUS 101 or permission of the instructor*

This course covers an in-depth study of the various components that comprise the juvenile justice system. Topics will include juvenile courts, role modeling, interaction between youth and the juvenile justice system, and the future of the juvenile justice system. Additional topics include development and trends in the juvenile court process; laws and procedures in the adjudication process; philosophy and practices; definitions, causation, prevention, treatment, and control of delinquent behavior.

220 INTRODUCTION TO CRIMINOLOGICAL THEORY *3 semester hours*

This course focuses on the causes, nature, measurement, etiology, trends, consequences, prevention, control, and treatment of crime and delinquency. This course will provide comprehensive coverage of the vast array of criminological theories that currently exist. It will also focus on the pragmatic application of those theories to criminal justice policy in an attempt to bridge the divide between theory and practice making criminology relevant to academics, policymakers, and practitioners. Additionally, this course will cover the construction of theory, its relevance to research methodology, and the importance of moving toward integrated criminological theories.

230 POLICE *3 semester hours*

*Prerequisite: CJUS 101 or permission of the instructor*

This course is an overview of police functions and responsibilities at the local, state, and federal levels. Police operations are examined relative to effectiveness in crime control, delivery of services, and order maintenance. Additional topics will include major developments, such as diversity; problems in policing, such as profiling; rights and responsibilities of the uniformed officer; patrol and manpower distribution theories; police professionalism, unionism, ethics, and corruption; community relations; continuous fitness; and, the police subculture as a distinct value system.

232 CORRECTIONS *3 semester hours*

*Prerequisite: CJUS 101 or permission of the instructor*

This course further develops the concept of corrections and sentencing philosophies. It covers the historical development of corrections leading to an analysis of our correctional process and systems in contemporary America.

265 COMMUNITY-BASED CORRECTIONS *3 semester hours*

*Prerequisite(s): CJUS 101 and 232 or permission of the instructor*

This course is concerned with correctional theory and practice as applied to the community setting. Specific areas of concern are probation, parole, diversion, and non-traditional community correctional programs. The application of community resources and responsibilities with the needs of offenders in the criminal justice system is a primary focus of the course. Some contrasts and comparisons are made with the institutional correctional setting.

300 CRIMINAL INVESTIGATION *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, CJUS 101, and 230 or permission of the instructor (recommended completion of CJUS 320)*

This course deals with the following fundamental procedures of criminal investigation: crime scene search and recording, collection and preservation of physical evidence, scientific evaluation, modus operandi, sources of information, interviews and interrogations, and case preparation.

305 INTERMEDIATE SANCTIONS *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 100 or permission of the instructor*

This course is concerned with judicial and correctional sanctions that fall between traditional probation and prison. Specifically, this course focuses on a multitude of sanctions that were developed and implemented within the criminal justice system in response to the perceived leniency of probation and the dramatic increase in prison populations that led to prison overcrowding and unsustainable budgetary expenditures on corrections. The course provides a comprehensive overview of intermediate sanctions within the criminal justice system such as boot camps, day fines, restitution, shock probation, intensive probation, community service, re-integrative shaming, electronic monitoring, and graduated sanction programs to name a few.

310 CRIMINAL LAW *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course offers a study of the essential elements that constitute criminal offenses by state and federal statutes. There will be a survey of crimes and procedures for social control, general principles of excuses and defenses, and an examination of all major felony crimes. Emphasis is on the substantive area of law.

315 LEGAL ISSUES IN CRIMINAL JUSTICE *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and CJUS 101*

This course will examine the legal issues involved in corrections, policing, courts, juvenile justice, and other aspects of criminal justice. While other classes in the discipline focus on police procedure and correctional requirements, this course will focus exclusively on the legal limitations and pitfalls that await the criminal justice professional. Attention will be given on learning the law pertaining to specific situations and the legal guidelines that limit/proscribe the behavior of criminal justice professionals in the field.

320 CRIMINAL PROCEDURE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 101 or permission of the instructor*

This course provides an extensive coverage of landmark cases decided by the U.S. Supreme Court in the area of criminal procedure. Areas to be covered include confessions, search and seizure, interrogation, arrest, right to counsel, lineups, and other critical stages of the criminal process. The student will be exposed to theoretical and practical applications of our constitutional protections relative to the criminal justice system.

330 CRIMINAL EVIDENCE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, CJUS 101, 320 or permission of the instructor*

This course is an advanced study of criminal law and procedure with concentration on evidence rules, an overview of criminal trial procedures, lay and expert testimony, admissibility of evidence, pretrial discovery, typologies of evidence, constitutional rights, presumptions, relevance, privileges, hearsay, confessions, and impeachment.

335 VICTIMOLOGY *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, CJUS 101, 300, 345 or permission of the instructor*

This course introduces students to the sociological study of victims and victimization, which includes an examination of risks, perceptions, and the various consequences of victimization. More specifically, course topics will include the "discovery" of victim groups, primary and secondary victimization, public attitudes toward victims, victims' treatment within the criminal justice system, and the impact of culture on victim experience.

345 COMPARATIVE CRIMINAL JUSTICE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 100 or permission of the instructor*

This course takes a comparative approach in examining crimes, criminal justice systems, and legal systems across the globe. This course juxtaposes the United State's criminal justice system and practices with those from other countries. Specifically, this course provides comparison and analysis of international definitions of crime, legal philosophy, criminal procedure, law enforcement practices, judicial procedures, and correctional practices for both adults and juveniles. The course also examines international and transnational criminal activity and the collaborative strategies employed to inhibit it. Through this course, students are exposed to diverse perspectives on the administration of justice allowing them to think globally about crime and its control.

347 RESEARCH METHODS IN CRIMINAL JUSTICE *4 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 101 or permission of the instructor*

This course is an introduction to research methods and an overview of the research process, with emphasis on finding, using, and evaluating criminal justice research. It will include an examination of research methods appropriate to the study of crime, policy, and criminal justice.

365 PROBATION AND PAROLE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 101 or permission of the instructor*

This course provides coverage of the correctional process and probation/parole systems within the United States. The historical evolvement, philosophy, standards, and innovations of probation and parole will be discussed. Also covered are electronic surveillance and community programs. The student will become acquainted with the numerous duties of state and federal officials within the probation/parole systems.

385 PROFESSIONAL PRACTICES IN CRIMINAL JUSTICE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 101 or permission of the instructor*

The course focuses on theories and concepts of criminal justice conduct and character as they relate to personal and professional discretionary decision making; emphasis will be on police and corrections officers relative to administrative policy and legal guidelines as they apply to federal and state civil, criminal, and administrative law including civil rights issues. The course is also designed to familiarize students with concepts relating to cultural diversity and the professionalism of criminal justice practitioners in the U.S. with regard to issues that are recurrent and problematic.

415 ISSUES IN CORRECTIONAL TREATMENT *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, CJUS 101, and 232 or permission of the instructor*

The course is designed to develop knowledge of specific treatment programs in corrections and to help students learn the role of correctional caseworkers and counselors as practiced in correctional agencies.

420 SPECIAL TOPICS IN CRIMINAL JUSTICE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 101 or permission of the instructor*

Various problems and investigations will be conducted on a chosen topic. Topics will vary. Repeatable course, if topic is different.

430 FRAUD EXAMINATION AND WHITE-COLLAR CRIME *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, CJUS 101, 300, 345 or permission of the instructor*

This course analyzes the usually nonviolent criminal conduct described as violations of trust. Typologies of fraud and white-collar crime will be presented as occupational, governmental, corporate, financial, technical, professional, and religious in nature. Measurement and assessments of costs will include the economic and social damage. Various types of white-collar crime committed in the United States, including fraud, perjury, obstruction, computer crime, bribery and corruption, embezzlement, tax evasion, conspiracy, RICO, and organizational (entity) crime will be explored.

435 CRIMINAL JUSTICE MANAGEMENT *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course introduces students to management theories and perspectives as applied to criminal justice organizations; including the courts, law enforcement agencies, and correction facilities. Major topics explored are: criminal justice organization structure, motivation, communication, supervision/evaluation, decision-making, organizational effectiveness, and conflict resolution. A special emphasis will be placed upon the consideration of the leadership skills needed to succeed as a manager in criminal justice organizations.

440 CRIMINAL PROFILING *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, CJUS 101, 300, 345 or permission of the instructor*

This course will provide a broad overview of criminal profiling, exploring the history, theoretical and empirical foundations, and practice of criminal profiling with focus on serial and violent crime. This course will focus on the role of criminal profiling in the criminal justice system, the major theories of criminality, and the rationale behind the practice of profiling. The scientific literature on the effectiveness of profiling, and an overview of the phenomenon of serial offenders will also be explored. Attention will be given to crime scene analysis, forensic science, and geographic profiling. The final section will examine the ethics of profiling when used in criminal investigations, sentencing, correctional management and treatment, and the future of criminal profiling.

490 INTERNSHIP IN CRIMINAL JUSTICE *3 to 12 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and CJUS 101, permission of the instructor, minimum 2.75 GPA and a minimum of 30 semester hours at The University of Findlay*

This course involves guided work-study experiences within a public or private agency related to criminal justice or private security. These agencies will be with law enforcement, corrections, courts, or private industry. Student must arrange placement with internship coordinator. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

# FORENSIC SCIENCE (FORS)

A *major in forensic science - DNA/serology* consists of CJUS 101, 300, 330, 385; FORS 430, 431, 432, 433/433L, 434, or 490; FORS 201, 201L, 320, 320L; MATH 123, 141; BIOL 150, 150L, 152, 152L, 302, 310, 310L, 412, 412L; CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, 400; PHYS 250, 250L, 251, 251L.

A *major in forensic science – toxicology* consists of CJUS 101, 300, 330, 385; FORS 430, 431, 432, 433/433L, 434, or 490; FORS 201, 201L, 320, 320L; MATH 123, 141; BIOL 150, 150L, 152, 152L, 405; CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, 316, 316L, 400, 450, 451; PHYS 250, 250L, 251, 251L.

201 FORENSIC SCIENCE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206 or permission of the instructor*

This course covers basic theories of physical evidence processing, identification, collection, chain custody, fingerprints, trace materials, toxicology, blood, semen, and DNA. In addition, other types of physical evidence issues will be discussed.

201L FORENSIC SCIENCE – LAB *1 semester hour*

*Prerequisite: ENGL 106, 107, or 206 or permission of the instructor*

*Concurrent with FORS 201*

This course supplements FORS 201 and covers the basic biology, chemistry, and instrumentation techniques used in the identification, documentation, collection, and analysis of forensic evidence. This course will familiarize the student with the role of the forensic laboratory within the criminal justice system.

320 FORENSIC CHEMISTRY *3 semester hours*

*Prerequisites: CHEM 130, 130L, 310, 310L, 316*

*Concurrent with FORS 320L*

This course covers the applications of principles, methods, and instrumentation of chemistry to forensic problems. This course covers topics most commonly applicable to the everyday functions of a crime laboratory professional. This course lays out the detailed principles of forensic chemistry that are required of forensic scientists in an accredited program.

320L FORENSIC CHEMISTRY - LAB *1 semester hour*

*Prerequisites: CHEM 130, 130L, 310, 310L, 316*

*Concurrent with FORS 320*

This is a hands-on course on current analytical methods utilized in today's modern forensic laboratories. Various analytical methods currently being used in modern forensic science laboratories will be performed utilizing chromatography (thin layer chromatography, gas chromatography, gas chromatography mass spectrometry, high-performance liquid chromatography). Infrared and ultraviolet spectroscopy and wet chemistry techniques will also be addressed.

430 SPECIAL TOPICS IN FORENSIC SCIENCE *1 to 4 semester hour(s)*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 101, 300, and FORS 201 or permission of the instructor*

This course is an examination and evaluation of current issues in the field of forensic science related to the scientific analysis of physical evidence in criminal investigations. Individual and/or group activities related to the profession of forensic science within the criminal justice system. Topics will vary. The course may be repeated, if topic is different.

431 CRIME SCENE INVESTIGATION *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 101, 300, and FORS 201 or permission of the instructor*

This course is a study of the methods and techniques of scientific crime scene investigation, documentation, and recognition of physical evidence, collection, and crime scene reconstruction.

432 DEATH INVESTIGATION - SCENE TO COURT *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, senior standing as criminal justice or forensic science major plus CJUS 101, 300, 330, and FORS 201 or permission of the instructor*

This course offers an in-depth study of the principles and techniques associated with investigating homicides; suicides; and accidental, natural, or equivalent deaths. While considering the sociological, psychological, and legal aspects typically found in these cases, the process will take the student from the scene to the court – criminal or civil.

433 FORENSIC ENTOMOLOGY *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, BIOL 347, CJUS 300, and FORS 201, or permission of the instructor*

This course will focus on the medico legal aspects of forensic entomology, including the arthropod-mediated fate of corpses. Coverage will include life history, ecology, behavior, and other aspects of those insects that scavenge on carrion and how they affect the interpretation of a potential crime scene. Also covered will be practical aspects of the job of a forensic entomologist. Students will present a topic of their choice after a preliminary set of lectures.

433L FORENSIC ENTOMOLOGY – LAB *1 semester hour*

*Prerequisite(s): ENGL 106, 107, or 206, BIOL 347, CJUS 300, and FORS 201 or permission of the instructor*

*Concurrent with FORS 433*

This lab allows students to gain first-hand experience identifying the various insects of forensic significance, and then partake in a series of field projects that introduce the collection of entomological evidence from carrion. Students will be exposed to an actual carrion research project and research the postmortem interval using carrion to determine the unknown time since death.

434 SEMINAR IN FORENSIC SCIENCE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and CJUS 101, 300, and FORS 201 or permission of the instructor*

This course is an examination and evaluation of current issues in the scientific analysis of physical evidence in criminal investigations. The course includes individual and group activities relating to professional practices of forensic science and the criminal justice system.

490 INTERNSHIP IN FORENSIC SCIENCE *3 to 12 semester hours*

*Prerequisites: ENGL 106, 107, or 206, senior status in the forensic science major, permission of the forensic science program administrator, minimum 2.75 GPA, and a minimum of 30 semester hours at The University of Findlay*

This course involves guided work-study experiences within the practical world of forensic science and the crime laboratory. Internship will also provide students with the relevant experience crime laboratory directors seek from applicants. This will provide experience in general laboratory procedures as well as safety processes that are employed in forensic laboratories. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

# POLITICAL SCIENCE (POLS)

## Political Science Core Courses (26 semester hours)

The following core courses are required for all four-year programs in political science (26 semester hours):

| | |
|---|---|
| POLS 100 | Introduction to Political Science |
| POLS 110 | American Politics |
| POLS 202 | Comparative Politics |
| POLS 203 | International Relations |
| POLS 350 | Political Philosophy |
| POLS 495 | Seminar in Political Science |
| PBAD 205 | Introduction to Public Administration |
| CJUS 347 | Research Methods in Criminal Justice |

A *major in political science* consists of taking at least 41 semester hours in the discipline or related areas. In addition to the core, students must complete 15 hours from the following list of electives: POLS 111, 301, 328, 333, 335, 365, 401, 404, 420, or 455. Three of those hours may be completed by taking one of the following: PBAD 210, 305, 350, 395 (three to six hours may apply toward the elective requirement), 490; HIST 331, 382, 385; COMM 230; FNCE 350; SOCI 313, 355; PHIL 333. Students must also complete MATH 123 and a competency exam in political science.

Students are encouraged to develop individualized programs either accompanying the major or in place of the ordinary sequence of courses in the major, depending upon the student's career goals or other future plans.

Political science majors planning to teach high school should consult the College of Education for licensure requirements.

Students preparing for law school should consult with the law and the liberal arts adviser.

A *minor in political science* consists of at least 18 semester hours, including POLS 100, 110, 203; plus three courses from the courses listed as either core/required courses (which are not listed above) or electives for the political science major.

100 INTRODUCTION TO POLITICAL SCIENCE GE *3 semester hours*

This course will introduce students to the discipline of political science. The various subfields and related fields will be reviewed: political theory, methodology, American politics, comparative politics, international relations, and public administration. Also, students will gain perspective on the historical development of this field of study, be introduced to various research methodologies, and learn the basics of accepted writing in politics and political science.

110 AMERICAN POLITICS GE *3 semester hours*

This course provides analysis of the context of national politics in the United States and the institutions of American national government.

111 STATE AND LOCAL POLITICS GE *3 semester hours*

This course offers analysis of state, metropolitan, and community politics with special emphasis on problems of public policy in education, transportation, urban development, and social welfare.

202 COMPARATIVE POLITICS GE *3 semester hours*

This course is an introduction to comparative political analysis with special attention devoted to politics in Western Europe, Russia, China, and selected developing states.

203 INTERNATIONAL RELATIONS GE *3 semester hours*

This course offers an introduction to the analysis of international relations with case studies of current problems in world politics.

301 POLITICAL PARTIES AND PRESSURE GROUPS GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course involves a study of the history, organization, and functions of political parties and pressure groups. It provides an examination of the methods of political action with emphasis on nomination, election, campaign finance, and interest articulation.

328 INTERNSHIP IN POLITICAL SCIENCE *variable credit*

*Prerequisites: ENGL 106, 107, or 206, approval of the instructor, minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

This course involves guided work-study experiences. While most opportunities are available in Findlay and Hancock County, many off-campus learning experiences are also provided throughout Ohio and other parts of the United States. Internships through The Washington Center are also appropriate for political science internship credit. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

333 CONTEMPORARY POLITICAL IDEOLOGIES GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course provides an analysis of political belief systems such as fascism, communism, socialism, liberalism, conservatism, and anarchism.

335 AMERICAN CONSTITUTIONAL LAW GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is a study of Supreme Court cases relating to American governmental structure and process.

350 POLITICAL PHILOSOPHY *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course explores the fundamental questions of politics through a close reading of classic philosophic texts. Are human beings by nature political animals or is the political community an artificial construct designed to help us escape from nature? What is the relationship of wisdom to consent? What is the source for what we call natural rights? These are some of the questions that will be addressed in a course that will ultimately seek to understand the development of the modern state.

365 JUDICIAL PROCESS GE *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and POLS 110*

This course offers a survey of the nature, function, and characteristic procedures of Anglo-American course of law. Development and types of law, jurisprudence, judicial selection, structure, and decision-making processes of the courts are discussed. The dynamics and operation of the American court system are analyzed within a historical and contemporary context.

401 TOPICS: CONTEMPORARY INTERNATIONAL POLITICAL ISSUES *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course involves study of relevant and current issues in the world arena, such as foreign policy, disarmament, alliances, energy, environment, and international law. Emphasis on one significant topic each time the course is offered. The course may be repeated, if topic is different.

404 THE POLITICS OF TERRORISM GE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and POLS 203 or permission of the instructor*

Low-intensity conflict is a significant characteristic of the contemporary international system. In the post-World War II period, scholars have accorded renewed attention to the study of terrorism as one form of this type of conflict. This course will provide an overview of the academic literature that addresses the following aspects of political terrorism: history, causes, theories, strategies and tactics, methods of prevention, and the future of the phenomenon.

420 TOPICS: AMERICAN POLITICAL ISSUES AND INSTITUTIONS GE *3 semester hours*

*Prerequisites: ENGL 106, 107, or 206 and POLS 110*

This course will allow students to explore in more detail topics and political institutions introduced in the American Politics course, for example: Congress, the presidency, public opinion, political socialization, political culture, or women in American politics. This is a repeatable course, as long as the topics are different. The course may not be taken more than twice.

455 AREA STUDIES *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course offers an examination of contemporary political, social, and economic issues and problems in world regions, such as the Middle East, Latin America, Africa, and Western Europe. The course may be repeated, if topic is different.

495 SEMINAR IN POLITICAL SCIENCE *4 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and senior status or permission of the instructor*

The course is designed and required as a capstone experience for all criminal justice, law, and the liberal arts, and political science majors. Students are asked to narrow their focus to a significant area of research in their discipline relating to interests developed during previous course work, internships, etc. After determination of this area of interest, students are then tasked with the completion of a project relating to this narrowed topic. The project can be a research paper (utilizing either qualitative or quantitative methodology) or some other creative and useful endeavor agreed upon by the course instructor and student (e.g., development and implementation of high school workshops, development of course lesson plans, case study creation, etc.).

# PSYCHOLOGY (PSYC)

A *major in psychology* consists of PSYC 100, 128, 208, 213, 233, 234, 240, 260, 270, 289, 301, 328 (minimum of two semester hours), 389, and 428. In addition, psychology majors are required to complete two courses from PSYC 113, 320, 350, 355, 360, and 380; one course from PSYC 315, 365, 370, and 375; and one course from PSYC 309, 330, and 385. Recommended courses that can be taken but will not be counted toward the major but can be used for credits for the bachelor's degree include PSYC 050, 210, 310, 312, 314, 495, and 499.

In utilizing psychology as a minor, the student should select the psychology elective courses in order to augment his/her major field of study. A *minor in psychology* consists of 18 semester hours to include PSYC 100 plus any additional combination of psychology courses (excluding PSYC 050) totaling 15 semester hours. If a course is offered for variable credit, a student can only apply up to three credit hours for that particular course.

050 PSY-KEY CLUB *.5 semester hour*
The Psy-Key Club will provide opportunities for psychology majors, minors, and others interested in psychology to learn more about psychology and to participate in activities that promote skill building in working with people. Graded S/U.

100 GENERAL PSYCHOLOGY GE *3 semester hours*
This course offers an orientation to psychology as the scientific study of behavior and mental processes, with special emphasis on principles of learning, memory, adjustment, abnormal behavior, and the physiology of behavior.

113 PSYCHOLOGY OF BECOMING (Personal Growth and Development) GE *3 semester hours*
This is a beginning course for the person interested in an experiential/experience-oriented approach to psychology. Emphasis is on personal growth and development and includes focus on self-awareness, personal values, stress and adjustment, healthy choices, communication with others, and interpersonal relationships.

128 ORIENTATION TO PSYCHOLOGY *1 semester hour*
Designed for psychology majors, or those thinking of psychology as a major, to accompany PSYC 100, this course will offer the starting point for the building of the student's portfolio and assessment process and will provide an overview of the major as well as the various career opportunities available.

208 LIFESPAN DEVELOPMENT *3 semester hours*
*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*
This course traces the physiological, cognitive, and psychosocial development of the individual from conception through late adulthood. Choices and obstacles relative to normal growth and development are examined.

210 STUDIES IN DEVELOPMENTAL PSYCHOLOGY *2 to 4 semester hours*
This course includes diverse topics dealing with the growth and development of behavior. Each specific topic is subtitled on the student's transcript after completing the course. An example is psychology of early and middle adulthood. This course may be repeated, provided the topic is different.

213 FUNDAMENTALS OF COUNSELING *3 semester hours*

*Prerequisite: PSYC 100 or permission of the instructor*

This course offers an orientation to counseling. The major focus will be on rapport building and developing interpersonal relationships, learning specific counseling strategies and techniques, and applying some theories to helping others. This course would be useful for students entering the helping fields.

233 ABNORMAL PSYCHOLOGY *3 semester hours*

*Prerequisite: PSYC 100 or permission of the instructor*

This course covers the study of pathological behavior generally, with major emphasis on the nature, causes, prevention, and treatment of mental disorders.

234 DIAGNOSIS OF MENTAL DISORDERS *1 semester hour*

*Prerequisite or concurrent enrollment: PSYC 233*

This course will provide an overview of the Diagnostic and Statistical Manual-IV-TR and will provide students opportunities to learn more about the major mental disorders and the criteria needed for diagnosing these disorders.

240 SOCIAL PSYCHOLOGY *3 semester hours*

*Prerequisite: PSYC 100 or permission of the instructor*

This course covers the study of human behavior in a social setting. Interpersonal relations are considered in the light of principles of attitude formation, prejudice, group dynamics, leadership, etc.

260 COGNITIVE PSYCHOLOGY *3 semester hours*

*Prerequisite: PSYC 100 or permission of the instructor*

This course examines the key issues associated with the scientific study of cognitive psychology including research methodology, neurology, perception, attention, memory, language, and problem solving.

270 NEUROPSYCHOLOGY *3 semester hours*

*Prerequisite: PSYC 100 or permission of the instructor*

This course is about the relationship between physical processes and psychological phenomenon. Consciousness, sensation, perception, memory, and other mental activities will be explored from the perspective that neurological and chemical processes are the basis of all personal experience.

289 RESEARCH METHODS I: DESIGN AND ANALYSIS *4 semester hours*

*Prerequisite(s): PSYC 100 and MATH 123 or permission of the instructor*

*Recommended prerequisite: CSCI 150*

This course is an introductory analysis of methods, techniques, and procedures used in behavioral science research. The material covers the basics of hypothesis testing and research design as well as the descriptive and inferential statistical procedures most relevant to research in psychology. Data entry and analysis using SPSS are also covered.

301 THE INSTITUTIONAL REVIEW BOARD *1 semester hour*

*Prerequisite: ENGL 106, 107, or 206 or permission of the instructor*

This course examines the key issues associated with research ethics and the Institutional Review Board (IRB), including the proposal submission process at The University of Findlay.

309 HEALTH PSYCHOLOGY 3 *semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course focuses on the psychological factors that impact the health of children and adults. Students learn how psychological research methods, theories, and principles can be applied to enhance biomedical approaches for promoting health and treating illness. Students become aware of the experiences of treating patients in the hospital setting, factors that affect adherence to medical regimens, and sources of problems in patient/practitioner relationships. Individual behavioral change projects and group research are assigned to acquaint students with the methods needed to create healthier lifestyles.

310 STUDIES IN BEHAVIOR *2 to 4 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course covers topics from the mainstream of contemporary experimental psychology. Each specific topic is subtitled on the student's transcript. Examples of the subtitles are drugs, psychology of religious behavior, and psychology and the law. The course may be repeated, provided the topic is different.

312 STUDIES IN PERSONALITY *2 to 4 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course covers several topics typically associated with the human personality. Each specific topic is subtitled on the student's transcript. An example of a subtitle is tests and measurements. The course may be repeated, provided the topic is different.

314 READINGS IN PSYCHOLOGY *1 to 3 semester hour(s)*

*Prerequisites: ENGL 106, 107, or 206 and three courses in psychology and/or permission of the instructor*

This course has no specific content area; rather its content is chosen by the student via his or her special interest. It may involve an individual or group approach. This is a repeatable course and is graded S/U.

315 ANIMAL BEHAVIOR *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course will provide the student with a general background of the field of animal behavior, including theoretical perspectives and applied examples. Study will cross the taxa, with special attention to domesticated species.

320 THEORIES OF PERSONALITY *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course offers an integrated approach to the structure, dynamics, and development of personality as viewed by the major theorists of the day. Research methodology is considered, as well as major determinants of personality development.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*

*Prerequisites: ENGL 106, 107, or 206, PSYC 100, approval of the Community-Urban Field Experiences director, minimum 2.75 GPA, and have earned a minimum of 30 semester hours at The University of Findlay*

This course involves guided work-study field or service learning experiences outside the normal classroom setting. Up to 15 hours may be earned in one semester. Opportunities exist in the Findlay area or throughout the United States. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree. Students will meet periodically as a group with the CUE director.

330 APPLIED SPORT PSYCHOLOGY 3 *semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course will introduce students to the field of applied sport psychology from the perspective of a coach. Application of sport psychology theories will be applied to the areas of leadership, motivation, decision making, group effectiveness and team-building, peak performance, arousal, imagery, and concentration. Prospective coaches, physical or occupational therapists, athletic trainers, and student-athletes could benefit from this course.

350 PSYCHOLINGUISTICS *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course examines the key issues associated with the scientific study of language and language development. Topics include the brain and language, sensation and perception, memory, development, and pragmatics.

355 PSYCHOLOGY AND LAW *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course examines the key issues associated with the scientific study of psychology and the law including the legal system, crime, jury behavior, the trial process, and civil court issues.

360 HISTORY OF PSYCHOLOGY *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, PSYC 100, and junior standing or permission of the instructor*

This course covers the history of human behavior from early interpretations by the Greeks and others to modern scientific psychology. The emergence of psychology as an independent discipline apart from the Natural Philosophy is highlighted.

365 EVOLUTIONARY PSYCHOLOGY *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, PSYC 100, and junior standing or permission of the instructor*

The course will examine the major tenets of Evolutionary Psychology and how the evolutionary perspective influences our perceptions of self. Of particular note will be the evaluation of the hypothesis that there is a mismatch between the evolved human brain and the pressures of modern society.

370 SENSATION AND PERCEPTION *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, PSYC 100, and junior standing or permission of the instructor*

This course focuses on the processes of sensation and perception and the laboratory studies associated with these processes. Sensation can be defined as the processes involved in converting physical energy into neural signals. Perception can be defined as the processes involved in creating internal experiences that correlate with the physical world around us.

375 COGNITIVE DEVELOPMENT *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, PSYC 100, and junior standing or permission of the instructor*

This course examines the key issues associated with the scientific study of cognitive developmental psychology through the lifespan. Topics include neurological development, sensation and perception, consciousness, memory, language, creativity, and social cognition.

380 CHILD AND ADOLESCENT DEVELOPMENT *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This is an advanced course in the field of developmental psychology. Observational, survey, or interview research is utilized for experiential learning. Special attention will be given to how the science of development applies in context.

385 DEATH EDUCATION *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This course provides an exploration of the scientific study of death, dying, and bereavement. In addition to a general discussion of cultural perspectives and issues of death and dying, the main focus of the course is an overview of how death and dying is scientifically examined over the life span.

389 RESEARCH METHODS II: EXPERIMENTATION *4 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 289 or permission of the instructor*

The course is intended to advance the student's understanding of experimental research methods. The course covers basic and advanced principles of experimental design. The research process is highlighted from forming initial conceptions to publishing professional manuscripts.

428 SENIOR CAPSTONE SEMINAR *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, PSYC 100, PSYC 328, and major in psychology with senior standing or permission of the instructor*

This capstone course offers students the opportunity to evaluate where they have been, where they are now, and where they want to be personally and professionally. Students will also select a semester-long project, research study, or extensive field experience that utilizes their skills and integrates their learning in psychology.

495 SEMINAR *1 to 4 semester hour(s)*

*Prerequisite(s): ENGL 106, 107, or 206 and PSYC 100 or permission of the instructor*

This is an opportunity for the advanced student to pursue independent research and to do a special project or to be involved in a specific group topic or workshop. This is a repeatable course and is graded S/U.

499 PSYCHOLOGICAL RESEARCH *variable credit*

*Prerequisite(s): ENGL 106, 107, or 206, PSYC 100, 289, and senior standing or permission of student's research mentor*

The student will develop, with the aid of a research mentor selected from one of the psychology faculty, a question to be researched. The student will then gather the necessary data to answer the question, and present the results orally and in writing to the psychology faculty and peers.

# PUBLIC ADMINISTRATION (PBAD)

The University does not offer a major in public administration. Students are encouraged to consider an individualized major in public administration. A minor is offered plus a specialization minor in public administration for students with a major in ESOH.

A *minor in public administration* consists of POLS 110, 111, and 203; PBAD 205; plus three of the following courses: PBAD 210, 305, 350, 395, and 490, to total 21 credit hours.

A *minor in public administration for ESOH majors* consists of ESOH 300, 400; POLS 110 or 111; PBAD 205; plus three of the following courses: PBAD 210, 305, 350, 395, and 490, to total 21 credit hours.

205 INTRODUCTION TO PUBLIC ADMINISTRATION GE *3 semester hours*

This course covers the nature, scope, and function of modern American bureaucracy as applied to governmental operation, relationship of bureaucracy to the political process, and administrative law.

210 MUNICIPAL ADMINISTRATION GE *3 semester hours*

This course focuses on the study of management at the local level with special emphasis on the implications of interactions with various levels of government, decision-making processes, the potential effectiveness of various governmental arrangements, and the unique aspects of finance at the municipal level.

212 FUNDAMENTALS OF COMMUNITY AND ECONOMIC DEVELOPMENT *3 semester hours*

*Prerequisite: ECON 200*

This course provides an introduction to the basic concepts, methods, and strategies of industrial, commercial, and community economic development. Topics include the government's role in business retention and expansion, marketing/business attraction, economic development finance, small business and entrepreneurship development, community/neighborhood development, real estate development and reuse, and workforce development. A special feature of the course will be an opportunity for "hands-on" experience, walking tours of business areas qualifying as economic development success stories. Course projects will allow students to gain an understanding of economic development issues in their own communities.

305 PUBLIC POLICY GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course provides a systematic study of public policy in selected areas with emphasis on roles of various participants, their contributions, and history. It includes an analysis of public policy-making in various social fields and its relationship to public budgeting with special emphasis on policy development, implementation, and review.

350 ADMINISTRATIVE LAW GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course covers legislative, executive, and judicial controls of administrative actions with emphasis on judicial review of decisions of administrative agencies. The course will explore informal as well as formal controls over the actions of executive government in relation to citizen and corporate interests.

395 INTERNSHIP IN PUBLIC ADMINISTRATION *variable credit*

*Prerequisites: ENGL 106, 107, or 206, permission of the instructor, minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

These are guided work-study experiences. Students have the possibility of internship experiences in Findlay, Hancock County, and many of the surrounding communities and counties. Internships through The Washington Center may also be appropriate for public administration internship credit. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

490 TOPICS IN PUBLIC ADMINISTRATION GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course is designed to allow for the consideration of relevant topics and issues in public administration. Possible topics include budgeting, personnel administration, and public policy analysis. This course may be repeated, if topic is different.

# SOCIAL SCIENCE (SSCI)

The University does not offer a major in social science. However, the following courses may be used to fulfill an elective requirement or a general education requirement in the social sciences.

188 FIRST-YEAR EXPERIENCE: SOCIAL SCIENCES GE *3 semester hours*
This course is designed to urge first-year students to explore selected topics within the social sciences. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty.

240 POWER AND THE SOCIAL SCIENCES GE *3 semester hours*
This course is intended to be a survey course within the social sciences. Using the unifying theme of power as a social force, this course examines the factors and impact of power from a variety of social science perspectives: history, psychology, anthropology, sociology, economics, and politics. The theme of power also incorporates the discussion of gender, age, social class, race/ethnicity, and cross-cultural issues.

270 WOMEN AND THE SOCIAL SCIENCES GE *3 semester hours*
This course offers a survey of women's contributions and issues within the social science disciplines of psychology, sociology, history, anthropology, economics, and politics. While developing an appreciation of the interrelatedness of these disciplines, the student will also be introduced to the unique perspective each discipline offers on women's studies.

347 RESEARCH METHODS IN THE HEALTH SCIENCES *4 semester hours*
*Prerequisite(s): ENGL 106, 107, or 206, junior standing, and MATH 123 or permission of the instructor*
This course is an introductory analysis of methods, techniques, and procedures of scientific research. Relation of theory and research to applied issues in health sciences.

# SOCIOLOGY (SOCI)

A *major in sociology* consists of a minimum of 33-35 semester hours in the discipline of sociology or in related fields. Students are able to write their own individualized major in consultation with the adviser. If an individualized major is not elected, the ordinary sequence of courses includes: SOCI 420, 495, PSYC 240; and CJUS 347 or PSYC 289, plus 24 semester hours in other sociology or anthropology courses and allied areas. Of these 24 semester hours, 12 must be in upper-level courses (i.e., 300- or 400-level).

A *minor in sociology* consists of 15 semester hours of course work including SOCI 420; two courses from SOCI 105, 150, 220, 230, 250; and two courses from SOCI 313, 335, 345, 350, 355, and 399.

Students in the criminal justice program may arrange double majors with sociology upon consultation with the chair of behavioral, social, and justice sciences or any sociology faculty member.

105 INTRODUCTION TO SOCIOLOGY GE *3 semester hours*
This course is recommended as a first course for those not familiar with the field of sociology. Emphasis is on basic concepts and processes in sociology. Topics include social organization and the relation of the individual to society, socialization, roles, group processes, stratification, social authority and control, disorganization, and change.

150, 350 TOPICS IN SOCIOLOGY GE *2 to 4 semester hours*

*Prerequisite: 350 requires junior standing or permission of the instructor*

This course is designed to enable students and faculty in the department to explore selected topics in sociology. Students from outside the discipline are also invited. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty. SOCI 150 presumes no previous background in sociology. SOCI 350 may be repeated if topic is different. SOCI 150 can be taken only once.

220 CONTEMPORARY SOCIAL PROBLEMS GE *3 semester hours*

This course provides an analysis of current issues such as family disorganization, poverty, suicide, prostitution, homosexuality, alcoholism, drug addiction, and aging.

225 JUVENILE DELINQUENCY GE *3 semester hours*

*Prerequisite: SOCI 105*

This course offers a sociological analysis of delinquency in the United States with specific attention to behavioral patterns and their societal roots; the juvenile justice system; juvenile law (including Ohio law); and the institutional means of control, treatment, and prevention.

230 SOCIOLOGY OF THE FAMILY GE *3 semester hours*

This course covers an analysis of the American family as an ongoing institution subject to external pressures for change. Intra-family dynamics also will be considered. Other topics include theories and frames of reference in family sociology, mate selection, the family life cycle, sexual relationships, socialization of children, divorce, alternate family forms, and the family of the future.

250 HUMAN DIVERSITY IN AMERICA GE *3 semester hours*

This course will focus on such groups as African-Americans, Native Americans, Hispanics, and women. It includes anthropological and sociological views of race and cultural differences and patterns of ethnic relationships. It also covers the causes of prejudice, discrimination, and segregation as they apply to each group.

313 SOCIAL STRATIFICATION GE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and junior standing or permission of the instructor*

This course provides an intensive analysis of the patterns by which property, power, and prestige are allocated in society. It includes the meaning of stratification for society as a whole and for groups within society. Discussion of social mobility, class consciousness, and other selected topics.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*

*Prerequisites: ENGL 106, 107, or 206, approval of the Community-Urban Field Experiences director, minimum 2.75 GPA, and have earned a minimum of 30 semester hours at The University of Findlay*

This course involves guided work-study experiences in urban areas. While most opportunities are available in Findlay and Hancock County, many off-campus learning experiences are also provided throughout Ohio and other parts of the United States. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

335 URBAN SOCIOLOGY GE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and junior standing or permission of the instructor*

This course involves sociological study of the emergence and development of urban centers and suburbs. Emphasis is placed on the social problems of the inner city, social stratification and social mobility, poverty, overcrowding and slums, transportation, congestion, and environmental pollution. Analysis of alternative solutions to these problems, planning, urban renewal, and housing development are covered in this course.

345 CRIMINAL BEHAVIOR GE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and junior standing or permission of the instructor*

This course provides an analysis of the causes, nature, and effects of criminal behavior. An in-depth examination of the major theoretical perspectives is provided.

355 SOCIETY AND SEXUALITY GE *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, junior or senior standing, and at least one lower-level sociology course or permission of the instructor*

This course examines the ways in which human sexuality is influenced by cultural/social factors and how people react to and create the meanings which are a part of our sexual nature. Specific topics may include gender behavior, sexual orientation, sex education, sexual violence, prostitution, pornography, birth control, and AIDS.

399 READINGS IN SOCIOLOGY *1 to 3 semester hour(s)*

*Prerequisite(s): ENGL 106, 107, or 206 and at least three courses in sociology and/or permission of the instructor*

The content and structure of this course is not predetermined. An agreement between the appropriate faculty member and the student will establish the direction, depth, and expectations of the course. The course may be repeated for credit as long as the content area of the reading has changed. Graded S/U.

420 THE ORIGIN AND DEVELOPMENT OF SOCIAL THEORY *3 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206 and any interested senior who has taken two upper-level social science courses or by permission of the instructor*

This course covers the emergence and growth of social science thought and its application to contemporary issues. Special emphasis is given to the writing of early social scientists and their contemporary counterparts. The purpose of this course is to encourage advanced social science students, and others who may be interested, to synthesize their own ideas in relation to the thinking of these major figures.

495 SUPERVISED RESEARCH *2 to 4 semester hours*

*Prerequisite(s): ENGL 106, 107, or 206, PSYC 289 or CJUS 347, and 420 or permission of the instructor*

Designed primarily for individualized research, this course will ordinarily involve the preparation of an empirical research project. It will include the construction of a research proposal, the collection of data to test hypotheses, and the presentation of a final written report. This course may, on occasion, be designed to enable the student to report on library-oriented research.

# DEPARTMENT OF VISUAL AND PERFORMING ARTS

Chair of Visual and Performing Arts: Anders
Professors: Anders, Taylor
Associate Professors: Corle, Kontar
Assistant Professors: Beekman, Escobedo, Griffin, Matsos
Instructors: Dettbarn-Slaughter, Salisbury
Adjunct Assistant Professors: Malloy, McCandless
Adjunct Faculty: Abrams, Ashmore, Bitz, Cable, Carey, Cunningham, Damschroder, Glick, Hill-Kretzer, Hoyt-Brackman, Leaman, McClurkin, McCoy, Melroy, Neel, Newell, Reamsnyder, Reny

A Bachelor of Arts degree is granted for completion of baccalaureate programs in the Department of Visual and Performing Arts.

### *Baccalaureate Programs:*

Art
Art Management
Children's Book Illustration
Graphic Design
Multi-Age Visual Arts (Age 3 – Grade 12)
Theatre - Performance Emphasis
Theatre - Production Design and Technology Emphasis

### *Minors:*

Art
Art History
Graphic Design
Musical Arts
Photography
Theatre

# ART (ART)

## **Art Core Courses** (24 semester hours)

The following core courses are required for all four-year programs in art (24 semester hours):

| | |
|---|---|
| ART 110 | Visual Fundamentals |
| ART 205 | Introduction to Digital Design |
| ART 210 | Introduction to Drawing |
| ART 320 | History of Art I |
| ART 321 | History of Art II |
| ART 420 | Research and Readings in Art |
| ART 455 | Senior Portfolio and Exhibition |
| ART 495 | Professional Practices in Art |

A *major in art* consists of the art core plus ART 111, 211, 213 or 216, 225, 226, 227, 228, 229; plus one of the following studio courses: ART 313, 335, 345, 355, or 365.

A *major in art management* consists of the art core plus ART 111; ACCT 220; BUAD 150, 220, 240, 395; ECON 200, 201; MRKT 326; plus two of the following studio courses: ART 211, 213 or 216, 225, 226, 227, 228, 229.

A *major in children's book illustration* consists of the art core plus ART 211, 213 or 216, 225, 228, 229, 250, 260, 360; EDUC 311 and 495.

A *major in graphic design* consists of the art core plus ART 216, 250, 260, 305, 314, 405; COMM 315, 375; CSCI 270; and MRKT 326.

A *major in multi-age visual arts (Age 3 – Grade 12)* consists of 16 courses in the discipline: ART 110, 111, 205, 210, 211, 213 or 216, 225, 226, 227, 228, 229, 320, 321, 420, and 455; plus one of the following: ART 313, 335, 345, 355, or 365. In addition, a student must complete EDUC 088 or 200; EDUC 151, 161, 202, 260, 265, 302, 303, 354, 369, 415, 418, 463; SPED 134, 261. See the College of Education for course descriptions.

## General Requirements for Art Majors

Seniors are required to present a one-person show or be represented in a senior group exhibit in a University gallery.

Most studio courses are managed in such a way that students are expected to provide their own materials. More exact cost information is found in specific course syllabi. All students enrolled in studio art courses are strongly encouraged to submit work for judging in the annual student exhibit. The art faculty retains the right to keep and reproduce the works of students for its permanent collection.

A *minor in art* consists of 24 semester hours taken in the following courses: ART 110, 210 or 211, 226, 227, 228, 229, 320, and 321.

A *minor in art history* consists of 15 semester hours taken in the following courses: ART 320, 321, 395 (six hours; two courses on different topics), and 420.

A *minor in graphic design* consists of 24 semester hours taken in the following courses: ART 110, 205, 250, 305, 314, 321, 405, and COMM 375.

A *minor in photography* consists of ART 110, 205, 213, 216, 313, 314, and 395 (History of Photography).

100 ART APPRECIATION GE *3 semester hours*
Art Appreciation is a lecture course introduction to the visual arts designed for the non-art major. The focus of this chronological survey course will be on important themes in art in addition to an introduction to different media and techniques.

110 THE VISUAL FUNDAMENTALS GE *3 semester hours*
This course presents the fundamentals of the visual arts. Basic principles of design are explored in a variety of media. Composition is studied with a view to understanding traditional and contemporary concepts. Open to non-art majors as an initial experience in art.

111 DESIGN IN CRAFTS GE *3 semester hours*
This course employs the application of basic design principles to work in a variety of crafts media: clay, wax/silver, stained glass, and wood.

195 TOPICS IN ART GE *3 semester hours*
The course is designed to enable students and faculty to explore selected topics in art. This course will expose the student to the subject matter, issues, and thinking characteristics of the area. The content of the course will vary and may include timely issues and thematic developments in the arts, an integrative and comparative approach to studying the arts, or a historical analysis of the arts.

205 INTRODUCTION TO DIGITAL DESIGN GE *3 semester hours*
This course is an introduction to the theory and practice of graphic design as an art and a means of visual communication. The emphasis will be on learning basic computer skills needed to create original digital designs and images for print and screen. Projects will provide practical experience in multiple professional design applications.

210 INTRODUCTION TO DRAWING GE *3 semester hours*
This course provides an introduction to the basic principles and techniques of drawing. Fundamentals of representation are explored in terms of line, value, perspective, color, and texture. Emphasis is on originality of thinking and perceptual awareness. The course is open to non-art majors as an initial experience in art.

211 DRAWING: MEDIA, TECHNIQUES, CONCEPTS GE *3 semester hours*
Using a variety of subject matter, this course acquaints students with various media, concepts, and techniques of drawing.

213 INTRODUCTION TO FILM PHOTOGRAPHY GE *3 semester hours*
This is an introductory course in traditional black and white photography. Topics to be covered include camera controls; the darkroom; proper exposure; controlling light; studio photography; and displaying and framing photos. The main focuses are on camera techniques and the darkroom process. Cameras are available for student use.

216 INTRODUCTION TO DIGITAL PHOTOGRAPHY GE *3 semester hours*
This is an introductory course in digital photography. Topics to be covered include camera controls; the digital darkroom; controlling light and color; visual language and communication; and printing, exhibiting, and sharing photos, with a focus on photography as an artistic expression. Students must furnish their own digital camera.

225 TECHNIQUES OF WATERCOLOR AND WORKS ON PAPER GE *3 semester hours*
This course explores various techniques using paper as the primary vehicle/support. This course includes papier colle, collage, and other media.

226 TECHNIQUES OF SCULPTURE GE *3 semester hours*
This course introduces basic sculptural processes and experience in traditional and contemporary media including wood, stone, metals, and clay.

227 TECHNIQUES OF CERAMICS GE *3 semester hours*
This course explores the nature of clay through traditional and contemporary approaches to the medium. Offers experience in basic wheel and hand-building techniques, glazing and decorating techniques, and firing processes.

228 TECHNIQUES OF PRINTMAKING GE *3 semester hours*

This course provides experience in a variety of printmaking media, including monotypes, woodcuts, linocuts, etchings, and aquatints. It also provides a general historical orientation to prints.

229 TECHNIQUES OF PAINTING GE *3 semester hours*

This course offers experience in various painting media such as oil and acrylic, as well as subject matter ranging from still-life to landscape and a general historical orientation to contemporary painting.

250 TYPOGRAPHY *3 semester hours*

*Prerequisite: ART 205*

This course focuses on the creative use of typography and the technical skills needed to execute word-based designs for print and screen. The practical use of type for communication and aesthetics will be stressed. Students will study the historical developments of written languages, letterforms and typefaces, and apply knowledge in traditional calligraphy through the development of time-based digital media.

260 ILLUSTRATION *3 semester hours*

*Prerequisite: ART 210 or permission of the instructor*

This course will focus on creating commercial, editorial, and technical illustrations with a strong focus on conceptual visual communication. Students will explore and use a variety of traditional and digital mediums. A history of illustration will also be covered.

305 GRAPHIC DESIGN *3 semester hours*

*Prerequisite: ART 205*

This class will introduce graphic design history and fundamentals for printed media including integration of type and images. Students will produce work digitally, demonstrating conceptual and visual creativity, and technical skill. Presentations and critiques will be an integral part of the class.

310 FIGURE DRAWING *3 semester hours*

*Prerequisite: ART 210 or 211 or permission of the instructor*

This is a studio class in which students draw from an unclothed model to improve traditional rendering skills with continued exploration in the use of graphite, charcoal, and ink. The emphasis is on visual realism, accuracy to the form, and understanding anatomy of the human body as expressed in drawings.

313 ADVANCED PHOTOGRAPHY *3 semester hours*

*Prerequisite: ART 213, 216, or permission of the instructor*

This is a continuation of ART 213 or ART 216. Digital and film sections of this class are offered. Students will learn how to apply photographic techniques toward the fulfillment of aesthetic and conceptual concerns and will be encouraged to continue developing their unique “visual voice.” Students will participate in opportunities to prepare and exhibit their work and will create a professional portfolio. Students are required to provide their own camera. This course is repeatable up to six semester hours.

314 IMAGE MANIPULATION *3 semester hours*

*Prerequisite: ART 205*

Students will become proficient in retouching and manipulating bitmapped images using Photoshop and other digital applications. Focus will be on creating original designs and imagery for print and new media. An understanding of file optimization, resolution, color modes, and advanced technical skills will be developed.

320 HISTORY OF ART I GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course covers the exploration of the visual arts from prehistoric times to the Gothic period through study of major trends in painting, sculpture, and architecture.

321 HISTORY OF ART II GE *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course explores the developments in painting, sculpture, and architecture from the Renaissance to the present.

328 OFF-CAMPUS STUDIES *3 to 10 semester hours*

This course involves practically applied work and study in which the student is expected to assist or work with an individual having an artistic background and training for the purpose of gaining career experience not ordinarily available through other University courses. Graded S/U.

335 ADVANCED PAINTING *3 semester hours*

*Prerequisite: ART 229*

This course involves emphasis on specialized painting problems and greater selectivity of media. The student is encouraged to explore in depth selected methods and techniques with the aim of approaching a unique personal vision and means of expression.

345 ADVANCED CERAMICS *3 semester hours*

*Prerequisite: ART 227*

This course covers advanced ceramic processes. Students are encouraged to refine selected forms and techniques, working toward a personal aesthetic in this medium.

355 ADVANCED SCULPTURE *3 semester hours*

*Prerequisite: ART 226*

Advanced methods and materials are introduced. Students are encouraged to develop and explore a personal direction in sculptural expression.

360 ADVANCED ILLUSTRATION *3 semester hours*

*Prerequisite: ART 260 or permission of the instructor*

This course will challenge students to develop a personal illustration style in the medium of their choice. Storyboarding and sequential layout with text will be emphasized. Students may choose to produce a children's book, comic book, or a short film storyboard. Creation of self-promotional materials and guidelines for professional submission of samples will be included.

365 ADVANCED PRINTMAKING *3 semester hours*

*Prerequisite: ART 228*

This course offers greater selectivity of media. Emphasis is on various innovative printmaking approaches directed toward a more complete understanding of the techniques and concepts of the medium plus development of a personal aesthetic.

390 TRAVEL SEMINAR IN ART GE *1 to 3 semester hour(s)*

The primary objective of this course is to introduce students to the history and contemporary culture of select countries through the experience of travel.

395 TOPICS IN THE HISTORY OF ART GE *1 to 4 semester hour(s)*
*Prerequisite: ENGL 106, 107, or 206*
This course explores selected time periods, issues, and/or themes in art. Topics may include but are not limited to: American Art; Modern Art; Italian Renaissance Art; History of Photography; Art, Women, and Society. The course may be repeated, if topic is different.

405 ADVANCED GRAPHIC DESIGN *3 semester hours*
*Prerequisites: ART 250 and 305*
Emphasis is on creative design solutions to solve visual communication problems for print, interactive media, and packaging. Students will be encouraged to develop a personal style with a strong understanding of graphic design history. Focus will be on implementation of professional practices and working as part of a team on real-world design projects.

420 RESEARCH AND READINGS IN ART *3 semester hours*
*Prerequisites: ART 320, 321, and ENGL 106, 107, or 206*
This course involves explorations into aesthetic and technical aspects of the visual arts in relationship to historical developments and contemporary trends.

455 SENIOR PORTFOLIO AND EXHIBITION *3 semester hours*
This course involves the preparation and presentation of a comprehensive exhibition of studio work as well as the production of a portfolio and résumé.

495 PROFESSIONAL PRACTICES IN ART *1 to 6 semester hour(s)*
*Prerequisite: a course proposal and meeting with the instructor*
This course involves problems and projects directly related to a student's major or area of concentration. As part of this course, students will submit a written summary and deliver a public presentation of work completed during the semester.

# MUSIC (MUSC)

A *minor in musical arts* consists of a minimum of 24 semester hours from the following list, with a prerequisite of MUSC 129 or its equivalent, which does not count towards the total hours. MUSC 200, 234; MUSC 220, 233, or 270; 10 semester hours of applied music study (six semester hours within one area of emphasis, three hours of piano, and one hour of voice**): MUSC 193, 198, 293, 298, 393, 398, 493, 498; four semester hours of ensemble electives: MUSC 190, 191, 192, 290, or 291. During the final semester the student will perform a solo recital of no less than one-half hour.

** 1. Areas of emphasis: voice, piano, organ, trumpet, French horn, trombone, tuba/euphonium, flute, clarinet, saxophone, oboe, bassoon, percussion, violin, viola, cello, string bass, guitar/electric bass, harp, and composition.
2. Students with an emphasis in voice will take four semester hours of applied piano and six semester hours of applied voice.
3. Students with an emphasis in piano will take nine semester hours of applied piano and one semester hour of applied voice.

129 MUSIC FUNDAMENTALS *3 semester hours*

This course teaches basic music-reading skills, scales, clefs, key signatures, elementary ear training, sight singing, and rudimentary chordal harmony at the keyboard. Designed for the prerequisite needs of the minor in musical arts; however, open to all students with an interest in reading music. A proficiency examination is available for this course, and this course is available for independent study.

200 ELEMENTARY MUSIC THEORY *4 semester hours*

*Prerequisite: MUSC 129 or its equivalent*

This course provides a basic knowledge of rudimentary 17th- and 18th-century chordal harmony, elementary ear training and sight singing, functional piano keyboard skills, etc., through harmonic, melodic, and formal musical analyses and beginning composition exercises. Designed for the needs of the minor in musical arts; however, open to all students. This course is available for independent study.

220 ROCK MUSIC STYLES GE *3 semester hours*

This course offers an examination of the diverse types and styles of rock music through investigation of its development from the middle of the 20th century to the present. A broad background in music is not required.

233 SURVEY OF JAZZ GE *3 semester hours*

This course involves a study of jazz in America tracing its development from 1900 to the present. A broad background in music is not required.

234 MUSIC APPRECIATION GE *3 semester hours*

This course covers composers, literature, and musical forms in Western culture from the Middle Ages to the present, with particular emphasis on the music of the Classical and the Romantic periods. A broad background in music is not required.

250 TOPICS IN MUSIC GE *1 to 3 semester hour(s)*

*Prerequisite: permission of the instructor*

This course covers special-interest topics in music. It may include such offerings as research, composition, opera, church music, folk music, popular music, music technology, composers, lyricists, performers, theorists, etc. This course is available as a regular course offering or for independent study.

270 SURVEY OF AMERICAN MUSICAL THEATRE: THE FIRST 100 YEARS GE *3 semester hours*

This course covers from the early beginnings in the mid-1800s through 1970, a study of the composers, lyricists, plot synopses, and other aspects of American musical theatre. A broad background in music or theatre is not required.

271 SURVEY OF AMERICAN MUSICAL THEATRE: FROM 1970 TO THE PRESENT GE *3 semester hours*

This course covers from 1970 to the present, a study of the composers, lyricists, plot synopses, and other aspects of American musical theatre. A broad background in music or theatre is not required.

*Applied Music* -- Scheduled on a per-student basis. One half-hour private lesson (per semester hour) per week. It is the responsibility of the student to schedule private music lessons with the instructor by providing a copy of his/her schedule before the end of the first week of the semester.
SECTIONS:

.01 Voice
.02 Piano
.03 Organ
.04 Trumpet
.05 French Horn
.06 Trombone
.07 Tuba/Euphonium
.08 Flute
.09 Clarinet
.10 Saxophone
.11 Oboe
.12 Bassoon
.13 Percussion/Drums
.14 Violin
.15 Viola
.16 Cello
.17 String Bass
.18 Guitar/Electric Bass
.19 Harp
.20 Composition
.21 SpecialTopics

183 INTRODUCTION TO APPLIED MUSIC *1 semester hour*
This course is an elementary applied music course, open to any student, that introduces the student to the basic concepts of musical performance. Repeatable. (Does not count toward musical arts minor.)

193 APPLIED MUSIC *1 semester hour*
*Prerequisite: permission of the instructor*
This course offers instruction in applied music to develop the essential skills for primary musicianship and basic performance proficiency. Requirement: Performance in a studio recital. This course is repeatable up to eight semesters.

198 APPLIED MUSIC *1 or 2 semester hour(s)*
*Prerequisite: permission of the instructor*
This course is a continuation of the concepts introduced in MUSC 193. Requirement: Performance in a studio recital. This course is repeatable up to four semesters.

293 APPLIED MUSIC *1 or 2 semester hour(s)*
*Prerequisite: permission of the instructor*
This course offers instruction in applied music to develop musicianship, performance proficiency, and a wide reading knowledge of music literature. Requirement: Performance in a studio recital. This course is repeatable up to two semesters.

298 APPLIED MUSIC *1 or 2 semester hour(s)*

*Prerequisite: permission of the instructor*

This course involves a continuation of the concepts covered in MUSC 293. Requirement: Performance in a studio recital. This course is repeatable up to two semesters.

393 APPLIED MUSIC *1 or 2 semester hour(s)*

*Prerequisite: permission of the instructor*

This course provides instruction in applied music to develop professional qualities of musicianship, technique, performance, and a wide reading knowledge of music literature. It also includes preparation for the requirements of MUSC 398 and/or 493. Requirement: Performance in a studio recital. This course is repeatable up to four semesters. (Musical arts minor track.)

398 APPLIED MUSIC *1 or 2 semester hour(s)*

*Prerequisites: MUSC 393, permission of the instructor, and audition for music faculty*

This course is a continuation of the concepts covered in MUSC 393. Requirement: Performance of a half-hour solo recital. This course is non-repeatable. (Musical arts minor track).

493 APPLIED MUSIC *2 semester hours*

*Prerequisites: MUSC 393 and permission of the instructor*

This course offers advanced applied music instruction at the senior level to develop professional qualities of musicianship in the continuation of study of literature, technique, and performance practices. It also includes preparation for the requirements of MUSC 498. Requirement: Performance in a studio recital. This course is repeatable to four semesters. (Musical arts minor track).

498 APPLIED MUSIC *2 semester hours*

*Prerequisites: MUSC 493, permission of the instructor, and audition for the music faculty*

This course involves continuation of the concepts covered in MUSC 493, with specialized and intense study of literature and techniques of performance. Requirement: Performance of a one-hour solo recital. This course is non-repeatable. (Musical arts minor track).

499 APPLIED MUSIC *2 semester hours*

*Prerequisite: permission of the instructor*

This course offers advanced applied music instruction at the senior level to develop professional qualities of musicianship in the continuation of study of literature, technique, and performance practices. Requirement: Performance in a studio recital. This course is repeatable. [This course does not count toward the musical arts minor].

*Performing Organizations*

100 MARCHING BAND/PEP BAND *ACTIVITY* *1 semester hour*

University marching band/pep band performs at sporting events both on- and off-campus. Participation requires attendance at band camp (contact the director for details), plus required rehearsals and performances. Repeatable.

190 CONCERT-CHORALE (CHOIR) GE *1 semester hour*

Important compositions from both secular and sacred choral literature from the Renaissance to the present will be explored through rehearsal and public performance. Two periods of rehearsal per week. Open to all students. No audition required. Repeatable.

191 CONCERT BAND GE *variable credit*

Important band compositions, both original and transcribed, from all periods of music will be explored through rehearsal and public performance. One period of rehearsal per week. Students who register in the fall semester will receive .5 semester hour credit. Students who register in the spring term will receive one semester hour credit. Repeatable.

192 ORCHESTRA GE *1 semester hour*

Important orchestra compositions from the Baroque to the present will be explored through rehearsal and public performance. Membership is by audition or permission of the instructor. One rehearsal period per week. Repeatable.

290 JAZZ ENSEMBLE *ACTIVITY* *variable credit*

Jazz Ensemble activities include concert performances at The University of Findlay functions and, when called upon, in the community and on tour. One period of rehearsal per week. Students who register in the fall semester will receive .5 semester hour credit. Students who register for the spring semester will receive one semester hour credit. Repeatable. Membership is by audition.

291 UNIVERSITY SINGERS *ACTIVITY* *1 semester hour*

University Singers is a performing ensemble specializing in contemporary standard popular songs and Broadway literature with choreography. Activities include performances for both on- and off-campus events. One period of rehearsal per week. Membership is by annual audition, and a commitment for both fall and spring semesters is required. Repeatable.

# THEATRE (THEA)

## **Theatre Core Courses** (47 semester hours)

The following core courses are required for all four-year programs in theatre (47 semester hours):

THEA 100 Introduction to Theatre
THEA 102 Introduction to Theatre Design
THEA 110 Stagecraft
THEA 120 Stage Management
THEA 130 Script Analysis
THEA 150 Acting I for the Stage
THEA 185 Makeup for the Stage
THEA 215 Audition/Portfolio
THEA 261 Directing for the Theatre
THEA 320 Playwriting
THEA 322 Theatre Literature-Greek to 17th Century
THEA 323 Theatre Literature 18th Century to Today
THEA 409 Professional Internship
MUSC 270 Survey of American Musical Theatre: The First 100 Years
MUSC 271 Survey of American Musical Theatre: From 1970 to Present
ENGL 330 Shakespeare

*One of the following design courses:*

THEA 178 Costume Design
THEA 183 Scenic Design
THEA 186 Sound Design
THEA 187 Lighting Design

A *major in theatre - performance emphasis* consists of the theatre core courses plus THEA 220, 252, 256 (4 semester hours), 360 and four semester hours of applied music MUSC 193.01 or higher.

A *major in theatre - production design and technology emphasis* consists of the theatre core courses plus THEA 178, 183, 186, 187, 310, 384, and 410.

A *minor in theatre* consists of THEA 100, 110, 150, 261, 322, 323, and one course from THEA 178, 183, 186, or 187.

100 INTRODUCTION TO THEATRE GE *3 semester hours*
Enter stage right into the world of the theatre experience! This basic course introduces the student to the many roles of theatre: the audience, the performers, the scripts, and the many and varied theatre artists who come together in this exciting collaborative art form. Students experience the inside workings of a theatre production through hands-on participation.

102 INTRODUCTION TO THEATRE DESIGN GE *3 semester hours*
The field of theatre design covers a vast group of disciplines. In this class students will discuss the elements and principles of design pertaining to all fields in the theatre design industry. In addition, this class will give students an introductory experience in the specific fields of lighting, scenic, sound, costume, makeup, props, and projection design.

110 STAGECRAFT GE *3 semester hours*
This is an introductory course in the behind-the-scenes skills that produce theatre. Students will learn basics of stage construction and rigging with a touch of lighting and sound. Course encompasses both lecture and practical application with plenty of hands-on learning experiences.

120 STAGE MANAGEMENT *2 semester hours*
In this course students will learn the basic principles of stage management as they pertain to the theatre. The class focuses on a hands-on approach to understanding the role of stage managers, and developing a competency in the field. Concepts will include history and current practices in theatre stage management.

130 SCRIPT ANALYSIS *3 semester hours*
*Prerequisite: THEA 100 or permission of the instructor*
This course is designed to introduce students to the methodologies, vocabulary, and critical thinking skills necessary for the interpretation of dramatic texts, with a view toward the practical considerations of developing such texts in performance and production. To this end, the course will survey the fundamentals of theatre criticism and explore representative works of dramatic literature for their theatrical possibilities.

150 ACTING I FOR THE STAGE GE *3 semester hours*
This is an introductory acting course designed for students interested in acting techniques as a tool in career development. Emphasis is on vocal and physical work, developing techniques of acting, and self-expression. Character work and improvisation will put knowledge to work.

178 COSTUME DESIGN *2 semester hours*
*Prerequisite: THEA 102*
This course involves beginning costume design covering the principles and theories of costume design for the stage. Course covers all design aspects as well as rendering techniques, construction methods, and accessories.

183 SCENIC DESIGN *2 semester hours*

*Prerequisite: THEA 102*

This is a beginning scenic design course covering the principles and theories of design for the stage. Students will learn drafting and drafting techniques both pencil-and-paper and computer aided drafting (CAD), research and research methods, analysis, and visualization. Students will develop ground plans and elevations, white models, and appropriate working drawings.

185 MAKEUP FOR THE STAGE *2 semester hours*

This course covers the design and application of stage makeup. Its emphasis will be on how to read details of facial structure and design makeup for characterization. A variety of styles and skills will be used throughout the course. Students will practice their art by participation in major productions.

186 SOUND DESIGN *2 semester hours*

*Prerequisite: THEA 102*

This is a beginning sound design course covering the principles and theories of sound design for the stage. Students will learn drafting and drafting techniques both pencil-and-paper and computer aided drafting (CAD), research and research methods, analysis, and execution of design. Students will develop sound plots and analog digital audio presentations.

187 LIGHTING DESIGN *2 semester hours*

*Prerequisite: THEA 102*

This is a beginning light design course covering the principles and theories of light design for the stage. Students will learn drafting and drafting techniques both pencil-and-paper and computer aided drafting (CAD), research and research methods, analysis, and execution of design. Students will develop complete light plots as a final project.

210 THEATRE PRACTICUM *1 to 3 semester hour(s)*

This course involves practical application of theatre skills in performance. Credit is open to anyone involved in a theatre production. Number of hours available dependent upon role/technical position. This course may be repeated up to three times.

215 AUDITION/PORTFOLIO *2 semester hours*

*Prerequisite: permission of the instructor*

This course covers development of professional résumé and audition material for the performer; development of professional résumé and portfolio for production design and technology. All theatre majors are required to attend professional auditions and interviews each year; this course begins the preparation by detailing audition and interview expectations, techniques, and required materials. Students will begin a file of audition monologues and songs and prepare pieces for presentation in actual auditions, begin compilation of a professional-level portfolio, and prepare materials for presentation in actual interviews. The course may be repeated up to three times.

220 VOICE AND MOVEMENT *3 semester hours*

*Prerequisite: THEA 150*

This studio course introduces students to various voice and movement methods and techniques used in the art of acting. Emphasis will be placed on the essential skills of articulation, projection, and basic dialect work, as well as body awareness, economy of movement, and physical expression in the interpretation of character.

230 CREATIVE DRAMATICS GE *3 semester hours*

This course explores young people's dramatic literature, working with children and young adults in theatrical production, the use and development of the imagination, storytelling, etc., and the use of drama for effective teaching.

235 ACTING FOR MUSIC THEATRE *3 semester hours*

*Prerequisite: THEA 150 or 152, MUSC 129 and/or permission of the instructor*

This course continues the actor's work by using the techniques learned in THEA 150 and/or 152, and adapting those techniques to solos from modern musical theatre. The course will also explore the connection between a Stanislavski-based acting process and music theatre needs, including vocal techniques, characterization, and physicalization of music and lyrics. This course may be repeated.

252 ACTING II *3 semester hours*

*Prerequisite: THEA 150*

This course builds upon the foundation of basic acting techniques established in THEA 150. Advanced skills of analysis and characterization are developed and applied to scene study. This is a repeatable course.

256 DANCE *1 semester hour*

This course offers intensive physical work for all University students interested in improving flexibility of movement, integration of body language and meaning, etc. This course may be repeated up to three times.

261 DIRECTING FOR THE THEATRE *3 semester hours*

*Prerequisites: THEA 100 and 102*

This is an introductory directing course that covers basic principles and theories. The course examines the full range of directorial duties as well as aesthetics of directing, focuses on decision-making, techniques, and selection. These concepts will be studied through the use of classroom experiential learning exercises.

310 ADVANCED THEATRE TECHNOLOGY *3 semester hours*

In the world of advanced theatre technology, methods and skills are continually being updated and rewritten. This course provides learning experiences in working with a variety of materials other than standard stagecraft technology. Work with plastics, welding, various other materials, and upholstery. Learn new skills with advanced woodworking and be on the cutting edge of new developments in scenery construction.

320 PLAYWRITING *3 semester hours*

*Prerequisite: THEA 100*

This is a workshop course in the fundamentals of writing and devising original dramatic literature for the stage. The course will examine representative works of classical and contemporary plays before guiding students through the stages of various playwriting processes. Students will participate in in-class readings of the short plays they have written. The course culminates in the writing and sharing of one-act plays.

322 THEATRE LITERATURE-GREEK TO 17$^{TH}$ CENTURY *3 semester hours*

This course offers an integration of dramatic literature and theatre history as well as aspects of history, art and architecture, and philosophy as they impact the world of theatre from the Greek to the 17$^{th}$ century. Students will read masterworks of each period and important theatre criticism. One focus of the course is to place theatrical works in context of the society.

323 THEATRE LITERATURE-18TH CENTURY TO TODAY *3 semester hours*

This course covers the integration of dramatic literature and theatre history as well as aspects of history, art and architecture, and philosophy as they impact the world of theatre from the 18th century to today. Students will read masterworks of the period and important theatre criticism. One focus of the course is to place theatrical works in context of the society.

335 ADVANCED ACTING FOR MUSIC THEATRE *3 semester hours*

*Prerequisite: THEA 235 or permission of the instructor*

In this course scene study and song repertoire are examined by era for the advanced music theatre student: 1900s-1930s (operetta, revue, and musical comedy), 1940s-1960s (book musicals), 1970s-present (new forms and Broadway opera). This course may be repeated.

355 ACTING III *3 semester hours*

*Prerequisites: THEA 150 and 252*

This course continues the actor's work by focusing on acting styles from ancient Greece to the present. Important aspects include: intensive verse work, period movement, period manners, and character research methods. This is a repeatable course.

356 MUSIC THEATRE DANCE *3 semester hours*

*Prerequisite: THEA 256 or permission of the instructor*

This course provides an exploration of various dance styles from different eras of the musical theatre stage. This course may be repeated up to three times.

360 ADVANCED DIRECTING FOR THE STAGE *3 semester hours*

*Prerequisite: permission of the instructor*

Building on THEA 261, this course culminates in a presentation of a one-act script. Students put their directing skills of organization, script selection, auditions and casting, rehearsals, and decision making to the practical test.

384 ADVANCED THEATRE DESIGN *3 semester hours*

*Prerequisites: THEA 178, 183, 186, and 187*

This advanced course continues the student's artistic and practical learning in theatre design. After completing this course, students are eligible to apply for main-stage design assignments.

409 PROFESSIONAL INTERNSHIP *3 to 6 semester hours*

*Prerequisites: permission of the instructor, minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

Theatre majors are expected to audition for semi-professional and professional companies to further their experience. The University recognizes the importance of work outside the academic year in career preparation. This credit is available for positions in professional companies only. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

410 DESIGN PRACTICUM *3 semester hours*

*Prerequisite: permission of the instructor*

This course covers practical application of theatre skills in performance. Credit is open to any student creating a realized design for a main-stage production during the academic year. This course is open to realized designs in the areas of costumes, scenery, lighting, sound, or makeup. This course may be repeated up to three times.

490 INDIVIDUAL STUDY *1 to 3 semester hour(s)*

*Prerequisite: permission of the instructor*

Development of individual and independent theatre projects allows the student to pursue topics and areas not specified in the curriculum. Work is expected to be of superior quality and difficulty. All proposals must be approved by the theatre faculty.

495 THEATRE SEMINAR *3 semester hours*

*Prerequisite: permission of the instructor*

This exit-level course serves as the culmination of the theatre experience at The University of Findlay. The course topic changes but is always inclusive and integrative, investigating the canon of an author's work or the impact of a theatre or theatre artist or movement. This course strives to look at the total picture, bringing all of the elements of theatre together. Major research projects and seminar style provide assessment for the graduating student and graduate school preparation for the continuing student.

FINDLAY
THE UNIVERSITY OF FINDLAY
College of Pharmacy

# COLLEGE OF PHARMACY

Dean: Donald W. Stansloski, R. Ph., Ph.D.
419-434-5327

# COLLEGE OF PHARMACY

Dean: Stansloski
Assistant Dean for External Programs: Stanovich
Associate Dean for Internal Programs: Malone
Department Chair, Pharmacy Practice: Parker
Department Chair, Pharmaceutical Science: Dudley
Professors: Malone, Sekar, Stansloski
Associate Professors: BasuSarkar, Dudley, Earle, Ernsthausen, Hvizdos, Parker, Shinn, Vaglenov
Assistant Professors: Cochran, Dauterman, Gibbs-Peseckis, Khupse, Lanke, Mosler, Perry, Schneider, Stanovich, Ternullo

## Accreditation

*The University of Findlay's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60603, 312-664-3575; fax 312-664-4652, website www.acpe-accredit.org.*

If a student has a concern about ACPE, The University of Findlay's status with the Council, or a complaint concerning ACPE standards, there are several routes by which to carry that forward. The student may contact his or her adviser, the dean of the College of Pharmacy, or the Student Affairs Committee in the College of Pharmacy. (There are student representatives on the Pharmacy Student Affairs Committee, and it is charged with handling important information confidentially.) Also, the student may contact ACPE directly (312-664-3575 or http://www.acpe-accredit.org/complaints/default.asp).

## Competency Requirements

All students at The University of Findlay must demonstrate competency in computer use and/or speech, reading, and writing.

## Prerequisite Requirements

All prerequisite courses must be completed with at least a grade of "C." Some courses require a higher grade than a "C" for the prerequisite. The course description will list the required grade if different from a "C."

## Pharmacy Requirements

Pharmacy students must be eligible for an Ohio Pharmacy intern license, receive specific immunizations, clear a criminal background check, demonstrate the absence of infectious tuberculosis, undergo an interview with his or her adviser, and hold a current American Heart Association Healthcare Providers Basic Life Support (BLS) certification prior to gaining entry to the P3 year. Advanced Cardiac Life Support, a physical exam, and criminal background check are required for entry into the final year (P6). A minimum cumulative GPA of 3.0/4.0 and no grade less than "C" are mandatory in all required courses. For further information see the Pharmacy Student Handbook for principles and technical standards.

## License Requirements

In order to be eligible for licensure as an intern in Ohio the student must be enrolled in the first pharmacy (PHAR) course, be of good moral character, be completely finished with all requirements necessary to enter the first-professional (P3) year, and apply to the Ohio State Board of Pharmacy.

To be eligible for licensure as a pharmacist in Ohio, the student must have graduated from a School or College of Pharmacy accredited by the Board of Pharmacy, completed 1,500 hours of internship experience, and successfully passed the National American Pharmacist Licensure Examination (NAPLEX)/Multistate Jurisprudence Exam (MJPE) after graduation.

For more details on these licensure requirements, the student should contact the Ohio State Board of Pharmacy directly (614-466-4143; http://pharmacy.ohio.gov/). For students wishing licensure in other states, the Board of Pharmacy in that state should be contacted directly.

## General Entry Requirements

*For High School Students*

The overwhelming majority of students will be admitted to the College of Pharmacy from high school based on strong academic performance. If academic and professional standards are met, the student should expect to continue in pharmacy until graduation. Minimum qualifications to receive an application for the College of Pharmacy include:

1. Four years of English, mathematics, and science.
2. A combination of six years of social sciences and foreign language.
3. ACT of 23 in each section or new SAT of 530 in each section.
4. High school GPA of 3.3 (with strength in math, science, honors, AP, and college courses).

*For Transfer Students and Degree Holders*

Transfer students and students who already have a college degree will be admitted to fill vacancies in the first year, second year, and the beginning of the third year. Minimum standards to receive an application to the College of Pharmacy include a 3.0/4.0 cumulative GPA with no grade below a "C" (a "C-" is not acceptable) in subjects that are required by the College of Pharmacy curriculum. If the applicant has attended more than one institution, an overall GPA will be calculated using quality points and quality hours from each institution. The student must maintain the 3.0/4.0 cumulative GPA at other institutions until actually enrolled at The University of Findlay in the pharmacy program.

Transfer students whose native language is not English and who have not graduated from American universities must meet the previously listed admissions conditions, plus:

1. Have a verified TOEFL Internet-based test (iBT) minimum total score of 100 with subset scores of 22 for reading, 22 for listening, and 24 for writing.
2. Provide an affidavit of financial support (original), if not an American citizen or permanent resident.

## Degree Requirements

Students receiving a *Doctor of Pharmacy degree* are required to complete the following courses: three hours of general education courses from social science, foreign language/culture and fine arts; HPE 100; ENGL 106, 107 or 206; ENGL 272 or 282; MATH 141, 142 and 223; one course from CSCI 150, 190, COMM 110 or 211 (or competency exam); PHIL 221; BIOL 152, 152L, 300, 302, 310, 310L, 322, 322L, 323, 323L, 412, 412L; CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, 400; NSCI 323; PHYS 260; PHAR 251, 350, 351, 361, 362, 363, 370, 460, 463, 466, 469, 473, 476, 491, 492, 550, 553, 560, 563, 569, 590, 591, 592, 599; and 36 hours from PHAR 701-709. In addition, Doctor of Pharmacy students are required to take an additional 14 semester hours of professional electives.

## Course Sequencing

The Doctor of Pharmacy is a six-academic year program, given that acceptance into the program is directly from high school. Each academic year corresponds to a level with P1 being the first year's level of the program and P6 being the last year's level of the program. To progress through the program there are both academic and non-academic requirements. The courses associated with each academic year are listed below. Additional requirements for forward progression in the program can be found in the College of Pharmacy Student Handbook.

The required P1 and P2 (undergraduate) courses include CHEM 130, 130L, 131, 131L; MATH 141, 142; BIOL 152, 152L, 310, 310L; ENGL 106, 107 or 206; ENGL 272 or 282; HPE 100; Computer Science or Communication Competency (exam or course completion); CHEM 310, 310L, 311, 311L; BIOL 322, 322L, 323, 323L, MATH 223; PHIL 221; PHYS 260; PHAR 251; and general education courses in Fine Arts, Social Science and Multicultural/Foreign Language.

The required P3 (undergraduate, first-professional year) courses include BIOL 300, 302, 412, 412L; CHEM 400; NSCI 323; PHAR 350, 351, 361, 362, 363, and 370.

The required P4 (undergraduate, second-professional year) courses include PHAR 460, 463, 466, 469, 473, 476, 491, and 492.

The required P5 (graduate, third-professional year) courses include PHAR 550, 553, 560, 563, 569, 590, 591, 592, and 599.

In addition to the above listed courses, pharmacy students during their P1-P5 levels must complete a minimum of 14 approved professional elective hours.

The required P6 (graduate, fourth-professional year) courses include PHAR 701-709.

150 OILER PHARMACY *1 semester hour*

This course is an introduction to campus life for P1 pharmacy students. This course will provide a venue for the student mentorship program in the College of Pharmacy, as well as introduce the student to concepts regarding the profession of pharmacy. Topics include, but are not limited to, study skills, time management, health and wellness, pharmacy careers, service learning, and professional communication.

251 PROFESSIONAL PRACTICE DEVELOPMENT *1 semester hour*

*Prerequisite: P2 standing in the College of Pharmacy*

This course is designed to introduce pre-professional pharmacy students to selected topics related to professionalism and to prepare them for introductory pharmacy practice experiences. This course focuses on professional communication and the social and behavioral aspects of pharmacy practice.

310 CAREER PATHS IN PHARMACY *2 semester hours*

*Prerequisite: P3 or P4 status or permission of the instructor*

This course prepares the student to effectively choose and manage a career in pharmacy.

350 INTRODUCTION TO PHARMACY I *4 semester hours*

*Prerequisites: first professional year standing, PHAR 251, and all experiential program requirements*

This course will introduce the student to modern pharmacy practice. Topics covered include pharmacy calculations, the role of the pharmacist in the American health care system, communication, and an introduction to over-the-counter medications. The course will also help the student to develop a plan of study to guide the selection of electives and rotations in pharmacy. Students will be required to obtain 100 hours of pharmacy experience with a pharmacist health care provider to expand their knowledge of the existing health care system during their first professional year (50 hours during PHAR 350 and 50 hours during PHAR 351).

351 INTRODUCTION TO PHARMACY II *3 semester hours*

*Prerequisites: PHAR 350, first professional year standing, and all experiential program requirements*

This is a continuation of PHAR 350, an introduction to modern pharmacy practice. Topics covered include pharmacy calculations, drug information, patient communication, ethics, drug abuse, and the top 200 drugs. The course will also help the student to develop a plan of study to guide the selection of electives and rotations in pharmacy. Students will be required to obtain 100 hours of pharmacy experience with a pharmacist health care provider to expand their knowledge of the existing health care system during their first professional year (50 hours during PHAR 350 and 50 hours during PHAR 351).

361 PHARMACEUTICS AND PHARMACOKINETICS I *4 semester hours*

*Prerequisite: first professional year standing*

*Co-requisite: PHAR 350*

This course introduces the student to the basic principles of dosage form design and preparation. The course integrates pharmaceutic and biopharmaceutic principles as well as product design and preparation, and begins the study of the scientific portion of pharmacokinetics.

362 INTRODUCTION TO PHARMACOKINETICS AND PHARMACODYNAMICS *4 semester hours*

*Prerequisite: PHAR 361*

This course provides an introduction to the principles of how drug response and sojourn of drugs within the body are quantified and integrated to provide a rational approach to the establishment, optimization and individualization of safe and effective dosage regimens in patients.

363 PHARMACY PRACTICE SKILLS *1 semester hour*

*Prerequisite: PHAR 350*

This course prepares the student for prescription compounding skills required in the general practice of pharmacy. It also prepares the pharmacy student to take the elective course in advanced compounding.

370 PHYSICAL ASSESSMENT FOR PHARMACY *3 semester hours*

*Prerequisites: CHEM 311/311L, BIOL 323/323L and first professional year standing*

This course will introduce the pharmacy student to the elements of the physical examination. Minimal physical examination is done. The primary purpose is to teach the student to understand documentation of the physical examination as prepared by other health professionals.

400 CHEMICAL DEPENDENCY AND THE HEALTH CARE PROFESSIONAL *2 semester hours*

This course is a study in chemical dependency as a disease. It integrates fundamental concepts from chemistry, biology, sociology, and medicine. The course will be used to increase awareness of the risk of chemical dependency in health care professionals, its consequences, and the process of recovery. The student is also expected to be able to describe ways to avoid the disease and help colleagues who may be in recovery.

401 MEDICINAL HERBS *2 semester hours*

*Prerequisites: second professional year standing in the College of Pharmacy, PHAR 351, 362, 370, CHEM 400, NSCI 323, and BIOL 302*

This course prepares the student to understand and recognize the popular herbs used by the general population. Students will learn the most common herbs, their pharmacological uses and the various formulations that are available. Specific emphasis will be placed on herbal-drug interactions. The course will involve lectures, both in class and online, and virtual or real visits to drug stores and botanical gardens.

402 HISTORY OF PHARMACY *2 semester hours*

This course introduces the student to the history of pharmacy. It describes the roots of the profession but focuses on American pharmacy in the last century. It is especially concerned with the roots of the patient care initiative in pharmacy and the implications those ideas have for the future of the profession.

403 AN INTRODUCTION TO HOSPITAL PHARMACY PRACTICE *2 semester hours*

*Prerequisite: first professional year standing in the College of Pharmacy*

This course introduces pharmacy students to hospital pharmacy practice. It specifically reviews the many roles that a hospital pharmacist may assume and is intended to prepare students for their required hospital-based clinical rotations, hospital-based clinical residencies, as well as potential careers in hospital pharmacy practice.

404 MEDICATION THERAPY MANAGEMENT *2 semester hours*

*Prerequisite: first professional year standing*

This course will provide the student with an in-depth, working knowledge of Medicare Part D, with an emphasis on Medication Therapy Management (MTM) Services. Through self-study modules, case studies, and hands-on patient interview and assessment practice sessions, students will strengthen existing skills needed to develop and implement MTM services in community pharmacies.

405 PALLIATIVE CARE *2 semester hours*

*Prerequisites and/or co-requisites: at least P4 status*

This course is an introductory course to the discipline of palliative and end-of-life care. This course addresses the care of the dying patient, including physical, emotional, and spiritual aspects.

406 DIRECTED RESEARCH IN PHARMACY *1 to 3 semester hour(s)*

This course allows faculty and students to explore topics in the field of pharmacy. Students will work independently with faculty guidance to achieve specific goals. The methods may include laboratory, survey, or clinical experiments.

409 SUBSTANCE ABUSE DISORDERS: AWARENESS, PREVENTION, AND EDUCATION *2 semester hours*

*Prerequisites: P2 status*

With respect to substance abuse disorders, pharmacists are often the health care providers with the best knowledge of and insight into prevention and treatment. This course will provide pharmacy students with the necessary background information, knowledge and skills necessary to fulfill this role, while providing opportunities for students to share this knowledge by addressing schools and other public organizations.

411 ADVANCED SELF-CARE PHARMACY I *2 semester hours*

*Prerequisites and/or co-requisites: PHAR 460, 463, 466, 469, 473, 476, 491, 492*

This course is one of two courses that will prepare students to manage self-care therapies in patients including non-prescription medications, complementary and alternative therapies, non-pharmacologic treatments, diagnostic tests, and medical devices. Through instruction, self-study, case studies, and hands-on patient interview and assessment practice sessions, students will learn how to assess a patient's health status, determine whether self-care is appropriate, to recommend appropriate self-care measures, and counsel on the proper use of the therapy or device. Course topics include, but are not limited to, dermatologic ailments, cough and cold symptoms, and pain management.

413 ADVANCED PRESCRIPTION COMPOUNDING *2 semester hours*

*Prerequisites: PHAR 350, 361, 362, and 363*

This is a study in advanced extemporaneous prescription compounding with an emphasis on physico-chemical considerations, stability, and compatibility and dosage forms preparation. Also addresses principles of appraisal, comparison, and selection of appropriate actives, diluents, excipients, and other components necessary to prepare appropriate dosage forms.

420 COMPREHENSIVE DIABETES MANAGEMENT FOR THE PHARMACIST *2 semester hours*

*Prerequisite or concurrent: PHAR 473*

This course provides an advanced understanding of the principles of diabetes management, moving beyond basic pharmacotherapy of this disease state to include management information from the disciplines of nursing, medicine, behavioral psychology, medical nutrition therapy, and exercise physiology.

449 SPECIAL TOPICS IN PHARMACY *1 to 4 semester hour(s)*

*Prerequisite: P4 status*

This course will provide the pharmacy student with the opportunity to expand his or her knowledge base from the required curriculum by exploring special interest areas within the profession of pharmacy. The course may include, but is not limited to, exploration of clinical controversies, unique areas of pharmacy practice, pharmaceutical industry topics, the impact of pharmaceuticals on the environment, and marketing of pharmacy services. Course is repeatable, if topic is different.

460 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF IMMUNOLOGY AND CONNECTIVE TISSUE DISEASE *4 semester hours*

*Prerequisites: PHAR 350, 351, 361, 362, 370, BIOL 300, 302, 310/310L, 412/412L, CHEM 400, NSCI 323, and second professional year standing*

This course prepares the student to assess and manage the drug therapy of diseases of the immune system and connective tissue. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies are specifically included.

463 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF RESPIRATORY DISEASE *4 semester hours*

*Prerequisites: PHAR 350, 351, 361, 362, 370, BIOL 300, 302, 310/310L, 412/412L, CHEM 400, NSCI 323, and second professional year standing*

This course prepares the student to assess and manage the drug therapy of diseases of the respiratory system. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies are specifically included.

466 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF CARDIOVASCULAR DISEASE *5 semester hours*

*Prerequisites: PHAR 350, 351, 361, 362, 370, BIOL 300, 302, 310/310L, 412/412L, CHEM 400, NSCI 323, and second professional year standing*

This course prepares the student to assess and manage the drug therapy of diseases of the cardiovascular system. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies are specifically included.

469 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF INFECTIOUS DISEASES *4 semester hours*

*Prerequisites: PHAR 350, 351, 361, 362, 370, BIOL 300, 302, 310/310L, 412/412L, CHEM 400, NSCI 323, and second professional year standing*

This course prepares the student to assess and manage the drug therapy of diseases of infectious origin. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies will be included where appropriate.

473 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF ENDOCRINOLOGY AND METABOLISM *5 semester hours*

*Prerequisites: PHAR 350, 351, 361, 362, 370, BIOL 300, 302, 310/310L, 412/412L, CHEM 400, NSCI 323, and second professional year standing*

This course prepares the student to assess and manage the drug therapy of diseases of the endocrine and metabolic systems. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies are specifically included.

476 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF RENAL DISEASE *4 semester hours*

*Prerequisites: PHAR 350, 351, 361, 362, 370, BIOL 300, 302, 310/310L, 412/412L, CHEM 400, NSCI 323, and second professional year standing*

This course prepares the student to assess and manage the drug therapy of diseases of the renal system and to optimize drug therapy in patients with pre-existing renal dysfunction. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies are specifically included.

491 EARLY PRACTICE EXPERIENCE I *1 semester hour*

*Prerequisites: completion of all the required courses of the first professional year and all experiential program requirements*

Students involved in experiential education are engaged in structured, practice-related activities where knowledge gained from didactic education is coupled with a professional attitude and skills training resulting in the development of an entry-level pharmacist. PHAR 491 and 492 are designed to provide students with introductory experiences in community and institutional settings. Students will be expected to observe and participate in the dispensing aspects of pharmacy. Students will be required to obtain 100 hours of pharmacy experience during their second professional year (50 hours during PHAR 491 and 50 hours during PHAR 492).

492 EARLY PRACTICE EXPERIENCE II *1 semester hour*

*Prerequisites: completion of all the required courses of the first professional year and all experiential program requirements*

Students involved in experiential education are engaged in structured, practice-related activities where knowledge gained from didactic education is coupled with a professional attitude and skills training resulting in the development of an entry-level pharmacist. PHAR 491 and 492 are designed to provide students with introductory experiences in community and institutional settings. Students will be expected to observe and participate in the dispensing aspects of pharmacy. Students will be required to obtain 100 hours of pharmacy experience during their second professional year (50 hours during PHAR 491 and 50 hours during PHAR 492).

# COLLEGE OF SCIENCES

Dean: Jeffrey Frye, Ph.D.
419-434-4501

## DEPARTMENT OF ANIMAL AND PRE-VETERINARY STUDIES

*Animal Science*
*Pre-Veterinary Medicine*

## DEPARTMENT OF COMPUTER SCIENCE

## DEPARTMENT OF ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT

## DEPARTMENT OF EQUESTRIAN STUDIES AND EQUINE MANAGEMENT

## DEPARTMENT OF MATHEMATICS

## DEPARTMENT OF NATURAL SCIENCES

*Biology*
*Forensic Science (see COLA)*
*Geology*
*Natural Science*

## DEPARTMENT OF PHYSICAL SCIENCES

*Chemistry*
*Forensic Science (see COLA)*
*Physics*

### Prerequisites

All prerequisite courses must be completed with at least a grade of "C." Some courses require a higher grade than a "C" for the prerequisite. The course description will list the required grade if different from a "C."

# DEPARTMENT OF ANIMAL AND PRE-VETERINARY STUDIES

Chair: McCarthy
Professors: Kerns, Peck
Associate Professor: McCarthy
Assistant Professors: Koehler, Whitaker

A Bachelor of Science degree is granted for baccalaureate programs in the Department of Animal and Pre-Veterinary Studies.

### *Baccalaureate Programs*:

Animal Science
Animal Science/Pre-Veterinary Medicine Option
Animal Science/Science Option

# ANIMAL SCIENCE (ANSC)

Admission Standards for Students Interested in Majoring in Animal Science, Animal Science/Pre-Veterinary Medicine Option, or Animal Science-Science Option:

1. First-time students will not be allowed to declare animal science, animal science/pre-veterinary medicine option, or animal science-science option as their major unless they have met one of the following conditions:
    a. Earned a minimum ACT composite score of 20;
    b. Earned a minimum SAT of 1410;
    c. Earned greater than or equal to a 3.0 cumulative high school GPA.

2. Transfer students will not be allowed to declare animal science, animal science/pre-veterinary medicine option, or animal science-science option as their major unless they have met one of the following conditions:
    a. Earned a minimum ACT composite score of 20;
    b. Earned a minimum SAT of 1410;
    c. Earned greater than or equal to a 3.0 cumulative high school GPA;
    d. Transferring in credit of at least 12 semester hours with a cumulative GPA of greater than or equal to 3.0;
    e. Received approval of the program chair.

3. Current students at The University of Findlay may not change their major to animal science, animal science/pre-veterinary medicine option, or animal science-science option unless they have met one of the following conditions:
    a. Earned a minimum ACT composite score of 20;
    b. Earned a minimum SAT of 1410;
    c. Earned greater than or equal to a 3.0 cumulative high school GPA;
    d. Earned college credit of at least 12 semester hours with a cumulative GPA of greater than or equal to 3.0;
    e. Received approval of the program chair.

A *major in animal science* consists of EQST 101 or ANSC 131; EQST 201 or ANSC 231; EQST 202 or ANSC 232; ANSC 310 or BIOL 310; ANSC 320, 499; ACCT 220; EQST 302; BUAD 220, 311; and CHEM 111/111L or higher. Students must complete three of the following: ANSC 351, 352, 353, 354, or 355. In addition, 15 hours with nine hours being at the 300- or 400-level from ANSC 133, 134, 330, 331, 332, 402, 404, EQST 102, 103, 104, 203, 301, 311, 332, 337, 380, 401, 402, 403, 404, 405, 411, 412, 435, PVET 110, 310, 490, ANSC 480 or EQST 480 (maximum six hours), ANSC 490 or EQST 490 (maximum six hours).

A *major in animal science/pre-veterinary medicine option* consists of EQST 101 or ANSC 131; EQST 201 or ANSC 231; EQST 202 or ANSC 232; ANSC 310 or BIOL 310; ANSC 499; CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, 400; ANSC 351, 352, 353, 354, or 355; 15 hours from the following with nine hours at the 300-level or higher: ANSC 133, 134, 320, 330, 331, 332, 402, 404, EQST 102, 103, 104, 203, 301, 302, 311, 332, 337, 380, 401, 402, 403, 404, 405, 411, 412, 435, PVET 110, 310, 490, ANSC 480 or EQST 480 (maximum of six hours), ANSC 490 or EQST 490 (maximum of six hours). Highly recommended courses include BIOL 150, 150L, 152, 152L, 300, 302, 322, 322L, 323, 323L, 331, 412, 412L, 413, 413L; PHYS 250, 250L, 251, 251L.

A *major in animal science/science option* consists of EQST 101 or ANSC 131; EQST 201 or ANSC 231; EQST 202 or ANSC 232; ANSC 310 or BIOL 310; ANSC 499; CHEM 130, 130L, 131, 131L; CHEM 310, 310L, 311, and 311L or CHEM 325 and 325L. Students must complete three of the following: ANSC 351, 352, 353, 354, or 355. In addition, students must complete 15 hours with nine hours being at the 300- or 400-level in ANSC 133, 134, 320, 330, 331, 332, 402, 404, EQST 102, 103, 104, 203, 301, 302, 311, 332, 337, 380, 401, 402, 403, 404, 405, 411, 412, 435, PVET 110, 310, 490, ANSC 480 or EQST 480 (maximum six hours), or ANSC 490 or EQST 490 (maximum six hours).

131 INTRODUCTION TO ANIMAL SCIENCE *3 semester hours*
This course is designed to introduce students to the various species of domestic livestock to develop a deeper appreciation of the animal agriculture industry and the animal sciences. Topics include animal anatomy and physiology, breeding and genetics, nutrition, general management practices, and other subjects of special interest.

133 PRACTICAL ANIMAL HANDLING I: EQUINE *2 semester hours*
This course covers fundamental principles of handling, restraint, and veterinary medical techniques pertaining to horses. Coverage of equine breeds, aging of horses via dental exams, and other "hands-on" demonstrations will be among the topics covered. Students may not take this course for audit.

134 PRACTICAL ANIMAL HANDLING II: FOOD ANIMALS *2 semester hours*

*Prerequisite: minimum 3.0 GPA or permission of the instructor*

This course is a continuation of ANSC 133 with emphasis on beef and dairy cattle, swine, sheep, and goats. Additional topics include neonatal care and management, live animal evaluation, and other related subjects. Field trip(s). Students may not take this course for audit.

231 PRINCIPLES OF FOOD ANIMAL NUTRITION *3 semester hours*

This course provides comprehensive coverage of the basic principles and applied aspects of general livestock feeding and nutrition. Topics include digestive anatomy and physiology, nutrient utilization and requirements of farm livestock, types and characteristics of feeds used in livestock rations, techniques in ration formulation, feeding programs, and recommendations for each of the major species of farm livestock.

232 PHYSIOLOGY OF REPRODUCTION AND GROWTH *3 semester hours*

This course focuses on anatomy and physiology of reproduction in farm animals with emphasis on the unique differences in reproductive physiology among the major species of farm livestock. Topics may include reproductive endocrinology, artificial insemination, embryo transfer, genetics, breeding systems, care and management of breeding stock, among others.

310 PRINCIPLES OF ANIMAL BREEDING AND GENETICS *3 semester hours*

*Prerequisites: EQST 101 or ANSC 131 and MATH 123*

This course covers a systems approach to selection and mating of livestock: gene frequency, heritability, relationship, inbreeding, linebreeding, heterosis, crossbreeding, direct and correlated response to selection, and the use of pedigree, family, progeny testing, and indices for selection.

320 MEAT ANIMAL EVALUATION *3 semester hours*

*Prerequisite: EQST 101 or ANSC 131*

This course involves live animal and carcass evaluation of beef, sheep, and swine, with discussion of tissue growth, tissue development, and general anatomy of the various animal species as it relates to food production. Also discussed will be factors that influence the product quality and marketability.

330 FORAGE AND CROP PRODUCTION *3 semester hours*

*Prerequisite: EQST 101 or ANSC 131*

This course covers growth characteristics, adaptations, and utilizations of different plant species for hay, pasture, silage, and land conservation. This course covers the plant, animal, and environmental factors which relate to establishment, management, productivity, and utilization of forage plants.

331 SMALL ANIMAL MEDICINE *3 semester hours*

*Prerequisites: junior standing and permission of the instructor*

This course is designed to enhance the small animal medical skills of pre-veterinary students. Topics of discussion will include physical examination of the dog and cat, collection and interpretation of laboratory data, diagnostic and therapeutic procedures, infectious diseases of the dog and cat, pharmacology, and preventative medicine.

332 FOOD ANIMAL MEDICINE *3 semester hours*

*Prerequisite: junior standing or permission of the instructor*

Food Animal Medicine is a course designed to discuss preventive medicine, diagnosis, treatment, and prevention of diseases in cattle, sheep, goats, and swine. Other in depth topics will include immunology, vaccination strategies, preventive medicine programs, and the economic impact of disease on animal agriculture.

351 BEEF PRODUCTION AND MANAGEMENT *2 semester hours*

*Prerequisite(s): ANSC 131, 231, 232, or permission of the instructor*

This course provides comprehensive coverage of the fundamental principles and management systems involved in beef cattle. There will be an integration of principles of nutrition, breeding, physiology, and marketing into complete production and management programs. The structure of industry, enterprise establishment, systems of production, production practices, and improvement programs will also be addressed.

352 DAIRY PRODUCTION AND MANAGEMENT *2 semester hours*

*Prerequisite(s): ANSC 131, 231, 232, or permission of the instructor*

This course offers comprehensive coverage of the fundamental principles and management systems involved in dairy cattle and milk production. There will be an integration of principles of nutrition, breeding, physiology, and marketing into complete production and management programs. The structure of the dairy industry, enterprise establishment, production practices, and improvement programs will be addressed as well as performance standards, selection criteria, recordkeeping systems, product markets, reproduction options and production techniques for modern dairy operations.

353 SHEEP PRODUCTION AND MANAGEMENT *2 semester hours*

*Prerequisite(s): ANSC 131, 231, 232, or permission of the instructor*

This course covers practical application and integration of principles of nutrition, breeding and genetics, health, physiology, and marketing into a complete management programs. The structure of the sheep industry, pasture management and improvement programs as well as performance standards, selection criteria, product markets, reproduction options and production techniques for modern sheep operations will be discussed.

354 SWINE PRODUCTION AND MANAGEMENT *2 semester hours*

*Prerequisite(s): ANSC 131, 231, 232, or permission of the instructor*

This course covers integration and practical applications of principles of animal breeding and genetics, health, nutrition, reproduction, housing and equipment, and economics of a swine operation. The structure and dynamics of the swine industry, and economic importance to the national economy, performance standards, selection criteria, product markets, reproduction options and production techniques for modern swine operations will be discussed.

355 HORSE PRODUCTION AND MANAGEMENT *2 semester hours*

*Prerequisite(s): ANSC 131 or EQST 101, ANSC 231 or EQST 201, ANSC 232 or EQST 232, or permission of the instructor*

This course involves practical application of the principles of nutrition, health, reproduction, breeding and genetics and marketing of horses with special considerations for managing private and commercial horse facilities and businesses.

402 ADVANCED ANIMAL REPRODUCTION *3 semester hours*

*Prerequisite: ANSC 232 or EQST 202*

This course is designed to compare mechanisms of all major aspects of male and female reproductive physiology of food animals. Emphasis will be given to species variation in regard to reproductive function and to a detailed examination of key reproductive events in both genders.

404 ADVANCED ANIMAL NUTRITION *3 semester hours*

*Prerequisite: ANSC 231 or EQST 201*

This course will expose students to the various current topics in food animal nutrition. It will continue to expand into nutrition and management of the various groups of companion animals that many producers and hobbyists are raising today. Topics covered will include diet formulation, examining nutritional influences on animal performance and reproduction, evaluation of nutrition and management facilities, and adjusting rations to meet different animal marketing needs.

480 INTERNSHIP *1 to 6 semester hour(s)*

*Prerequisites: minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

This course is a practical, experience-oriented activity in which students work at The University of Findlay farms or a similar farm to gain valuable experience not possible in a classroom setting. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree. Only six hours can be applied toward the major requirements.

490 ADVANCED TOPICS IN ANIMAL SCIENCE *1 to 5 semester hour(s)*

*Prerequisite: permission of the instructor*

This course involves study of selected topics in the animal sciences not included in regular offerings. This is a repeatable course.

499 SENIOR SEMINAR IN ANIMAL SCIENCE *1 semester hour*

*Prerequisite: senior status or permission of the instructor*

This course will provide the student an opportunity to discover information and employ scientific principles to critically evaluate the information and its relevance to animal production and management, and then effectively disseminate the information. Students will also systematically analyze real-world production or service enterprises in order to identify contributing factors and develop tactical solutions for those problems.

## PRE-VETERINARY MEDICINE (PVET)

067 PRE-VETERINARY CLUB *ACTIVITY* *.5 semester hour*

This is an organization open to all students at The University of Findlay who are interested in the field of veterinary medicine. Activities include field trips, guest speakers, and a wide variety of extracurricular activities.

110 INTRODUCTION TO VETERINARY MEDICINE I *1 semester hour*

This course is taught by a practicing veterinarian, orienting pre-vet students to modern practice in the veterinary field. Topics included are admissions criteria, various careers in veterinary medicine, types of clinical practice, and current issues involving the profession, including ethics and malpractice.

310 GRADUATE/PROFESSIONAL SCHOOL SEMINAR *1 semester hour*

This course is designed to prepare students for admission to a graduate and/or professional school program of study. Activities include preparing for the GRE and other entrance exams; compilation of a written research report on specific admission requirements, and an oral presentation. The overall aim of the course is to serve as a source of current information on admissions trends and application procedures to assist students in preparing for admission to graduate/professional school.

490 CLINIC INTERNSHIP *1 semester hour*

*Prerequisites: junior or senior status in the pre-veterinary program, minimum 3.3 GPA, or permission of the instructor*

Students will observe in a local veterinary practice to gain further knowledge of the veterinary profession. Students may choose between small animal medicine, small animal surgery, food animal, or equine medicine and surgery. Students may not take this course for audit. Only approved veterinary practices will be available for the internship.

# DEPARTMENT OF COMPUTER SCIENCE

Co-chairs: Geise, Schneider
Professor: Geise
Associate Professor: Schneider
Assistant Professors: Gunnett, Langhals, Samimi

A Bachelor of Science degree is granted for completion of baccalaureate programs in the Department of Computer Science.

## *Baccalaureate Programs:*

Computer Science - Business Emphasis
Computer Science - Computer Systems Emphasis
Computer Science - Information Assurance Emphasis
Computer Science - Mathematics Emphasis
Computer Science - Web and Database Emphasis

## *Minors:*

Computer Science
Information Processing

## *Associate Program:*

Computer Science

## *Certificate:*

Information Assurance

## Competency Requirements

All students of The University of Findlay must demonstrate a basic level of competence (achievement) in writing, computer science, and communication. Students pursuing four-year degrees in the Department of Computer Science are required to complete the two following courses. Students pursuing two-year degrees are required to complete one of the following courses.

| | |
|---|---|
| *Philosophy* | PHIL 224 Ethics and Technology |
| *Writing* | ENGL 272 Introduction to Technical Communication |

Students whose programs and goals make other competency areas appropriate may petition the Department of Computer Science to allow substitutions for areas listed above.

## Computer Science Core Courses

The following core courses are required for all four-year programs in computer science:

CSCI 190 Computer Concepts with Programming
CSCI 191 Visual Basic Programming
CSCI 192 Introductory Java Programming
CSCI 193 Introduction to Unix
CSCI 240 Computer Software Design I
CSCI 241 Computer Software Design II
CSCI 270 Web Page Development
CSCI 325 Operating Systems
CSCI 345 Data Communications
CSCI 355 Computer Organization
CSCI 360 Data Structures
CSCI 480 Software Engineering
CSCI 490 Database Management Systems

## Computer Science Program

The computer science major takes the computer science core requirements and completes one of the emphases listed below.

*Computer Science - Business Emphasis*

A *major in computer science - business emphasis* consists of the 13 core courses plus CSCI 330; ACCT 220, 221; BUAD 220; ECON 200, 201; and at least one course from CSCI 285, 300, 374, 410, 445, 460, 470, 475, 497 (three hours), or 498 (three hours). Competencies: MATH 132 and 133 or MATH 141 and 142.

*Computer Science - Computer Systems Emphasis*

A *major in computer science - computer systems emphasis* consists of the 13 core courses plus CSCI 300, 410, 445, 460, and at least two of CSCI 285, 330, 374, 470, 475, 497 (three hours), 498 (three hours) where only one of the choices can be either 497 or 498. Competencies: MATH 141 and 142 (highly recommended) or MATH 132 and 133.

*Computer Science - Information Assurance Emphasis*

A *major in computer science - information assurance emphasis* consists of the 13 core courses plus CSCI 410, 412, 414, 416, 445, 496; MATH 302; and at least one course from CSCI 285, 300, 330, 374, 460, 470, 475, 497 (three hours), or 498 (three hours). Competencies: MATH 132 and 133 or MATH 141 and 142.

*Computer Science - Mathematics Emphasis*
A *major in computer science - mathematics emphasis* consists of the 13 core courses plus CSCI 300; MATH 295, 302, 342, 410; and at least one of CSCI 285, 330, 374, 410, 445, 460, 470, 475, 497 (three hours), or 498 (three hours). Competencies: MATH 141 and 142.

*Computer Science - Web and Database Emphasis*
A *major in computer science - Web and database emphasis* consists of the 13 core courses plus CSCI 285, 374, 445, 470, 475, and at least one of CSCI 300, 330, 410, 460, 497 (three hours), or 498 (three hours). Competencies: MATH 141 and 142 or MATH 132 and 133.

An *Associate of Arts degree in computer science* consists of CSCI 190, 191, 192, 193, 240, 241, 345; two of CSCI 151, 152, 153, 155, 157, 158, 159, or 270; at least one of CSCI 285, 300, 325, 330, 355, 360, 374, 445, 470, 475, or 490.

A *minor in computer science* consists of 25 hours in computer science, including CSCI 190, 192, 193, 240, 241; and four of the following: CSCI 191, 270, 325, 345, 355, 360, 480, or 490.

A *minor in information processing* consists of the computer competency (CSCI 148, 149, 150, 190, or exam); CSCI 155 or ACCT 180; CSCI 157; and four of the following courses: CSCI 151, 152, 153, 158, 191, 192, 270, 285 or one approved course from another discipline with a technology emphasis. Current approved courses include ACCT 350, ART 205, BUAD 390, EDUC 260, EQST 203, or SYSA 340.

A *certificate in information assurance* consists of CSCI 410, 412, 414, 416, 496, and MATH 302.

# COMPUTER SCIENCE (CSCI)

027 ACM STUDENT CHAPTER *.5 semester hour*
The University of Findlay Student Chapter of the Association for Computing Machinery (ACM) is an organization of students who are prospective computer professionals and students who are interested in computers. Activities include regular meetings of the chapter, attendance at a meeting of the Northwest Ohio Chapter of ACM or a similar professional organization, tours of computer facilities, and sponsorship of invited speakers. This is a repeatable course.

148 EDUCATIONAL TECHNOLOGY *3 semester hours*
This course is designed to prepare education majors to utilize technology as a tool in the classroom. Topics will include a brief overview on the background of computers, computer technology, the history of computers in education, and the use of tool-based software in the classroom. Hands-on activities will cover basic Internet access, Windows fundamentals, word processing, graphics software, database management, spreadsheet manipulation, desktop publishing, and the use of peripherals such as scanners and digital cameras.

149 COMPUTER CONCEPTS FOR BUSINESS *3 semester hours*
This course is designed to prepare business majors to utilize technology as a tool in the business world. Topics will include basic literacy in computer fundamentals, hardware, software, applications, and impact on society. Laboratory work will emphasize commonly used office software applications with a preference given to electronic spreadsheets and database management tools.

150 INTRODUCTION TO COMPUTERS *3 semester hours*

This course is designed to provide a basic literacy in computer fundamentals. Topics will include hardware, software, applications, and impact on society. Laboratory work will emphasize microcomputer applications including word processing, presentation graphics, electronic spreadsheets, and database management.

151 WORD PROCESSING *3 semester hours*

This course provides a thorough study of beginning and intermediate word processing concepts including the design and development of professional documents and business publications. Intermediate topics will include multi-column and landscape printing, footnotes/endnotes, outlines, indexing, table of contents, sorting, mail-merge, graphics, tables, macros, and math/spreadsheet features. Students will prepare for and take the Microsoft Office Specialist (MOS) Word Certification Exam as a part of this course.

152 PRESENTATION GRAPHICS *3 semester hours*

This course will use presentation software for a comprehensive study of graphical tools and the techniques of creating effective and professional-looking presentations. Students will prepare for and take the Microsoft Office Specialist (MOS) PowerPoint Certification Exam as a part of this course.

15 PC OPERATING SYSTEMS *3 semester hours*

This course will focus on the study of a commonly used microcomputer operating system such as Windows Vista, Mac OS X Leopard, or Linux. Students will learn how to customize the user environment; utilize new operating system features; manage folders, files, and software; optimize storage and system performance; enhance security; manage hardware and networks; and perform basic troubleshooting. Students will complete a major project as part of this course.

155 SPREADSHEET DESIGN *3 semester hours*

This course provides practical experience in the planning, design, and applications of an electronic spreadsheet package. Topics include general use of the spreadsheet, database, and graphics capabilities of the package, spreadsheet planning and design, and business and professional applications of spreadsheets. Students will prepare for and take the Microsoft Office Specialist (MOS) Excel Certification Exam as a part of this course.

157 DATABASE APPLICATIONS *3 semester hours*

This course offers practical experience in the planning, design, and applications of a database system. Topics include file structure and creation, database queries, reports from a database, organizing database files, and combining database files. Students will prepare for and take the Microsoft Office Specialist (MOS) Access Certification Exam as a part of this course.

158 WEB PAGE DESIGN *3 semester hours*

This course is a study of beginning and intermediate Web page creation through the use of a Web editor such as Microsoft FrontPage or Macromedia DreamWeaver. A major project is a part of this course.

159 MICROCOMPUTER TOPICS *3 semester hours*

This course is a study of selected microcomputer hardware and software topics not included in the regularly offered courses. This course is repeatable, provided the topics are different.

190 COMPUTER CONCEPTS WITH PROGRAMMING *3 semester hours*

This is a first course in computer science, including an introduction to basic concepts in computer literacy and computer science, problem-solving through the use of microcomputer software packages, and structured programming in Visual Basic.

250

191 VISUAL BASIC PROGRAMMING *3 semester hours*

*Prerequisite: CSCI 190*

This course is a continuation of CSCI 190 with an emphasis on structured programming and the use of objects in Visual Basic. Topics include use of various Visual Basic controls, conditional statements, sub procedures and functions, looping, arrays, structures, text files, and database access.

192 INTRODUCTORY JAVA PROGRAMMING GE *3 semester hours*

This is a beginning programming course with an emphasis on fundamental computer science concepts and the use of objects in Java. Topics include basic computer science concepts, limited use of the Java GUI environment, conditional statements, methods, looping, arrays, strings, and sequential input/output text files.

193 INTRODUCTION TO UNIX *1 semester hour*

*Prerequisite: CSCI 190*

This course is an introductory study of the Unix operating system with an emphasis on the practical aspects of the use of operating system utilities. Topics include processes, common commands and options, file and directory management and protection, text utilities, editing, and simple script usage.

240 COMPUTER SOFTWARE DESIGN I *3 semester hours*

*Prerequisites: CSCI 190 and 192*

This course introduces structured design using the C++ programming language, while continuing to enhance the understanding of structured programming practices and principles. Topics include the design and implementation of stream input/output, selection and repetition structures, modularity, arrays, searching, sorting, recursion, records, and string processing.

241 COMPUTER SOFTWARE DESIGN II *3 semester hours*

*Prerequisites: CSCI 193 and 240*

This course introduces object-oriented design and implementation using the C++ programming language, building upon the understanding of structured design and implementation gained from CSCI 240. Topics include encapsulation, polymorphism, inheritance, overloading, and pointers.

270 WEB PAGE DEVELOPMENT *3 semester hours*

*Prerequisite: computer competency (CSCI 148, 149, 150, 190, or exam)*

This course offers a practical experience in the creation of beginning and intermediate Web pages using HTML coding. Students will learn how to write HTML code to format text, add color and images, and utilize tables, frames, and forms. Additional topics such as the use of Java Applets, JavaScript within their Web pages, and creating a well-formed XHTML document will be covered as time permits.

285 SQL PROGRAMMING *3 semester hours*

*Prerequisite: computer competency*

This course is a beginning course on relational databases, SQL and XML programming at an introductory level. Students will use a standard database package such as Access, SQL Server, or MySQL to learn how to write basic and intermediate database queries and will be introduced to XML documents, namespaces, document type definitions, and schemas.

299 TOPICS IN COMPUTER SCIENCE AND TECHNOLOGY *1 to 3 semester hour(s)*

*Prerequisite: permission of the instructor*

This is a flexible elective available as a regular offering or for independent study. Topics may include emerging technology, current technological hardware and/or software tools, and/or contemporary technological matters of interest. Registration and selection of topic are subject to approval of the instructor. This is a repeatable course, provided the topics are different.

300 DISCRETE STRUCTURES *3 semester hours*

*Prerequisites: CSCI 240 and MATH 132 or 141*

This course covers the study of the theory and applications of discrete mathematics. Topics include relations, digraphs, lattices, Boolean algebras, trees, languages, grammars, and finite state machines.

325 OPERATING SYSTEMS *3 semester hours*

*Prerequisites: CSCI 193 (or concurrent enrollment) and 240*

This course covers operating systems terminology, concepts, and design theory including memory management, processor, and process management, device and file management, concurrency, and system management. Common Windows-based and Unix-based operating systems will be used as case studies.

330 APPLIED OPERATIONS RESEARCH *3 semester hours*

*Prerequisites: CSCI 240 and MATH 132 or 141*

Topics will include linear programming, duality theory, sensitivity analysis, network analysis, CPM, PERT, and game theory. There is an emphasis on the use of software packages for problem solving.

345 DATA COMMUNICATIONS *3 semester hours*

*Prerequisites: CSCI 191 and 192*

This course provides a broad study of data communication, network organization, and network communication protocols. The course will provide the student with both theoretical understanding and practical experience in such things as signal processing, transmission media, local area network protocols, and wide area network protocols.

355 COMPUTER ORGANIZATION *3 semester hours*

*Prerequisite: CSCI 240*

This course offers a study of the internal organization of computers. Topics covered include processor organization, data representation, information flow, instruction types, addressing, and structured machine levels.

360 DATA STRUCTURES *3 semester hours*

*Prerequisite: CSCI 241*

This course involves the study of data manipulation and data storage through object-oriented programming techniques. Topics include lists, stacks, queues, trees, sorting, searching, and memory management.

374 INTERNET PROGRAMMING UNIX *3 semester hours*

*Prerequisite(s): CSCI 193, 241, and 270 or permission of the instructor*

This course involves development of Web applications using Unix and a programming language such as PHP. Use of a database management system such as MySQL will be included.

410 INFORMATION SECURITY FUNDAMENTALS *3 semester hours*

*Prerequisite: CSCI 345 or permission of the instructor*

This course offers an introduction to information security including security policy; anatomy of abuses (theft, fraud, viruses, worms, DoS); risk analysis; auditing and vulnerability assessment; firewalls and intrusion detection systems; and home and small business security.

412 MANAGING BUSINESS NETWORKS *3 semester hours*

*Prerequisite: CSCI 410 or permission of the instructor*

This course is an in-depth exploration of development and management of business networks from the enterprise perspective. Topics included in this course are communications protocols, wireless communications, and security implications, audit, and risk management. Students will understand network management and related protocols, security and vulnerability issues, security policy and risk analysis, intrusion detection, log file management, and incident handling procedures.

414 SECURE ECOMMERCE *3 semester hours*

*Prerequisite: CSCI 410 or permission of the instructor*

This course is an examination of eCommerce and the security issues that arise therein. Topics included in this course are system administration, distributed systems security, operating systems security, database security, biometrics, and disaster preparedness. Major topics include National Security Telecommunications and Information Systems Security (NSTISS) planning and management, NSTISS policies and procedures, life cycle management, access control, administration, security policies and safeguards, along with risks and vulnerabilities associated with eBusiness initiatives.

416 COMPUTER AND NETWORK FORENSICS *3 semester hours*

*Prerequisite: CSCI 410 or permission of the instructor*

This course explores the field of computer forensics with an emphasis on evidence collection, preservation of evidence, and data analysis. Topics will include the scope and impact of computer crime, forensics basics, forensic tools and their usage, access and control, incident handling and reporting, collection and preservation of evidence in a way that is acceptable in a court of law, legal and ethical considerations, and policy and statutes.

445 COMPUTER NETWORKING *3 semester hours*

*Prerequisites: CSCI 193 and 345*

This course offers an advanced study of distributed computing environments and network architectures. The course will provide the student with both theoretical understanding and practical experience in such things as network design and implementation, network security, capacity planning, risk assessment, and feasibility studies.

460 COMPUTER SYSTEMS ADMINISTRATION *3 semester hours*

*Prerequisites: CSCI 193 and 325*

This course provides an advanced study of computer systems administration of either a Unix-based or a Windows Server-based operating system. The course will provide the student with both theoretical understanding and practical experience in such things as user management, process control, data backups, software installation, and system security.

470 JAVA-BASED WEB APPLICATION DEVELOPMENT *3 semester hours*

*Prerequisites: CSCI 241 and 270*

This course will build upon previous Java syntax experience through the use of an API, SDK, and a popular IDE. Java Web development applications will include applets, database connectivity, servlets, server pages, AJAX-enabled applications, mobile applications, GUI generators, and other Web services.

475 INTERNET PROGRAMMING WINDOWS *3 semester hours*

*Prerequisites: CSCI 191, 192, and 270*

This course is an introduction to Internet scripting from both the client- and server-side. Covers core Web programming concepts necessary for Web programming in JavaScript, VBScript, and ASP.

480 SOFTWARE ENGINEERING *4 semester hours*

*Prerequisite: CSCI 360*

This course is a study of software engineering including planning, requirements analysis, system design, program design, implementation, testing, delivery, and maintenance. Students will learn how to develop large software systems. Each student will participate as an active member of a team in the development of a software system.

490 DATABASE MANAGEMENT SYSTEMS *3 semester hours*

*Prerequisite: CSCI 241*

This course covers the concepts of design and implementation of database management systems, focusing primarily on the relational model.

496 INFORMATION ASSURANCE CAPSTONE *3 semester hours*

*Prerequisite(s): CSCI 412, 414, 416, and MATH 302 or permission of the instructor*

This course will bring the previous learning together and help prepare students to become information assurance professionals. It will include a major research project and/or a community service component, grant writing principles, and participation in the management of a symposium. Topics will include development and implementation of security policies, internal security practices, roles of various personnel, system security validation, life cycle management, and grant writing. The students will learn professional standards, global management principles, and the principles of co-existence in a secure cyberspace.

497 CAPSTONE PROJECT *1 to 3 semester hour(s)*

The student in conjunction with a department adviser will select a semester-long project that utilizes their skills and integrates their learning in the field of computer science. This course will be graded S/U and is repeatable up to a total of three semester hours.

498 INTERNSHIP IN COMPUTER SCIENCE *1 to 12 semester hour(s)*

*Prerequisites: 18 hours of CSCI core courses, a minimum GPA of 2.75, and a minimum of 30 semester hours at The University of Findlay*

This course involves a guided work-study experience with a cooperating organization approved and supervised by the Department of Computer Science. Students will keep a detailed log of their work experience and will prepare a final report. Up to 12 hours may be earned in one semester. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

499 ADVANCED TOPICS IN COMPUTER SCIENCE AND TECHNOLOGY *1 to 3 semester hour(s)*

*Prerequisite: permission of the instructor*

This course involves special studies and/or research in computer science and technology. Emerging technologies will be emphasized. Registration and selection of topic are subject to approval of instructor. This is a repeatable course, provided the topics are different.

# DEPARTMENT OF ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT

Director of Undergraduate and Graduate Programs: Murphy
Professor: Homsher
Associate Professor: Murphy
Assistant Professors: Doyle, Gillespie, Hall, Wilkinson

A Bachelor of Science degree is granted for baccalaureate programs in the Department of Environmental, Safety, and Occupational Health Management (ESOH).

### *Baccalaureate Programs:*

Environmental, Safety, and Occupational Health Management

### *Minor:*

Environmental, Safety, and Occupational Health Management

## Environmental, Safety, and Occupational Health Management Major

The environmental, safety, and occupational health management major consists of required environmental, safety, and occupational health management courses, required math and science courses, required The All Hazards Training Center (AHTC) courses, and elective courses from an approved list. Students may choose to take additional AHTC courses; however, only 1.5 hours of AHTC elective courses can be counted toward graduation. Students must participate in at least one internship, cooperative position, or cumulative experience for academic credit which allows students to gain practical on-the-job experience.

A *major in environmental, safety, and occupational health management* consists of ESOH 100, 100L, 150, 180, 205, 270, 280, 300, 315, 405, 420, 425; one hour of ESOH 490 or 495; BIOL 201 and 201L; CHEM 130 and 130L; CHEM 325 and 325L; CSCI 149 or 150; MATH 123; MATH 138 and 139 or MATH 140 or MATH 141; NSCI 323; PHYS 250 and 250L; 1.5 hours of AHTC courses from ESOH 105, 135, 152, 153, 155, 160, 163, 206, 207, or 208. In addition, students must complete 21 hours of electives from ESOH 316, 316L, 320, 330, 335, 360, 400, 410, 415, 423, 427, 429, 435, 440, 465, 485, 499; CHEM 131, 131L; GEOL 300, 410; PBAD 305; an additional four hours of physics; or an additional 400-level biology course. This major is accredited by the Applied Science Commission (ASAC) of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 — telephone (410) 347-7700.

A *minor in environmental, safety, and occupational health management* consists of 22 hours including ESOH 180, 270, 300, 315, and two other upper-level ESOH courses.

Training courses are taught at The All Hazards Training Center (AHTC) and are usually offered on weekends during the academic semester. Only one and one-half hours of elective training courses can be counted toward graduation.

# ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT (ESOH)

100 ENVIRONMENT AND SOCIETY GE *3 semester hours*

Environment and Society studies the dependency of humans on their natural environment while emphasizing conservation, sustainability, and energy efficiency. The course initially examines the structure and function of ecosystems. The course then examines man's impact upon ecosystems and public health by identifying various sources of air contaminants, water contaminants, and soil contaminants and the composition of municipal and industrial waste. The course concludes with an examination of society's use of and dependency upon energy and the fuels used to generate power and electricity, including fossil fuels, nuclear fuels, and alternative energy sources (solar, wind, hydro, and geothermal). Current writings and events related to the environment are identified and discussed. Public officials and governmental bodies and processes that protect human health and the environment are also examined.

100L ENVIRONMENT AND SOCIETY/LAB *1 semester hour*

*Prerequisite: ESOH 100 or concurrent with ESOH 100*

This is a science laboratory course designed to provide students with hands-on experiences that are relevant, easy to understand, and presented in an interesting and informative manner. The laboratory sessions are grouped by topical categories that can be used in conjunction with the ESOH 100 textbook. Topics will be explored by laboratory exercises, independent investigation, and literature review. The ESOH 100L course may be taken with the ESOH 100 course.

105 INTRODUCTION TO EMERGENCY MANAGEMENT *1.5 semester hours*

This course will serve as a practical introduction for students who must understand the process of disaster planning, response, and mitigation through the use of selected case studies and examples of disasters from around the world to connect theory to real-world application.

110 STRATEGIES FOR COLLEGE LEARNING AND CAREER DEVELOPMENT *1 semester hour*

This course is designed to provide an overview of the various facets of the environmental and occupational safety and health industry and the related aspects of other industries. Effective study skills, job interviewing skills, and time management are also introduced.

111 INTRODUCTION TO ENVIRONMENTAL, OCCUPATIONAL HEALTH AND EMERGENCY MANAGEMENT *1 semester hour*

*Prerequisite: enrolled in the UF-USA program*

This course is designed to provide an overview of the sociopolitical and technological responses to environmental pollution, occupational health and emergency management challenges in the United States. Topics include explanation of the fundamentals of environmental science and engineering, description of facts about global and domestic environmental issues, explanation of United States environmental, public health, and safety policy, laws and regulations, and a discussion of sustainability and environmental and health risk assessment. Throughout the course, there will be a discussion and demonstration of career opportunities in these fields.

135 CHEMISTRY OF HAZARDOUS MATERIALS (AHTC) *1 semester hour*

This course shows the student how fundamentals of chemistry apply to hazardous materials. Included are risks of exposure to hazardous substances, the Environmental Protection Agency (EPA) and Department of Transportation (DOT) perspectives for classification, and chemical behavior of hazardous materials. Classroom demonstrations highlight the major concepts. Topic areas include hydrocarbons and their derivatives, flammable liquids and solids, explosives, reactives, corrosives, compressed gases and cryogenics, and radioactive materials.

150 OSHA HAZARDOUS WASTE SITE WORKER (40-HOUR SAFETY) TRAINING (AHTC) *2 semester hours*

This course provides participants with the practical knowledge concerning response operations for remediation incidents involving hazardous materials. The course emphasizes uncontrollable (remediation) site functions, methods of operation, and safety in cleaning up hazardous substances dumped or spilled, or investigations at abandoned hazardous waste sites.

151 OSHA 8-HOUR HAZARDOUS WASTE SITE WORKER REFRESHER (AHTC) *.5 semester hour*

*Prerequisite: ESOH 150*

This course is designed to comply with 29 CFR 1910.120 requirements regarding annual follow-up training for hazardous waste site workers who have previously received the OSHA 40-hour Safety Training. This is a repeatable course. This course is graded S/U.

152 OSHA HAZARDOUS WASTE SITE SUPERVISOR TRAINING (AHTC) *.5 semester hour*

*Prerequisite: ESOH 150*

This course trains the supervisor to implement the employer's programs in safety, health hazards, monitoring, and protective equipment, as well as recordkeeping and documentation of site operations and accident management techniques.

153 TECHNICIAN LEVEL EMERGENCY RESPONSE TRAINING (AHTC) *1 semester hour*

*Prerequisite: ESOH 150*

This course provides participants with practical knowledge concerning response operations for emergency incidents involving hazardous materials. The course emphasizes the incident command system (ICS), methods of mitigation and control at an emergency response, safety issues considered in an emergency response, and termination procedures.

154 REFRESHER FOR EMERGENCY RESPONDERS TRAINING (AHTC) *.5 semester hour*

This course is designed to address the OSHA 8-hour annual refresher training requirement. It is also designed for training the emergency responder at the operations and technician levels. The workshop reviews the basic requirements and current updated regulations and techniques associated with emergency response. Through the use of scenarios and hands-on exercises, it allows students to maintain their proficiency in the regional areas. This course is graded S/U.

155 INCIDENT COMMAND FOR INDUSTRIAL RESPONDERS TRAINING (AHTC) *.5 semester hour*

*Prerequisite: ESOH 153*

This course will introduce participants to the ICS as addressed by the Federal Emergency Management Agency (FEMA) and the National Fire Academy. Recommendations from OSHA, National Fire Protection Association (NFPA), and EPA will be stressed. Students with industry background will gain the knowledge and experience of what assisting agencies can offer in a hazardous materials or "hazmat" incident. They will also learn how they fit into the ICS on larger scale events. Students with public agency background will gain knowledge and experience in working within the incident command structure. Students with emergency response background will gain knowledge and experience in commanding spill mitigations and clean-up. They will also learn how to better work with outside agencies. Strong emphasis will be given to actual case studies, scenarios, and table-top exercises.

160 CPR/FIRST AID/ADVANCED FIRST AID *1 semester hour*

This course is designed to introduce concepts of first aid and build the student's knowledge base to an operations level. The training will consolidate student's knowledge and skills in order to operate at the workplace in the private or public sector.

163 PERSONAL EMERGENCY PREPAREDNESS *1 semester hour*

Emergency preparedness is a shared responsibility requiring each individual to take charge of his/her own preparedness. This course will review the needs and requirements for individual and family emergency preparedness and train the student in the preparation of individual and family emergency plans for family members.

165 SEARCH AND RESCUE *1 semester hour*

This course will focus on the basics of search and rescue and include training to achieve the competencies required to demonstrate basic Search and Rescue (SAR) principles and skills to become Call-Out-Qualified (CMQ) and become certified in FEMA Community Emergency Response Team (CERT).

180 INDUSTRIAL PROCESSES AND HAZARD RECOGNITION *3 semester hours*

*Prerequisite: ESOH 100 or permission of the instructor*

This course is designed to introduce the main processes involved in mining, production, and manufacturing operations. Through a combination of lectures, case studies, and field trips, the student will recognize the potential sources of occupational hazard exposure, air and water pollution, and solid waste that result from such operations. While the major focus of the course will be basic recognition, attention will be given to methods of scientific evaluation, engineering control, and regulatory requirements.

205 OSHA 30-HOUR GENERAL INDUSTRY COMPLIANCE (AHTC) *1.5 semester hours*

This course will provide the student with the basic information and training requirements necessary to develop and implement an in-house OSHA voluntary compliance program and methods of finding, interpreting, and implementing regulations pertaining to employee safety. Course topics will include: introduction to OSHA; OSHA Act and General Duty Clause; inspections, citations, penalties, and recordkeeping; walking and working surfaces; means of egress and fire protection; hazardous materials; personal protective equipment; permit-required confined spaces; lockout tagout; materials handling; machine guarding, welding, cutting, and brazing; electrical and safety-related work practices; hazard communication; OSHA recordkeeping; and other OSHA regulations. The instructors have been approved to teach the course and will issue Department of Labor voluntary compliance class completion cards to each student completing the course.

206 CONFINED SPACE ENTRANT/ATTENDANT, SUPERVISOR, AND BASIC RESCUE TRAINING (AHTC) *1.5 semester hours*

This course is designed for those in charge of confined space entry programs needed to meet the requirements of 29 CFR 1910.146. The written programs and the procedures required to be implemented are explained so that entries can be made in a safe and timely manner. Much emphasis is placed on assessment of confined space hazards and monitoring for atmospheric hazards both present or potentially possible. OSHA recommended criteria for working in confined spaces are emphasized. Self-rescue and attendant-assisted rescue techniques are stressed to allow for safe egress should a problem arise.

207 DOT HAZARDOUS MATERIALS TRANSPORTATION TRAINING (AHTC) *1.5 semester hours*

This course is structured for participants to learn the basic hazardous materials transportation regulations (49 CFR), and how to apply them to daily operations involving any of the four transportation modes (air, water, rail, highway). Training covers hazardous materials package selection, use, marketing, and labeling, proper shipping name, hazard class, UN/NA identification numbers, and packaging group for shipping paper preparation. Additional considerations for hazardous waste, hazardous substances, marine pollutants, and inhalation hazard poisons are studied. Training topics include: UN Performance Packaging Standards (HM-181), hazardous material identification, DOT Hazard Communication, how to use the hazardous materials table, hazardous material incident notices/reporting, page loading/unloading, and UN Recommendations HM-215A.

208 RCRA HAZARDOUS WASTE GENERATOR TRAINING (AHTC) *1.5 semester hours*

This course is designed to ensure that a facility's operations achieve and maintain regulatory compliance while meeting federal and state personnel training requirements for industries and federal facilities that generate hazardous waste. Training workshop topics include cradle-to-grave management overview; hazardous waste identification; satellite accumulation area and containers; generator container/tank storage; container labeling; Resource Conservation and Recovery Act (RCRA) permits-exempt activities; recordkeeping/personnel training; RCRA preparedness and prevention programs; RCRA contingency plans; and how to complete hazardous waste manifests, Land Disposal Restriction (LDR) notification forms, annual/biennial reports, and exception reports.

270 FUNDAMENTALS OF OCCUPATIONAL HEALTH *3 semester hours*

*Prerequisite(s): ESOH 180 and CHEM 111 or 130 or permission of the instructor*

This course is an introduction to the scientific methods of anticipating and recognizing occupational and environmental hazards that may cause injury or disease among workers and/or citizens of a community. Emphasis is placed upon the general workplace standards of OSHA. Specific topics include the entry and action of biological, chemical, and physical hazards, air sampling, monitoring, selection, and use of personal protective equipment. Case examples are used throughout.

280 PUBLIC HEALTH MICROBIOLOGY *3 semester hours*

*Prerequisite(s): ESOH 100 and 100L, BIOL 102, or permission of the instructor*

This course introduces microbiology from the whole body perspective and covers principles and microbiological mechanisms from the body system standpoint. Particular emphasis will be on public health aspects. The course includes a laboratory component.

300 ENVIRONMENTAL REGULATIONS AND LAWS *4 semester hours*

*Prerequisite(s): ESOH 100, 180, and 270 or permission of the instructor*

This course studies the federal legislative and regulatory processes associated with the regulation of air quality, air contaminant sources, surface water quality, sources of water pollutants, drinking water, solid and hazardous waste, the remediation of soil and groundwater, and the reporting of the storage and releases of hazardous and toxic chemicals. Specific study is made of the Administrative Procedure Act, the Clean Air Act, the Clean Water Act, the Safe Drinking Water Act, the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation and Liability Act, and the Emergency Planning and Community Right to Know Act and their implementing regulations. Resources utilized include the United States Code, the Federal Register, and the Code of Federal Regulations.

315 ENVIRONMENTAL SAMPLING AND STATISTICS GE *4 semester hours*

*Prerequisite(s): ESOH 100, 180, 270, 300, and MATH 123 or permission of the instructor*

Participants implement procedures for planning, collecting, documenting, interpreting, and assessing the quality of environmental sampling data. Case studies are used to assist students in preparing a sampling and analysis plan for contaminants and sites selected by participants. A group sampling exercise is planned and completed by the class at a site. USEPA sampling guidelines are applied throughout the course.

316 ENVIRONMENTAL ANALYSIS AND STANDARD METHODS/LECTURE *3 semester hours*

*Prerequisite(s): ESOH 315 and CHEM 325 and 325L or any other organic chemistry lecture and laboratory course or permission of the instructor*

*Concurrent with ESOH 316L*

This course provides an introduction to the fundamentals, techniques, and applications of "classical" (wet) and instrumental methods of analysis by examining standardized measurement techniques in environmental and health and safety investigations as the foundation of defensible decision making.

316L ENVIRONMENTAL ANALYSIS AND STANDARD METHODS/LAB *1 semester hour*

*Prerequisite(s): ESOH 315 and CHEM 325 and 325L or any other organic chemistry lecture and laboratory course or permission of the instructor*

*Concurrent with ESOH 316*

Measurements of volatile, semi-volatile, and inorganic compounds and metals are conducted following APHA, ASTM, AWWA, EPA, and NIOSH standard methods. Sample matrices tested include soil, water, and air. Both field and laboratory procedures are utilized. Students conduct both field sampling and pertinent analysis of collected samples.

320 EMERGENCY MANAGEMENT FINANCE *3 semester hours*

This course will focus on two areas of emergency management, contracting for goods and services before, during, and after an emergency; and financial management of emergencies from the point of view of governmental agencies, businesses, and individuals.

330 EMERGENCY MANAGEMENT AND LAW *3 semester hours*

*Prerequisites: ESOH 105, 300, or permission of the instructor*

This course will focus on the United States and Ohio statutes, regulations, and standards that govern emergency management. The class will review the Patriot Act; Disaster Mitigation Act; Stafford Emergency Assistance and Disaster Relief Act; 44 C.F.R.; Emergency Management and Assistance; Comprehensive Environmental Response, Compensation, and Liability Act; Federal Civil Defense Act of 1950, as amended; Public Law 96-342, Improved Civil Defense, 1980; Pollution Prevention Act; and the relevant Ohio statutes, regulations, and policies as they pertain to the planning for and response to all hazards emergency response.

335 INDUSTRIAL HYGIENE SAMPLING AND CALCULATIONS *4 semester hours*

*Prerequisite(s): ESOH 270, BIOL 201, CHEM 111 or 130, and a physics course or permission of the instructor*

This course is a continuation of the concepts of ESOH 270. The first two-thirds of the course places emphasis on methodologies of gas, vapor, and aerosol sampling; including instrumentation function and calibration, the last third of the course involves measurement and evaluation of physical hazards including noise, heat stress, lighting, and ergonomic hazards. The course will include a major emphasis upon the types of problems and calculations likely to be found in the ABIH certification examination. The course has laboratory exercises and uses a case study to explore the methods of sampling.

360 INCIDENT SCENE AND EVIDENCE INVESTIGATION *3 semester hours*

*Prerequisite: junior status*

This course will consider critical thinking investigation, root cause analysis, fire science, and explosion design considerations. The course will focus on the basic considerations of concern prior to, during, and after the incident scene investigation. The course will also emphasize the taking, preservation, and analysis of evidence for use in administrative, civil, and criminal matters. Additionally, the course will cover the law of evidence and the use of expert opinion as evidence. Interview techniques will also be discussed.

400 ENVIRONMENTAL PERMITTING AND REPORTING *4 semester hours*

*Prerequisite: ESOH 300 or permission of the instructor*

This course is an advanced application course which studies the preparation and analysis of air and water permits and the preparation of quarterly and annual reports, all of which are submitted to state and federal regulators. Students examine and complete various federal and state permit applications regulating air contaminant sources, surface water discharges, discharges to sanitary sewers, and storm-water discharges. The course also requires the study of annual generator hazardous waste reports, hazardous chemical inventories, toxic release inventories, and the requirements associated with accidental release reports under the Clean Water Act, the Comprehensive Environmental Responses Compensation and Liability Act, and the Emergency Planning and Community Right to Know Act. The course also studies the regulatory enforcement process associated with an entity's noncompliance with permits and reports, including the administrative and judicial processes, penalty calculations, and negotiations.

405 WATER, WASTEWATER, SOLID, AND HAZARDOUS WASTE TREATMENT *3 semester hours*

*Prerequisite(s): ESOH 270, 300, and one course each in chemistry and math or permission of the instructor*

This course is a comprehensive overview of water, wastewater, solid, and hazardous waste treatment technologies currently in use in the environmental industry. The course explores both theoretical and practical aspects using a case-study approach.

410 HUMAN RESOURCES ISSUES FOR ENVIRONMENTAL, SAFETY, AND HEALTH MANAGERS *3 semester hours*

This course provides an overview of key areas of human resource management that overlap with the management of environmental, health, safety, and security issues at industrial facilities. Topics include job and training analysis, labor relations, recordkeeping and reporting, accident investigation and worker's compensation, crisis management and contingency planning, as well as fraud and other investigations.

415 INTRODUCTION TO PROJECT MANAGEMENT *3 semester hours*

This is a course designed to provide an introduction to project management, particularly in the area of environmental and safety and health programs. Both the technical aspects of integrated project management, (e.g., scope, work breakdown, scheduling, budgeting, completion) and personnel issues within a project team are described. Students discuss case studies, prepare an individual project plan, and work with various management tools (e.g., PERT network diagrams and Gantt charts.)

420 MANAGEMENT OF SAFETY AND HEALTH PROGRAMS *3 semester hours*

*Prerequisite: ESOH 270, BSEM 325, or an equivalent course*

This comprehensive capstone health and safety course includes detailed study of the occupational safety and health regulatory compliance requirements in prototypical U.S. industrial facilities. It utilizes both the General Industry Standards of OSHA (29 CFR 1910) and Construction Standards OSHA (29 CFR 1926) as well as professional standards of the major consensus practice organizations that address the practice of occupational health in general industry and construction environments. Accident investigation and root cause analysis is conducted. Case studies examine different workplace settings and roles (e.g., regulator, consultant, or facility staff) as well as the possible management tasks that students may encounter in professional employment. Students are required to complete workplace and facility audits, create program documents, and conduct mock management assessments pertaining to staffing and budgetary concerns.

423 EMERGENCY MANAGEMENT STANDARDS AND PROCEDURES II - APPLICATION *3 semester hours*

The course will focus on the practical application of the following standards and procedures addressed in a scenario- and case-based learning format: NIMS, NFPA 1600, unified command, incident command system, mutual-aid and the national model, liaison, and communicating in an emergency. Case studies examine different workplace settings and roles (e.g., regulator, consultant, or victim) as well as the possible management tasks that students may encounter in professional employment. Students are required to complete workplace and facility audits, create program documents, and conduct mock management assessments.

425 TOXICOLOGY AND RISK ASSESSMENT *4 semester hours*

*Prerequisite: ESOH 315 or permission of the instructor*

This capstone course emphasizes toxicology from the whole body perspective and covers principles and mechanisms of toxicology, absorption, distribution, and excretion of toxicants, carcinogenesis, pesticides, metals, and other workplace and environmental toxicants. The course applies the principles of toxicity and exposure assessment to characterize risk. The student will apply these principles to toxicants and exposure routes at a site selected with the instructor's approval. Class discussions and risk calculations will cover toxicological exposure assessments for air, water, soil, and food. Risk-based environmental decisions methods are introduced.

427 THREAT AND VULNERABILITY ASSESSMENT AND MANAGEMENT *3 semester hours*

This capstone course applies the principles of threat and vulnerability assessment to characterize risks facing communities and workplaces using a case-study approach. Class discussions will cover such hazards as hazard and threat recognition, vulnerability analysis, biohazards, trend analysis, risk mitigation, continuity of business operations, and mutual aid agreements for the private sector. Risk-based decision methods are introduced.

429 ALL HAZARDS EMERGENCY PLANNING *3 semester hours*

This capstone course will be the culminating course in the emergency planning portion of the program. It will bring together concepts and procedures from previous course work and will address the following topics: Communications inoperability, mutual aid agreements, use of the national model proposed by Department of Homeland Security (DHS) and National Emergency Management Association (NEMA), business continuity, resource management, donations management, debris management, volunteer management, and leadership.

435 CONTROL AND ENGINEERING IN INDUSTRIAL HYGIENE *4 semester hours*

This course is a detailed study of ventilation control methods. Case studies of general methods and local exhaust for control of hazardous gases, vapors, and aerosols are investigated. Calculations regarding the capture and reduction in contaminant levels are required. Investigation of noise, temperature, ergonomic, and radiation factors are considered. Students conduct a ventilation and noise investigation that properly implements control practices in an industrial setting.

440 ECONOMICS AND POLICY DEVELOPMENT OF ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT *3 semester hours*

This course examines the historical evolution of policy-, law-, and rule-making in the fields of environmental health and protection, public health, and occupational safety and health. The course evaluates the impact that these programs have had upon the health of the natural environment and the health of American citizens and workers, as well as the impact of protective measures on the financial competitiveness of U.S. industries. The effects of globalization, as well as alternative policy approaches such as disease prevention/health maintenance, pollution prevention, sustainable development, and industrial ecology are also addressed.

465 ENVIRONMENTAL AUDITS AND ASSESSMENT *3 semester hours*

*Prerequisite(s): ESOH 300 and 400 or permission of the instructor*

This is a comprehensive capstone environmental course that instructs students on approaches for conducting industrial operational compliance audits for all applicable air, water, and waste regulations as well as permitting and reporting requirements. Students also obtain a working knowledge of, and ability to conduct or direct, Phase I and Phase II environmental site assessments pursuant to American Society for Testing and Materials (ASTM) standards.

485 TRAIN-THE-TRAINER *1.5 semester hours*

This elective course helps qualify individuals for workforce training roles. It describes the approaches of needs analysis, task analysis, and performance objectives that are used to design training; lesson plans, delivery and assessment techniques; and the validation and documentation of training programs. Instructional strategies and media and delivery techniques appropriate to the adult learner are also described. This is a practical hands-on course where each student is expected to develop, deliver, and be critiqued on a training presentation. The presentation will be videotaped for those who request. The course is designed for compliance with the ANSI Z-490 standard and participants are eligible to sit for the National Environmental Training Association CET or CIT exam.

490 INTERNSHIP IN ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT *1 to 15 semester hour(s)*

*Prerequisites: ESOH 100, 180, 270, and 300 and at least two science courses, permission of the instructor, completion of an application from the Office of Internships and Placement, minimum of 2.75 GPA and a minimum of 30 semester hours from The University of Findlay*

This experience includes a practical experience-oriented activity demonstrating cumulative skills and knowledge involving an internship, co-op, or other significant work experience in which students work for a company or public entity involved in any facet of an environmental, safety, and health industry. The work experience must be pre-approved by a faculty member and the Office of Internships and Placement. Regular reports and a portfolio of material accomplished during the experience must be presented to the faculty member to receive credit. The number of credits will be determined with the student's adviser. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

495 ADVANCED TOPICS IN ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT *1 to 5 semester hour(s)*

This course provides for study of selected areas of environmental, safety, and occupational health management not included in regularly offered courses. The course may be taken multiple times, provided the topics are different.

499 SEMINAR IN ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH *1 semester hour*

*Prerequisite: junior or senior status*

This course is intended to provide diverse education and exposure to all areas related to ESOH. The course may include speakers from other disciplines including criminal justice, forensic science, nuclear medicine, public health, and social science. This course will provide students with an interdisciplinary view of environmental, safety, and health issues. This course is repeatable up to three semester hours.

# DEPARTMENT OF EQUESTRIAN STUDIES AND EQUINE MANAGEMENT

Director: Paxton
Professor: Kerns
Associate Professor: McCarthy
Assistant Professor: Koehler
Instructors: Arnold, Bradley, Brown, Harms, Morehead, O'Brien, Prescott, Roberts, Sheffler, Smith, Theisen

A Bachelor of Science degree is granted for baccalaureate programs in the Department of Equestrian Studies and Equine Management.

### *Baccalaureate Programs*:

Equestrian Studies - English Riding/Training Emphasis
Equestrian Studies - Western Riding/Training Emphasis
Equine Business Management

### *Associate Programs*:

Equestrian Studies - English Riding Emphasis
Equestrian Studies - Western Riding Emphasis

### *Minor:*

Equestrian Studies

## Equestrian Core Courses

The following core courses are required for all two-year (12 semester hours) and four-year programs in equestrian studies (13 semester hours):

| | |
|---|---|
| EQST 101 | Introduction to Equine Science |
| or | |
| ANSC 131 | Introduction to Animal Science |
| EQST 102 | Equine Selection/Judging - Western |
| or | |
| EQST 104 | Equine Selection/Judging - English |
| EQST 201 | Principles of Equine Nutrition |
| or | |
| ANSC 231 | Principles of Food Animal Nutrition |
| EQST 202 | Physiology of Equine Reproduction |
| or | |
| ANSC 232 | Physiology of Reproduction and Growth |
| EQST 499 | Senior Seminar in Equine Science (four-year program only) |

A *major in equestrian studies - English riding/training emphasis* consists of the five core courses and EQST 123, 124, 223, 224, 323, 324, 423, and 424. In addition, the student must complete 12 hours of equine electives from the following: EQST 103, 203, 301, 302, 311, 332, 337, 380, 401, 402, 403, 404, 405, 411, 412, 435, ANSC 310, 320, 330, 331, 332, 351, 352, 353, 354, 402, 404, EQST 480 or ANSC 480 (maximum of six hours), EQST 490 or ANSC 490 (maximum of six hours).

A *major in equestrian studies - western riding/training emphasis* consists of the five core courses and EQST 121, 122, 221, 222, 321, 322, 421, and 422. In addition, the student must complete 12 hours of equine electives from the following: EQST 103, 203, 301, 302, 311, 332, 337, 380, 401, 402, 403, 404, 405, 411, 412, 435, ANSC 310, 320, 330, 331, 332, 351, 352, 353, 354, 402 404, EQST 480 or ANSC 480 (maximum of six hours), EQST 490 or ANSC 490 (maximum of six hours).

A *major in equine business management* consists of the five core courses (13 semester hours) and EQST 302; one course from BUAD 150, ECON 200, or ECON 201; EQST 337; one course from BUAD 310 or EQST 435; ACCT 220; BUAD 220, 311; and MRKT 326. In addition, the student must complete 12 hours of equine electives from the following: EQST 103, 203, 301, 311, 332, 380, 401, 402, 403, 404, 405, 411, 412, ANSC 310, 320, 330, 331, 332, 351, 352, 353, 354, 402, 404, EQST 480 or ANSC 480 (maximum of six hours), EQST 490 or ANSC 490 (maximum of six hours).

An *Associate of Arts degree in equestrian studies - English riding emphasis* consists of 24 semester hours, including the four core courses (12 semester hours) and EQST 123, 124, 223, and 224.

An *Associate of Arts degree in equestrian studies - western riding emphasis* consists of 24 semester hours, including the four core courses (12 semester hours) and EQST 121, 122, 221, and 222.

A *minor in equestrian studies* consists of EQST 101 or ANSC 131, EQST 201 or ANSC 231, EQST 202 or ANSC 232, EQST 102, 150, 151, 250, and 251.

## EQUESTRIAN STUDIES AND EQUINE MANAGEMENT (EQST)

075 HORSE CLUB *ACTIVITY* *.5 semester hour*
This is a student organization designed to promote relationships between equestrian students and other campus organizations to complement the academic program. Activities include, but are not limited to, guest lecturers, field trips, and numerous extracurricular functions.

080 EQUESTRIAN JUDGING TEAM *ACTIVITY* *.5 semester hour*
*Prerequisite: COMM 110*
This is an activity through which equestrian students who compete on The University of Findlay livestock judging team earn academic credit.

100 CAREER PLANNING AND ACADEMIC SKILLS SEMINAR *1 semester hour*
This course offers an introduction to career planning, academic support services, and social and cultural aspects of life at The University of Findlay.

101 INTRODUCTION TO EQUINE SCIENCE *3 semester hours*
This course provides an overview of the horse with emphasis on the history and development of the horse and the equine industry, equine psychology and behavior, anatomy, physiology, and equine health and disease.

102 EQUINE SELECTION/JUDGING - WESTERN *3 semester hours*
This course covers fundamental concepts of correct structure and causes of lameness in the equine with an emphasis on western pleasure/performance horses. Current standards of equine excellence for the selection and improvement of breeding stock, judging procedures, and conduct in the show ring are some of the topics to be discussed.

103 INTRODUCTION TO EQUINE-ASSISTED ACTIVITIES AND THERAPIES *3 semester hours*

A course designed to provide an overview of equine-assisted activities and therapies (EAAT) for individuals with physical, cognitive, or emotional special needs. Discussion of the various facets of an EEAT program, including administrative aspects, facility design, therapy horses, and teaching techniques will be among the topics included.

104 EQUINE SELECTION/JUDGING - ENGLISH *3 semester hours*

This course covers fundamental concepts of correct structure and causes of lameness in the equine with emphasis on English performance horses. Judging methods and systems, professional conduct at the horse show, and pertinent American Horse Shows Association (AHSA) rules and procedures are some of the topics to be addressed.

105 BASIC HORSEMANSHIP *1 semester hour*

*Prerequisite: permission of the instructor*

This course is a "hands-on" approach geared toward students wishing to become proficient in the care and handling of the horse. Course content includes catching, grooming, leading, longeing, saddling, bridling, and basic horsemanship skills. Repeatable.

121 FUNDAMENTALS OF HORSE HANDLING AND TRAINING *3 semester hours*

This course covers fundamentals of obedience training from the ground; techniques of showmanship and fitting horses for halter; proper saddling, bridling, and equitation; introduction to basic theories of horsemanship, seat, balance, and feel for the horse's mouth; introduction to basic theories of training (taking leads, setting heads, collection, etc.). (Offered only during the fall.)

122 INTRODUCTION TO GENERAL HORSE TRAINING *3 semester hours*

*Prerequisite: EQST 121 or permission of the instructor*

This course is a continuation of EQST 121 with an introduction to new areas that pertain to specific training procedures. These include turnarounds, circles, lead changes, trail obstacles, and English riding. (Offered only during the spring.)

123 FUNDAMENTALS OF ENGLISH RIDING AND TRAINING *3 semester hours*

This course covers the fundamental theories of hunter, jumper, and dressage training. Coverage of obedience training from the ground, proper tack and equipment application, usage, and stable management techniques expected in a professional show barn. Theoretical and riding work on equitation principles (both on the flat and over fences) and how these impact the training process, application of the aids, principles of dressage, gymnastics, and course work will also be covered. (Offered only during the fall.)

124 GENERAL ENGLISH RIDING AND TRAINING TECHNIQUES *3 semester hours*

*Prerequisite: EQST 123 or permission of the instructor*

This course is a continuation of concepts from EQST 123. It includes refinement of form to function in the riding process. Continues work in dressage through transitions; increased emphasis on pace, control, and accuracy in work over fences. Students further explore horse show and sport horse activities and competition procedures. (Offered only during the spring.)

150 BASIC HORSE HANDLING I *2 semester hours*

This course will acquaint the student with basic horse handling and riding. It is designed for the student who wishes to become proficient in the care and handling of the horse. This course would include catching, grooming, leading, saddling, bridling, and basic horsemanship skills.

151 BASIC HORSE HANDLING II *2 semester hours*

*Prerequisite: EQST 150*

This course will introduce students to various maneuvers used in horsemanship pattern and other events. Students will ride with position and balance. Students will focus on showmanship and horsemanship as it relates to general horse handling.

201 PRINCIPLES OF EQUINE NUTRITION *3 semester hours*

This course covers fundamental principles of animal nutrition and feeding with emphasis on the equine. Topics covered include digestive anatomy and physiology, nutrient utilization, types and characteristics of feeds used in horse diets, techniques in ration formulation and feeding programs, and recommendations for different types and classes of horses.

202 PHYSIOLOGY OF EQUINE REPRODUCTION *3 semester hours*

This course covers anatomy and physiology of reproduction in farm animals with particular emphasis on the horse. Reproductive endocrinology, artificial insemination, embryo transfer, care and management of breeding animals, and other related topics will be covered.

203 SOFTWARE APPLICATIONS IN EQUINE BUSINESS MANAGEMENT *3 semester hours*

*Prerequisite: CSCI 150 or computer science competency*

This course is a lecture/lab experience designed to introduce students to a variety of software packages utilized in different equine-related business enterprises. Software programs for use in farm management, boarding/stabling operations, and horse show management are among those to be demonstrated. Other topics include utilizing the World Wide Web (WWW) in equine enterprises and a brief overview of designing customized software applications.

221 BASIC COLT TRAINING *3 semester hours*

*Prerequisite: "B" or better in EQST 122 or permission of the instructor*

This course is designed to develop proper skills and techniques in the student for use in training a two- or three-year-old colt. All students have responsibility for progressing individual colts assigned. (Offered only during the fall.)

222 COLT TRAINING II *3 semester hours*

*Prerequisite: EQST 221*

This course involves using previously developed skills to perfect a "basic broke horse." Teaching walk, trot, lope, back-up, and spins to a variety of colts and finished horses in a short period of time (three months). (Offered only during the spring.)

223 INTERMEDIATE ENGLISH RIDING AND TRAINING *3 semester hours*

*Prerequisite: "B" or better in EQST 124 or permission of the instructor*

This course has been developed to further the foundation of riding in both dressage and jumping. Dressage works to emphasize rhythm and straightness with an introduction to lateral movements. Students will be exposed to the elements of hunters, jumpers, and equitation. They will work toward executing a course of fences with accurate strides and lead changes. (Offered only during the fall.)

224 BREAKING AND TRAINING THE YOUNG HORSE *3 semester hours*
*Prerequisite: EQST 223 or permission of the instructor*
In this course, students develop the proper skills and techniques required to train an unbroken two- or three-year-old horse. Each student will have the responsibility for progressing an assigned horse to a predetermined level of training. (Offered only during the spring.)

250 TECHNIQUES IN HORSE TRAINING AND HANDLING I *2 semester hours*
*Prerequisite: EQST 151*
This course will focus students on the basic intermediate principles of horse training to perform such maneuvers as side passes, hip movement, shoulder movement, and transitions. Students will execute exercises that relate to total body control.

251 TECHNIQUES IN HORSE TRAINING AND HANDLING II *2 semester hours*
*Prerequisite: EQST 250*
This course is designed to prepare riders to perform complicated maneuvers for trail courses and horsemanship patterns. Students will advance through trail obstacles such as trot and lope poles, bridges, and other obstacles with a high degree of difficulty.

301 EQUINE PREVENTIVE MEDICINE *3 semester hours*
This course deals with common equine health practices, parasitology, diseases, lameness, and establishment of a herd health program.

302 FARM AND STABLE MANAGEMENT *3 semester hours*
This course is designed to provide practical experience in supervising barn management, operating farm machinery, and organizing time. Students will also study academic principles involved in farm management.

311 FARM LIVESTOCK AND LAND MANAGEMENT *3 semester hours*
This course will expose students to various methods of land and livestock management, considering areas such as pasture rotations and ratio, labor relations, waste removal, and hay production.

321 ADVANCED HORSE TRAINING I *3 semester hours*
*Prerequisite: minimum 3.0 GPA in EQST courses*
This course covers advanced, more difficult training procedures. Emphasis will be placed on developing a competitive show horse. (Offered only during the fall.)

322 ADVANCED HORSE TRAINING II *3 semester hours*
*Prerequisite: EQST 321 or permission of the instructor*
Emphasis will be on selection of the proper horse (both physical ability and mental attitude) for a certain event. The duration of the semester will be spent progressing these horses to a predetermined, standard level. (Offered only during the spring.)

323 SCHOOLING/RESCHOOLING *3 semester hours*
*Prerequisite(s): minimum 3.0 GPA in EQST courses and EQST 224 or permission of the instructor*
In this course, students develop the proper skills and techniques required to retrain older horses and/or train green horses in dressage and/or over fences. (Offered only during the fall.)

324 ADVANCED ENGLISH RIDING AND TRAINING I *3 semester hours*

*Prerequisite: EQST 323 or permission of the instructor*

This course provides continued work on more advanced theories and techniques of the English horse. Preparing the horse for the show ring as a hunter, jumper, or dressage horse is also covered. (Offered only during the spring.)

332 EQUINE EXERCISE PHYSIOLOGY *3 semester hours*

*Prerequisite: EQST 101, ANSC 131, or permission of the instructor*

The purpose of this course is to develop a thorough understanding of the adaptations of the equine body to the stress of exercise. Through a combination of lectures, discussions, outside readings, and laboratory demonstrations, the course will be an in-depth study of equine sports medicine and the application of exercise physiology to the training of horses.

337 EQUINE MARKETING *3 semester hours*

*Prerequisite: MRKT 326 or permission of the instructor*

This course involves discussions of the economic, structural, cultural, and political factors impacting marketing functions in equine business enterprises. Advertising and promotion, determining prices for breeding fees, boarding and training services, as well as the application of market research design and methodology in establishing equine-related businesses will be among the topics covered.

380 PROFESSIONAL HORSE SHOW PRACTICUM *3 semester hours*

*Prerequisite: EQST 122 or 124*

This is a course designed to provide a student with the understanding and experience of preparing for large competitive horse shows. Riding and training techniques, conditioning methods, home stable, and travel horse care, as well as proper show grooming of horses for various types of horse show competitions will be a major focus in this class.

401 TEACHING BASIC TRAINING AND EQUITATION SKILLS *3 semester hours*

*Prerequisite: EQST 322 or 324*

Students will work with freshmen and sophomores in teaching basic skills in equitation, ground obedience training, use of training equipment, and basic progression in horsemanship.

402 ADVANCED EQUINE REPRODUCTION *3 semester hours*

*Prerequisite: EQST 202 or ANSC 232*

This course provides a practically-oriented approach to the common practices and problems involved in operating an equine breeding program. From a review of basic reproductive physiology to designing breeding and teasing programs, the primary emphasis of the course is to broaden the student's knowledge in the latest developments and techniques used in breeding horses. Other topics include artificial insemination, mare and foal care, syndications, breeding farm economics, and others. Field trip(s) are part of this course.

403 TEACHING BASIC TRAINING AND EQUITATION SKILLS II *3 semester hours*

*Prerequisite: EQST 401 or permission of the instructor*

This course is designed to develop skills for teaching and training concepts for equitation, jumping, dressage, and performance horses. Students will organize, prepare, present, perform, and teach training exercises, ring figures, and riding skills. Utilization of classroom information will be applied through organizing and conducting individual and group lessons, under the guidance and supervision of a class instructor.

404 ADVANCED EQUINE NUTRITION *3 semester hours*

*Prerequisite: EQST 201 or ANSC 231*

This course covers the application of feedstuff analysis, diet evaluation, nutrient utilization by horses and selection of appropriate feeds for horses of diverse nutritional needs will be covered.

405 ADVANCED REPRODUCTION TECHNIQUES *2 semester hours*

*Prerequisite: EQST 202 or ANSC 232*

This course provides a "hands-on" experience designed to introduce students to a variety of reproductive management techniques pertaining to horses. Activities and demonstrations will be mandatory. Topics covered include reproductive anatomy, semen collection and handling, artificial insemination, super-ovulation, embryo transfer, pregnancy, and foal and neonatal care.

411 FARM EQUIPMENT MANAGEMENT *3 semester hours*

This course is intended to provide practical experience in the operation, application, and maintenance of farm equipment including, but not limited to, tractors, spreaders, cultivators, disks, plows, water implements, elevators, combines, and trailers.

412 FARM STRUCTURE MANAGEMENT *3 semester hours*

This course focuses on farm structures in relation to construction design, application, efficient operation, energy efficiency, and maintenance.

421 ADVANCED HORSE TRAINING III *3 semester hours*

*Prerequisite: EQST 322 or permission of the instructor*

Students will be assigned horses that are basically broke and progress them through standard procedures to a finished product. They will learn to develop peaks, camouflage weaknesses, and accent strengths. (This course is offered only during the fall.)

422 ADVANCED HORSE TRAINING IV *3 semester hours*

*Prerequisite: EQST 421 or permission of the instructor*

Students will use procedures learned in previous courses on a variety of horses and will create minor variations in each procedure to develop a product that is standard in response, style, and way of going. (This course is offered only during the spring.)

423 ADVANCED ENGLISH RIDING AND TRAINING II *3 semester hours*

*Prerequisite: EQST 324 or permission of the instructor*

Emphasis will be placed on selection of the proper horse for a particular English discipline. The semester will be spent preparing these horses for a predetermined level of show ring readiness in their discipline. (This course is offered only during the fall.)

424 ADVANCED ENGLISH RIDING AND TRAINING III *3 semester hours*

*Prerequisite: EQST 423 or permission of the instructor*

Students will use procedures learned in the previous courses to improve and refine techniques applied in dressage and over fence work. (This course is offered only during the spring.)

435 EQUINE LAW *3 semester hours*

*Prerequisite: junior or senior standing or permission of the instructor*

This course provides an overview of the legal system and how it relates to those in equestrian-related business. Its emphasis will be on issues of liability, contracts, general business issues, and dispute resolution and avoidance. Will briefly introduce various business entities and compare cash and accrual accounting methods and tax issues.

480 INTERNSHIP *1 to 6 semester hour(s)*

*Prerequisites: minimum 2.75 GPA and have earned a minimum of 30 semester hours at The University of Findlay*

This course is a practical, experience-oriented activity in which students work at The University of Findlay farms or a similar farm to gain valuable experience not possible in a classroom setting. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree. Only six hours can be applied toward the major requirements.

490 ADVANCED TOPICS IN EQUINE SCIENCE *1 to 5 semester hour(s)*

*Prerequisite: permission of the instructor*

This course provides study of selected topics in the animal sciences not included in regular course offerings. This is a repeatable course.

499 SENIOR SEMINAR IN EQUINE SCIENCE *1 semester hour*

*Prerequisite: senior standing or permission of the instructor*

This course will provide the students with an opportunity to discover information and employ scientific principles, to critically evaluate the information and its relevance to horse production and management, and then effectively disseminate the information. Students will also systematically analyze real-world production or service enterprises in order to identify contributing factors and to develop tactical solutions for any perceived problems.

# DEPARTMENT OF MATHEMATICS (MATH)

Chair: Warton
Professor: Warton
Assistant Professors: Albert, Baczkowski, Blodgett, Crumley, Dinavahi, McCrory
Instructor: Groth

A Bachelor of Science degree is granted for completion of baccalaureate programs in the Department of Mathematics.

## *Baccalaureate Programs:*

Mathematics - Applied Emphasis for Actuary Preparation
Mathematics - Applied Emphasis for Computer Science
Mathematics - Applied Emphasis for Engineering Science
Mathematics - Applied Emphasis for Operations Research
Mathematics - Pure Mathematics Emphasis

A student who wishes to be licensed to teach adolescent/young adult integrated mathematics should refer to the major requirements given in the College of Education. In addition, completing the major in mathematics-pure mathematics emphasis is highly recommended.

***Minor:***
Mathematics

## Mathematics Core Courses

The following core courses are required for all four-year programs in mathematics:

| | |
|---|---|
| MATH 141 | Calculus I |
| MATH 142 | Calculus II |
| MATH 250 | Calculus III |
| MATH 295 | Introduction to Discrete Mathematics |
| MATH 342 | Linear Algebra |
| CSCI 190 | Computer Concepts with Programming |
| CSCI 191 | Visual Basic Programming |

A *major in mathematics* consists of the mathematics core and the completion of one of the emphases listed below.

*Mathematics - Applied Emphasis for Actuary Preparation*
Requirements in addition to the core are MATH 223, 310, 330, 410; one course from MATH 320, 343, 400, or 420; CSCI 157, 192, 193, 240, 241; ACCT 220, 221; ECON 200, 201; BUAD 220; and FNCE 320.

*Mathematics - Applied Emphasis for Computer Science*
Requirements in addition to the core are MATH 223, 310, 330, 343, 410; one course from MATH 320, 345, 400, or 420; CSCI 157, 192, 193, 240, 241, 270, 325, 470. In addition, MATH 302 is a recommended course.

*Mathematics - Applied Emphasis for Engineering Science*
Requirements in addition to the core are MATH 223, 310, 330, 345; one course from MATH 320, 343, 400, 410, or 420; PHYS 252, 253; CHEM 130, 130L, 131, 131L; GEOL 120, 410. Additional courses to support a particular type of engineering (such as geology, biology, or additional chemistry) are recommended.

*Mathematics - Applied Emphasis for Operations Research*
Requirements in addition to the core are MATH 223, 310, 330, 410; one course from MATH 320, 345, 400, or 420; CSCI 192, 240, 330; PHYS 252; BUAD 435; SYSA 360. In addition, MATH 302 is a recommended course.

*Mathematics - Pure Mathematics Emphasis*
Requirements in addition to the core are MATH 320, 343, 345, 410, 420, and one course from MATH 310, 330, 400, or CSCI 300.

A *minor in mathematics* consists of 18 hours, including MATH 141, 142, 250, 295, and three hours selected from MATH 310, 320, 330, 342, 343, 345, 400, 410, 420; CSCI 300.

NOTE: Completion of the courses MATH 138 (College Algebra) and MATH 139 (Trigonometry) is equivalent to completing MATH 140 (Precalculus). The placement procedures for these courses can be found in the course descriptions below.

# MATHEMATICS (MATH)

101 FUNDAMENTALS OF MATHEMATICS *3 semester hours*

This course covers introductory algebra. Topics include linear equations, polynomials, factoring, quadratic equations, straight line graphing, and problem solving. Grades assigned for this course include the 12-point grading scale and the addition of an "NC" grade. "NC" stands for no credit and doesn't affect the GPA. Students receiving an "NC" will need to repeat the course successfully to meet the prerequisites for other higher-level classes. ("NC" may not be available in all off-campus programs due to state rulings on repeating courses). This is a developmental course.

110 INTERMEDIATE MATHEMATICS *3 semester hours*

*Prerequisite: MATH 101, "B" or better in one year of high school algebra, "B" or better in two years of integrated mathematics, or permission of the instructor*

Topics include polynomials, rational expressions, inequalities, introduction to functions, graphing of linear and nonlinear equations and inequalities, systems of equations, and radicals.

123 ELEMENTARY STATISTICS GE *3 semester hours*

*Prerequisite: MATH 110 or approved score on mathematics placement exam*

This is a first course in the study of descriptive and inferential statistics utilizing only rudimentary skills of arithmetic and algebra. Elementary probability, measures of central tendency, measures of variability, confidence intervals, and hypothesis testing.

132 APPLIED MATHEMATICAL ANALYSIS GE *3 semester hours*

*Prerequisite: MATH 110 or approved score on mathematics placement exam*

This course provides an introduction to finite mathematics and mathematical analysis. Topics include matrices, linear programming, math of finance, algebraic functions, and logic. A graphing calculator is required.

133 APPLIED CALCULUS GE *3 semester hours*

*Prerequisite: MATH 132 or 140 or approved score on mathematics placement exam*

The course content consists of a survey of differential and integral calculus of algebraic functions with an emphasis on applications in business and economics. A graphing calculator is required.

138 COLLEGE ALGEBRA GE *4 semester hours*

*Prerequisite: MATH 110 or approved score on mathematics placement exam*

This is a pre-calculus course emphasizing the function concept. It includes a study of the properties and applications of algebraic, exponential, and logarithmic functions. Other topics include graphing techniques and complex numbers. A graphing calculator is required.

139 TRIGONOMETRY GE *3 semester hours*

*Prerequisite: MATH 138 or approved score on mathematics placement exam*

This is a pre-calculus course emphasizing the function concept. It includes a study of the properties and applications of trigonometric functions. Other topics include trigonometric identities, vectors, and polar coordinates. A graphing calculator is required.

140 PRECALCULUS GE *4 semester hours*

*Prerequisite: B+ or higher in MATH 110 or approved score on mathematics placement exam*

This is a pre-calculus course emphasizing the function concept and trigonometry. It includes a study of the algebraic, exponential, logarithmic, and trigonometric functions. Other topics include graphing techniques, trigonometric identities, and complex numbers. A graphing calculator is required.

141 CALCULUS I GE *4 semester hours*

*Prerequisite: MATH 139 or 140 or approved score on mathematics placement exam*

This course is an introduction to a graphical, numerical, and symbolic approach to differential and integral calculus of one variable. Topics cover the rate of change of a function, limits, continuity, rules of differentiation, and definite and indefinite integrals. Applications to the study of motion, optimization, and related concepts in other areas of the natural and social sciences are included. A graphing calculator is required.

142 CALCULUS II *4 semester hours*

*Prerequisite: MATH 141*

A continuation of MATH 141, this course includes a study of the techniques and applications of integral calculus. Topics include calculus of transcendental functions (logarithmic, exponential, and inverse trigonometric functions), techniques of integration, sequences, series, parametric equations, and polar equations of curves. A graphing calculator is required and projects that require use of computer algebra systems (Maple) are included.

223 APPLIED STATISTICS AND DATA ANALYSIS GE *3 semester hours*

*Prerequisite: MATH 133 or 141*

This course in applied statistics provides a broad and practical overview of the statistical analysis methods used by researchers today to design experiments and collect, summarize, analyze, and draw conclusions from research data. Topics may include binomial distribution, the normal distribution, sampling distributions, confidence intervals, comparison of two independent samples, statistical principles of design, comparison of paired samples, analysis of categorical data, comparing the means of many independent samples, ANOVAs, single and multiple regression, and correlation, as well as parametric and non-parametric data analysis.

250 CALCULUS III *4 semester hours*

*Prerequisite: MATH 142*

A continuation of MATH 142, this course includes an introduction to the calculus of vectors, vector-valued functions, and three-dimensional surfaces. Topics include a development of vector calculus, motion in space, functions of two or more variables and their derivatives, multiple integrals, and line and surface integrals. A graphing calculator is required and projects that require use of computer algebra systems (Maple) are included.

295 INTRODUCTION TO DISCRETE MATHEMATICS *3 semester hours*

*Prerequisite: MATH 141 or permission of the instructor*

This course provides a bridge to higher-level mathematics through the use of proof and the study of topics in discrete mathematics. Topics include sets, logic, theorems, proofs, proof by induction, recurrence, permutations and combinations, order relations, matrices, and graph theory.

301 MATHEMATICS TECHNOLOGY *1 semester hour*

*Prerequisite: MATH 133 or 142*

A course designed for applied mathematicians and mathematics teachers. Mathematical problem solving and instruction will be facilitated by learning various technologies currently used in industry. Projects will be designed based on the background of the student. Technologies used in the course may include hand-held computer devices and software packages that can be used in a variety of settings that may include statistical analysis of data, geometric representations, symbolic manipulation, or measurement.

302 MATHEMATICAL INTRODUCTION TO CRYPTOLOGY *3 semester hours*

*Prerequisite: MATH 132 or permission of the instructor*

This course offers an introduction to current cryptological practice that have mathematical content or underpinnings. Topics include ciphers and modular arithmetic, probability and expectation, the Hill cipher including matrix arithmetic, Boolean functions, computational complexity, and number theory. A graphing calculator is required.

305 MATHEMATICS FOR EARLY CHILDHOOD TEACHERS I GE *3 semester hours*

*Prerequisite: MATH 110 or approved score on mathematics placement exam*

*Co-requisite: sophomore education block*

This course is a study of the mathematical concepts underlying mathematics. Topics include problem solving, sets, numeration systems, functions, number theory, rational and real numbers, money, and time.

306 MATHEMATICS FOR EARLY CHILDHOOD TEACHERS II GE *3 semester hours*

*Prerequisite: MATH 305*

A continuation of MATH 305, this course covers topics including geometry, angles, measurement, statistics, probability, normal curve, and confidence intervals.

310 DIFFERENTIAL EQUATIONS *3 semester hours*

*Prerequisite: MATH 142*

This is a first course in differential equations, including such topics as separable variables, homogeneous equations, exact equations, integrating factors, and linear and higher order differential equations. It also includes the solution of nth order equations, and Laplace Transform solutions, and applications. This is an alternate-year course.

315 MATHEMATICS FOR MIDDLE CHILDHOOD
TEACHERS AND INTERVENTION SPECIALISTS I GE *3 semester hours*

*Prerequisites: EDUC 151, 161, or SPED 134 as well as MATH 110 or approved score on mathematics placement exam*

This course is a study of the mathematical concepts underlying middle school mathematics. Topics include problem solving, numeration systems, functions, number theory, rational and real numbers.

316 MATHEMATICS FOR MIDDLE CHILDHOOD
TEACHERS AND INTERVENTION SPECIALISTS II GE *3 semester hours*

*Prerequisite: MATH 315*

A continuation of MATH 315, this course covers topics including functions and graphs, probability, statistics, geometry, measurement, calculators, and computers.

320 CONCEPTS AND FOUNDATIONS OF MATHEMATICS *3 semester hours*

*Prerequisite: MATH 133 or 142*

This course is steeped in the history of mathematics, with emphasis on the beginnings of arithmetic, algebra, geometry, and calculus. It includes a study of number systems, sequences and patterns, the beginning of number theory, and an in-depth study of individual mathematicians.

330 MATHEMATICAL MODELING *3 semester hours*

*Prerequisite: MATH 142*

This course provides an introduction to the mathematical modeling process and applies this process to problems that require the student to reason analytically, and relate mathematical concepts to everyday activities. Emphasis will be placed on connections of mathematics to application areas such as business, industry, economics, and physical, biological, and social sciences. Topics may include optimization techniques, deterministic and stochastic models, and simulations. This is an alternate-year course.

342 LINEAR ALGEBRA *3 semester hours*

*Prerequisite: MATH 142, however MATH 295 is strongly recommended*

This course offers a study of matrix operations, vector spaces and transformations, and their applications to simultaneous linear equations and geometry. This is an alternate-year course.

343 ABSTRACT ALGEBRA *3 semester hours*

*Prerequisite: MATH 295*

This course provides an introduction to algebraic structures. Equivalence relations, binary operations, isomorphisms, and homomorphisms will be studied. Binary operations and their properties in the context of groups, subgroups, rings, and fields are developed. This is an alternate-year course.

345 MODERN GEOMETRY *3 semester hours*

*Prerequisite: MATH 295*

This course offers an introduction to classical geometry and modern systems from the viewpoint of axiomatics. Other topics include historical foundations of Euclidean and non-Euclidean geometry. This is an alternate-year course.

400 TOPICS IN MATHEMATICS *3 semester hours*

*Prerequisite: MATH 295*

This course is a flexible multiple elective as a regular offering or for independent study. Topics include advanced calculus, number theory, statistics, regression analysis, complex variables, topology, etc. This is an alternate-year course.

410 PROBABILITY AND STATISTICS GE *3 semester hours*

*Prerequisites: MATH 142 and 295*

This course offers a study of discrete and continuous random variables and their distribution functions. Topics will include discrete and continuous probability theory, random variables, sampling distributions, hypothesis testing and confidence intervals. A graphing calculator is required. This is an alternate-year course.

420 REAL ANALYSIS *3 semester hours*

*Prerequisites: MATH 142 and 295*

This course in real analysis is designed specifically to present advanced calculus topics within a framework that will help students more effectively write and analyze proofs. Students will be able to gain a deeper understanding of the foundations of the real number system and its axioms. Also students will study proofs of theorems covering limits, functions, continuity, sequences, differentiation, and the Riemann integral. This is an alternate-year course.

495 DIRECTED MATHEMATICAL INVESTIGATIONS *1 semester hour*

*Prerequisites: MATH 142 and permission of student's research mentor*

The student will develop, with the aid of a research mentor selected from one of the mathematics faculty, a question to be investigated. The student will then do what is necessary to answer the question, and present the results to mathematics faculty and peers. This course is repeatable.

499 MATHEMATICS INTERNSHIP *1 to 12 semester hour(s)*

*Prerequisites: 18 hours of mathematics, minimum 2.75 GPA and a minimum of 30 semester hours at The University of Findlay*

This course provides guided work-study experiences. Students have the opportunity to apply their knowledge and skills in a work environment. The internship must be approved and supervised by the mathematics faculty. The student is also supervised on site by a representative of the business. Up to 12 hours of internship may count toward graduation requirements. This course is graded S/U and repeatable up to 12 semester hours.

# DEPARTMENT OF NATURAL SCIENCES

Chair: Henderson-Dean
Professors: Edelbrock, Peck
Associate Professors: Connour, Henderson-Dean
Assistant Professors: Dolan, Frye, Lu, Walker, Wooten
Instructors: Eagle, Fagan, White

A Bachelor of Science degree is granted for baccalaureate programs in the Department of Natural Sciences.

### *Baccalaureate Programs:*

Biology *(recommended for students interested in medical school)*

### *Minor:*

Biology

### *Related Programs Housed in Other Colleges:*

Forensic Science (College of Liberal Arts)
Medical Laboratory Science (College of Health Professions)
Pre-Nursing (College of Health Professions)

Students with specialized interests may develop individualized majors in consultation with their advisers.

# BIOLOGY (BIOL)

A *major in biology* consists of BIOL 150, 150L, 152, 152L, 298, 310, 310L, 331, 331L, 338, 498; MATH 140 or 141; CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, 400; PHYS 250/250L or 252, 251/251L or 253. In addition 15 hours of electives must be taken from any 300- or 400-level biology courses or GEOL 410. Students accepted into the bioinformatics program at the University of Toledo (UT) may use three of the graduate-level courses from the UT curriculum requirements to satisfy The University of Findlay biology major requirements. Students wishing to enter medical school are encouraged to complete BIOL 300, 302, 412, 412L, 440, CHEM 450, and MATH 142.

A *minor in biology* consists of CHEM 130, 130L; BIOL 150, 150L, 152, 152L, 310, 310L, 331, 331L; plus 4 hours of electives from any 300- or 400-level biology course or NMED 425.

102 INTRODUCTION TO THE BIOLOGICAL SCIENCES GE *3 semester hours*

This course is an introduction to all living systems from unicellular organisms to the more complex, multi-cellular forms of life. Course content includes topics such as mitosis, meiosis, DNA structure and replication, animal systems, plant structure, and ecological based studies. These topics will be studied through a two-hour lecture component and a one-hour lab section each week.

138 ENVIRONMENTAL STUDIES GE *3 semester hours*

This course is designed to introduce the student to a variety of relationships between organisms and their environment through field trips, lecture, and laboratory formats. Principles of ecology, taxonomy, and naturalism are emphasized, with a focus on human impacts both technological and cultural on the environment. Current readings, integrated science concepts, and professional and personal opinions are also explored through small group discussion. Technological tools are employed for the purpose of scientific inquiry and as a supplement to the content.

150 BIODIVERSITY, FORM, AND FUNCTION/LECTURE 3 *semester hours*

*Concurrent with BIOL 150L*

This is an introductory course and the first course in the biological sciences for biology majors. It examines the variety of populations, species, and natural communities known as biological diversity. It surveys the five kingdoms (bacteria-like life forms, protozoan life forms, fungi life forms, plants, and animals) and three domains of life on the planet. The relationship of global systems as they pertain to the healthy function of the biosphere is explored. Major biological concepts are presented.

150L BIODIVERSITY, FORM, AND FUNCTION/LAB *1 semester hour*

*Concurrent with BIOL 150*

The laboratory experience is a field-based experience. Students learn how to identify, use keys, and collect and preserve organisms for biological study. Introductory biology hands-on experiences include: microscope work, quantitative and qualitative sampling of natural communities, water quality testing, biomonitoring, and cell structure and function.

152 INTRODUCTION TO CELL AND MOLECULAR BIOLOGY *3 semester hours*

*Co-requisite or prerequisite: CHEM 130/130L*

*Concurrent with BIOL 152L*

A review of the properties of atoms, chemical bonding, water, polarity, and pH, and an introduction to the structure of major bio-molecules and their relationship to cellular structure and function, including the chromosomal theory of inheritance, mitosis and meiosis, the cell cycle, the biology of DNA and Mendelian/transmission, and molecular genetics.

152L INTRODUCTION TO CELL AND MOLECULAR BIOLOGY/LAB *1 semester hour*
*Co-requisite or prerequisite: CHEM 130/130L*
*Concurrent with BIOL 152*
Students conduct laboratory experiments in cellular and molecular biology that involve extensive use of both compound and dissecting microscopes, spectrophotometers, and equipment for isolating and manipulating and analyzing proteins and nucleic acids. These experiments emphasize hypothesis testing, experimental design, data collection and analysis, using simple statistical tests (e.g., chi square, regression, t-test), and both written and oral reporting of the results. This course is appropriate for students majoring in the sciences.

200 BASIC MICROBIOLOGY *3 semester hours*
*Prerequisite(s): BIOL 102 and one course in chemistry; or permission of the instructor*
*Concurrent with BIOL 200L*
This course introduces students to the fundamental principles in microbiology and their clinical relevance. Topics included in this course are microbial structure, metabolism, genetics, and introductions to immunology and epidemiology.

200L BASIC MICROBIOLOGY/LAB *1 semester hour*
*Prerequisite(s): BIOL 102 and one course in chemistry; or permission of the instructor*
*Concurrent with BIOL 200*
This course provides study in the classification, structure, and metabolism of microorganisms. Laboratory work emphasizes bacterial growth characteristics, methods of culture, and identification of organisms. The role of microbes in food microbiology, industrial, and clinical setting, with emphases on detection and control, are studied.

201 INTRODUCTION TO ANATOMY AND PHYSIOLOGY GE *3 semester hours*
*Prerequisite: introductory course in biology or permission of the instructor*
This course offers an introduction to the structure and working of the human body with emphasis on how structure makes function possible and disruptions in either leads to disease. Special emphasis will be placed on the musculoskeletal, nervous, cardiovascular, and respiratory systems. The health risks associated with current behavioral and societal issues will be discussed, including drug and alcohol use, smoking, HIV, eating disorders, obesity, heart disease, etc.

201L INTRODUCTION TO ANATOMY AND PHYSIOLOGY/LAB *1 semester hour*
*Prerequisite: must take concurrently with BIOL 201*
This course provides an introduction to the human body by examination of its structure and functioning. Exercises will reinforce the discussions of the corresponding body system being covered in lecture. Methodology used will include dissection, audiovisual material, and computer software.

298 BIOLOGY SEMINAR *1 semester hour*
The seminar course will expose biology majors to a wide range of current scientific issues presented. Topics will expand upon and apply knowledge obtained in core courses. Students will observe and familiarize themselves with proper communication of scientific ideas. This is a repeatable course. This course will be graded S/U.

300 IMMUNOLOGY *3 semester hours*

*Prerequisite(s): CHEM 325 and 325L or 311 and 311L, BIOL 310, 310L or permission of the instructor*

This course emphasizes basic immunological aspects as applied clinically in the hospital today. It includes basic concepts of protein biochemistry, biological basis of immunity, immunological reactions, immunoglobulin, and *in vivo* and *in vitro* immunological reactions.

302 CELL BIOLOGY *3 semester hours*

*Prerequisite(s): two courses of biology, including BIOL 152, 152L, and eight hours of chemistry or permission of the instructor*

This course provides an in-depth study of structure, function, and molecular pathways of the plant and animal cells. Emphasis will be placed on modern molecular techniques, the functioning of membrane systems, cell-to-cell molecular interactions, cellular signal transduction, protein translation, apoptosis, cellular aspects of embryonic development, and the cellular mechanism of cancer, disease processes, and immune response.

310 HUMAN GENETICS *3 semester hours*

*Prerequisite(s): BIOL 152 and 152L or permission of the instructor*

This course covers the study of the nature of genetic materials, the fundamental processes of gene replication, and the role of the gene in directing the formation of materials in the cell. Bacterial genetic processes will also be reviewed. Applications of genetic inheritance patterns and populations genetics will be studied.

310L HUMAN GENETICS LAB *1 semester hour*

*Prerequisites: BIOL 152 and 152L*

*Concurrent with BIOL 310*

Molecular techniques of genetic study and manipulation will be explored. Restriction mapping, PCR, electrophoresis, and bacterial transformation will be several of the topics discussed and utilized in the laboratory section.

320 BOTANY/LECTURE *3 semester hours*

*Prerequisites: BIOL 150, 150L, 152, and 152L*

*Concurrent with BIOL 320L*

This class provides an in-depth study of the importance and function of plants in human affairs. It includes an overview of plant structure, functions and reproduction, and use of economically and sociologically important plants. Ecological concepts as they relate to the growth and production of world food crops will also be included. The course has a strong emphasis on the historical development of exploitation of certain plants and the role played in exploration and international development.

320L BOTANY/LAB *1 semester hour*

*Prerequisites: BIOL 150, 150L, 152, and 152L*

*Concurrent with BIOL 320*

This course provides a survey of major plant groups with regard to structure, function, reproduction, life histories, and uses. Emphasis will also be placed on field work including ecology, taxonomy, and identification of flowering and non-flowering plants.

322 HUMAN ANATOMY & PHYSIOLOGY I *3 semester hours*

*Prerequisite: one course in biology*

This course offers a study of the anatomical structure of the body as it relates to the functioning of the human body. The course begins at the cellular level and continues up to the entire organism, using the organ systems as the means of study. Various technological tools are used to encourage critical thinking in those topics that have societal impact on human health. Genetic influences on the body and its functioning are included. Special emphasis is placed on the integumentary, skeletal, and muscular systems.

322L HUMAN ANATOMY & PHYSIOLOGY/LAB *1 semester hour*

*Prerequisite: must be enrolled concurrently with BIOL 322*

Microscope slides, models, dissection, various audio visual aids, and written lab exercises will be used to examine anatomical structure and function. Emphasis is placed on the integument, connective tissue, skeletal and muscular systems. Related genetic disorders, disease, and societal concerns are discussed.

323 HUMAN ANATOMY & PHYSIOLOGY II *3 semester hours*

*Prerequisite: one course in biology*

This course provides a study in the physiological functioning of the body as it relates to structure. Special emphasis is placed on the cardiovascular, respiratory, urinary, and endocrine systems as these systems are influenced by genetic mechanisms as to their functioning in the development of disease. Also included as topics of discussion are the societal issues affecting the body, such as smoking, drug usage, diet, and other factors of lifestyles seen today. Laboratory exercises further clarify lecture topics. Various technologies are used to enhance class discussions.

323L HUMAN ANATOMY & PHYSIOLOGY II/LAB *1 semester hour*

*Prerequisite: must be enrolled concurrently with BIOL 323*

Microscope slides, models, dissection, various audio visual aids, and written lab exercises will be used to examine anatomical structure and function. Emphasis is placed on the nervous, endocrine, sensory, cardiovascular, and respiratory systems. Related genetic disorders, disease, and societal concerns are discussed.

330 COMPARATIVE ANATOMY *3 semester hours*

*Prerequisites: two semesters of biology courses; recommend sophomore, junior, or senior standing*
*Concurrent with BIOL 330L*

This course explores evolutionary relationships among vertebrates as demonstrated through the study of ontogeny and phylogeny of morphological features. The dimension of time is added to a view of vertebrate life. Lecture topics include comparative anatomy and ontogeny, evolutionary mechanisms, vertebrate evolutionary history, biomechanics, scaling, and methods of interpreting the fossil record.

330L COMPARATIVE ANATOMY/LAB *1 semester hour*

*Prerequisites: two semesters of biology courses; recommend sophomore, junior, or senior standing*
*Concurrent with BIOL 330*

This course supports the BIOL 330 course through laboratory examination of phylogenetically diverse vertebrates. Similarities and differences in morphology are demonstrated through the dissection of *Necturus*, dogfish shark, and cat. Additional resources include skeletal and ontogenetic (embryological) material, and the use of media materials. Interpretation of laboratory activities stresses aspects of common ancestry as well as adaptations and divergence from ancestral forms.

331 GENERAL ECOLOGY *3 semester hours*

*Prerequisites: BIOL 150, 150L, four additional hours in biology, and MATH 123*
*Concurrent with BIOL 331*

Ecology is the study of the distribution and abundance of organisms. This course will examine the biotic and abiotic factors that influence where organisms occur and the sizes of their populations. Topics include the interactions between organisms and their physical environment, population and communication dynamics, and ecosystem interactions.

331L ECOLOGY LAB *1 semester hour*

*Prerequisites: BIOL 150, 150L, four additional hours in biology, and MATH 123*
*Concurrent with BIOL 331*

This course is a field and lab-based experience that complements BIOL 331 and provides students with practical experience for studying the distribution and abundance of organisms. Students will learn a variety of methods for collecting and analyzing ecological data. One Saturday field trip is required.

332 COMPARATIVE VERTEBRATE PHYSIOLOGY *3 semester hours*

*Prerequisite(s): BIOL 150, 150L, 152, 152L or permission of the instructor*
*Concurrent with BIOL 332L*

This course investigates vertebrate physiology at the cellular, tissue, organ, and organismal levels. The functions of body systems are studied using a process-oriented approach. Interpretation of graphs and diagrams is used to explain concepts. Human systems are emphasized, but other vertebrates and some invertebrates are also considered.

332L COMPARATIVE VERTEBRATE PHYSIOLOGY LAB *1 semester hour*

*Prerequisite(s): BIOL 150, 150L, 152, 152L or permission of the instructor*
*Concurrent with BIOL 332*

This course explores vertebrate physiology through direct observation of physiological processes. Cell, tissue, and organ level properties are investigated using direct measurement of physiological events and creating graphs from data collected. Students will synthesize and interpret the information that they collect and produce written reports. Mammalian systems are emphasized, but other vertebrates and some invertebrates are also considered.

338 INTRODUCTION TO RESEARCH *3 semester hours*

*Prerequisite: 15 hours of biology or permission of the instructor*

This course is designed to introduce the student to research methods and techniques and develop an appreciation of the importance of the scientific method as applied to biological research. Through classroom discussions, assigned readings, and other activities students will gain experience in designing, conducting, and reporting scientific experiments to more fully understand the importance of scientific research and its relations to social and ethical issues.

340 ORNITHOLOGY *3 semester hours*

*Prerequisite(s): BIOL 310 and 331 or permission of the instructor*

This course will focus on the class Aves of northwestern Ohio, both migrants and residents. Classroom time will be devoted to discussions of evolutionary genetics, anatomical characteristics, habitat requirements, nesting habits, and general behavior patterns. Field work will be devoted to identification and ecology.

347 ENTOMOLOGY *3 semester hours*

*Prerequisite(s): BIOL 310, 310L, and 331 or permission of the instructor*

An overview of the classification of insects, the course surveys insect structure, function, development, and evolution. Concepts of physiology, ecology, and behavior are introduced, and the reasons for the success and diversity of insects are examined. The laboratory introduces students to arthropod anatomy, insect morphology, development, and a survey of insect orders and major families.

350 INTRODUCTION TO BIOINFORMATICS *3 semester hours*

*Prerequisites: BIOL 150, 152, and 310*

This course provides an introduction to the theory and practice of bioinformatics and computational biology. General topics include database searching, computer programming, analysis of sequence data, phylogenetics, protein structure and prediction, gene prediction and regulation, genomics, proteomics, genetic linkage and association, microarray analysis, and RNA structure and prediction.

360 FIELD EXPERIENCE PRACTICUM *1 to 12 semester hour(s)*

*Prerequisite: 12 hours of nature interpretation*

This course offers a practical, experience-oriented activity in which students work with professionals in the area of natural resources: naturalists, park rangers, conservationists, and ecologists.

365 PATHOPHYSIOLOGY *3 semester hours*

*Prerequisites: BIOL 102 or 152, 322, 322L, 323, and 323L*

This course lays the foundation for advanced concepts in understanding disease processes. Pathophysiology is a mechanistic exploration of selected disease processes that occur in the human body when a homeostatic imbalance is brought about by external or internal factors.

405 BASIC ENVIRONMENTAL TOXICOLOGY *3 semester hours*

*Prerequisite(s): CHEM 325 and 325L or permission of the instructor*

This course provides a study showing how chemical principles can be used to understand the behavior and fate of xenobiotics (foreign substances) in biological organisms, and what detriment can occur to the ecosystem to which organisms belong. Basic biochemistry, routes of entry, bioaccumulation, xenobiotic metabolism, mutagenesis, and carcinogenesis are the topics covered.

412 MICROBIOLOGY *3 semester hours*

*Prerequisite(s): eight hours of biology, including BIOL 152 and 152L, and eight hours of chemistry or permission of the instructor*

This course offers a study of the biodiversity, classification, ecology, structure, and metabolism of microorganisms. The role of microbes in agriculture, industry, and waste management, are also discussed with an emphasis on microbial diseases of animals and humans.

412L MICROBIOLOGY LAB *1 semester hour*

*Prerequisites: BIOL 152 and 152L*

*Concurrent with BIOL 412*

Laboratory work will focus on basic staining procedures, growth characteristics, culture methods, and identification of bacteria. A semester long class project will introduce students to microbiology centered research.

413 MICROBIAL PATHOGENESIS *3 semester hours*

*Prerequisite(s): BIOL 412 and 412L or permission of the instructor*

This course provides a clinical overview of microbiology using a systems approach. Common bacterial, viral, fungal, and protozoan pathogenic organisms will be studied for mode of infection, diagnosis, and treatment methods.

413L MICROBRIAL PATHOGENESIS LAB *1 semester hour*

*Concurrent with BIOL 413*

Laboratory work will focus on staining, culturing, and diagnostic techniques used in clinical applications. Common pathogens of the nervous system, urogenital tract, gastrointestinal tract, and respiratory tract will be studied.

415 FIELD BIOLOGY *1 semester hour*

*Prerequisite(s): BIOL 310, 310L, and 331 or permission of the instructor*

The course will focus on the ecological dynamics of indigenous flora and fauna of a predetermined destination. Students will present on various topics that correlate to the target destination's ecosystem. The course will conclude with a week-long trip where students can experience and apply the information gathered in the lecture portion of the course.

420 ADVANCED TECHNIQUES IN CELLULAR AND MOLECULAR BIOLOGY *4 semester hours*

*Prerequisites: BIOL 302 or CHEM 400 and BIOL 310, 310L*

This course will focus on the techniques used in modern molecular biology and biochemistry. Students will study the growth dynamics of mammalian cells in culture. Students will study the isolation and detection of proteins using PAGE, enhanced chemilumiscence and fluorescence. Students will work in teams to design a molecular study, analyze data, and present their findings and conclusions.

422 SPECIAL INVESTIGATIONS *1 to 5 semester hour(s)*

This course allows for investigations of problems of interest to individual students. Registration and selection of a problem are subject to the approval of the instructor. This is a repeatable course.

430 CONSERVATION BIOLOGY *4 semester hours*

*Prerequisites: BIOL 310, 310L, 331 and MATH 123*

This course in applied ecology introduces students to conservation, management, and restoration of ecosystems. Students will explore sustainable management of forest ecosystems and wildlife habitat while addressing environmental ethics. There will be a Saturday field trip.

440 CANCER BIOLOGY *3 semester hours*

*Prerequisites: BIOL 302, 310, 310L*

This course will focus on the biology of cancer from a molecular to a clinical perspective. Discussion will provide an overview of the cancer process from initial alteration of DNA to a mutational cascade resulting in tumor formation. Several specific cancers, their molecular origins, pathology of disease and therapeutic treatment will be studied in detail. The involvement of risk factors in the prevention of cancer, and in cancer progression will be discussed. The role of the oncologist and pathologist in the detection and treatment of cancer will be discussed by health care professionals.

460 EVOLUTIONARY ANALYSIS *3 semester hours*

*Prerequisites: BIOL 310, 310L, 331, and 338*

This course covers the application of theory and skills developed in general majors' biology, genetics, ecology, and introduction to research courses to the analysis of descent with modification of organisms. This is a critical thinking course that investigates evolutionary processes and outcomes.

498 SENIOR BIOLOGY SEMINAR *1 semester hour*

*Prerequisite: senior status*

This is a course designed for the analysis and presentation of scientific research. Students enrolled in this course will be required to give a research seminar presenting current scientific topics assigned by the professor of record. They must also attend and participate in all weekly colloquia presentations.

499 SPECIAL TOPICS *1 semester hour*

Course content will vary by topic. This is a repeatable course.

# GEOLOGY (GEOL)

120 INTRODUCTION TO GEOLOGY GE *3 semester hours*

This is a laboratory and project-based course emphasizing the identification of earth materials and the interpretation of their origin, distribution, and history. This course is recommended for non-science majors. Technology tools are used to obtain information from federal and state geologic agencies.

150 APPLIED EARTH SCIENCE GE *3 semester hours*

This course covers the role of geologic information in land-use and environmental decision making, with an emphasis on resource management and the mitigation of natural or human-induced hazards. This course is recommended for non-science majors. Local societal concerns as well as global impacts are addressed.

205 SURFICIAL EARTH SYSTEMS GE *3 semester hours*

This course examines the interaction of the atmosphere and hydrosphere with the solid earth. It is organized as a survey course with the following major topics: features and behavior of the atmosphere, climate and climate change, and landscape evolution. This course is recommended for non-science majors. Technology tools are used to analyze modern satellite and historical ground-based data sets which are obtained from federal and international repositories.

300 HYDROLOGY *3 semester hours*

*Prerequisites: GEOL 120 or 205, one course in chemistry, and MATH 140*

This course examines the distribution and movement of water above and below the ground and the resultant chemical attributes of freshwater systems. The behavior and transport of pollutants in groundwater and surface water systems are emphasized. Computer modeling and simulations are included.

410 GEOGRAPHIC INFORMATION SYSTEMS *3 semester hours*

*Prerequisites: computer science competency; junior or senior standing*

This is a computer applications course analyzing datasets that have a spatial or geographic component. Course-supplied software integrates database applications, cartographic display, spatial mathematics and analysis, and import-utilities to work with proprietary databases or data retrieved from national repositories. Case studies are developed from the fields of natural resources and environmental management, facility and utility administration, regional planning, commerce and marketing, public health and epidemiology, and other topics of student interest. Local, regional, national, and international projects are explored.

490 ADVANCED TOPICS IN GEOLOGY *1 to 6 semester hour(s)*
*Prerequisite: permission of the instructor*
This course provides for study of selected areas of geology not included in regularly offered courses.

## NATURAL SCIENCE (NSCI)

100 AN INTEGRATED APPROACH TO THE SCIENCES GE *3 semester hours*
This course offers an overview of the major historical advances in the sciences as well as the frontiers of modern research. The course is designed to provide non-science majors with an integrated view of scientific investigations in the fields of physics, astronomy, chemistry, geology, and biology.

188 FIRST-YEAR EXPERIENCE: NATURAL SCIENCES GE *3 semester hours*
This course is designed to urge first-year students to explore selected topics within the natural sciences. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty.

323 EPIDEMIOLOGY AND BIOSTATISTICS *3 semester hour*s
*Prerequisite(s): high school statistics or MATH 123 and nine hours of natural science courses, or permission of the instructor*
This course covers the basic principles, concepts, and procedures employed in epidemiological studies. It emphasizes the numerical and graphical methods generally useful in the surveillance and investigation of health-related events. A case study approach is applied to assist the student in utilizing fundamental mathematical approaches.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*
*Prerequisites: approval of College of Sciences supervising faculty member, minimum 2.75 GPA, and a minimum of 30 semester hours at The University of Findlay*
This course provides guided work-study experiences. Opportunities exist in the Findlay area and throughout the United States. This course will be graded S/U and may be repeated with a maximum of 15 semester hours applying toward a degree.

380 OCEANUS GE *3 semester hours*
This is an integrated science course focusing on the ocean as a theme to convey global science concepts. It includes 30 video-shows that are augmented with lecture topics, lab demonstrations, and interactive CD-ROM technology. The course covers geological, chemical, physical, and biological topics, as well as human interactions with the marine environment. Technological tools are employed for the purpose of scientific inquiry and as a supplement to the content.

490 SPECIAL TOPICS IN NATURAL SCIENCE *1 to 4 semester hour(s)*
*Prerequisite: permission of the instructor*
This course provides for study of selected areas of natural science not included in regularly offered courses.

# DEPARTMENT OF PHYSICAL SCIENCES

Chair: Yu
Professor: Homsher
Associate Professor: Yu
Assistant Professors: Bascal, Frye, Hooley, Jenson, McAlpine, Norris, Peters, Summers
Instructors: Grine, Krueger

A Bachelor of Science degree is granted for baccalaureate programs in the Department of Physical Sciences.

### *Baccalaureate Programs:*

Chemistry *(recommended for students interested in medical school)*

### *Minors:*

Chemistry

### *Related Programs Housed in Other Colleges:*

Forensic Science (College of Liberal Arts)
Medical Laboratory Science (College of Health Professions)
Pre-Nursing (College of Health Professions)

Students with specialized interests may develop individualized majors in consultation with their advisers.

### *Competency Requirements*

All students at The University of Findlay must demonstrate a basic level in reading, writing, computer science, and communication.

# CHEMISTRY (CHEM)

First-year students who are required to take a general chemistry course (CHEM 111 or 130) will be required to take a chemistry pretest when they come to campus for orientation and class registration. A satisfactory score on the chemistry pretest as well as a satisfactory score on the math pretest will allow a student to register for CHEM 130. An unsatisfactory score in the math or chemistry pretest will result in a student being placed into CHEM 111. It is important for students to be prepared for the pretest so they can be placed in a class commensurate with their abilities.

First-year students who have earned a satisfactory score on the Chemistry AP exam will be placed into the appropriate general chemistry class. Check online at www.findlay.edu (KEYWORD: AP Policy) for details.

A *major in chemistry* consists of CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, 316, 316L, 340, 360, 395 (four hours), 400, 438, 450, 451, 460, and 499 (four hours); MATH 123, 141, 142, 310; PHYS 252 and 253. It is strongly recommended that students also take MATH 250, 295, 342, and 410. Students wishing to enter medical school are highly encouraged to complete BIOL 150, 150L, 152, and 152L.

A *minor in chemistry* consists of 20 hours of chemistry, including CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, and 316/316L or 400.

111 BASIC CHEMISTRY/LECTURE GE *3 semester hours*

*Concurrent with CHEM 111L*

This course covers basic principles of chemistry designed to give a foundation for the various sciences. Topics include methods of measurement, temperature and heat, atomic structure, bonding, chemical nomenclature, chemical equations, stoichiometry, gas laws, solutions, acids and bases, electrochemistry, and chemical equilibrium.

111L BASIC CHEMISTRY/LAB *1 semester hour*

*Concurrent with CHEM 111*

Laboratory work reinforces the basic principles covered in CHEM 111 lecture and introduces analytical techniques. Laboratory experiments cover density, percent composition of mixtures, applying the mole concept, chemical reactivity, chemical reactions with balanced equations, gas laws, titrations, and atomic structure. The labs are a mixture of computer simulations and wet-bench chemistry.

130 GENERAL CHEMISTRY I/LECTURE GE *3 semester hours*

*Prerequisites: placement into MATH 123 and one of the following: CHEM 111 and CHEM 111L or satisfactory score on the chemistry pretest*

*Concurrent with CHEM 130L*

This course covers general principles of chemistry with emphasis on atomic structure and behavior, mole concept, stoichiometric calculations, quantum theory, chemical bonding, gases, and liquids.

130L GENERAL CHEMISTRY I/LAB *1 semester hour*

*Concurrent with CHEM 130*

Laboratory experiments cover metric system, mole concept, chemical reactivity, equations, solubility, and atomic structure. The labs are a mixture of computer simulations and wet-bench chemistry. Computer interface instruments are also used to collect data.

131 GENERAL CHEMISTRY II/LECTURE *3 semester hours*

*Prerequisites: CHEM 130 and 130L*

*Concurrent with CHEM 131L*

This course studies general principles of chemistry with emphasis on behavior of solutions, equilibrium, thermodynamics, chemical kinetics, acid-base, precipitation, and oxidation-reduction reactions.

131L GENERAL CHEMISTRY II/LAB *1 semester hour*

*Prerequisites: CHEM 130 and 130L*

*Concurrent with CHEM 131*

Laboratory experiments cover equilibrium, chemical kinetics, acid-base chemistry, qualitative analysis of anions, and identification of Groups I-IV. Computer interface instruments are also used to collect data.

310 ORGANIC CHEMISTRY I/LECTURE *3 semester hours*

*Prerequisite: CHEM 131*

*Concurrent with CHEM 310L*

This is an introductory course in organic chemistry designed for a wide range of students' majors and interests. Emphasis is placed on nomenclature and mechanisms of reactions of organic compounds. Alkanes, alcohols, and ethers are among functional groups covered extensively. Special attention is also given to stereochemical designations and reactivity. A section on infrared and nuclear magnetic resonance spectroscopy is also discussed.

310L ORGANIC CHEMISTRY I/LAB *1 semester hour*

*Prerequisite: CHEM 131L*

*Concurrent with CHEM 310*

This is a typical laboratory course in organic chemistry. Experiments develop a student's ability to separate compounds using chromatography, distillation, and extraction. Identification techniques such as gas chromatography (GC), thin-layer chromatography (TLC) are also taught. Also includes some synthetic experiments. Experiments generally parallel topics discussed in CHEM 310.

311 ORGANIC CHEMISTRY II/LECTURE *3 semester hours*

*Prerequisites: CHEM 310 and 310L*

*Concurrent with CHEM 311L*

This course is a continuation of CHEM 310. Emphasis is placed on nomenclature and mechanisms of organic reactions. Functional groups covered include alkenes, alkynes, aldehydes, ketones, and carboxylic acids. The reactivity, structure, and stability of aromatic compounds are also discussed. The student will get a thorough study of resonance and formal charge as related to compound stability and reactivity.

311L ORGANIC CHEMISTRY II/LAB *1 semester hour*

*Prerequisites: CHEM 310 and 310L*

*Concurrent with CHEM 311*

This course is a continuation of CHEM 310L. Experiments that develop a student's synthetic ability are performed. The synthesis will expand and develop reaction mechanisms and concepts taught in CHEM 310 and 311. Compounds are identified by infrared spectroscopy where possible.

316 CHEMICAL ANALYSIS/LECTURE *3 semester hours*

*Prerequisites: CHEM 311 and 311L*

*Concurrent with CHEM 316L*

This course offers an introduction to the fundamentals, techniques, and applications of "classical" (wet) and instrumental methods of analysis. Emphasis is placed on demonstrating how general chemical principles are utilized to create methods which allow quantitative analysis of inorganic and organic species.

316L CHEMICAL ANALYSIS/LAB *1 semester hour*

*Concurrent with CHEM 316*

Students gain hands-on experience with computerized laboratory instrumentation while applying concepts discussed in lecture. Students are expected to develop instrument calibration and analysis procedures without reliance on protocol methods.

325 BASIC ORGANIC AND BIOCHEMISTRY/LECTURE *3 semester hours*

*Prerequisite: CHEM 111 and 111L, 130 and 130L, or permission of the instructor*

*Concurrent with CHEM 325L*

This course is designed to give students a basic knowledge and understanding of principles of organic chemistry and biochemistry. Topics covered include nomenclature of organic compounds, basic reactions of organic chemistry, carbohydrates, amino acids, proteins, and nucleic acids.

325L BASIC ORGANIC AND BIOCHEMISTRY/LAB *1 semester hour*

*Prerequisite: CHEM 111 and 111L, 130 and 130L, or permission of the instructor*

*Concurrent with CHEM 325*

Techniques and experiments are designed to enhance the concepts learned in the classroom.

340 INORGANIC CHEMISTRY *3 semester hours*

*Prerequisites: CHEM 311 and 311L*

This course introduces students to the theories of atomic structure and chemical bonding in main-group, transition-metal, and solid-state. Other topics include symmetry and its applications to bonding and spectroscopy, electronic spectroscopy of transition-metal complexes, mechanisms of substitution and redox processes, organometallic and bioinorganic chemistry. This course uses molecular orbital theory to explain the electronic structure and reactivity of inorganic complexes.

360 SYNTHESIS AND CHARACTERIZATION *4 semester hours*

*Prerequisites: CHEM 311 and 311L*

This is a laboratory course in organic and inorganic synthesis and the characterization of synthetic products utilizing modern chemical instrumentation and techniques, using but not limited to infrared, ultraviolet, nuclear magnetic resonance, and mass spectrometry.

395 SEMINAR *1 semester hour*

*Prerequisites: declared chemistry major with junior standing*

This course is designed to expose students to the development of presentations containing scientific material. A seminar presentation prepared and given by the student is required. Attendance in departmental seminars is mandatory. Seminar series presentations may be substituted for departmental seminars at the discretion of the instructor. This is a repeatable course. This course is graded S/U.

400 BIOCHEMISTRY *4 semester hours*

*Prerequisite: CHEM 311*

This course covers fundamental concepts of biochemistry with emphasis on ionic equilibrium and buffers, enzyme kinetics, cell energetics as applied to catabolic and anabolic processes, and oxidation-reduction in biological systems.

438 INTRODUCTION TO CHEMICAL RESEARCH *3 semester hours*

*Co-requisite: CHEM 460*

This course offers an introduction to chemical literature, scientific writing, and experimental design. Students will interview chemistry faculty to select a research project adviser.

450 PHYSICAL CHEMISTRY I *4 semester hours*

*Prerequisites: CHEM 311 and 311L; MATH 123, 142; and PHYS 253*

Topics covered in this course are laws of thermodynamics, Gibbs and Helmholtz energies, chemical, electrochemical, and ionic equilibria, phase equilibria of one, two, and three component systems, atomic and molecular electronic structures, rotational, vibrational, electronic, and magnetic resonance spectroscopies.

451 PHYSICAL CHEMISTRY II *4 semester hours*

*Prerequisite: CHEM 450*

Topics covered in this course are statistical mechanics, kinetic theory of gases, experimental kinetics, gas reactions, chemical dynamics, photochemistry, kinetics in the liquid phase, macromolecules, solid-state chemistry, and surface dynamics.

460 ADVANCED ORGANIC CHEMISTRY *3 semester hours*

*Prerequisites: CHEM 311 and 311L*

This course covers theory and application of organic chemistry and reaction mechanisms to organic synthesis and contemporary research topics in closely related areas. Topics include stereochemistry, reactive organic intermediates, molecular orbital theory, photochemistry, organic materials chemistry, and chemical biology.

490 ADVANCED TOPICS IN CHEMISTRY *1 to 5 semester hour(s)*

*Prerequisite: permission of the instructor*

This course allows for study of selected areas of chemistry not included in regularly-offered courses.

499 SUPERVISED RESEARCH *4 to 6 semester hours*

*Prerequisite: CHEM 438*

This course allows for research supervised by a faculty member culminating in a presentation of the project.

## PHYSICS (PHYS)

100 ASTRONOMY GE *3 semester hours*

This course is an introductory survey of astronomy, the foundations of which include motions of the planets, the Moon, the Sun, and the stars; historical development of astronomy; an overview of the solar system; analyzing starlight; description, formation, evolution, and fate of stars; and an overview of the galaxies. Other topics may include planetary geology, the formation of the solar system, the search for planets around other stars, the big bang, expansion of the universe, dark matter, dark energy, and life in the universe. The Newhard Planetarium will be used to simulate motions of celestial bodies. Observing sessions may supplement classroom activities.

150 CONCEPTUAL PHYSICS *3 semester hours*

*Co-requisite: PHYS 150L*

This course is a conceptual study of basic physics principles with a foundation in mechanics, including Newton's Laws of Motion, momentum, energy, and rotation. Other topics will be selected and may include fluids, heat transfer, electricity, magnetism, and light. Conceptual applications of physics in everyday experience and in students' subject areas will be emphasized.

150L CONCEPTUAL PHYSICS/LAB *1 semester hour*

*Co-requisite: PHYS 150*

This course provides students taking PHYS 150, Conceptual Physics, with hands-on experience with topics covered in the lectures and trains students in basic lab skills.

250 GENERAL PHYSICS I/LECTURE GE *3 semester hours*

*Prerequisite: MATH 110, or placement into MATH 123 or higher on the University math placement test*
*Co-requisite: PHYS 250L*

This course is a study of linear and rotational kinematics and dynamics including Newton's Laws of Motion, conservation of momentum, conservation of energy, heat, and fluids. Emphasis is placed on conceptual understanding, application of physical laws, and problem solving.

250L GENERAL PHYSICS I/LAB *1 semester hour*

*Co-requisite: PHYS 250*

A variety of lab experiences are coordinated with topics covered in lectures and problems. In these labs data will be gathered, organized, and analyzed.

251 GENERAL PHYSICS II/LECTURE GE *3 semester hours*

*Prerequisites: PHYS 250 and PHYS 250L*

*Co-requisite: PHYS 251L*

This course is a continuation of PHYS 250 and is the study of oscillations, waves, sound, light, optics, electricity, and magnetism. Some modern physics topics may also be covered. Emphasis is placed on conceptual understanding, application of physical laws, and problem solving.

251L GENERAL PHYSICS II/LAB *1 semester hour*

*Co-requisite: PHYS 251*

A variety of lab experiences are coordinated with topics covered in lectures and problems. In these labs data will be gathered, organized, and analyzed.

252 CALCULUS-BASED PHYSICS I GE *4 semester hours*

*Prerequisite: MATH 141*

The topics covered will be the same as those in PHYS 250, except calculus and vector algebra will be used as tools in lectures and problem solving.

253 CALCULUS-BASED PHYSICS II GE *4 semester hours*

*Prerequisites: MATH 142, PHYS 252*

This course is a continuation of PHYS 252. Topics covered will be the same as those in PHYS 251, except calculus and vector algebra will be used as tools in lectures and problem solving.

260 PHYSICS FOR THE HEALTH SCIENCES *4 semester hours*

*Prerequisite: MATH 110, high school physics, or permission of the instructor*

This course is a one-semester overview of vector mechanics, linear and rotational kinematics and dynamics, work, energy and power, wave phenomena, fluid mechanics, heat, electricity, and magnetism. Emphasis is placed upon the mathematical formulation of principles and on problem solving as well as their relationship to biological processes.

490 ADVANCED TOPICS *1 to 3 semester hour(s)*

*Prerequisites: PHYS 251 and permission of the instructor*

This course is a study of selected areas of physics not included in regular offerings. The course may be taken twice, provided the topics are different.

# BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

The bachelor's degree completion program in business management is offered online (Internet). It is intended for working adults who have at least 61 transferable semester hours at the "C" or better level. The bachelor's degree completion program consists of the last 63 semester hours for a minimum of 124 semester hours. ** Students accepted into this program also must meet University competency requirements in the areas of math, writing, communication, and computer science. Some competencies must be met before enrollment in certain courses in the program, while others may be fulfilled any time before completion of the program. Assessment tests are available in each competency area, or acceptable courses may be transferred in.

Courses within this program are offered asynchronously in eight-week blocks, with two successive blocks comprising a semester. Two courses per block are the usual full-time load. Those attending full time may finish in six semesters, if they have 61 transferable hours and meet all competencies and prerequisites. Online courses also are offered in the summer.

**The 63 semester hours required for the degree completion program consist of 21 semester hours of general education and 42 semester hours of major courses (the core and a strand). All courses are worth three semester hours. General education courses are interdisciplinary in nature, integrating two or more academic areas. Some courses from four-year institutions may be transferred in to substitute for some of the 63 hours required for the degree completion program. At least the last 30 hours must be taken at The University of Findlay.

Application packets are available from the Office of Undergraduate Admissions or you may apply online at www.findlay.edu.

## *General Education Courses for Degree Completion Programs:*

BSLA 270 Power in Society: Use and Abuse
BSLA 280 Enduring Issues in World Religions
BSLA 301 Arts and Culture
BSLA 304 Analytical Skills
BSLA 314 Applied Statistics
BSLA 320 Communication for Professionals

*One of the following courses*
BSLA 315 E-Rhetoric
BSLA 316 E-Poetics

## *Business Core Courses:*

BSAD 300 Economics
BSAD 315 Management of Organizations
BSAD 320 Marketing Management
BSAD 350 International Business
BSAD 375 Managerial Accounting
BSAD 380 Finance
BSAD 390 Operations Management and Logistics

### *Business Management Strand:*

BSAD 400 Business Research
BSAD 412 Information Systems for Business
BSAD 414 Corporate Social Responsibility
BSAD 416 Management of Human Capital
BSAD 425 Business Law and Regulations
BSAD 486 Business Policy and Strategy
ESOH 415 Introduction to Project Management

### *Health Administration Strand:*

BSAD 400 Business Research
BSAD 416 Management of Human Capital
BSAD 422 Organization and Administration of Health Care
BSAD 424 Health Care Information Management
BSAD 425 Business Law and Regulations
BSAD 426 Health Care Finance
BSAD 487 Health Care Policy and Strategy

### *Environmental, Safety, and Health Strand:*

*This program does not have ABET accreditation.*

BSEM 200 Overview of Environmental, Safety, and Health Management
BSEM 300 Environmental Regulations and Laws
BSEM 325 Industrial Hygiene and OSHA Standards
BSEM 400 Environmental Permitting and Reporting
BSEM 420 Management of Safety and Health Programs
BSEM 425 Environmental Risk Assessment
BSEM 465 Environmental Audits and Assessment

### *Emergency Operations Strand:*

*This program does not have ABET accreditation. The ESOH course descriptions can be found within the Department of Environmental, Safety, and Occupational Health Management.*

BSEM 200 Overview of Environmental, Safety, and Health Management
ESOH 320 Emergency Management Finance
ESOH 330 Emergency Management and the Law
ESOH 415 Introduction to Project Management
ESOH 423 Emergency Management Standards and Procedures II-Application
ESOH 427 Threat and Vulnerability Assessment and Management
ESOH 429 All Hazards Emergency Planning

## BACHELOR OF SCIENCE DEGREE COMPLETION LIBERAL ARTS COURSES (BSLA)

270 POWER IN SOCIETY: USE AND ABUSE *3 semester hours*

Utilizing the six social science disciplines, the course focuses upon the nature and uses of power in society and how it is employed in some of the challenges facing the United States.

280 ENDURING ISSUES IN WORLD RELIGIONS *3 semester hours*

This course acquaints students with various approaches in world religious views that have shaped and continue to shape our global world. Students are encouraged to think analytically about global religious issues.

301 ARTS AND CULTURE *3 semester hours*

This course examines people, their ideas, cultures, and their art chronologically, beginning with Hellenic Greek times. Focusing on art and music, students explore how changes in government, religions, ethics, and value systems have influenced aesthetic convention over the past 2,000 years.

304 ANALYTICAL SKILLS *3 semester hours*

*Prerequisite: either equivalent of two years of high school algebra or MATH 110*

This course covers advanced mathematics, probability, and critical thinking and logic in an integrated fashion. A graphing calculator is required.

314 APPLIED STATISTICS *3 semester hours*

*Prerequisite: BSLA 304 or MATH 123*

Students learn the use of quantitative techniques used in data analysis for contemporary decision making. The course covers descriptive statistics, discrete and continuous probability distributions, statistical inferences, correlation, regression, hypothesis testing, and chi-square analysis. Techniques for using the data analysis capabilities of Microsoft Excel are integrated throughout the course.

315 E-RHETORIC *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course introduces strategies for effective communication on the Internet. Students will explore how rhetorical theory can be applied to online communication. Reading and writing assignments will acquaint students with methods for analyzing audiences and rhetorical situations, the role of ethos in electronic communication, invention strategies for online writing, arrangement and style of electronic texts, and resources for online research.

316 E-POETICS *3 semester hours*

*Prerequisite: ENGL 106, 107, or 206*

This course examines how electronic media are reshaping literature. Students will survey important concepts in poetics, and they will consider how these concepts can be applied to literature online. Reading and writing assignments will acquaint students with established and emerging genres of literature, processes for composing and publishing electronic texts, and literary resources on the Internet.

320 COMMUNICATION FOR PROFESSIONALS *3 semester hours*

*Prerequisites: writing and communication competencies*

This course emphasizes development of skills in both written and oral communication and provides an overview of interpersonal, small group, interviewing, and business communication.

# BACHELOR OF SCIENCE DEGREE COMPLETION BUSINESS MANAGEMENT COURSES (BSAD)

300 ECONOMICS *3 semester hours*

This course deals with the decision-making applications of micro- and macroeconomics with emphasis on the application of national fiscal and monetary policies in a business context. The microeconomic theories presented include economics of the firm and pricing by supply/demand analysis. The macroeconomic content covers variables that impact the business cycle such as interest rates, inflation, and employment.

315 MANAGEMENT OF ORGANIZATIONS *3 semester hours*

This course examines and analyzes the organization as a social system and the impact of its various components on work attitude and behavior. In this course students will develop essential strategies for managing organizations. Concepts and skills involved in planning, organizing, leading, and controlling are covered. Students apply the concepts and theories of managing organizations to existing organizations. Students also examine and critically evaluate their own personal management style through the use of several assessment instruments and exercises.

320 MARKETING MANAGEMENT *3 semester hours*

This course explores the principles, concepts, management, strategy, and tactics of marketing. An emphasis will be placed on the advantages of developing a marketing- and consumer-oriented perspective for the entire organization. The fundamentals of marketing-mix are examined as well as other marketing functions from both the consumer and business perspective.

350 INTERNATIONAL BUSINESS *3 semester hours*

This course is a survey of the interrelationships of world business operations. It deals with the establishment of international business relationships, discusses the role of international relations in the American and world economies, introduces the perspectives of cultural, educational, political, and economic constraints, covers the international financial and trade theory frameworks, the functions of management and marketing as they relate to doing business globally, and discusses the problems and challenges facing the multinational corporation.

375 MANAGERIAL ACCOUNTING *3 semester hours*

This course prepares managers to use accounting information for decision making. The course includes an overview of accounting practices and focuses attention on the creation, role, and utilization of managerial accounting in the planning and control functions of business organizations. Major contemporary topics include product/service, costing methods, Activity Based Costing (ABC), balanced scorecards, budgeting, cost behavior, cost-volume-profit analysis, relevant cost evaluation, statement of cash flows, and performance evaluation from a systems based perspective.

380 FINANCE *3 semester hours*

This course introduces students with the aspects of how a business deals with its financial resources in order to maximize the value of the firm over the long term while reducing the firm’s financial risk. The course involves examining the world of finance with concepts addressing the structure and goals of firms, the role of financial managers, and the examination of the financial marketplace/environment. The essential financial concepts relating to financial statements and their analysis/interpretation, risk and return, the time value of money, security valuations, cost of capital, and capital budgeting, among others are discussed. International finance topics and ethical conduct are covered throughout the course.

390 OPERATIONS MANAGEMENT AND LOGISTICS *3 semester hours*

*Prerequisite: BSAD 315*

This course offers an introduction to and survey of the management of operations and logistics, focusing on the processes, systems, decision, and structures. Planning and control, quality assurance, inventory management, just-in-time systems, and transportation management are stressed. Case studies are used.

400 BUSINESS RESEARCH *3 semester hours*

*Prerequisites: BSAD 320 and BSLA 304*

This course provides an examination of the business research process. Focus of the course is on the development and design of research and the interpretation of data from that research. Students use online databases and do computerized data analysis.

412 INFORMATION SYSTEMS FOR BUSINESS *3 semester hours*

*Prerequisite: completion of the computer science competency*

This course focuses on various information systems using the model learn-do-direct. The course provides an understanding of the importance and role of information systems in business enterprises with a focus on the strategic relationship between managing information and business success. It looks at the acquisition, storage, processing, and security of information as used in a modern business, including the impact of the Internet and new media on business competition. Computer programming will not be required as part of this course.

414 CORPORATE SOCIAL RESPONSIBILITY *3 semester hours*

*Prerequisite: BSAD 315 or equivalent*

This course includes a critical investigation of the role of business in today's society, the role of profit and profit maximization, and the nature of decision making on an organizational context. Special emphasis is placed on the "stakeholder concept," ethical and moral management, and decision making, the concepts of corporate social responsibility and sustainability. Classic and contemporary cases and issues will be investigated and discussed.

416 MANAGEMENT OF HUMAN CAPITAL *3 semester hours*

*Prerequisite: BSAD 315 or equivalent*

This is a course in human resources and it addresses the human resource function including compensation and benefits; human capital; leadership; performance evaluation; promotion; recruitment and selection; retention and turnover; strategic human resource management; succession planning; and training and development for all managers and human resource professionals.

422 ORGANIZATION AND ADMINISTRATION OF HEALTH CARE *3 semester hours*

*Prerequisite: BSAD 315 or equivalent*

This course provides a comprehensive overview of the American health care system. Emphasis will be placed on students' understanding and appreciation of the organization and administration of facilities within various sectors and components of the health care delivery system. The student will be exposed to historical developments and current issues that influence the organization and administration of health services and facilities. Current research findings and case study examples covering the continuum of health care, managed care, minority health disparities, utilization and access, among others, will be used to reinforce course topics.

424 HEALTH CARE INFORMATION MANAGEMENT *3 semester hours*

*Prerequisite: completion of the computer science competency*

This course introduces students to how information technology is used to enable certain aspects of healthcare management. Students will be exposed to various applications used in administrative, clinical, and patient information management and associated business processes. Emphasis will be given to managing information used across all of the major functions involved in managing health care organizations including the acquisition, operations, and ongoing support of systems for acquiring and using data in the provision of medical services and administration of medical organizations.

425 BUSINESS LAW AND REGULATIONS *3 semester hours*

*Prerequisite: BSAD 315 or equivalent*

This course introduces the laws that apply to business in the USA. Topics include the structure and operation of the American legal system, the basis of constitutional law, ethics, criminal law, personal injury (torts), contracts and sale of goods, negotiable instruments, agency, business organizations, employment law, administrative law and the regulatory process, occupational safety and health, e-commerce, and real estate law. The course presents a basic overview of the concepts and terminology essential to understanding the field of business law.

426 HEALTH CARE FINANCE *3 semester hours*

*Prerequisites: BSAD 375 and 380*

This course covers the role of finance in health services organization, health care financial regulations, alternative forms of health care organizations, managed care and alternative reimbursement methods, medical coding, and health care reform. Students develop an understanding of the financial side of health care organizations and how to use financial theories to run a health care unit successfully.

486 BUSINESS POLICY AND STRATEGY *3 semester hours*

*Prerequisite: student must be in the last semester of senior year*

This capstone course integrates, analyzes, and synthesizes the content of all the courses in the program. It examines organizational strategy, strategy formulation and implementation through the use of theories, practice, and systems thinking. Emphasis is placed upon the development and implementation of integrative plans of action that reflect the organization's overall environment and resources. Contemporary case studies are utilized.

487 HEALTH CARE POLICY AND STRATEGY *3 semester hours*

*Prerequisite: student must be in the last semester of senior year*

This course is designed to present an analytic and descriptive study of health care policy and politics in the United States in terms of the philosophy, history, economics, and administration of health care services. Emphasis will be placed on how policy and strategic planning affecting health care delivery are generated, promoted, contested, adopted, implemented, and modified.

# BACHELOR OF SCIENCE DEGREE COMPLETION ENVIRONMENTAL, SAFETY AND HEALTH MANAGEMENT COURSES (BSEM)

100 ONLINE RESOURCES AND RESEARCH METHODS IN ENVIRONMENTAL, SAFETY, AND HEALTH MANAGEMENT *2 semester hours*

This course introduces students to the extensive online and essential print references and resources that support environmental, safety, and occupational health management and are maintained by federal and state agencies, universities, private firms, and consensus professional organizations. Focused case studies are used to introduce students to the electronic indexing tools, databases, and regulatory Internet sites utilized by environmental, safety, and health managers in U.S. practice.

200 OVERVIEW OF ENVIRONMENTAL, SAFETY, AND HEALTH MANAGEMENT *3 semester hours*

This survey course is designed to introduce the various facets of environmental protection and related aspects of occupational safety and health. This course is designed for students with little or no background in these subjects.

300 ENVIRONMENTAL REGULATIONS AND LAWS *3 semester hours*

The course reviews the federal legislative and rulemaking process as applied to the regulation of ambient air, drinking water, waste water, hazardous waste, and the remediation of soil and ground water. Specific study is made of the Clean Air Act, the Safe Drinking Water Act, the Clean Water Act, the Resource Conservation and Recovery Act, and the Comprehensive Environmental Response Compensation and Liability Act. Resources utilized include the United States Code, the Federal Register, and the Code of Federal Regulations.

315 ENVIRONMENTAL SAMPLING AND STATISTICS *3 semester hours*

*Prerequisite: BSLA 304*

Participants implement procedures for planning, collecting, documenting, and interpreting and assessing the quality of environmental sampling data. Case studies are used to assist students in preparing a sampling and analysis plan for contaminants and sites selected by participants. A group sampling exercise is planned and completed by the class at a site. USEPA sampling guidelines are applied throughout the course.

325 INDUSTRIAL HYGIENE AND OSHA STANDARDS *3 semester hours*

This course provides a study of the methods of recognizing, evaluating, and controlling occupational and environmental hazards that may cause injury or disease. Emphasis is on workplace OSHA standards. The pathway for entry and action of chemical and physical hazards, air sampling and monitoring, and respiratory protection is included. The course uses a case study approach to explore the methods used by a health and safety manager to communicate technical and risk assessment data to production and management in an organization.

400 ENVIRONMENTAL PERMITTING AND REPORTING *3 semester hours*

*Prerequisite: BSEM 300*

This is an advanced application course that analyzes permits, permitting processes, and other means by which environmental contaminants are regulated. Students examine and complete various federal and state permit applications and permits regulating air emissions and storm water and waste water discharges, as well as study and prepare the review reports which are periodically submitted to regulatory agencies. A study of administrative and judicial procedures and negotiations in various enforcement scenarios is also addressed.

405 ENVIRONMENTAL TREATMENT METHODS *3 semester hours*

*Prerequisites: BSLA 304 and BSEM 300*

This course offers a comprehensive overview of treatment technologies currently in use in the environmental industry. The course explores both theoretical and practical aspects using a case study approach.

410 HUMAN RESOURCE ISSUES FOR ENVIRONMENTAL, SAFETY, AND HEALTH MANAGERS *3 semester hours*

This course provides an overview of key areas of human resource management that overlap with the management of environmental, health, safety, and security issues at industrial facilities. Topics include job and training analysis, labor relations, recordkeeping and reporting, accident investigation and worker's compensation, crisis management and contingency planning, as well as fraud and other investigations.

415 INTRODUCTION TO PROJECT MANAGEMENT *3 semester hours*

*Prerequisite: BSLA 304*

This course is designed to provide an introduction to project management, particularly in the area of environmental and safety and health programs. Both the technical aspects of integrated project management, (e.g., scope, work breakdown, scheduling, budgeting, completion) and personnel issues within a project team are described. Students discuss case studies, prepare an individual project plan, and work with various management tools (e.g., PERT network diagrams and Gantt charts).

420 MANAGEMENT OF SAFETY AND HEALTH PROGRAMS *3 semester hours*

*Prerequisite: BSEM 325*

This comprehensive capstone health and safety course includes detailed study of the occupational safety and health regulatory compliance requirements in prototypical U.S. industrial facilities. It utilizes both the General Industry Standards of OSHA (29 CFR 1910) as well as professional standards of the major consensus practice organizations that address the practice of occupational health. Case studies examine different workplace settings and roles (e.g., regulator, consultant, or facility staff) as well as the possible management tasks that students may encounter in professional employment. Students are required to complete workplace and facility audits, create documents, and conduct mock management assessments pertaining to staffing and budgetary concerns.

425 ENVIRONMENTAL RISK ASSESSMENT *3 semester hours*

This capstone course applies the principles of exposure and toxicity assessment to characterize risk using a case-study approach. The student will apply these principles to contaminants and exposure routes at a site selected with the instructor's approval. Class discussions and risk calculations will cover exposure assessments for air, water, soil, and food. Risk-based environmental decision methods are introduced.

440 ECONOMICS AND POLICY DEVELOPMENT OF ENVIRONMENTAL, SAFETY, AND HEALTH MANAGEMENT *3 semester hours*

*Prerequisite: BSEM 400*

This course examines the historical evolution of law-, rule-, and policy-making in the fields of environmental health and protection, public health, and occupational safety and health. The course evaluates the impact that these programs have had upon the health of the natural environment and the health of American citizens and workers, as well as the impact of protective measures on the financial competitiveness of U.S. industries. The effects of globalization, as well as alternative policy approaches such as disease prevention/health maintenance, pollution prevention, sustainable development, and industrial ecology are also addressed.

465 ENVIRONMENTAL AUDITS AND ASSESSMENT *3 semester hours*

*Prerequisite: BSEM 400*

This comprehensive capstone environmental course instructs students on approaches for conducting industrial operational compliance audits for all applicable air, water, and waste regulations as well as permitting and reporting requirements. Students also obtain a working knowledge of, and ability to conduct or direct, Phase I and Phase II environmental site assessments pursuant to American Society for Testing and Materials (ASTM) standards.

# STUDENT LIFE

Academic pursuits, while a student's primary consideration, do not dominate life at Findlay, and they are not separate from life outside the classroom. Activities on campus, part-time jobs, friends, and conversations with faculty members are as much a part of the college experience as assignments, classes, and examinations.

The University experience is a vital learning and developmental process for the student. Therefore, the mission of Student Affairs is:

- To provide support functions focused on identifying and meeting student needs.
- To foster active learning opportunities that will enhance the academic experience, create a sense of civic responsibility, and promote intellectual, physical, cultural, ethical, moral, spiritual, and social growth.
- To encourage and support diversity.
- To challenge students to explore their identities, persist in their academic programs, make a commitment to lifelong growth, and actively participate in the local and global community.

The University maintains only those rules and regulations that are needed in a community to ensure safety and to control behavior that infringes on the rights of others. Other restrictions, such as no alcoholic beverages on campus and visitation hours, are deemed by the Board of Trustees as necessary to establish what is considered to be a proper atmosphere for the Findlay experience.

Informally, the University staff is committed to providing students with opportunities for personal growth. Because of Findlay's nature, personal contact between students and faculty is a way of life. Access to University officials is easy and considered the privilege of each student. However, as in life, each individual must do the growing, the asking, and the serving.

Students find the community of Findlay another source of activity and personal fulfillment. The city offers part-time jobs, volunteer service organizations, and recreation, and provides a chance to become involved with a larger community.

The information that follows is intended to provide information about services for students as well as community expectations and standards.

## Academic Support Center

The mission of the Academic Support Center is to provide opportunities through classes, tutoring, advising, mentoring, and specialized programs for all students to be academically successful at The University of Findlay and to collaborate with faculty, staff, and administrators to address the learning needs and academic performance of students for the purpose of student retention.

The Academic Support Center (ASC) provides, free of charge, a variety of academic support programs to on-campus and online students enrolled at The University of Findlay. *Peer tutoring* is available in writing for all courses, math, chemistry, biology, physics, and animal science, as well as accounting, economics, and finance, are covered each semester. Tutoring is provided in a variety of other courses each semester to cover student needs. *Study skills courses* are taught in both a one-hour and a three-hour format and provide students with study strategies to improve academic performance, and self-management skills to help students achieve greater potential in college and life. *Individual study skills counseling* related to academic performance is offered on such topics as time management, textbook reading, note taking, memorization, test taking skills, and test anxiety reduction.

*Special programs* in study strategies and academic learning can be tailored to meet the needs of faculty and organizations on campus. The ASC also works in conjunction with the Office of Disability Services and the Oiler Success Center to provide students with appropriate support services.

## Alumni and Related Organizations

*The University of Findlay Alumni Association* consists of all graduates of the institution, all non-graduates who have successfully completed two years of study at the institution, and all honorary degree recipients. The Association is administered by the Alumni Board of Governors, which is comprised of the officers of the Alumni Association, the immediate past president of the Association, 12 elected members, five appointed members (including an alumni trustee), and nine student members (one from each college, Senior Class President, SGA President, and the STAR representative). Four of the members are representatives to the Board of Trustees' standing committees.

*Loyalty Society and President Society Members of The Findlay Fund* – The Findlay Fund is a program at The University of Findlay open to anyone who wants to designate their financial gift to support every student, every program, and every faculty member on campus. Every gift to The Findlay Fund makes a difference, whether it is one dollar, one hundred dollars, or one thousand dollars. When combined with the gifts of other alumni, parents, and friends, these dollars provide the resources to update library books, recruit exceptional faculty, maintain physical facilities, support information technology services, upgrade laboratory equipment, and provide scholarship support. Loyalty Society and President Society Members of this special group are recognized on an annual basis for their support of the students.

*Town and Campus* – Organized in 1961, this women's service group at The University of Findlay has contributed materials and equipment for the residence halls, organized social activities on campus, and assisted with and actively participated in numerous social occasions on campus and other University functions. The organization enrolls both active and sustaining members who contribute to the Town and Campus Scholarship Program, which provides financial aid for students of The University of Findlay.

## Alumni Memorial Union Information

The University of Findlay Alumni Memorial Union provides the campus community with a variety of services. The following facilities and offices are located in the student union:

***Office of Student Activities, Commuter Services, and Leadership Development***

The Office of Student Activities, Commuter Services, and Leadership Development (Office 8A) offers support services to commuters, recognized student organizations, honor societies, student interest groups, and their faculty/staff advisers. The office offers leadership development opportunities for the student body by hosting an annual fall leadership retreat, coordinates and co-hosts in conjunction with Student Government Association the monthly Training Oiler Officers in Leadership (T.O.O.L.) Development Series, and offers additional opportunities for leadership development throughout the academic year. The office annually hosts *A Night Among the Stars* ceremony. This event is a celebration that recognizes individual students, organizations, and organization's advisers for outstanding contribution to the campus and greater community through positive leadership. The department annually coordinates Findlay's "Market on the Mall," "Welcome Week," "Music Bach's Concert Series," Toys for Tots Annual Christmas Party and Toy Drive, and "Diversity Month" programming. The office assists and provides information regarding fundraising, contract negotiations for on-campus programming, and maintains organization's and interest group's activity status. Contact information: 419-434-4606 or studentactivities@findlay.edu.

***Office of Facilities Scheduling and Events***
The Office of Facilities Scheduling and Events is located at the south entrance of the Alumni Memorial Union. This office handles scheduling of all facilities for The University of Findlay and the adjacent campus of Winebrenner Theological Seminary. Facilities may be reserved for use by faculty, staff, and students. Businesses, organizations, and individuals may rent space for meetings, conferences, luncheons/dinners, bridal showers, anniversary and wedding receptions, and camps, as well as athletic facilities for school and community sports teams and camps. Contact information: 419-434-6942.

***Oiler Mart***
The Oiler Mart specializes in art/school supplies, University-related gifts and clothing, class rings, health/beauty aids, and snacks.

***Dining Services Catering Office***
The Dining Services Catering Office is located in the Alumni Memorial Union, Room 45. Individuals may order food and beverages for their organization event or meeting through this office. Food for all University events must be provided by The University of Findlay Dining Services. Contact information: ufcatering@findlay.edu or 419-434-4645.

***Student Government Association Office***
The Student Government Association (SGA) (Room 11) is a student-elected and student-led University-recognized organization. SGA is responsible for allocating funds to other University-recognized student organizations and interest groups; representing the student body; acting as a liaison to University faculty and administration; and maintaining and fostering traditions that support the purpose of the University. The office is operated and maintained by student volunteers. Contact information: 419-434-4849.

***Campus Program Board Office***
The Campus Program Board (CPB) (Office 8A) is a nationally award-winning, dedicated group of volunteer student leaders who commit themselves to providing quality entertainment for the entire University campus. CPB is responsible for the "CPB Entertainment Series" that takes place each semester. On a monthly (during the academic year) CPB distributes free Carmike Cinema movie tickets to the student body and assists in the coordination and hosting of the Music Bach's Lunch Concert series. CPB is responsible for the Spirit Banner and the Most Spirited Oiler and Oilerette contests that transpire during Homecoming Week. Each semester, during final exams week, CPB hosts Late Night Munchies. CPB represents the University at regional and national arts and entertainment conferences and national leadership conferences through the Association for Promotion of Campus Activities (APCA). Contact information: 419-434-4739.

***ATM***
There are two automated teller machines located between the double doors of the Frazer Street entrance to the Alumni Memorial Union. Both machines will accept the following cards: Money Station, Visa, Master Card, Cirrus, Jeanie, Plus System, Discover, Maestro, The Exchange, and American Express Cash.

***The Cave***
The Cave features Grill 155, Rappz, Simply to Go, and Jazzman's Cafe. At The Cave one can find grilled sandwiches, made-to-order wraps, grab-and-go salads and sandwiches, and a full-service coffee shop with pastries, treats, and specialty coffees. Students, faculty, and staff may relax in the beautiful solarium while enjoying conversation and food. Munch Money, Bonus Dollars, Derrick Dollars, Visa, Master Card, and Discover are accepted in The Cave. Dining plans are available to purchase at the dining service main office located in Henderson Dining Hall.

***Endly Room***
The Endly Room serves as a regular meeting place for faculty meetings and lunches. Faculty, staff, and students may reserve this room online through the Office of Facilities Scheduling and Events website on OilerNation for special meetings and activities. Outside groups may reserve this room for special meetings and activities through the director of facilities scheduling and events in the Alumni Memorial Union: 419-434-6942

***Atrium and Lounge***
A spacious lounge and atrium area exist in the central part of the building for general student use. This space includes a 52" plasma TV, conversation areas, balconies, and a fireplace for students to enjoy while studying, meeting informally, or with a group. There are also four computers available for student use to access their e-mail or the Internet. Reservations for this space can be made online through the Office of Facilities Scheduling and Events website on OilerNation or through the director of facilities scheduling and events in the Alumni Memorial Union: 419-434-6942.

***Conference Rooms***
Three conference rooms, Brachendorf, Slough, and Terry, which can seat nine to 18 people, exist within the building for use by reservation of any student, faculty, or staff group, through the Office of Facilities Scheduling and Events website on OilerNation. Off-campus groups can reserve these rooms by contacting the director of of facilities scheduling and events in the Alumni Memorial Union: 419-434-6942.

***Alumni Memorial Union Room #8***
AMU #8 is located outside the Student Activities Office complex. This room seats 20 people. Student organizations can reserve this meeting/work room for meetings and for working on student event publicity. The room can also be scheduled by faculty and staff when available. Reservation can be made online through the Office of Facilities Scheduling and Events website on OilerNation.

***Multipurpose Room***
The Multipurpose Room, located just east of the Atrium, is a spacious room that may be divided into two large rooms, known as the North and South Multipurpose Rooms, or it can be opened up into one large meeting room. This room features its own sound system, lighting, and a large screen. Faculty, staff, and students may reserve this room online through the Office of Facilities Scheduling and Events website on OilerNation for special meetings and activities. Outside groups may reserve this room for special meetings and activities through the director of facilities scheduling and events in the Alumni Memorial Union: 419-434-6942.

***Information Center and Box Office***
The Information Center and Box Office is located in the AMU Lounge. This office serves as a resource center for providing information to both community and campus. Tickets for band, choral, and theatre performances, the Concert and Lecture Series, and SummerStock may also be purchased at the Information Center and Box Office: 419-434-5335.

***Oiler OneCard Office***
The Oiler OneCard Office is located at the Information Center and Box Office in the AMU Lounge. The Oiler OneCard is the official UF ID card and is used for access to the computer labs, Shafer Library, the Cardio Center and the dining hall if one has purchased a dining plan. The Oiler OneCard can also be used as a debit card by opening a OneAccount through Higher One.

***UF Bulletin Board (TV Channel 22)***
The union has several television monitors posted throughout the building that screen TV 22, the campus events bulletin board. Access to TV 22 can also be received in the residence halls and TV monitors located in the buildings on campus. Emergency messages can be broadcast on these monitors.

***Alumni Memorial Union Usage Guidelines***
The following guidelines are to be used in decorating the Alumni Memorial Union:

ALL FOOD must be coordinated through University Dining Services Catering Office at 419-434-4645.

*Items that are allowed*
thumb tacks or push pins
string or wire twisties (attached to pipes or other permanent fixtures)
*Items that are **NOT** allowed*
alcohol, candles, confetti, glitter, hot glue, red punch, staples, tobacco (smoking or chewing)
tape on glass, wallpaper, or painted walls

All pushpins, thumbtacks, tape, string, and wire twisties must be removed after the event.

Lights or any other objects may not be hung or placed on the trees or plants in the Atrium.

Atrium, lounge, and conference room furniture removal or rearranging must be coordinated through the director of facilities scheduling and events in the Alumni Memorial Union: 419-434-6942.

Any exceptions from this list must be approved through the director of facilities scheduling and events in the Alumni Memorial Union: 419-434-6942.

# Bookstore
The University Bookstore offers a wide variety of clothing, textbooks, gifts, and supplies. Go to https://shop.findlay.edu/ to view the Bookstore's hours of operation or to purchase your University merchandise or textbooks. To contact the Bookstore call or e-mail: 419-434-4561 or bookstore@findlay.edu.

# Campus Compact Center for Service and Learning
***Mission and Purpose***
The University of Findlay's Campus Compact Center's mission is to integrate service within the University to strengthen the larger community. The Campus Compact Center serves as the link between the campus and the community, and as such coordinates volunteer opportunities, co-curricular service-learning opportunities, and academic service-learning courses for students, faculty, staff, and community members. We believe that learning through service will benefit individuals as well as the community in lasting ways. The Campus Compact Center encourages The University of Findlay personnel to "Be the Difference" in each person's community, as well as The University of Findlay community and the Hancock County community.

Since 1998, The University of Findlay has been a member of the national Campus Compact, an organization of nearly 1,200 colleges and universities, representing some six million students, dedicated to promoting community service, civic engagement, and service-learning in higher education.

***Volunteer Opportunities for Students***
The Campus Compact Center can help students, faculty, and staff members who wish to volunteer in the Hancock County community. A weekly newsletter of current one-time and ongoing local volunteer opportunities is available through the Campus Compact Center. A list of local community partners is available on the Campus Compact Center's website. The following are examples of volunteer projects:

***Orientation Service Project***
In August during Orientation weekend, new students along with faculty and staff of The University of Findlay volunteer at many local non-profit agencies, churches, and schools. The Orientation Service Project introduces all first-year students to the community while meeting the local community's needs at the same time.

***On-Campus Volunteer Opportunities***
The Campus Compact Center provides on-campus volunteer opportunities for students. These volunteer opportunities are convenient for UF students and give students the opportunity to give back to their campus community.

***Off-Campus Volunteer Opportunities***
The Campus Compact Center advertises volunteer opportunities to the UF community. These volunteer opportunities allow for the UF community to give back to the local community through a variety of one-time events (such as non-profits' special events) and ongoing opportunities (such as tutoring programs).

***Student Group Volunteer Projects***
Many student groups participate in one-time and ongoing volunteer projects. The Campus Compact Center helps student organizations, athletic teams, and residence life groups make connections to the Hancock County community.

***Co-Curricular Service-Learning***
Co-curricular service learning is a form of experiential learning in which students participate in meaningful service to their communities while engaging in some sort of reflection related to the service and social justice/social issues that are addressed by the service provided. The Campus Compact Center provides both local and national co-curricular service-learning opportunities.

***Alternative Spring Break Program Co-Curricular Service-Learning***
Each year during the designated spring break session, UF students, accompanied by faculty and staff, participate in an "alternative spring break" program designed to provide them with the opportunity to meet local, state, or national community needs through service. Past experiences have provided students the opportunity to work with youth and elders in community centers in major cities and to participate in Habitat for Humanity building projects across the country. Students participate in these co-curricular service-learning experiences by investigating the social issues they address and the communities they serve as well as by reflecting on their service experiences through written reflection, group dialogues, and group activities.

***For More Information***
Please contact the Campus Compact Center at campuscompact@findlay.edu or 419-434-6671 for more information about these programs.

## Campus Traditions

*Act, Speak, Build Week!!* – The University of Findlay's chapter of Habitat for Humanity (student organization), every spring hosts a week of activities that promotes awareness and education regarding poverty, homelessness, and hunger. A popular part of this week of programming is "Box City." Students, faculty, and staff are provided the opportunity to build a city out of boxes and spend a night in them.

*"A Night Among the Stars"* – This event is annually hosted in the spring through the Office of Student Activities, Commuter Services, and Leadership Development. Faculty, staff, student organizations, and residence life are provided the opportunity to nominate students and student organizations for multiple awards. A committee reviews the nominations and determines the results. The results are kept confidential until the night of the awards ceremony where recipients are publicly acknowledged. The awards focus on honoring students, student organizations, and faculty/staff organization and interest group advisers who have distinguished themselves through citizenship, community service, leadership, service learning, and team building.

*Black History Month* – Each February, a variety of activities and programs are sponsored by the Black Student Union and the Office of Intercultural Student Services to educate and inform the University community about African-American culture.

*Campus Program Board Entertainment Series* – This is a nationally award-winning series operated by a dedicated group of volunteer student leaders who commit themselves to providing quality entertainment for the University campus with a focus on diverse "edutainment." The series takes place during each academic semester. All full- and part-time undergraduate and graduate students are eligible and invited to attend. Prizes will be awarded during programs offered within the series.

*Diversity Month* – Every October is designated "Diversity Month." The Offices of Student Activities, Commuter Services, and Leadership Development, Intercultural Student Services, Disability Services, and the Campus Program Board collaborate and coordinate the month's events. The programs are organized to focus on topics, lectures, and performing arts that encourage faculty, staff, students, and community to come together for dialogue and exposure to experiences through programming.

*Fall Leadership Retreat* – All enrolled University students are invited to participate in the fall leadership retreat at no charge. The retreat is hosted off-site and provides opportunities for students to network, cultivate leadership skills, brainstorm, and enjoy a break from the regular college routine while building their portfolios and/or résumés. Pre-registration is required through the Office of Student Activities, Commuter Services, and Leadership Development (AMU 8A). Contact information: 419-434-4606 or studentactivities@findlay.edu.

*Greek Week* – All fraternities and sororities on campus unite to sponsor a week of fun activities with the focus being to promote Greek life on campus.

*Homecoming/Fall Family Weekend* – Every fall the University hosts "Homecoming/Fall Family Weekend." This weekend truly embodies a celebration that will bring together the University's alumni, current students, parents, donors, and friends to remember its past and look to the future and for families to visit for a weekend of fun. For information regarding this annual event, individuals may contact The Wolfe Center for Alumni, Parents, and Friends: 419-434-5687.

*International Night* – International students display different customs, foods, and entertainment during International Night. The Offices of International Admissions and Services and Intercultural Student Services work with the current student population, numerous faculty, staff, and community organizations to produce this special event.

*Market on the Mall* – This is an annual event that transpires during the first week of classes. Local restaurants, stores, car dealerships, insurance agencies, banks, credit unions, and many other businesses are invited to visit campus. The businesses set up information booths that provide an opportunity for new and returning students, faculty, and staff to meet businesses' staffs and learn about the goods and services they offer that could be beneficial to the UF population. The University has a no solicitation policy. Therefore, this is the one time a year businesses are invited to visit campus and market to the campus population. The event is set up in a festival/fair format and is sponsored by the Office of Student Activities, Commuter Services, and Leadership Development. Contact information: 419-434-4606 or studentactivities@findlay.edu.

*Music Bach's Concert Series* – Faculty, staff, students, and area community members are invited to pack a lunch or purchase one in The Cave and take a break from their day while they enjoy listening to local, national, and international musicians over their lunch hour. The series runs throughout the academic year. It is co-sponsored by the Offices of Student Activities, Commuter Services, and Leadership Development and the Campus Program Board. For a schedule of the series or information regarding the featured artists, individuals may go to the website www.findlay.edu KEYWORD: Music Bach's, call or e-mail: 419-434-4606 or studentactivities@findlay.edu.

*T.O.O.L. Development Series* – The Office of Student Activities, Commuter Services, and Leadership Development offers current and prospective student leaders the opportunity to build leadership skills through the Teaching Oiler Officers Leadership (T.O.O.L.) Development Workshop Series. T.O.O.L. offers monthly programming and educational workshops to give students opportunities to develop skills that will benefit their on-campus organizations as well as their future careers. The sessions are based on topics that the Office of Student Activities, Commuter Services, and Leadership Development and the Student Government Association have received the most questions about. Workshops include tips on writing student organization constitutions, creating successful promotions, planning fundraisers, and more. If a student attends all of the available workshop sessions, he or she will receive a certificate at the *"Night Among the Stars"* award ceremony. This certificate commends students for going above and beyond expectations for successful leadership. Additional information about T.O.O.L. and the workshop schedule are available online at the Office of Student Activities, Commuter Services, and Leadership Development website, around campus on posters, by calling 419-434-4606, or by e-mailing studentactivities@findlay.edu.

*Welcome Week* – Activities are planned and coordinated through the Office of Student Activities, Commuter Services, and Leadership Development. Welcome Week provides new and returning students, faculty, and staff an opportunity to network, socialize, and become familiar with what the University's campus life has to offer.

# CAREER SERVICES

***Career Planning***

The Office of Career Planning provides the opportunity for students to assess their career interests and explore the major programs and career fields that are best suited to their individual strengths through counseling, career classes, workshops, and career information resources. The office also provides academic advising for freshmen who are undeclared/undecided majors and currently enrolled students who are changing majors

***Internships and Placement***

Internships enable students to acquire "hands-on" experience related to their degree, increase their marketability for future job placement, and enhance their preparation for graduate and professional programs. Internship opportunities are available locally, regionally, and nationally.

The Office of Internships and Placement offers students and alumni assistance with their internship and job search. The Office of Internships and Placement offers assistance with résumé and cover letter writing, interview preparation, advice on employment issues, job search tips, and job trend information. The Office of Internship and Placement invites employers of all industries to recruiting events such as job fairs, information sessions, mock interviews, class presentations, and on-campus interviews.

For additional information, e-mail careersservices@findlay.edu or call 419-434-4665.

***Student Employment***
The Office of Student Employment offers assistance to students seeking part-time, temporary, or summer employment. Services offered include an online job posting service of on-campus and off-campus available positions, an online job referral system for on-campus positions, part-time and summer job fair offerings, professional skill building workshops, and assistance with community service work-study placement. Students interested in these services may log onto CA$H Network located on the Student Intranet accessed through the myFindlay site.

## Counseling Services

The University of Findlay's Office of Counseling Services is committed to fulfilling the University's overall mission of equipping students for meaningful lives and productive careers through the provision of professional services, including individual, group, and couples psychotherapy; psychopharmacology; crisis prevention; drug and alcohol programs; outreach; and consultation. It is our guiding philosophy that all persons be accepted for who they are and be challenged to reach their potential for personal growth and change in an open, supportive atmosphere in which individuals feel free to express feelings and communicate problems. UF Counseling Services is provided by professionals licensed by the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board, and as such adheres to the ethical guidelines including confidentiality. Services are free to currently enrolled students. (Post-secondary students and Winebrenner Theological Seminary graduate students are not eligible for services.)

## Dining Service

*General Information*
The University of Findlay Dining Services provides a combination of five on-campus restaurants and on/off premise catering that offers nutrition, great taste, and fun!

Henderson Dining Hall, located on the first floor of Deming Hall, features two different restaurants: Simply To Go and The Marketplace.

The Marketplace is an all-you-care-to-eat restaurant that highlights different tastes and styles of service. One can find a classic salad bar, comfort food at Hometown, and daily favorites at the Grill and Pizza kiosk. Meals can also be made to order at The Deli Case and Flash in the Pan. A breakfast bar, desserts, and beverages are also available throughout the day. This is an integrated food program that features advanced food technology, new recipe development, and high tech equipment.

Simply To Go is an on-trend, high-quality "grab and go" restaurant, where meal plan customers can exchange a meal package to go for a meal swipe. It is the end of the brown bag lunch. It gives the flexibility, control, variety, and portability for those on the run. Meals can be selected in three steps:

Step 1: Select any featured entrée labeled with a "1"
Step 2: Choose a favorite side labeled with a "2"
Step 3: Pick any beverage labeled with a "3"
Plus: Finish off the meal with a complimentary treat labeled with a "+"
Simply To Go…..It's all part of the plan.

The Cave  is an à la carte dining restaurant located in the Alumni Memorial Union. It showcases four branded concepts – Grill 155, Rappz, Simply To Go, and Jazzman's Café. Students can enjoy a meal while working on their laptops or visiting with friends. On-the-go students may take a quick meal or snack to go.

Café à la Cart is located in the lobby of 300 Davis Street for on-the-go students, faculty, and staff. It offers a grab-and-go cooler with a collection of fresh salads, sandwiches, and wraps, as well as snacks such as cheese cubes, fresh fruit cups, and veggies with dip. Bakery items include fresh baked cookies, muffins, and other sweet treats. An assortment of beverages is also available, including gourmet hot beverages featuring Community Coffee and Tazo Tea. Café à la Cart accepts Visa, MasterCard, and Discover as well as Findlay Munch Money, Bonus Dollars, and cash.

Derrick's is the newest restaurant on campus located in the Koehler Fitness and Recreation Complex. Replenish your body after working out with Powerblendz shakes or enjoy a fruit smoothie while playing billiards or watching a movie.

Catering can customize a menu to fit a theme, a budget and a style, or event planners can choose from The Catering Menu that lists popular choices and combinations. Contact the Catering Office for a free consultation.

***Resident Dining Plans***
Students who live on campus, can choose any one of the following meal plans:

Plan #1 – 19 Plus Dining Plan: provides up to three meals per day, 19 meals per week in Henderson Dining Hall, five Pal Passes, plus receive 65 Bonus Bucks per semester to spend at participating dining locations.

Plan #2 – 14 Plus Dining Plan: Choose any 14 meals per week in Henderson Dining Hall up to three meals a day, five Pal Passes, plus receive 155 Bonus Bucks per semester to spend at participating dining locations.

Plan #3 – 10 Plus Dining Plan: Choose any 10 meals per week up to three meals a day, five Pal Passes, plus receive 215 Bonus Bucks per semester to spend at participating dining locations.

*Note: Meals with the Resident Dining Plans are not available during official University breaks. However, Bonus Bucks are accepted at all participating locations during Thanksgiving, Spring, and Easter breaks.

**Visit www.findlay.edu (KEYWORD: Dining) for the most current listing of participating dining locations that accept Bonus Bucks.

***The Arch Plan***
This meal plan is perfect for all students who may live in apartment style housing on- or off-campus. The Arch Plan is five meals per week plus $400 Bonus Bucks and three Pal Passes and can be charged to the student's university account.

***Universal Dining Plans***
Students living in a townhouse, apartment, cottage, group house, or commuting from home have the option of a flexible dining plan. The University of Findlay Dining Service has designed a dining plan that allows students to create and customize their own plan by purchasing packaged blocks of 10 meals and by adding Findlay Munch Money to fit an on-the-go lifestyle. Students may sign up for the Universal Dining Plan and/or Findlay Munch Money, present their UF Identification Card to the cashier and enjoy the meal of their choice while on campus visiting friends, between classes, or just taking the night off from cooking and dishes. Visit www.findlay.edu (KEYWORD: Dining) for the most current pricing and dining locations.

***Other Programs***

Ann E. Bonifas Scholarship – This scholarship is awarded to a deserving student employed in dining services each year.

Care Packages – To help ease the pressure and stress of college classes, a variety of care packages can be ordered by calling Dining Services at 419-434-4542. Visit www.findlay.edu (KEYWORD: Dining) for the most current selections.

Special Diets – If a student requires a special diet, we ask that the student provide Dining Services with a letter from his/her physician stating the type of diet he/she is on, along with a list of those items that he/she can or cannot eat. The Dining Services Director will make arrangements to meet the special requirements of the student's diet.

Sick Trays – For those students who are unable to come to the dining room due to an illness, a sick tray is available. Obtain a sick tray authorization slip from the Cosiano Health Center or resident assistant and have a friend present the form with the Student ID to the Dining Services manager.

Parents are always our guests! – This program won't be found at many colleges. Any time a parent visits the campus, he/she may enjoy a meal on Dining Services. The fine print: Program offered only in Henderson Dining Hall; parent's son/daughter must accompany the parent to the meal and be on a valid Resident Dining Plan; the program is not offered during Homecoming, Family, and Commencement weekends or during the summer months; faculty and staff with a student on the Resident Dining Plan are limited to 10 meals. Any questions about the program, please call 419-434-4542.

***Policies and Dining Card Information***

1. The University Oiler OneCard is the dining card. When the card is encoded with a dining plan, it becomes equivalent to cash. A student should safeguard his/her card!
2. Since the dining card is also the Oiler OneCard, it should never be loaned to another student. The card represents only the person identified on the card.
3. If the Oiler OneCard is lost, report it to the Information Center in the Alumni Memorial Union. A temporary card will be issued while a replacement is being issued. There is a fee for lost cards.
4. If a lost card is not reported immediately, Dining Services is not responsible for any money spent against the account.
5. Henderson Dining Hall is "All-you-care-to-eat." However, removal of food from the Marketplace dining area is not permitted.
6. Open Door Policy – The Dining Services management team encourages students to use comment cards, stop by and talk one-on-one, and participate on the Dining Committee. Feedback is always welcomed.

# Disability Services

*General Information*

The Office of Disability Services (ODS) provides support services and accommodations to students with disabilities as they pursue their educational goals at the University. Eligibility for services is determined through current documentation of a disability that causes significant functional impact in the educational setting. Once appropriate documentation has been received, ODS will interview the student to determine the most appropriate accommodations. Students must request these accommodations each semester. All services are provided free of charge.

Specific services that the Office of Disability Services can coordinate include note takers, sign language interpreters, tape recorders, extended time on tests, minimal-distraction testing area, letters of introduction to faculty, student advocacy, temporary disability plans, and campus orientations. Books on tape, student tutors, and adaptive housing are also available.

The Office of Disability Services is located in the lower level of Old Main, Room #45. Questions can be directed to: ods@findlay.edu or by calling 419-434-5532. Feel free to visit Disability Services website: http://www.findlay.edu/offices/adminoffices/disabilityservices/default.htm

*Service Animals on Campus*
Service animals may not reside in University housing without express approval of University Housing. As established by the Americans with Disabilities Act (ADA), service animals shall not be excluded from university facilities or activities. The ADA defines a service animal as: "any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items."

To work on campus, a service animal must be specifically trained to perform a service function. If an animal meets this definition, it is considered a service animal regardless of whether or not it is has been licensed or certified by a state or local government or a training program.

Procedures and responsibilities for the students using service animals must be obtained at the Office of Disability Services.

## Drama/Theatre

The University of Findlay's theatre program presents four main-stage productions per year, one of which is a musical. Laboratory and/or student directed productions are also occasionally staged. Auditions for all productions are open to any student and to members of the community. Participation in the University theatre experience is open to all students interested in any aspect of theatre production including acting, stage management, costuming, makeup, lighting, properties, sound, set construction/painting, publicity/public relations, etc. Some advanced production experience in directing and/or design requires the completion of a related academic theatre course. All work is centered on main-stage of laboratory productions and provides a significant experience for the participants and a service to the University and the community.

## Greek Life

The University of Findlay has only nationally affiliated Greek chapters, and those chapters must observe all University policies in order to maintain University recognition of the chapter and the national organization. National affiliation is required for a chapter to be considered for University recognition. If University recognition is ever withdrawn from a chapter or a national, the chapter and national may no longer participate in the Greek community or indicate that they are in any way affiliated with The University of Findlay. Additionally, a non-recognized chapter or national is prohibited from receiving any benefit provided as a result of University recognition.

*Fraternity/Sorority Housing Policy*
In order for a fraternity or sorority to be recognized by the University, the house they reside in must be classified as "on-campus housing." Regardless of who owns the house, chapter members and residents of the house are subject to the same policies other "on-campus housing" units and residents are subject to. All rules and regulations of The University of Findlay, including residence hall regulations and visitation policies, apply to fraternity and sorority houses. All individuals involved in a violation will be individually subject to disciplinary action, and the chapter as a whole will be subject to disciplinary action as well.

*Membership Education*
Fraternities and sororities typically have a specific period in the fall and spring semester for recruitment and education of new members. During the education period, new members are introduced to the ideals, goals, rituals, and expectations of the Greek chapter they are joining. Within the activities, all University rules and regulations are to be observed. At all times, **hazing** in any form is **strictly prohibited** at The University of Findlay.

All active and new members must sign a Hazing Form that verifies member compliance with Sections 2307.44 and 2903.31 of the Ohio Revised Code.

## Hazing in Student Organizations

**All student organizations** (Greek and non-Greek) are subject to the UF hazing policy listed below:

Section 2307.44

Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the revised code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, and the organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then not withstanding Chapter 2743 of the revised code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institutions, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

*Section 2903.31*

A. As used in this section, "hazing" means doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes mental or physical harm to any person.
B. 1. No person shall recklessly participate in the hazing of another.
   2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.
C. Whoever violates this section is guilty of hazing, misdemeanor of the fourth degree.

**Any UF student organization or group** found responsible for hazing will be subject to a $500 fine, disciplinary action, and possible loss of University recognition.

## Health Services

The Cosiano Health Center is a free, walk-in clinic devoted to providing health care for The University of Findlay student. Free services include general health assessments, over-the-counter medications, and various diagnostic tests, as well as first aid and wound care. The Center also offers a variety of immunizations at cost. The Womankind Clinic is staffed by a nurse practitioner who offers yearly exams to the University's female students. Physicians are available daily by appointment. The Cosiano Health Center is staffed with registered nurses who provide fast, thorough care for our students in need.

## Honor Societies and Honorary Organizations

*Alpha Phi Sigma*, is a criminal justice honor society that promotes high academic and ethical standards of criminal justice practices. It recognizes and promotes four goals: academic excellence, unity, leadership, and service.

*Alpha Psi Omega*, the honorary dramatics fraternity, was established to develop talent and the art of acting, to cultivate a taste for the best in drama, and to foster cultural values.

*Alpha Zeta Omega*, is a professional pharmaceutical fraternity whose purpose is to promote the profession of pharmacy; to develop high standards of scholarship; to inculcate a spirit of fellowship amongst its members; to bring together a body of men and women, who by the diligent maintenance of ethical ideals and faithful service, have proven a credit their chosen profession; to honor achievement in others; to commend all worthy deeds; to build within the fraternity a triangle composed of three supporting sides which are peace, friendship, and brotherly love.

*Aristos Eklektos* is an honor society designed to encourage excellence in all aspects of a student's educational development, to foster an academic climate at the University; reward the meritorious service; promote leadership and excellence in student endeavors; and unite in a fraternal way students of academic excellence from diverse major fields of study.

*Beta Beta Beta (Tri-Beta)* functions as an honor and professional society for students of the biological sciences. Its activities shall be designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, and to promote the dissemination of information and new interpretations among students of the life sciences.

*Eta Theta Phi Alpha Honor Society* is a national honor society for social work students. The society promotes humanitarian goals and ideals. *Phi Alpha* fosters high standards of education for social workers and invites into membership those students who have attained both excellence in scholarship and achievement in social work.

*Kappa Epsilon, Beta Zeta Chapter* is an honor society to unite students of pharmacy, to cooperate with the facilities of the colleges where chapters are established, to stimulate in its members a desire for high scholarship, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest, and friendship.

*Lambda Nu* is an honor society for the radiologic and imaging sciences. The purpose of this Chapter is to foster excellence in teaching and scholarly inquiry in the radiologic and imaging sciences; foster lifelong learning professionals pursuing meaningful lives and productive careers; and foster highly skilled, knowledgeable, and caring individuals who can provide quality patient care in the medical community and to recognize exemplary scholarship.

*Lambda Pi Eta*, an honor society that seeks to recognize, foster, and reward outstanding scholastic achievement in communication studies; stimulate interest in the field of communication; promote and encourage professional development among communication majors; provide an opportunity to discuss and exchange ideas in the communication field.

*Mortar Board National Senior Honor Society* is a national honor society that recognizes college seniors and their exemplary scholarship, leadership, and service.

*Phi Alpha Theta History Honors Society* promotes and encourages the study of history and recognizes the students that excel in the study of history.

*Phi Kappa Phi Honor Society* recognizes and promotes academic excellence in all fields of higher education and to engage the community of student scholars in service to others.

*Phi Theta Epsilon* is an honor society that recognizes and encourages scholastic excellence of occupational therapy students. The honor society contributes to the advancement of the field of occupational therapy through the scholarly activities of students and alumni members. It provides a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

*Pi Mu Epsilon – Ohio Tau Chapter* is a national mathematics honor society.

*Psi Chi* is an international psychology honor society that recognizes and promotes the study of psychology. It recognizes students that excel in the pursuit of academic excellence.

*Rho Chi*, is a pharmaceutical national honor society that promotes scholarship, fellowship, and recognition of the highest attainments in the pharmaceutical sciences.

*Sigma Xi* is intended to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public's understanding of science for the purpose of improving the human condition.

## Housing and Residence Life

UF has an active housing and residence life program, providing students a variety of programs and opportunities to optimize their time living on campus. In addition to eight traditional residence halls, UF also offers numerous houses designed for those with special interests as well as several fraternity and sorority houses. Townhouse apartments, group houses, and cottages are also offered to students.

An assistant dean of students/director of housing and residence life, assistant director of housing and residence life, resident directors, and resident assistants are employed by the University to manage campus living units and to assist students whenever possible. Their functions include counseling, upholding community standards, hearing judicial cases, providing activities, serving as a resource, and supervising housing facilities. Any student or guest of The University of Findlay is obligated to follow the directions of a residence life staff member. Failure to do so may result in suspension or dismissal. A residence life staff member has the right to enter any resident's room with or without the permission of the resident in the pursuance of his or her functions as a staff member.

## Intercollegiate Athletics

Believing that physical activity contributes to personal health and well-being, the University provides many opportunities for participation in athletic events. A full program of intercollegiate and intramural competition, as well as facilities on campus for recreation, provides the opportunity and stimulus for active participation for all students. (See information on the intramural program under Recreational Services.)

As a member of the National Collegiate Athletic Association (NCAA), Findlay participates in 24 intercollegiate sports. The University of Findlay is a member of the Great Lakes Intercollegiate Athletic Conference (GLIAC) and the Intercollegiate Horse Show Association (IHSA).

All varsity sports are governed by rules of eligibility and athletic policy and procedures of the NCAA. Some scholarships are awarded specifically for special athletic skills and/or participation on an athletic team.

Men's intercollegiate sports include cross country, baseball, basketball, equestrian, football, golf, soccer, swimming and diving, tennis, track (indoor and outdoor), and wrestling. Women's intercollegiate sports include cross country, basketball, equestrian, golf, lacrosse, soccer, softball, swimming and diving, tennis, track (indoor and outdoor), and volleyball.

Cheerleaders and the dance team are considered part of the athletic program; selected by a review committee and adviser.

## Intercultural Student Services

The Office of Intercultural Student Services mission is to foster an inclusive and welcoming campus environment that respects and acknowledges diversity in all of its forms. The office provides advocacy, support services, and culturally based programs to help increase multicultural competence and education the University's student body on the value of diversity. The office is committed to enriching the overall quality of life for undergraduate students by cultivating their personal and academic achievement, leadership, social development, and civic engagement. The purpose of the Intercultural Student Services (I.S.S.) is to serve as a voice and an advocate for students of color and other underrepresented populations, be a resource to the University community members who are seeking assistance promoting cultural awareness/understanding and actively collaborate with faculty and staff in an effort to recruit and retain students of color.

*Buford Intercultural Student Services Center*

The purpose of the Intercultural Center is to support the mission of the Office of Intercultural Student Services, which is to foster an inclusive and welcoming campus environment that respects and acknowledges diversity in all of its forms. The Intercultural Center will continue to enhance recruitment and retention efforts; guide, nurture, and support multiculturalism on campus; and promote academic and social growth for underrepresented populations on campus. One of the goals is to offer a variety of co-curricular activities throughout the year which will increase cultural sensitivity and awareness as well as affirm and celebrate diversity. The Buford Intercultural Student Services Center is located at 1222 North Cory Street.

*The Black Student Union (BSU)*

The purpose of this organization is to provide an opportunity for students to engage in experiences of African-American culture, foster relationships and network with other students on campus. Although the focus of the organization is on African-American culture, the organization is inclusive and welcomes all students no matter what race, color, ethnicity, creed, religion, or sexual orientation. The organization provides opportunities for the campus community to participate in social, cultural, and educational programs. These programs include activities such as cultural films, visits to museums, fashion shows, alternative spring break trips, soul food dinners, and other special campus events. The Black Student Union (BSU) is a family-oriented, student organization characterized by strength, leadership, and unity with the goal of creating camaraderie amongst all students.

*The University of Findlay Anointed Worship Gospel Choir (UFAW)*

The UFAW gospel choir provides an avenue for students to exercise their talent and desire to give praise and glory to Jesus Christ through the singing of Gospel music. The choir enjoys learning and performing a variety of contemporary gospel music, with messages of uplifting power and salvation. For many students, the Gospel Choir allows them to continue the service they began at their local communities and churches. For others, it is a new experience that results in a new, exciting journey with the Lord.

*Students Embracing Educational Experiences in Diversity (SEEED)*
The purpose of SEEED is to provide a community of students that fosters and supports diversity. The aims of this community are:

- To educate others about both diversity and the appreciation of the various forms of diversity;
- To unify and connect students on campus;
- For its members to recognize the importance of diversity and to work together to provide opportunities for campus to get involved;
- To develop concrete ways to support and embrace diversity on campus;
- Provide opportunities for different cultures to engage in dialogue and interaction.

*Contact Information*
The Office of Intercultural Student Services is located on the second floor of the Buford Intercultural Student Services Center at 1222 North Cory Street. Additional information about the I.S.S. can be found at www.findlay.edu (KEYWORD: Intercultural), by e-mailing interculturalservices@findlay.edu, or by calling 419-434-6967.

## International Admissions and Services

International students from countries all over the world attend The University of Findlay. Many come to learn about the English language and American culture, while others pursue undergraduate or graduate studies. International Admissions and Services helps international students make the adjustments necessary to live and study in the USA. The Office of International Admissions and Services assists international students with orientation, immigration paperwork, advising, counseling, driver's license information, on-campus jobs, off-campus housing options, etc.

International Admissions and Services also offers international students the opportunity to learn outside the classroom by providing special trips to museums, sporting events, outlet mall shopping, concerts, and places of historical interest.

International Welcome Houses are available for new international students who arrive to campus for the first time. These houses enable students to adapt to their new environments while looking for on-campus or off-campus housing options. Students may stay for a period up to ten days. Each house has a graduate assistant who resides in the house. These houses also are available for guests for a nominal charge and study abroad exchange students.

## Music

The University of Findlay Concert-Chorale is a non-audition choir with a membership that is open to all interested students. This large chorus primarily performs on campus but also occasionally in the community and on tour. There are two rehearsals per week.

University Singers is a "show choir" that performs for University and community functions. Select membership for the entire academic year is by audition early in the fall semester.

The University supports two concert bands. The Symphonic Band meets weekly in preparation for concerts on campus and in the community and is open without audition to all students and to members of the community. The Wind Ensemble is selected by audition, numbers 45-50 players, and performs on campus, in the community, and on tour.

Membership in the Oiler Brass marching band is available to all interested students. This group performs at home sporting events and on tour.

The University Jazz Ensemble is seated by audition. While improvisational skills are not required for membership, opportunities to learn improvisational techniques are made available for those students who are interested.

The University of Findlay Orchestra is open to all students and to members of the community. There is one rehearsal per week. In addition, there are occasional other orchestral performance opportunities on the University campus.

Private music lessons in voice, piano, organ, guitar, and all band and orchestral instruments are available to any interested student. Contact the chair of the music program for additional information.

## Parking on Campus

All registered students at The University of Findlay are permitted to have a motor vehicle on campus regardless of class standing. All students who wish to park their vehicles in campus parking lots or on any property owned by the University must be registered with the Office of Campus Security, located in Lovett Hall.

Registration must be completed within five days of the start of the fall semester, or within three days of bringing the vehicle to campus. **The University assumes no responsibility for vehicles or their contents while vehicles are parked on University-controlled property.**

The student is responsible for reporting any change of license number within three days of the date on which the new number was changed in the appropriate state bureau of motor vehicles. A student operating more than one vehicle must register both vehicles and have a separate parking permit for each vehicle that is driven.

*How to Register Online*

Students may register their vehicles by: going to http://my.findlay.edu and log in using their e-mail user name and password. Click on the **UF INTRANET** tab, and then click on **ONLINE PARKING PERMIT REGISTRATION**. Complete the form accurately, and then click **SUBMIT**. Students may pick up their permit at the Security Office during the first week of classes.

*Parking Permits*

The parking hanger must be displayed or hung from the rearview mirror and face outward. Should the vehicle be missing the rear view mirror, the permit must be displayed on the dash in a manner that can be readily seen by security. A parking sticker must be displayed on motorcycles, motor bikes, and other types of motor vehicles so that it can be easily seen. All students must produce a valid student Oiler OneCard when registering.

*Traffic Regulations*

The speed limit on campus is 10 miles per hour. Restricted and reserved parking areas are so marked. All of the lots are striped to keep the parking lots orderly. Yellow stripes are reserved for faculty and staff, green stripes are for commuters, and white stripes are for resident student parking. **Faculty/staff must park in yellow spaces. Commuters must park in green-striped spaces, and residents must park in white-striped stalls.**

The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of these regulations.

*Traffic Violations and Fines*

All unregistered vehicles on The University of Findlay property after the first week of classes without a valid parking permit will be subject to towing/booting. The first parking violation will be considered a warning (except violations of parking for people with disabilities and fire lane violations). The second violation will result in a fine. Should anyone wish to appeal a parking violation, he/she must contact Campus Security within five days at ext. 4799, ext. 4601, or from off campus at 419-434-4799 or 419-434-4601.

The following fines will be imposed:

$50 Parking in designated parking spaces for people with disabilities
$50 Reckless operation of motor vehicle
$50 Fire lane, second violation vehicle towed or booted
$50 Blocking Code Blue Phone, vehicle towed or booted, no exceptions
$30 Failure to register and properly display permit
$30 Parking in faculty and staff area
$30 Unauthorized parking in restricted areas (lawns, courtyards, sidewalks, or crosswalks)
$30 Improper or illegal parking
$75 Boot removal fee
$15 Resident student parking in commuter spaces

A student who willfully disregards these traffic regulations and accumulates more than four parking violations will be responsible for the towing and or booting costs of the vehicle on the fifth violation. The boot removal fee is $75; the boot removal fee and the violation must be paid at the Business Office or online before the boot is removed.

*Payment of Fines*

Payments should be made at the Business Office between 8 a.m. and 4 p.m., Monday through Friday. After hours, the owner of the booted vehicle can go online at:
http://www.findlay.edu/offices/adminoffices/businessoffice/stuaccts/payments.htm

Once the fee is paid, a receipt should be printed. When the receipt is presented to the on-duty officer, he/she will remove the boot. All unpaid fines will be applied to your student account (except the boot removal fee and ticket) and are subject to the regulations governing student accounts.

*Visitors*

We welcome visitors on our campus. Persons who visit campus must secure a visitor's parking permit from the Campus Security Office or the Information Center, located in the AMU, upon arrival on campus. This permit must be displayed on the dash of the visitor's vehicle. This permit allows the visitor to park in any student or faculty/staff lot except where designated for people with disabilities or reserved.

## Posting of Signs and Announcements on Campus

All The University of Findlay faculty, staff, students, and registered student organizations wishing to display any type of publicity must abide by the following regulations:

1. **All fliers and posters posted on campus and distributed to on-campus mailboxes must be approved/stamped by the Office of Facilities Scheduling and Events**. UF groups/individuals are responsible for providing copies of fliers; all copies must be approved/stamped. Fliers are to be posted, with staples (no tape, glue, or thumbtacks) on designated bulletin boards only. Fliers may not be posted on glass doors or windows, except when used as directional/informational signs, during the day of the event and in the building of the event. UF groups/individuals are responsible for distributing fliers to on-campus mailboxes through Postal Services. Groups/individuals are responsible for distributing fliers to resident assistants through the Division of Student Affairs. **Fliers ARE NOT to be slipped under residents' doors or taped to doors.**
2. Fliers/posters may be posted for a maximum of one month prior to an event and should be removed by the group/individual within 24 hours after the event.
3. Fliers/posters may be no larger than 11" x 17." Exceptions are professionally printed posters, i.e.: theatre productions, entertainers, Homecoming, and musical series.
4. Table tents in The Cave and Henderson Dining Hall must be scheduled through and approved by the Office of Student Activities. One organization/event may publicize using table tents at a scheduled time. This is on a first-come, first-served basis. Note: The Cave and Henderson Dining Hall have the first option of using table tents for promotion.
5. Groups/individuals may advertise their event on the windows of the west side of the AMU. Dates must be reserved through the **Office of Facilities Scheduling and Events** website on OilerNation. Groups/individuals may reserve either the north or the south windows, allowing for two events to be advertised at one time. This is on a first-come, first-served basis.
6. Banners must be made on twin or full flat sheets with the large hem at the top. They may hang from the AMU north and south balconies, Cory Street Mall Gazebo-south side, Buford Gazebo-west side, AMU Gazebo, and Deming Hall. Banners hanging in the AMU must be secured with twine or tacked into the tack strips; **NO TAPE MAY BE USED**. Banners hanging outside must be submitted to the **Office of Facilities Scheduling and Events** three days prior to the event for the submission to Physical Plant for hanging. Individuals/groups wishing to use this form of advertisement must reserve space through the **Office of Facilities Scheduling and Events** website on OilerNation. This is on a first-come, first-served basis. Banners may hang for six days prior to the event and must be removed immediately at the conclusion of the event if hanging in the AMU. Physical Plant will remove banners hanging outside. Banners to be hung outside MUST use waterproof paint. If the paint runs, the organization will be billed for the clean-up/damages.
7. **ALL** off-campus organizations or businesses wishing to post fliers/posters must receive approval from the **Office of Facilities Scheduling and Events** prior to doing so.
8. Organizations wishing to chalk walks as a form of advertising must make reservations in the **Office of Facilities Scheduling and Events** website on OilerNation. Space is available on a first-come, first-served basis. Chalk cannot be used on bricks.
9. UF does not permit landlords, housing developments/associations, or realty companies to post rental advertisements on campus. Inquiries may be directed to the **Office of Facilities Scheduling and Events.**
10. Students/Faculty/Staff wishing to advertise items for sale must submit the advertisement/flier to the **Office of Facilities Scheduling and Events**. (Please have valid UF I.D.) Advertisements will be posted in the basement of Old Main. Advertisements posted elsewhere will be taken down.
11. Posting fliers on vehicles parked on UF property is not permitted.

For more information, questions, or locations of bulletin boards, contact the **Office of Facilities Scheduling and Events** at: 1-800-472-9502 ext.6942 or facilities@findlay.edu.

## Recreational Services

The Intramural Program at The University of Findlay offers a number of activities in which students, coaches, faculty, and staff may participate. The activities are comprised of individual and team events. The mission of the Intramural Program is to:

1. Provide campus-wide activities that increase student involvement on campus and improve campus life.
2. Provide unique experiences for students to learn and develop their skills through various activities and competitions.
3. Provide employment opportunities so students can develop skills in the areas of leadership, officiating, scorekeeping, supervising, and administration.
4. Provide an opportunity for social interaction and diversity among the student body.

*Eligibility*

All UF students, coaches, faculty, and staff are eligible to participate in the Intramural Program. Each participant is responsible for the verification of his or her eligibility. All participants must present their UF I.D. upon request by intramural staff in order to participate.

*Employment Opportunities*

The Intramural Program is always looking for interested students to join our staff, as the intramural activities are supervised, officiated, or score kept by UF students. All workers are hired by the director of intramurals and must be eligible for work-study.

1. These positions are paid positions, and training is provided. Employees may also participate in the intramural program as players.
2. Positions include:
    1. Official and scorekeepers (three to 12 hours per week)
    2. Supervisors (10 to 20 hours per week)
    3. Office help (three to 10 hours per week)

*Schedules*

Intramural activities run through the academic year. Activities are broken up into four seasons: Fall I, Fall II, Winter, and Spring.

*Student Recreation Center*

The Student Recreation Center is a 28,000 square foot facility offering a number of opportunities for students to engage in cardio and muscular fitness, entertainment, and social gatherings. The facility offers one basketball court, three volleyball courts, one tennis court, one racquetball court, a walking track, a ping pong and billiards area, a gaming/entertainment area, a 5,500 square foot cardio center, a 3,000 square foot weight room, a yoga/martial arts room, a juice bar, an equipment room, locker rooms, a rock climbing wall and many areas to relax or study.

## Shafer Library

Opened in 1968, Shafer Library contains more than 130,000 books, DVDs, bound journals, and government documents. Shafer Library also houses the University's archives and the collections of Winebrenner Theological Seminary. The children's book collection is located in the Teacher Resource Center in the Davis Street Building. Additional illustrated children's books are located in the Mazza Library in the Virginia B. Gardner Fine Arts Pavillion.

Nearly 50 million books and other library materials are available from the 90 member libraries participating in the OPAL and OhioLINK consortiums. These materials can be requested using the UF/Winebrenner Catalog or the OhioLINK Catalog. Access to more than 170 research databases, millions of electronic journal articles, and over 80,000 e-books are available both on- and off-campus using a laptop, table, or other mobile device with a browser. The library's website provides access to all of these resources, as well as, live chat research assistance, a searchable knowledge bank of frequently asked questions, and research guides that provide the best research resources to use for papers and projects.

Individual and group study rooms are located on the upper and lower floors of Shafer Library. Additional collaborative work space is available on the main floor. Guyer Lounge, which is open 24 hours a day, seven days a week, provides an additional space for group work during the day. The lounge serves as a quiet study room after the library closes. Snack and beverage vending machines are located in Guyer Lounge. Beverages in containers with lids and non-greasy/non-aromatic food may also be brought into Shafer Library.

## Spiritual Life on Campus

A variety of opportunities for sharing in spiritual life exist on campus, including numerous Bible studies. In addition, several organizations and groups are active on campus to offer fellowship for students, including Newman Club and Fellowship of Christian Athletes. Also, there is a contemporary worship service held on campus. Events and activities are sponsored for Christmas and Lenten observance as well as other campus ministries programming in an effort to enhance awareness of Christianity and personal spiritual life.

## Student Activities, Commuter Services, and Student Organizations

The University of Findlay's Student Activities and Commuter Services offers a number of events and activities for students to participate in throughout the year. They are composed of social, leadership, philanthropic, and creative arts/entertainment.

Student Activities and Commuter Services' Mission is to:

- Promote leadership, teamwork, communication, physical, cultural, ethical, moral, spiritual, and social growth;
- Provide assistance to students in identifying and meeting their needs in the area of leadership skills, organizational habits, communication skills, and networking skills;
- Foster active learning opportunities that catalyze the academic experience;
- Encourage and support diversity;
- Assist in creating a sense of civic responsibility;
- Challenge students to explore their beliefs and convictions;
- Support students academic endeavors;
- Empower students to make a lifelong commitment in growth, learning, and actively participating in their collegiate, local, and global communities.

*Campus Program Board*

The Campus Program Board (CPB) (Office 8A in the Alumni Memorial Union) is a nationally awarded, dedicated group of volunteer student leaders who commit themselves to providing quality cultural and educational programming and/or entertainment that enhances the University's campus life. CPB membership is open to all full- and part-time undergraduate and graduate students who wish to participate in actively planning, organizing, advertising, implementing, and evaluating programming on campus and networking with agents and entertainers. CPB members also have opportunities to represent the University at regional and national conferences (via an application process). Contact information: 419-434-4739.

*Clubs and Organizations*

The University of Findlay has numerous student organizations focusing on cultural, social, philanthropic, professional, and spiritual activities. Information about existing organizations or about starting a new student organization may be obtained through the Office of Student Activities and Commuter Services: 419-434-4606 or studentactivities@findlay.edu. An updated list of active student organizations, interest groups, and honor societies is available on the Student Activities and Commuter Services page of The University of Findlay's website.

In order to be recognized as a University interest group, club, or organization the organization must have a full-time faculty member or administrative staff adviser and a constitution approved by the University. Additionally, all procedures and policies communicated by either the Office of Student Activities and Commuter Services or the University must be followed in order to receive and maintain University recognition.

*Student Government*

The Student Government Association (SGA) exists to give students an opportunity to establish practices and policies relating to student welfare. SGA provides leadership guidance for the student body and assists the administration in many facets of student life. The governing body of the SGA is the Student Senate, composed of the six elected SGA officers, the president of each class, a representative from each class, and a delegate from each class. Student interests and concerns are served through the Student Government Association representatives on various faculty committees and the Board of Trustees.

Under the supervision of the University and the Student Government Association adviser(s) the Student Government Association facilitates allocating funds (received through student activity fees) among campus organizations. It also has the authority to propose rules affecting student life that are then submitted to the Division of Student Affairs, and, when required, or the Board of Trustees for final approval. The Student Government Association Office is located in the Alumni Memorial Student Union, just north of the Atrium, Room 11. Contact information: 419-434-4849.

*Student Media*

*The Pulse* is the award-winning campus newspaper published by The University of Findlay students. It provides coverage of campus news, views, sports, human interest stories, and campus anecdotes. Students interested in serving as writers, columnists, business manager, technicians, and in other staff positions should contact the editor or faculty adviser. *The Pulse* can also be read online via The University of Findlay website (www.findlay.edu/pulse). The paper also maintains social media pages (Facebook and Twitter) and produces a short weekly television program called PulseTV.

*UF-TV* is a University-operated television station located on cable channel 20. Following its digital upgrade in early 2009, the station began airing live University sports, and musical and theatrical events. Through a diversity of news and public affairs programming, students are given many opportunities for involvement both on-camera and behind the scenes.

*WLFC-FM* is the University radio station. Staffed by students and volunteers, it pushes out 4,600 watts and reaches all or part of 16 counties the northwest Ohio region. WLFC programs music, news, sports, and various types of University-derived programming. Students interested in serving as on-air or in other capacities should contact the faculty adviser or the station manager. The station also streams 24/7/365 at www.WLFC883.com. You may also download the Oiler Mobile app for free and listen to WLFC on your phone.

*From the Writer's Kitchen* is the campus literary magazine. Students contribute to, edit, and produce the magazine. Contributors share their work through publication and public readings. The editorial positions are treated as professional internships.

# UNIVERSITY POLICIES

Policies, rules, and regulations have been established to support and promote an optimal living/learning environment across campus. **Students are responsible for becoming familiar with all of these published statements and for observing them as they live on-campus, attend class, or participate in any University-related activity.** As members of this community, students have a right and a responsibility to question other students when policy violations are observed. Failure to follow these policies can endanger personal safety and the safety of others. In addition, students who do not follow these policies may be infringing on the rights of other students. In addition, students who not follow these policies may be infringing on the rights of other students. When policy violations do occur, students found responsible may be subjected to sanctions that may include but are not limited to: assignment of probation status, monetary fine, community service, restitution, counseling, restriction in campus access, and/or participation in additional educational activities.

The following policies apply to all University of Findlay students and are in effect at all times. This includes all break periods. Additionally, these policies apply to all University-controlled and -owned property.

**Alcohol Policy for Students and Student Organizations**

Alcoholic beverages are not permitted on University-owned or –controlled properties or at functions sponsored by The University of Findlay off campus. Students violating this policy may be suspended from the University.

Any students who, in the judgment of the administration, show definite evidence of intoxication or who have possession of alcoholic beverages on University-owned or -controlled property will be subject to judicial action that may include one or more of the following: a monetary fine, probation status, counseling, community service, restitution, restriction in campus access, suspension, or dismissal. This also applies to the possession of empty alcohol containers, or "empties" used for any purpose, including decoration.

Since alcohol is not permitted on University-owned or -controlled properties, all students present where an alcohol violation occurs are subject to disciplinary action regardless of age. In University townhouses, cottages, special-interest houses, group houses, and fraternity and sorority houses, all residents can be held responsible for alcohol violations occurring anywhere in the unit.

All student organizations of The University of Findlay that violate the alcohol policy are subject to the following sanctions:

- First Violation - Two years of disciplinary probation* and a $1,000 fine for the organization.
- Second Violation - (while on probation) Extension of probation* for one year, a $1,500 fine for the organization and possible loss of University recognition as an organization.
- Third Violation - Automatic loss of recognition by The University of Findlay.

*Probation terms for student groups will vary based on the type and severity of the violation, and The University reserves the right to assign probation terms as it sees appropriate.

***Appliances***

Students are permitted to have small refrigerators (6.0 cubic feet maximum), small microwave ovens, and other small appliances. As a fire safety precaution, the University requires that small appliances such as curling irons, hair dryers, and coffee makers have an auto-shutoff feature. Additionally, UL-approved power strips that stop the flow of electricity when overloaded must be used when connecting appliances to room outlets. Appliances with open heating elements (e.g., toasters, space heaters, miniature stoves) pose fire hazards and are not permitted. Air conditioners of any kind (window or portable) are not permitted in student rooms.

***Bed Bunking***
All student rooms are furnished with stackable/loftable furniture. A pamphlet offering ideas on how to arrange the components of the loft furniture may be obtained from the residence life staff. Only the components of this loft system (supplied by the University) may be utilized in the configuration of a loft/bunk. No other materials may be attached to the furniture components or used as part of a loft/bunking configuration.

***Bicycles, Mopeds, Motorcycles***
Bicycles, mopeds, and motorcycles are not permitted in campus living units.

***Candles and Incense***
Open flames, including the burning of candles and incense, are strictly prohibited. Candle warmers are permitted, but must be located in the open areas of a room, away from flammable items.

***Check-in/Check-out***
Upon check-in each student will be required to complete a room condition inventory form to verify the condition of all University property. Residents of townhouses, cottages, and group houses will be required to complete an inventory of all common areas (kitchen, living room, etc.). Any damages to University property will be noted on the room condition form at the time of check out, and residents will be billed accordingly. In order to check in or out of a room, the student must contact a residence life staff member, receive approval from the Office of Student Services, and follow all procedures. Failure to follow proper check-in or checkout procedures will result in a $50 fine for each occurrence (this includes failing to complete room condition inventories and common area inventories).

***Cohabitation***
Cohabitation (a living arrangement in which an unmarried couple, either opposite gender or same gender, lives together) is not permitted at any time in on-campus housing locations.

***Complying With Requests***
Any student or guest of The University of Findlay is obligated to follow directions given by University faculty or staff members in performance of their duties. This includes student employees (e.g., resident directors, resident assistants, etc.) who are carrying out their assigned duties. Failure to do so may result in suspension or dismissal.

***Concerns/Complaints***
Formal written student concerns and complaints shall be filed with the Oiler Success Center. The University of Findlay will maintain a log of these concerns and complaints and their disposition. Records will be limited to complaints or concerns made formally in writing, signed by the student, and addressed to the Oiler Success Center.

***Cooking***
The use of a microwave oven or other non-open flame/heating element appliance for the warming of food is the only cooking permitted within a student room (see appliances section).

***Damage to University Property in Common Areas of Living Units***
Common-area damages (which include all areas outside student rooms) may be charged to the residents of the respective residence hall/house/townhouse/cottage unless the person(s) responsible for the damage is (are) identified.

***Disciplinary Fines***
Fines may be assessed for the behaviors listed below. These fines are in addition to restitution and other sanctions that may result from disciplinary action. Other sanctions may include but are not limited to: assignment of probation status, community service, restitution, counseling, restriction in campus access, restriction of

participation in additional educational activities, and/or suspension. The fines are designed to provide deterrents to prospective violators, and to assign accountability to actual violators. The violations in the following list represent behaviors that contradict the mission of the University and often result in damage to University property or hazards to individual safety. This list is not exhaustive, and may be amended at the discretion of Student Affairs.

- Moving or tampering with a fire extinguisher $100
- Discharging a fire extinguisher $200
- Pulling a false fire alarm $250
- Tampering with safety equipment (e.g., Blue Light Phones, security cameras, etc.) $100-200
- Misuse of University telephone system (e.g., unauthorized use of an access code, telephone harassment, obscene greetings or messages on voice mail, etc.) $100-300
- Misuse of University campus computer network (e.g., unauthorized use of passwords, e-mail harassment, unethical conduct, computer lab violations, etc.) $100-300
- Propping fire or entrance/exit doors open $50
- Violation of cafeteria rules and regulations $25-150
- Entering a prohibited or closed area on campus (e.g., roof, closed building, etc.) $100
- Tampering with or defacing University property $50-200
- Failure to follow proper check-in/check-out or room change procedures $50-100 per violation
- Theft $100-500
- Violation of alcohol/drug policy $100-500
- Removing furniture from lounges or student rooms $50
- Smoking in campus buildings $30
- Unsafe bunking or lofting of bed $50
- Destruction of personal or University property $250
- Failure to comply with a directive of a University official or harassment of a University official $50-200
- Violation of window/door display policy $25-50
- Violation of hazing policy (any student organization) $1,000
- Violation of alcohol policy (any student organization) $1,000- 1,500
- Failing to dispose of personal trash properly $30
- Pets in campus living units (per day) $20
- Providing false information to a University staff member $100
- Possession of a weapon (subject to suspension) $200
- Violation of offenses listed in the Student Rights and Responsibilities statement, Article VII, number 2, items a-n in lieu of suspension or dismissal $100-500

***Drugs***

The University of Findlay recognizes that the sale, possession, or use of central nervous system stimulants and depressants, narcotics, and hallucinogenic drugs is incompatible with state and federal law. Findlay is also aware of considerable medical evidence that the use of drugs of this kind, except under medical supervision, may induce physical and emotional dependence on their use and that such use may be dangerously harmful to the student user and may seriously jeopardize the student's performance in college.

Considering these facts, The University of Findlay will not permit the unlawful possession, use, or distribution of marijuana, narcotics, barbiturates, amphetamines, prescription drugs, hallucinogenic drugs, and/or any other illegal substances. Violators of this policy will be subject to suspension from Findlay.

Aware of the complexity of the drug problem and the personal difficulties it may cause, Findlay provides counseling through Counseling Services and Health Services for persons who wish to resolve their problem on a voluntary and confidential basis.

***Extension Cords***
Lightweight household extension cords (#14 gauge or smaller) without overload protection are not permitted at any time. UL-approved power strips with 15-amp overload protection are the only extension cords permitted on campus.

***Fire Drills and Safety Equipment***
Every student must vacate a building during fire drills. The proper procedures for each floor and house will be explained at the beginning of the school year.

No false fire alarms or tampering with the fire-fighting equipment will be tolerated. Students violating this regulation shall be subject to suspension.

***Fireworks/Flammable Materials***
No fireworks or flammable materials (e.g., gasoline, kerosene) shall be allowed in any campus facility or on any campus grounds. Students violating this regulation shall be subject to suspension.

***Fundraising***
Student organizations may raise funds for their group's University club account by following the guidelines indicated on the Fundraiser Permit.

Since it is the responsibility of the Office of Advancement to work with area businesses and individuals to secure donations, sponsorships, products, and gifts-in-kind for the University, student organizations may not approach any business or individual with a request for donations, sponsorships, services, products, or gifts-in-kind until a completed Fundraiser Permit Form is submitted to the Office of Student Activities, Commuter Services, and Leadership Development for review, and official approval is granted.

Only two fundraising events may run concurrently each day. The maximum time a single fundraising event can run is five consecutive days. Fundraiser Permit forms may only be submitted when fall and spring semester classes are in session. Permit requests submitted prior to the start of a semester cannot be approved until classes begin.

Student groups failing to adhere to established fundraising guidelines will have the following sanctions imposed:

- First violation – All donations must be returned to the donors and the student group will be placed on warning status.
- Second violation – All donations must be returned to the donors and the student group will move to probation status.
- Third violation – All donations must be returned to the donors and the student group's University Charter will be revoked for one year.
- Fourth violation – All donations must be returned to the donors and the student group's University Charter will be permanently revoked.

Please note: If monetary donations cannot be returned to individual donors, the funds will be deposited to the Campus Programming Board account to be used in support of campus programming.

I. Definition: A fundraising activity is an attempt by the members of a student organization to raise money for its own purpose.
    a. Appropriate fundraisers are programs or sales in which a service, product of form of entertainment is provided by the members of the organization (e.g., car wash, t-shirt sale, Valentine's Day message sale, flower sale, bake sale, etc.).

b. Raffles may not be held by student organizations because state law requires that any organization or club holding a raffle must have 501(C) (3) tax exempt status. No organizations or clubs are permitted to utilize the University's 501 (C) (3) status.
c. Student organizations wishing to solicit off-campus businesses or organizations must submit a detailed proposal that includes the names of the businesses or organizations to be solicited. This should be attached to the Fundraiser Permit Form when submitted. This will then be reviewed by Student Activities and Advancement to determine if approval is appropriate.

II. Procedures: The following action steps should be completed at least two weeks prior to the event.
a. A Fundraiser Permit Form must be completed and submitted to the Director of Student Activities, and the fundraising activity may not begin until the Director of Student Activities gives official approval. The Fundraiser Permit Form (on the back of this page) is available in the Office of Student Activities, the Student Government Office, and online. If the online form is used, please print it on goldenrod colored paper prior to submitting it.
b. A Permit for Use of Facilities Form must be submitted after approval of the Fundraiser Permit Form.
c. If food or any food service materials are required for an on-campus fundraiser, arrangements must be made with Sodexo at 419-434-4542.

III. Approval: Fundraisers will only be approved when all University policies and procedures are properly followed.
a. The Director of Student Activities reserves the right to deny a fundraising request or cancel a planned fundraiser if a student organization fails to adhere to all University policies and procedures.
b. Once a decision is rendered regarding a fundraising request, a copy of the form with the decision noted will be sent to the student organization mailbox.

***Gambling***

Gambling in any form is prohibited. Students violating this regulation shall be subject to suspension.

***Guests***

Guests of the same sex are permitted as long as all roommates are in agreement and visitation policies are not violated. A guest who stays in a room more than a total of five nights in any given semester may, at the discretion of the Office of Student Affairs, be assessed room charges. A student who is asked to leave the institution for disciplinary reasons may not be a campus guest without written permission from the Office of Student Affairs. It is the host's responsibility to see that guests observe all campus regulations. The host of any non-University guest is responsible for the behavior of the guest on the campus.

***Hazing***

All student organizations (Greek and non-Greek) are subject to the UF hazing policy listed below:

Section 2307.44

Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the revised code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from the hazing. The action may be brought against any participants in the hazing, and the organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil

action for hazing, then not withstanding Chapter 2743 of the revised code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institutions, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Section 2903.31

A. As used in this section, "hazing" means doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes mental or physical harm to any person.

B. 1. No person shall recklessly participate in the hazing of another.

2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

C. Whoever violates this section is guilty of hazing, misdemeanor of the fourth degree.

Any UF student organization or group found responsible for hazing will be subject to a $500 fine, disciplinary action, and possible loss of University recognition.

***Housing Requirement***

A. As a condition of being admitted to The University of Findlay, every full-time undergraduate student who, prior to the start of an academic year, is under the age of 22 and has a class standing of either freshman (0-27 credit hours completed) or sophomore (27.01-57 credit hours completed) must reside in on-campus housing for the entire academic year. Class standing is determined strictly by number of credit hours successfully completed.

B. A student classified as one of the following prior to the start of an academic year is not required to live on campus: junior (57.01-87 credit hours completed), senior (87.01 or more credit hours completed), graduate student, veteran, married student, part-time student, student age 22 or older, and student commuting from the full-time home of a parent, grandparent, or legal guardian (who live within the 50-mile commuting distance). If a student in this category chooses to live on campus, then he or she is subject to all terms stated in the Housing License Agreement (see section C below).

C. Once a student is assigned to on-campus housing, the Housing License Agreement is in effect for the entire academic year and may only be terminated for the following reasons: the student withdraws from the University; or the student is required to live 30 or miles away from Findlay in order to fulfill an academic program requirement (e.g., internship).

D. Requests to reside off campus or terminate a Housing License Agreement must be initiated at the Office of Student Affairs. All such requests will be referred to the housing appeals committee for review. Upon review, the committee will render a decision. This decision shall be final and is not subject to appeal. All students will be charged for room and meals until given permission, in writing from the committee, to reside off campus.

***Meal Plan Participation Requirement***

A. All freshmen assigned to on-campus housing are required to participate in the full residential meal program regardless of which campus housing facility they reside in.

B. Any sophomore student who resides in Bare, Deming, Fox, Lovett, Morey, Myers, UF Haven, or UF Village residence halls must participate in the full residential meal program regardless of age.

C. Any junior, senior, or graduate student who resides in Bare, Deming, Fox, Lovett, Morey, Myers, UF Haven, or UF Village residence halls must participate in the meal program regardless of age, but may choose between the full residential meal program or the Arch meal program.

D. Any sophomore, junior, senior, or graduate student who resides in a non-residence hall campus living unit (e.g., house, townhouse, cottage, or apartment) has the option to participate in either the full residential meal program or the Arch meal program, but is not required to do so.

***Housing Policy for Students with Disabilities***

The Office of Disability Services, along with the Office of Student Affairs, will work to ensure the provision of accessible on-campus housing for any student diagnosed with a disability (and registered with the Office of Disability Services). If, in the opinion of the University, a student's disability requires being housed in a single room, the extra fee for a single room will be waived, and the standard room rate will be charged.

Please notify the Office of Student Affairs (in writing) of a special housing request at least three months prior to the beginning of the semester in which the accommodation is needed. Although requests submitted after this deadline will be considered, accommodation options will decrease as the beginning of the semester arrives.

***Identification Cards***

Upon registration for the first semester of attendance at The University of Findlay, each student is issued an Oiler OneCard. The card admits students to athletic events and campus activities and may be used to assist in cashing checks and checking materials out of the library. The Oiler OneCard should be carried at all times. A $30 fee is charged (payable at the Business Office) for replacement of a lost Oiler OneCard.

***Insurance***

The University of Findlay does not provide insurance to cover students' personal possessions. It is suggested that students consider extending parents' homeowner's policy to cover personal effects. The University is not liable for damage to or theft of personal property, regardless of cause.

A year-round health insurance program may be purchased through the University. Students are responsible for hospitalization and medical care other than the first aid offered by the University nurse.

***Keys***

All keys issued to students at check-in must be returned upon time of checkout. A $40 charge per key will be assessed for failure to return keys at checkout.

A student who loses a key must report this to his or her resident assistant, resident director, or the Office of Student Affairs. The staff member will complete a maintenance request asking that the lock on the room door be changed and that a new key be issued. Once Physical Plant changes the lock, the student can pick his/her new key up by contacting Security at 419-434-4799. The student's account will be billed $40 for this service.

Any student who is locked out of his or her room may go to his/her resident director, resident assistant, or Security to have his or her door unlocked. A $2 charge will be assessed to the student for each occurrence between the hours of 8 a.m. and 12 midnight. A $4 charge will be assessed to the student for each occurrence between the hours of 12 midnight and 8 a.m.

To help maintain a safe environment, students should refrain from giving/loaning their on-campus housing keys to anyone.

***Laundry***
Laundry facilities located in on-campus housing living units may only be used by students residing in those living units. Non-residents may not use these facilities. The University of Findlay is not responsible for articles left unattended in a laundry room. Articles left in a washer/dryer may be removed. Laundry from the equestrian farms (horse blankets, horse pads, etc.) should be done at the farms, and may not be done in the laundry facilities located in the living areas on-campus.

***Lighting***
Portable incandescent, fluorescent, and halogen (with protective grill) lights are permitted in student rooms.

***Lost and Found***
Lost and found articles are turned in and claimed at the Security Office in Lovett Hall.

***Lounges and Furnishings***
Furniture located in common areas and student rooms cannot be removed. Lounge furniture is designed for lounge use only. Students who remove furniture from its designated lounge or student room are subject to disciplinary action and a $50 fine.

***Mail***
Students residing on campus receive their mail at Postal Services located on the ground floor of Old Main. Each residential student is assigned a mailbox that they retain for as long as they reside in on-campus housing.

***Maintenance Request***
When something in a room or living unit needs to be repaired, students should contact a residence life staff member and request that a work order be submitted to the Physical Plant. If it is an emergency situation, students may contact Physical Plant at 419-434-4544 Monday through Friday between the hours of 8 a.m. and 5 p.m. On Saturday, Sunday, or after 5 p.m., students may report emergency maintenance situations to Security at 419-434-4799.

***Motor Vehicles***
Students are permitted to bring motor vehicles to campus, but they must be registered through the Security Office. To drive or park on campus, commuting students must also register their vehicles. Faculty/Staff must park in yellow spaces, commuters must park in green spaces and residents must park in white spaces. Students violating parking and/or traffic regulations on campus are subject to disciplinary action, which may include but is not limited to probation status, monetary fine, and/or loss of the privilege of having a vehicle on campus. For complete parking policies information, please visit the Safety and Security portion of the UF website.

***Noise***
Radios, stereos, televisions, musical instruments, and etc. are to be kept at a low volume at all times. If noise from a particular room is deemed to be too loud, residents of that room will be asked to reduce the noise level and may be subject to disciplinary action.

Quiet hours are from 10 p.m. to 10 a.m., Sunday through Friday. On Friday and Saturday nights, quiet hours are from 12 midnight to 10 a.m. The expectation of exercising common courtesy is in effect 24 hours a day.

The playing of sports in campus living units is not permitted.

Playing music or other amplified sound out windows is not permitted at any time.

***Non-Discrimination and Anti-Harassment Policy***
Refer to Article X of the Students Rights and Responsibilities Statement.

***Pets***
Pets are only permitted in on-campus residences as guide animals for the physically challenged. Non-dangerous fish are the only exception to this policy. Aquariums not exceeding twenty (20) gallons in size are permitted provided that fish are the only inhabitants. A UL-approved power strip must be used to connect to the power source within the residence. Electrical aquarium accessories must be unplugged during extended vacation periods, such as Christmas break. If any unauthorized pet is kept in an on-campus residence, disciplinary action will be taken, which may include a monetary fine and/or disciplinary probation.

***Physical Violence***
Attempting or committing physical violence will not be tolerated. Students violating this regulation shall be subject to suspension. Individuals subjected to any act of violence should immediately report the incident to a residence life staff member, Security, and/or the Office of Student Services.

***Posting of Signs and Announcements on Campus***
All The University of Findlay faculty, staff, students, and registered student organizations wishing to display any type of publicity must abide by the following regulations:

1. **All fliers and posters posted on campus and distributed to on-campus mailboxes must be approved/stamped by the Office of Facilities Scheduling and Events**. UF groups/individuals are responsible for providing copies of fliers; all copies must be approved/stamped. Fliers are to be posted on designated bulletin boards only, with staples (no tape, glue, or thumbtacks). Fliers may not be posted on glass doors or windows, except when used as directional/informational signs, during the day of the event and in the building of the event. UF groups/individuals are responsible for distributing fliers to on-campus mailboxes through Postal Services. Groups/individuals are responsible for distributing fliers to resident assistants through the Division of Student Affairs. **Fliers ARE NOT to be slipped under residents' doors or taped to doors.**
2. Fliers/posters may be posted for a maximum of one month previous to an event and should be removed by the group/individual within 24 hours after the event.
3. Fliers/posters may be no larger than 11" x 17." Exceptions are professionally printed posters, i.e.: theatre productions, entertainers, Homecoming, and musical series.
4. Table tents in The Cave and Henderson Dining Hall must be scheduled through and approved by the Office of Student Activities. Henderson Dining Hall table tents must be scheduled through the Office of Faculty Scheduling and Events website on OilerNation. One organization/event may publicize using table tents at a scheduled time. This is on a first-come, first-served basis. Note: The Cave and Henderson Dining Hall have the first option of using table tents for promotion.
5. Groups/individuals may advertise their event on the windows of the west side of the AMU. Dates must be reserved through the **Office of Facilities Scheduling and Events** website on OilerNation. Groups/individuals may reserve either the north or the south windows, allowing for two events to be advertised at one time. This is on a first-come, first-served basis.
6. Banners must be made of twin or full flat sheets with the large hem at the top. They may hang from the AMU north and south balconies, Cory Street Mall Gazebo-south side, Buford Gazebo-west side, AMU Gazebo, and Deming Hall. Banners hanging in the AMU must be secured with twine or tacked into the tack strips; **NO TAPE MAY BE USED**. Banners hanging outside must be submitted to the **Office of Facilities Scheduling and Events** three days prior to the event for submission to Physical Plant for hanging. Individuals/groups wishing to use this form of advertisement must reserve space through the

**Office of Facilities Scheduling and Events** website on OilerNation. This is on a first-come, first-served basis. Banners may hang for six days prior to the event and must be removed immediately at the conclusion of the event if hanging in the AMU. Physical Plant will remove banners hanging outside. Banners to be hung outside MUST use water proof paint. If the paint runs, the organization will be billed for the clean-up/damages.

7. **ALL** off-campus organizations or businesses wishing to post fliers/posters must receive approval from the **Office of Facilities Scheduling and Events** prior to doing so.
8. Organizations wishing to chalk walks as a form of advertising must make reservations in the **Office of Facilities Scheduling and Events** website on OilerNation. Space is available on a first-come, first-served basis. Chalk cannot be used on bricks.
9. UF does not permit landlords, housing developments/associations or realty companies to post rental advertisements on campus. Inquiries may be directed to the **Office of Facilities Scheduling and Events.**
10. Students/Faculty/Staff wishing to advertise items for sale must submit the advertisement/flier to the **Office of Facilities Scheduling and Events**. (Please have valid UF I.D.) Advertisements will be posted in the basement of Old Main. Advertisements posted elsewhere will be taken down.
11. Posting fliers on vehicles parked on UF property is not permitted.

For more information, questions, or locations of bulletin boards, contact the **Office of Facilities Scheduling and Events** at: 1-800-472-9502 ext.6942.

***Refund Policy for Room and Board***

Room and board charges are refunded according to the following schedule. The student must officially check out of the room before any charges will be refunded. To officially check out, a student must receive permission from the Student Affairs Office, contact a residence life staff member to schedule a check-out time, sign a room condition form after the staff member inspects the room, return all keys, and remove all personal belongings from the room.

| | |
|---|---|
| During the first calendar week | 90% |
| During the second calendar week | 75% |
| During the third calendar week | 60% |
| During the fourth calendar week | 45% |
| During the fifth calendar week | 30% |
| During the sixth calendar week | 15% |
| After the sixth calendar week | 0% |

If a student is dismissed or suspended for disciplinary reasons, no cancellation of charges will be made regardless of the time the dismissal takes place.

***Responsibility***

Because students have a responsibility to confront others when they are not adhering to University policies, all students present in a room are responsible for violations occurring in that room. Students are also responsible for the actions of their non-student guests.

***Rollerblades and Skateboards***

Rollerblades and skateboards are not to be used or worn inside campus buildings or on indoor and outdoor basketball and tennis courts. High-paced speed skating is not allowed on campus due to the density of pedestrian traffic.

“Trick” or “stunt” skating is not permitted on campus. Skating is not permitted on: gazebos, benches, ramps, steps, concrete planters, concrete walls, or railings.

***Roofs***
NO ONE is permitted to be on the roof of any campus facility. Students violating this policy will be subject to suspension.

***Room Changes***
Room assignments and changes are to be approved by the Office of Student Affairs. For information regarding the room change process, students should contact a residence life staff member or the Office of Student Affairs. Any student moving to a different room without official permission will be subject to a $100 fine and disciplinary action.

***Room Damage Policy***
Students residing on The University of Findlay campus are responsible for all University-owned furnishings in their rooms. The Office of Student Affairs will bill a student's account for damages beyond the normal wear and tear discovered during and/or at the end of the academic semester.

Damages to University property located in common areas will be charged to the student(s) responsible for the damage. In the event that individual responsibility cannot be determined, damage charges will be divided equally among all occupants of the living area where damage occurred.

***Room Inspection and Entry***
The University of Findlay reserves the right to have staff members enter student rooms without notice to perform job-related duties, safety inspections, or to investigate possible violations.

***Social Gatherings***
Lounges/lobbies and other common areas in campus living units can accommodate small social activities. All activities held in these areas must be planned and supervised by residence life staff, and a facility use permit form must be submitted and approved through the director of facilities scheduling and events in the Alumni Memorial Union: 419-434-6942.

***Solicitation and Canvassing***
Solicitation/canvassing by or on behalf of any entity external to the University is expressly prohibited in and on all University-owned or -controlled properties. University offices or personnel wishing to solicit/canvass either on or off campus must contact the Office of Advancement directly to secure permission. Registered student organizations or students wishing to solicit/canvass on or off campus must contact the Office of Student Activities directly and submit a Fundraiser Permit Form. For fundraising events, a Fundraiser Permit Form must also be submitted for consideration. If a request is approved, the registered student organization or student may solicit/canvass according to the stipulations stated in the approval. Since The University of Findlay is a non-partisan institution, requests to canvass for a political organization, a candidate, or a ballot issue will not be approved. Additionally, all voter registration activities will be coordinated by the Office of Student Affairs and facilitated in a non-partisan manner by the Student Government Association. Therefore, outside groups shall not be permitted to conduct voter registration events on University-owned or –controlled properties.

***Space Heaters***
Space heaters are not permitted.

***Storage***
Students may only store items in their student room. The University does not provide any additional free storage space for personal belongings, and all furniture present in a student room is required to remain there. Rental garages are available through the UF Physical Plant Office. Students interested in this should contact the Physical Plant at 419-434-4544 for availability and pricing.

***Student Concerns***
Formal written student concerns and complaints shall be filed with the Oiler Success Center. The University will maintain a log of these concerns and complaints and their disposition. Records will be limited to complaints or concerns made formally in writing, signed by the student, and addressed to the administrative office named above.

***Telephones***
Student rooms are equipped with telephone lines, which enable students to call on or off campus. All rooms are equipped with one phone jack. Students have the option of either bringing their own telephone to campus or borrowing a phone from the University. Telephones are available from Information Technology Services; damage deposit is required. The damage deposit will be refunded providing there is no damage to the telephone. Each student is assigned an access code permitting him or her to dial off campus. This code serves as a billing number for all phone calls made by the student.

Long-distance calls may also be placed on pay telephones. Students are expected to observe good telephone etiquette at all times, limiting calls to not more than 10 minutes.

Students opting to use a personal cell phone instead of the student room phone must provide that number to the Office of Student Affairs so they may be contacted in the event of an emergency.

***Tobacco Policy***
Tobacco use (smoking or chewing) is not permitted in campus buildings including campus living units facilities.

***Trash Policy***
Residents are expected to help keep their bathrooms and common areas clean. Personal trash is to be disposed of in dumpsters located in various areas on campus. Students who dispose of personal trash in restrooms or common areas will be subject to a $30 fine and disciplinary action.

***Visitation***
Students of the opposite sex are prohibited from entering campus living units except during visitation hours. Those hours are:

Sunday through Thursday – 9 a.m. to 12 midnight;
Friday and Saturday – 9 a.m. to 2 a.m.

Exceptions to the above guidelines: 24-hour visitation is in effect every day of the week in residence hall lounges and living rooms of resident director rooms, special-interest houses, group houses, cottages, fraternities, sororities, and townhouses. Persons visiting one of these areas after 12 midnight on Sunday through Thursday and after 2 a.m. on Friday and Saturday must stay in the 24-hour visitation area and must be escorted by a resident as they enter and exit the facility. Students and/or their guests are not permitted to sleep in the 24-hour visitation areas.

Campus living unit visitations are subject to the following rules and regulations:

1. Visitors not attending Findlay must be at least 18 years of age (unless they are an immediate relative of a resident). These persons must be able to show proof of their age by a driver's license, ID, or selective service card.
2. Restrooms on residence hall floors are not to be used by members of the opposite sex.
3. Visitation is under the supervision of residence life staff of each campus living unit.
4. Roommates must be in agreement about visitors to the room so that the individual rights to privacy are respected.
5. Students violating visitation hours will be subject to disciplinary action. Exceptions may be made by Student Affairs or a resident director only, and written authorization must be obtained in advance.

6. Students are responsible for the actions of their visitors.
7. If a visitor in a student room or in a residence hall lounge or living room of a special-interest house, group house, fraternity, sorority, or townhouse is disruptive to other residents in any way, staff may ask the visitor to depart immediately.

***Voter Registration***

Since The University of Findlay is a non-partisan institution, requests to canvass for a political organization, a candidate, or a ballot issue will not be approved. Additionally, all voter registration activities will be coordinated by the Office of Student Affairs and facilitated in a non-partisan manner by the Student Government Association. Therefore, outside groups shall not be permitted to conduct voter registration events on University-owned or –controlled properties.

***Wall and Door Decorations***

Tape and thumbtacks used on walls or ceilings of rooms do permanent damage to the room and are not permitted. A special non-glue substance is available for use with posters on walls.

***Weapons***

Possession or use of firearms, air guns, pellet guns, paint ball guns, explosive devices, and materials used to construct weapons, or any item considered a deadly weapon is not permitted in any University facility or on any University-owned or -controlled property. Students who hunt must make arrangements to store their weapons off campus.

***Window and Door Displays***

The displaying of items which are inconsistent with the mission and goals of The University of Findlay, in campus living unit windows and on room door exteriors, is prohibited. Such items include, but are not limited to, beer cans, liquor bottles, profanity, obscene pictures, stolen property, material that denigrates a particular group of people, and any other items that may be deemed offensive to others. The Office of Student Affairs and residence life staff members shall have the authority to require a resident to remove items from windows and door exteriors that are deemed inappropriate.

# STUDENT RIGHTS AND RESPONSIBILITIES STATEMENT

Preamble and Premises

The primary mission of The University of Findlay is to equip students for meaningful lives and productive careers. To accomplish this, students must be provided with the opportunity to acquire a liberal arts education to the extent of their abilities, to achieve competence in their chosen disciplines, to explore the significant issues confronting society, and to develop a heightened sense of responsible citizenship. In keeping with this mission, the academic program at The University of Findlay attempts to:

1. Be responsive to the needs of students in a rapidly-changing society and to new developments in the understanding of learning;
2. Assist students to become mature adults capable of continuous self-education;
3. Develop awareness of self, others, and the environment;
4. Develop understanding of various approaches to knowledge;
5. Develop the ability to choose values critically.

The University of Findlay Board of Trustees, as the governing body of the University, is charged by law with the authority and duty to determine policies and to make or approve rules and regulations to promote the mission of the University. This legally-imposed duty includes the authority to delegate administrative responsibilities to supervise and control the conduct of any member or segment of the University community who impedes, obstructs, or seriously threatens the mission of the University.

Together with the Trustees, all members of the University family, individually and in group relationships, share a common responsibility to refrain from conduct which obstructs the achievement of the purposes of the University, interferes with the lawful exercise of rights by other persons, endangers the safety or security of other persons or their property, prevents the proper use of the facilities of the University by persons entitled thereto, or impairs the growth and maintenance of the kind of academic environment which is essential to the operation of an institution of higher learning.

It is assumed that any person admitted as a student at The University of Findlay is aware of its mission and hopes to gain the maximum educational benefits available, both formal and informal. Informal education benefits available to students are those which accrue from participation in the political, social, religious, cultural, aesthetic, and recreational experience related to the non-academic life of the University community and contact with the broader public community of which the University is a part.

The student has basic civil and human rights and immunities which the University has a duty to protect and which the student has an obligation to fulfill. Consequently, the proper functioning of The University of Findlay community requires the adoption and enforcement of rules and regulations specific to its own self-image and circumstances. A student has the right to the practical experience derived from participation in the formulation and administration of such rules and regulations, especially those most directly concerned with the student's personal relationship to the University and to his or her fellow students – a community committed to the honoring of responsibilities, the protection of rights, and the goal of equality of treatment for all within the requirements of state and federal law.

I.

*The following particular rights of the student are recognized as among those which the University has a duty to foster and protect:*

1. The right to pursue educational, recreational, social, religious, cultural, and residential activities.
2. The right to maintenance of a campus environment characterized by safety and good order.
3. The right to organize, join, and maintain membership in associations to promote lawful interests the student holds in common with other students, subject to reasonable and non-discriminatory University regulations.

4. The equal right with others to appropriate available services of the faculty, administrative offices, and counseling agencies of the University.
5. The right to fair and impartial evaluation of the student's academic work.
6. The right to have complete and accurate records kept by the University of the student's own academic performance and equally accurate records of fellow students with whom he or she is compared for grading and awarding of degrees.
7. The right through the Student Government Association to voice his or her opinion and to participate in the formulation of regulations affecting student affairs.
8. The right within lawful bounds, individually and in association with others, to express dissent, to protest, to petition for redress of grievances, or to demonstrate in support of or against University, city, state, or national policy in a manner not infringing on the rights of others, but subject to the condition that demonstrations staged on campus or University-controlled property must conform to University regulations concerning prior notice of time, place, and purpose filed by persons who acknowledge responsibility for leadership of the activity in question.
9. The right to have the University maintain and protect the confidential status of the student's academic conduct and counseling records. Except under legal compulsion, information contained in such records, with the exception of the student's name, mailing address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, will not be released to agencies outside the University without written consent of the student. The student shall specify what categories, if any, of his or her records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to the ability and character of a student based on personal knowledge and the public reputation the student has made for himself or herself in the University community. A copy of the Family Educational Rights and Privacy Act (FERPA) may be requested through the Division of Student Affairs.

II.

*The following are among the responsibilities recognized as incumbent upon every student:*

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.
2. The personal responsibility for acting in such a manner as to promote and ensure to fellow students and other members of the University family the rights enumerated in the preceding Section I of this statement.
3. Individual responsibility for his or her actions in respect to University rules and regulations.
4. Individual responsibility for his or her actions in respect to the provisions of local, state, and federal laws.
5. Responsibility for conducting himself or herself in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. Responsibility to refrain from individual and group action which causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.

III.

*Student participation in University government.*

1. Qualified students selected by the student body and representative students selected by the administration shall be given the right to attend, take part in the deliberations of, and have the right to vote at meetings of faculty standing committees such as the Convocations Committee, Athletic Committee, Committee on Committees, and other standing or ad hoc special committees that may be established in the future with provisions for student representation.
2. Student representatives also shall be selected to attend and take part in the discussion of various standing committees of the Board of Trustees, and other ad hoc special committees, dealing with subject matter of particular interest to students, and shall be invited to attend meetings of the Board of Trustees dealing with matters of special interest and given an opportunity in such meetings to express their views and opinions.

IV.

*Disciplinary procedures in instances of student misconduct of a non-academic nature not subject to suspension or dismissal.*

1. Policy:
    a. Violations of University rules, regulations, or policies of a non-academic nature that do not rise to the level of suspension and/or dismissal shall be adjudicated by authorized personnel associated with the Division of Student Affairs. **Outside parties may not represent or be present at a judicial meeting.** Sanctions may include but are not limited to: assignment of probation status, monetary fine, community service, restitution, counseling, restriction in campus access, and/or participation in additional educational activities.
2. Appellate procedure:
    a. Decisions rendered regarding violations of University rules, regulations, or policies of a non-academic nature that do not rise to the level of suspension and/or dismissal are not subject to appeal and are final when rendered.
3. In instances where the assessment of the prescribed or decided appropriate sanction for lesser offenses render a student subject to suspension or dismissal, the jurisdiction of authorized personnel from the Division of Student Affairs shall cease. Such cases shall be forthwith referred to the vice president for student affairs for appropriate action.

V.

*Disciplinary procedures in instances of misconduct of a non-academic nature which may subject a student to suspension or dismissal.*

1. Investigation of alleged misconduct of a non-academic nature:
    a. Investigations of alleged serious misconduct of a non-academic nature shall be made by authorized personnel of the Division of Student Affairs. Accused students shall be personally interviewed. Before being questioned, a student shall be advised of the specific allegations made against him or her and that he or she is not required to make any statement but may voluntarily make a statement and explanation of the facts and submit information in proof of the same. If, as a result of such preliminary procedures, it appears there is factual basis supporting an allegation which could lead to suspension or dismissal, then the matter will be referred to the vice president for student affairs for review and possible referral to the Conduct and Discipline Committee* for a more detailed investigation before any decision is made or disciplinary action is taken against him or her.

    *The Conduct and Discipline Committee is composed of up to three faculty members and up to four student members. Committee members are appointed annually based on recommendations from the Student Government Association and the subsequent approval from the vice president for student affairs. The vice president for student affairs is not a member of the committee, but is

responsible for observing all meetings to insure that appropriate procedures are followed and that all pertinent information is presented.

b. In a matter when a student feels that disclosure of events surrounding his/her actions before a committee may be detrimental to his/her reputation, he/she may request that the vice president for student affairs adjudicate the matter and not make a referral to the Conduct and Discipline Committee. Should the student choose this alternate route, the vice president for student affairs will review the matter and render a decision.

2. Conduct and Discipline Committee Meeting:
   a. The student shall be furnished with a written statement of the allegations against him/her along with a notice of the time and place of the Conduct and Discipline Committee meeting.
   b. The student shall be given (at the discretion of the Conduct and Discipline Committee Chair) reasonable opportunity to introduce information by way of written and/or oral statements from witnesses and otherwise in his/her own defense. **Outside parties may not represent or be present at a Conduct and Discipline Committee meeting.** The Conduct and Discipline Committee shall weigh the information, reach a decision, and determine and impose the appropriate sanction, if any. The committee's action shall not be subject to any further appeal in the normal sense except as described in Section V, Item 4.
   c. At any time when time factors or vacation periods make it impossible for the regularly appointed Conduct and Discipline Committee to meet, the vice president for student affairs will appoint an ad hoc committee to meet.
   d. During the last 21 days of any semester the vice president for student affairs, may, with the permission of the President, suspend the student immediately. The student may appeal to the Conduct and Discipline Committee within 72 hours after the suspension.
   e. In the event that it appears the action of a student may present clear and present danger to the campus community, the vice president for student affairs in consultation with the president may suspend a student immediately. In such an event, the student may appeal this decision to the Conduct and Discipline Committee after the suspension but no later than 72 hours.
3. Copies of the allegation letter sent to the student prior to the meeting and the decision letter sent to the student following the meeting will be kept on file by the Division of Student Affairs.
4. Appellate procedure:
   a. A student who has been found responsible for misconduct of a non-academic nature and who is subsequently suspended or dismissed may file a written application for permission to appeal to the President. Such application shall identify the matter and contain a concise statement of the reason for the appeal (e.g., a claim that the finding of responsibility is contrary to the manifest weight of the information presented at the hearing; that the sanction assessed exceeds that prescribed for the violation for which the student was cited; other substantial errors in the original proceeding) and shall be filed within 72 hours from the pronouncement of the decision.
   b. The President shall consider the application as promptly as possible and may call the appellant to appear to make a further statement or explanation in support of the application before deciding whether to grant the application. If it is decided that the application is not merely frivolous and does present a substantial question whether real injustice has been done, the application shall be granted and the matter reviewed. Once the review is completed, the President may sustain, reverse, or modify the decision and orders made based on the original decision.
   c. The judgment and final orders of the President, including orders denying applications to appeal, shall not be subject to review by or appeal to any higher authority.
5. If the vice president for student affairs feels that the decision of the Conduct and Discipline Committee is inconsistent with the mission and goals of the institution, he may appeal the decision to the President of the University.

VI.

*Disciplinary Procedures in instances of Student Organization Misconduct.*

In the event a recognized student organization is accused of misconduct, the following procedure will generally be followed:

1. Upon notification of a violation, a representative from the Division of Student Affairs will meet with the president of the organization to investigate the situation.
2. If, after investigation, the violation does not warrant loss of University recognition, the matter will be handled following the procedures outlined under Section IV.
3. If, after investigation, the violation appears to warrant loss of University recognition, the matter will be handled following the procedures outlined under Section V.
4. In all instances the president of the accused student organization shall serve as the official spokesperson, and shall be responsible for presenting all information regarding the matter.
5. If a student organization is placed on probation status, any violations occurring during the term of that probation will be investigated by appropriate staff members, and the matter will be adjudicated by the vice president for student affairs. Decisions rendered by the vice president for student affairs regarding violations occurring during the probation term shall be final and shall not be subject to appeal.

VII.

*Types of misconduct of a non-academic nature which may subject a student to suspension or dismissal.*

1. It should be readily understood that misconduct of a non-academic nature which the laws of the land treats as punishable crimes (which may be loosely defined as wrongs against society) usually involve also an element of harm to some individual or group within the broader context. A complex organization such as a university community requires rules and regulations peculiar to its own situation and internal means of enforcing their observance independently from public authority for the protection of itself and its subgroups and individual members, keeping in mind the principle that discipline should have the primary aim of promoting the welfare of the person who is subject to it and that punishment as a matter of law enforcement is incidental and secondary.
2. The following offenses on the part of a student, when committed on University-owned or -controlled property or against such property or when the offense is against a fellow student or other member of the University family or its invited guests, are considered to be of a nature, depending on the circumstances of the particular case, as to warrant disciplinary action up to the possible level of temporary suspension or permanent dismissal.
    a. Attempting or committing physical violence or acts of sexual harassment against any student, faculty member, administrative officer, employee, guest of the University; or against any other person on University-owned or -controlled property.
    b. Malicious destruction, damage, or theft of personal or University property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, robbery, or embezzlement.
    c. Obstructions or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on University-owned or -controlled premises.
    d. Alteration, forgery, or misuse of University documents or records including fraudulent misuse of identification cards or furnishing false information to the University with intent to deceive.
    e. Violation of published University policies, rules, and regulations concerning fraternities, sororities, and other student organizations; use of University facilities; or concerning the time, place, and manner of meetings and demonstrations on University-owned or -controlled property. (Protection of right of lawful assembly and protest are covered in Section 1, (8) of this joint statement.)
    f. Possession or use of firearms, air guns, explosive devices, or materials of any description, or deadly weapons, in violation of civil laws and ordinances and in violation of University regulations concerning safekeeping of lawful firearms.

g. Unlawful possession, use, or distribution of marijuana, narcotics, hallucinogens, barbiturates, amphetamines, prescription drugs, or any other illegal substance.
h. Possession, use, or distribution of beer, wine, or intoxicating liquor.
i. Gambling.
j. Tampering with or misuse of fire alarms or fire-fighting equipment.
k. Disorderly conduct of aggravated degree, incitement, enticement, verbal abuse, or lewd, indecent, obscene, or racist conduct or expression on University-owned or -controlled property or at University-sponsored or -supervised functions.
l. Conduct not herein above specifically listed which is classified as a felony under the provisions of the Ohio Revised Code or Federal Statutes.
m. Refusal to comply with lawful directions of University officials acting in the performance of their duties.
n. Infractions of on-campus housing policies and/or University policies as detailed in this catalog, involving a third appearance before a hearing officer are subject to be treated as a single offense subject to disciplinary procedure under this section.

Earlier sections of this joint statement describe the procedures designed to assure every student who is charged with misconduct of a non-academic nature of fair and impartial consideration and treatment. The penalties referred to, directly or by inference, in those sections range all the way from simple reprimand and minor social probation through restitution, strict disciplinary probation, temporary suspension, and up to the ultimate point of permanent dismissal. It might appear at first glance that it would be well to prescribe a very particular punishment for infraction of each particular rule. There are good reasons for not so attempting: (1) What should be a brief, understandable statement of principles would become a complex, rigid, self-defeating code stressing the negative approach to social interaction; (2) More importantly, substantial inequities would be certain to result from the fact that many given acts of misconduct do vary greatly as to seriousness and appropriate kind and degree of punishment depending on intent and surrounding circumstances which cannot, in the nature of things, all be foreseen and allowed for. Consequently, the real protection against the harshness and inequities inherent in such a system lies in the adoption of a flexible framework within which administration involving the peers of the accused is provided and the right of meaningful appeal is protected.

3. With respect to serious public offenses committed by students off campus and not directly involving the University or member of the University family, or under circumstances not specifically covered above, the following policy shall apply: It is not the function or the intention of the University to attempt to substitute itself for or duplicate the work of the duly constituted civil authority in dealing with violations of the law and ordinances enacted for the protection of the public. It is understood that the University should not assess additional punishment or penalties, as such, for such infractions. In these cases, when the unique and distinct interests of the University are not involved, its role shall be that of a counselor to the end of helping the student achieve an acceptable adjustment under which he or she can continue his or her education. However, a student who has been formally charged in a civil court with a criminal act of so serious a nature and under such circumstances that the student's presence on campus is deemed to constitute a real threat to the safety of property of the University or of the persons or property of members of the academic community or whose presence under the circumstances is clearly deleterious to the avowed purposes of the institution, may be suspended for a temporary stated period or pending final determination of the case by the courts. The question of possible dismissal of the student in case of admitted or legally determined guilt shall not be considered or decided pending action in the courts.

VIII.

*ACADEMIC INTEGRITY*

*Disciplinary procedures in instances of student misconduct of an academic nature.*

When, in the opinion of a faculty member, a student is responsible for violating University rules, regulations, or policies of an academic nature, the faculty member MUST notify in writing the assistant vice president for instruction and the student upon confirmation of the incident. For reporting purposes, an Academic Dishonesty Form is available in the Office of the Registrar or on the Oilernation website ( KEYWORD: Advising forms). A copy of the form will be forwarded to the college dean, area director/department chair, registrar, and the student. Cases will be handled in a timely manner.

Violations of an academic nature may include, but are not limited to, cheating, fabrication, and/or plagiarism. Each of these are defined as follows:

Cheating

Cheating is generally defined as obtaining or creating an unfair advantage in any assignment or examination through the use of unauthorized aid whether given or received. Cheating includes, but is not limited to, the following examples:

1. Use of external assistance on any in-class or take-home examinations without the faculty member's specific authorization. This prohibition includes, but is not limited to, the unauthorized use of tutors, books, notes, calculators, databases, software or computers.
2. Use of another person as a substitute or surrogate in the taking of an examination or quiz.
3. Theft of examinations or other course materials.
4. Use or allowance of others to conduct research or to prepare any work for a student without advanced authorization from the faculty member to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or files of papers prepared by other persons.
5. Submission of a written report or project which is represented explicitly or implicitly as the student's individual work when such work was produced in collaboration with one or more other persons.
6. Use of any unauthorized assistance in a laboratory, at a computer terminal or on field work.
7. Work on an examination other than during the time or at a location authorized by the examiner.
8. Submission of work for credit, when the same work has been or will be used for credit in another course, without the consent of both instructors.
9. Alteration of a grade or score in any way.
10. Giving or receiving answers on an assignment, quiz, or examination after the examination. This particularly applies to students that are in different sections of the same class.

Fabrication

Fabrication is the intentional falsification or invention of research, data, citations, or other information. Examples of fabrication include, but are not limited to,

1. Citing information not taken from the source indicated.
2. Including in a reference list sources which have not been consulted.
3. Inventing or altering data or source information for research or other academic exercise.
4. Falsifying any academic record or other University document.
5. Presenting data that were collected in an unorthodox or questionable manner.

Plagiarism

Plagiarism is the intentional or unintentional presentation of someone else's words, ideas or data as one's own work, in written, oral or visual form. If the work of another is used, acknowledgment of the original source must be made through a recognized reference practice, and, if verbatim statements are included, through quotation marks as well. To assure proper crediting a student will acknowledge the work of others,

1. Whenever one quotes another person's actual words,
2. Whenever one uses another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words, or,
3. Whenever one borrows facts, statistics, or other illustrative materials, including images, unless such information is of such common knowledge so as not to be questioned.

All instances of academic dishonesty MUST be reported by the faculty member to the assistant vice president for instruction and the student. Based on the severity of the violation of University rules, regulations, or policies of an academic nature, the faculty member must choose a course of action. The course of action may include a zero for the assignment, a reduction in possible points for the course, a grade of "F" for the course, or other action outlined by the faculty member. The faculty member must include his or her course of action when notifying the assistant vice president for instruction and the student. When a student has violated University rules, regulations, or policies of an academic nature the student will not be permitted to withdraw from the course.

Upon notification from the faculty member, the assistant vice president for instruction will notify the student in writing that he or she is charged with violating University rules, regulations, or policies of an academic nature. This written notification will include the course of action the faculty member has chosen. The student then may appeal in writing the charge of violating University rules, regulations, or policies of an academic nature by beginning the Application for Formal Inquiry within five working days. Note, the deadline for starting the Application for Formal Inquiry must be adhered to or the appeals process is nullified. The beginning of the process is defined by one of the approved University representative's signature on the Application for Formal Inquiry. If a student is given an "F" for the course, he or she may not continue to attend the course. However, if the student is issued a grade of "F" for the course and appeals within the five working days, the student may resume attending class pending the final disposition of the matter.

A student accused and found responsible for violating University rules, regulations, or policies of an academic nature a second time during his or her career at The University of Findlay may be dismissed or suspended for a period of time as determined by the Graduate/Undergraduate Student Academic Standards Committee.

## IX.

## *POLICIES REGULATING EXPERIENTIAL LEARNING*

Students who are representing The University of Findlay in any off-campus experience are governed by this policy. This may include internships, service-learning opportunities, clinical/field work, student teaching, observations, etc. Students of The University of Findlay are expected to act in a professional, responsible, accountable, and honest manner at all times and should abide by the Code of Ethics which regulates his/her profession as well as The University of Findlay's honor code. In addition, the student is expected to be compliant with program policies, procedures, and standards and those of the clinical training site. During experiential learning, all state and federal laws and regulations must be followed. If there is a breach in maintaining these expectations, the following level of action may occur.

**Level One**: A verbal notice will be used to call a student's attention to non-compliance with program policies, procedures, and/or program standards as well as those established by the learning site. The verbal notice will be documented in the student's record. If there is a breach in maintaining expectations, one or more of the following levels of actions may occur in any order.

**Level Two Probation**: A formal, written document will be composed and delivered to a student regarding the incident of continued non-compliance to the issue prompting a level one action. The student is considered to be on probation and will be closely monitored for academic and/or professional misconduct. The student should closely examine his/her behavior and follow a program-prescribed resolution plan to correct the behavior and/or academic performance.

**Level Three Suspension**: Suspension will result in the termination of the student's status and participation in program-related activities for a defined period of time with reinstatement possible, provided all specific conditions for reinstatement were met. The student has the right to due process and is invited to engage in the University appeal process as outlined in **"Process to be followed After an Experiential Learning Event"** provided below.

**Level Four Dismissal**: Dismissal of a student terminates a student's status in a program and ends all participation in learning activities. The student does not have the opportunity for readmission to the program. The student has the right to due process and is invited to engage in the University appeal process as outlined in **"Process to be followed After an Experiential Learning Event"** provided below.

**Removal from the Learning Site**

When a student's conduct or health endangers the well-being of others, creates disruption in the experiential learning site, or makes it inadvisable for him/her to remain in the program's field experiences, the faculty reserves the right to remove him/her from the learning site. If the student supervisor or another representative of the learning site asks to have a student removed from the field experience, the student may be placed in an alternate site with a possible repetition of the rotation. The student's performance at the new site will be closely monitored to ensure the student's conduct is consistent with professional standards.

**Request to be Removed from a Learning Site**

If a student encounters individuals within a learning site who are not professional in their conduct or inconsistent with an appropriate code of ethics, he/she may request to be reassigned to an alternate site. If inappropriate behavior occurs at the site, the student should report the incident immediately to the learning coordinator. A new placement may require the student to repeat the entire rotation.

**Background Check**

A background check may be completed prior to field experiences. Students must use the program-designated agency for obtaining the background check and release the results to their program. Clinical sites may require additional background checks in an alternate format or time sequence. Full disclosure of any charges and/or convictions of a misdemeanor of felony must be reported prior to the off-campus portion of the program, regardless of how long ago they occurred. The only exceptions are: offenses committed while a juvenile, traffic violations which did not involve drugs or alcohol, or charges which were dismissed. Disclosure of charges and/or convictions will not automatically disqualify your progression in the program.

A student whose background check indicates a felony violation may not be able to obtain a license through his/her state or be eligible to sit for national certification. It is the student's responsibility to initiate an investigation with the appropriate agency for the purpose of gathering data about obtaining a license or certification. Results of this investigation must be shared with the student's faculty adviser for informed career planning purposes. Program progression will be decided by the faculty members and/or the clinical site based on the seriousness of the felony, date of occurrence, and the action of the state or certifying agency.

A student with a misdemeanor violation involving drugs, alcohol, or sexual misconduct may not be able to obtain a license through his/her state or be eligible to sit for the national certification. It is the student's responsibility to initiate an investigation with the appropriate agency for the purpose of gathering data about obtaining a license or certification. Results of this investigation must be shared with the student's faculty adviser for informed career planning purposes. Students must use the designated agency for obtaining the background check and release the results to their program. Program progression will be decided by the faculty members and/or the clinical site based on the seriousness of the misdemeanor violation involving drugs, alcohol, or sexual misconduct, date of occurrence, and the action of the state or certifying agency.

Students having other misdemeanors in their background should consult with the program director and/or chair about the implications for program progression. Individual decisions will be made about the student's progression.

**Process to Be Followed After an Experiential Learning Event**

1. When a learning agency contacts The University of Findlay program about a student's progress, complete written information will be collected concerning the event.
2. The learning coordinator of the program may visit the site to gather additional information.
3. A review of the situation will occur.
4. A decision about the event will be reached by the faculty member, adviser, and program director and/or department chair. The student will be notified in writing of the decision.
5. The student has the right to appeal the decision to the Experiential Education Committee. This committee will be convened by the dean of the college in which the student is enrolled. The members of the committee shall include: a faculty representative of the College of Health Professions, College of Education, and College of Business as well as two at-large faculty members. In addition, the faculty member of the course in which the student is registered, the student's adviser, and the program director and/or department chair of the student's major will attend the meeting. The committee will listen to the student's appeal as well as the faculty member's comments and then reach a decision.
6. The program director and/or department chair will notify the student of the Experiential Education Committee's decision.
7. The student has the right to appeal the decision to the vice president for academic affairs.

## X.
## *NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY*

The University of Findlay is committed to fostering an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equality and prohibits discriminatory practices, including harassment. Therefore, the University expects that all relationships among faculty, staff, and students will be characterized by mutual respect and will be free of bias, prejudice, discrimination, and harassment.

The University does not engage in discrimination in its programs, activities, and policies against students, employees, or prospective employees, in violation of state and Federal laws. The University prohibits and will not tolerate any such discrimination or related harassment at its facilities, programs, and activities.

The University also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

*Individuals and Conduct Covered*
These policies apply to all faculty, staff, and students, and prohibit harassment, discrimination, and retaliation.

Conduct prohibited by these policies is unacceptable on The University of Findlay campus and at functions related to The University of Findlay off campus.

*Definitions of Harassment*

a. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, catcalls, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, sexual orientation, or any other characteristic protected by applicable federal, state, and local laws or that denigrates or shows hostility or aversion toward an individual's relatives, friends, or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

*Reporting an Incident of Harassment, Discrimination, or Retaliation*
The University of Findlay strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to The University of Findlay's policy or who have concerns about such matters should file their complaints as follows:

Students believing they have been the victim of discrimination, harassment, or retaliation should initially report the incident(s) to the vice president for student affairs.

Faculty or staff members believing they have been the victim of discrimination, harassment, or retaliation should initially report the incident(s) to the director of human resources.

The University of Findlay also has a Harassment Hotline. The number is 419-434-6777; your call will be answered confidentially and directed to the appropriate area for help. If you are in immediate danger, security will be notified.

When lodging a complaint, provide the following information:

- The complainant's name, contact information, and status within the University community, including title and departmental information as appropriate;
- The basis for a claim of an alleged act(s) of harassment or discrimination: that is, race, color, religion, sex, age, national origin, disability, sexual orientation, or other characteristic;
- The name and position in the University community held by the person(s) who committed the alleged act(s);
- A brief description of what occurred, including location(s), date(s), time(s), and names of witnesses or individuals who can corroborate the allegations;
- The complainant's reason for concluding that the behavior or action was discriminatory or harassing in accordance with all applicable laws;
- Copies of materials, if any, which may be relevant to the investigation of the complaint;
- Steps the complainant has taken to date, if any, to resolve the complaint;
- A statement indicating the remedy sought by the complainant.

Faculty, staff, or students who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation could affect a person's rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while claims may be filed within 180 days of the harassment or discrimination, The University of Findlay strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

*Investigating an Incident of Harassment, Discrimination, or Retaliation*

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly as follows:

- Allegations made about a student harassing, discriminating against, or retaliating against another student, faculty member, or staff member will be investigated by the vice president for student affairs.
- Allegations made about a faculty member harassing, discriminating against, or retaliating against another faculty member, a staff member, or a student will be investigated by the vice president for academic affairs.
- Allegations made about a staff member harassing, discriminating against or retaliating against another staff member, a faculty member, or a student will be investigated by the director of human resources.

The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. University employees and students are obligated to comply with requests to provide statements during an investigation.

*Taking Action Regarding an Incident of Harassment, Discrimination, or Retaliation*
Upon completion of the investigation, one of the following actions will be taken:

- For allegations made about a student harassing, discriminating against, or retaliating against another student, faculty member, or staff member who has lodged a complaint, the vice president for student affairs will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Student Conduct and Discipline Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Student Conduct and Discipline Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.
- For allegations made about a faculty member harassing, discriminating against, or retaliating against another faculty member, a staff member, or a student who has lodged a complaint, the vice president for academic affairs will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Faculty Judicial Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Judicial Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.
- For allegations made about a staff member harassing, discriminating against, or retaliating against another staff member, a faculty member, or a student who has lodged a complaint, the director of human resources will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Staff Affairs Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Staff Affairs Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriate disciplinary measures. Responsive action may include, but is not limited to, reprimand, probation, suspension, dismissal, counseling, and/or required training.

The appropriate University official shall monitor all reported incidents of alleged discrimination and harassment for an appropriate time period, subsequent to their resolution, to ensure that the offending conduct has ceased, any corrective action has been complied with, and retaliatory actions have not occurred.

***Appealing a Decision Regarding an Incident of Harassment, Discrimination, or Retaliation***
If a faculty member, staff member, or student making a complaint does not agree with its resolution, a written appeal may be submitted to The University of Findlay President within 72 hours of the notification of the resolution. The decision of the President, in conjunction with the appropriate vice presidents, and/or chairman or vice chairman of the Board of Trustees, will be final.

*False Charges:*
Once a complaint of sexual harassment and/or discrimination has been made, the University has an obligation to investigate the matter. Any complaint determined to be intentionally dishonest or made maliciously without regard for the truth shall subject such complainant to disciplinary action. The determination as to whether a complaint constitutes a false charge under this section shall be made as part of the complaint resolution process set forth in these procedures.

*Records Regarding an Incident of Harassment, Discrimination, or Retaliation*

The University of Findlay Office of Human Resources will maintain records regarding all cases of harassment, discrimination, or retaliation for a period of at least three years or longer where required by law. These records will include all documentation related to a reported incident and its disposition. Except as required by law, no records maintained by the Office of Human Resources shall be released.

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Thomas Howard, B.S., *Assistant Football Coach/Linebackers*
Robert Keys, M.S., *Head Football Coach*
Lisa Klingshirn, M.S., *Associate Men's and Women's Cross Country and Track Coach*
Brandi Laurita, *Assistant to the Athletic Director/Senior Woman Administrator*
Andrew Makepeace, M.S., *Head Men's and Women's Swimming Coach; Aquatic Director*
Tomas Menec, *Head Men's and Women's Tennis Coach*
Shawn Nelson, *Head Wrestling Coach*
Steven P. Rackley, M.S., *Athletic Director*
Dean Richardson, *Assistant Recreational Services Director*
Troy Rothenbuhler, B.S., *Assistant Football Coach*
Dan Shardo, *Assistant Men's Basketball Coach; Coordinator, Marketing and Promotion*
Stephen Sigler, *Assistant Football Coach*
Andrew Smyth, M.S., *Head Men's Soccer Coach*
Michael Stump, M.D., *Head Team Physician; Cosiano Health Center Physician*
Brian Taylor, B.S., *Assistant Wrestling Coach; Cardio Center Assistant Manager*
Chad Wagner, B.S., *Head Strength and Conditioning Coach; Assistant Football Coach*
James Wiedie, *Assistant Women's Basketball Coach; Assistant Sports Information Director*
Thomas Wymer, *Assistant Athletic Trainer*

## Equestrian Studies Faculty

Michelle Arnold, M.A., *Riding Instructor*
Clark R. Bradley, *Riding Instructor*
Stephen Forrest Brown, B.A., *Director, Western Riding Program; Riding Instructor*
Janet Harms, A.A.S., *Riding Instructor; Director, Dressage Program*
Cynthia Morehead, *Riding Instructor*
Arthur O'Brien, A.A., *Riding Instructor*
Stella Prescott, B.S., *Director, Hunter-Jumper Program; Riding Instructor*
Eileen Roberts, M.B.A., *Riding Instructor, Hunter-Jumper Program*
Meredith Sheffler, B.S., *Riding Instructor*
Mark Smith, B.S., *Riding Instructor*
Kelly Theisen, M.A.T., *Riding Instructor*

## Non-administrative Staff

Brenda K. Alliman, B.A., *Administrative Assistant and Bookkeeper, University Veterinary Services Inc.*
Angela S. Behney, B.S., *Clerk, Oiler Mart*
Lynne Bell, *Administrative Assistant, Physical Plant*
Jane M. Bender, *Administrative Assistant, Departments of Justice Sciences, History, Law, Political Science, Religious Studies, and Philosophy*
Sonja L. Benedict, *Administrative Assistant, Marketing and Communication*
Patricia Bland, B.E., *Administrative Assistant, Child Equestrian Complex*
Julie Borer, *Administrative Assistant, College of Pharmacy*
Cindy Bormuth, *Information Center and Box Office Coordinator*
Adam Bower, *Part-time Postal Services Clerk*
Kathryn A. Bradford, *Administrative Assistant, College of Business*
Susan A. Briggs, A.A., *Print Services Technician*
Carol Browne, *Administrative Assistant, Center for Equestrian and Pre-Veterinary Studies*
Amber Butler, B.S., *Administrative Assistant, College of Sciences*
Pam Carles, *Access Services Coordinator, Shafer Library*
Renee Caskie, *Administrative Assistant, Oiler Success Center*
Brenda Conley, *Security Dispatcher/Operator*
Amy Craven, *Administrative Assistant, Internships and Placement*
Suzanne Crouch, B.A., *Administrative Assistant, College of Pharmacy*
Danee Currie, A.A., *Administrative Assistant, Financial Aid*
Lisa Dager, *Coordinator, Data Management and Teacher Resource Center*
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Amy Duke, B.S., *Coordinator, University Stores*
Susan Eiserle, *Administrative Assistant, Office of Facilities Scheduling and Events*
Cynthia A. Fry, *Administrative Assistant, Physical Therapy*
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Cindy Hall, A.A., *Administrative Assistant/Records Manager, Admissions*
Kim Henley, *Payroll and Benefits Generalist*
Karen Hill, *Administrative Assistant, Academic Support Center*
Cathy Hocanson., B.S., *Administrative Assistant, Occupational Therapy*
Jane Hooley, *Part-time Administrative Assistant, Department of Computer Science*
Kelley Hutton, *Administrative Assistant, Department of Visual and Performing Arts*

Jane Ickes, *Administrative Assistant, Occupational Therapy Graduate Program*
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Sharon Klausing, *Cashier, Business Office*
Jenna L. Kramb, *Part-time Administrative Assistant, MBA/Business Degree Completion Programs*
Rebecca Lauger, *Administrative Assistant, Admissions*
Colene Lewis, B.S., *Postal Clerk*
Karen Lieb, *Administrative Assistant, Human Resources*
Toni Loy, *Administrative Assistant, Annual Giving and The Center for Alumni, Parents, and Friends*
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Peggy McBride, *Administrative Assistant, Physicians Assistant Program*
Cynthia Miller, *Admissions Financial Aid Systems Specialist*
Julie Miller, M.A., *Administrative Assistant, Counseling Services*
Kathleen Miller, *Records and Gift Processing Specialist*
Susan Moening, *Cashier, Business Office*
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Teresa Parsell, *Administrative Assistant, Communications, Religious Studies, and Philosophy*
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Heather Riddle, *Veterinary Technician*
Tami Rose, *Part-time Accounts Payable Generalist*
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Brenda Sheline, *Administrative Assistant, Department of English*
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Carmen Smith, *Administrative Assistant, Office of International Student Admissions and Services*
Susan Stoffel, *Administrative Assistant, Leadership Gifts*
Heather Taylor, B.A., *Accounts Payable Generalist*
Kerry Teeple, *Administrative Assistant/Accounting Officer, Mazza Museum*
Tracey Thacker, *Administrative Assistant, Department of Mathematics*
Tracy Tweed, *Administrative Assistant, Cosiano Health Center*
Cindy Walerius, *Part-time Administrative Assistant, IELP*
Connie Walter, *Part-time Administrative Assistant, Physical Plant*
Patricia Welch, *Administrative Assistant, Accounts Receivable*
Catherine Yoxtheimer, B.S., *Technical Administrative Assistant*

## Physical Plant

Stephanie Beach, *Housekeeper*
Gary Bibler, *Maintenance*
Irene Binkley, *Housekeeper*
Michelle Bishop, *Housekeeper*
Marcella Bonnell, *Housekeeper*
Amy Bosak, *Housekeeper*
Gerald (Gary) Carrick, *Electrician*
Michelle Cheney, *Housekeeping*
Wendy Christman, *Housekeeper*
Charles Coldren, *Bus Driver*
Patricia DeMuth, *Housekeeper*

Linda Fielder, *Housekeeper*
Sue A. Flanders, *Groundskeeper*
Kelly Fletcher, *Housekeeper*
Sylvia Guzman, *Housekeeper*
Yolanda Guzman, *Housekeeper*
Angela Hahn, *Housekeeping*
Amy Hefflinger, *Housekeeping*
Randall G. Hertel, *Locksmith*
Melodylaine Hessey, *Housekeeper*
Cynthia S. Hill, *Housekeeper*
Timothy Hummel, *General Laborer*
Tracey Iliff, *Housekeeper*
Kristina Jumper, *Housekeeper*
Andrea Kinsinger, *Housekeeper*
John Kruse, *Painter*
Michael Leary, *Assistant Plumber*
Jeffrey P. Lewis, B.A., *Maintenance, Shipping and Receiving*
David Long, A.A., *Electrician Assistant*
Lawrence Lynch, *Floor Care*
Kathleen Mangas, A.A., *Housekeeper*
Nathan McGrain, *Housekeeping/Evening Supervisor, Child Equestrian Complex*
Carrie McKee, *Housekeeper*
Christopher Moore, A.A., *Groundskeeper*
Martine Moran, *Housekeeper*
Joseph Morman, *Plumber*
Earl DeWayne Morrison, *HVAC Technician*
Jane Motter, *Housekeeper*
Keith Nichelson, *HVAC Technician*
Virginia I. Osborn, B.A., *Housekeeper*
Donald Otto, *HVAC Assistant*
Nicole Price, *Housekeeper*
Levi Rausch, *Maintenance, Center for Equestrian & Pre-Veterinary Studies*
Samuel Ream, *Groundskeeper*
Doris Reamsnyder, *Housekeeping*
Katrina Rigsby, *Housekeeper*
Wayne Risser, *Maintenance, Child Equestrian Complex*
Jackie Sabbe, *Housekeeper*
Amy Sands, *Housekeeper*
Darwin Searfoss, *Part-time Housekeeper, Center for Equestrian & Pre-Veterinary Studies*
Sarah Searfoss, *Part-time Housekeeper, Center for Equestrian & Pre-Veterinary Studies*
Kathy Smith, *Housekeeper*
Shari Smith, *Groundskeeper*
Carrie Sonnenberg, *Housekeeper*
Cindy Strathman, B.Ed., *Housekeeper*
Beatrice Streacker, B.A., *Housekeeper*
Michael Thomas, *Groundskeeper*
Steve Ward, *Groundskeeper*
Elaine Wilkinson, *Housekeeper*
Christine A. Williams, *Housekeeper*

Heather Young, *Housekeeper*
Linda Young, *Housekeeper*

## Office of Safety and Security

Derek J. Boutwell
Christopher Brickner
Robert Hartman, *Night Watch Officer/Center for Equestrian & Pre-Veterinary Studies*
David Katafias
Ira Mansfield, A.A.S.
Robert Mostoller, *Sergeant, Campus Safety and Security*
Howard Rader
Anthony Rosselet

***Part-time/On Call Officers***

Bradley W. Beach, *Part-time/On Call/Center for Equestrian & Pre-Veterinary Studies*
Jordan Breece, *Part-time/On Call*
Gary Crace, *Part-time/On Call*
Thomas Daley, *Part-time/On Call*
Kyle Ford, *Part-time/Night Security/Center for Equestrian & Pre-Veterinary Studies*
David Foust, *Part-time/On Call*
Pat Gehrisch, *Part-time/On Call*
Ann (Chris) Hepperly-Ford, *Part-time/Night Security/Center for Equestrian & Pre-Veterinary Studies*
Derrick Hill, *Part-time/On Call*
Corey Kissel, *Part-time/On Call*
Tracy Love, *Part-time/Main Campus*
Tara Merklinger, *Part-time/On Call*
Lindsay Warner, *Part-time/On Call*

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