



# Graduate Degree Programs

***Note: Course descriptions begin on page 135.***

Any and all references herein to candidacy on the master's level have been superseded starting in the Fall of 1998 with the term "Plan of Study."

## ADULT AND TECHNICAL EDUCATION (ATE)

### MASTER OF SCIENCE DEGREE

The Master of Science in Adult and Technical Education is a field-based program designed to serve persons who are employed on a full-time basis. The program is intended for persons who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies or education. The areas of emphasis in Adult and Technical Education allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system. Most courses are taught in the evening or at other convenient times. Every effort is made to tailor the program to meet the needs of the student.

The following plans provide the framework for the candidate's program of study:

	<i>Hours</i>
1. Minimum requirements .....	33-36
Major Field (includes Thesis credit) .....	24-27
Minor Field (6 hours)** and Elective (3 hours) .....	9

In consultation with the advisor, the student will select an area of study and plan the program. Areas of study available in the Master of Science degree program are:

- a. Adult Education
- b. Interdisciplinary Studies
- c. Occupational Leadership
- d. Training and Development

In most areas of study, students may complete 33 hours in the thesis option or 36 hours in the non-thesis option to satisfy the Master of Science degree requirements.

### Adult Education

The Adult Education program is designed to serve persons who work with adults in either an instructional or an administrative mode. As such, its participants are drawn from various areas such as the human services agencies, those with staff development, or inservice responsibilities in hospitals, business or government as well as those in adult preparatory programs at the post-secondary or community college level.

Minimum Requirements .....	36 hours
Major Field (Thesis Option: 24 hours) .....	27
Required:	
ATE 603 Introduction to Adult Education and Adult Learners	
ATE 618 Literature of Adult and Continuing Education	
ATE 628 Adult Instruction: Environmental and Personal Aspects	
ATE 675 Literature & Applied Research in ATE or Equivalent	
ATE 679 Problem Report (3 hours only)	

*(continued)*

- Elect 12 hours from the following
  - ATE 580-584 Special Topics
  - ATE 585-588 Independent Study
  - ATE 590-594 Workshop
  - ATE 600 Aspects of Training and Development
  - ATE 609 Developing Training in Business and Industry
  - ATE 656 Instructional Planning for Adult Populations
  - ATE 661 Practicum in Adult and Continuing Education
  - ATE 671 Evaluation of Adult and Technical Education
  - ATE 690-692 Seminar
- Minor Field and Elective or Thesis ..... 9

\*\*Select any academic graduate courses for minor field from Adult and Technical Education, Counseling, Curriculum and Instruction, Economics, English, Family and Consumer Sciences, Instructional Technology, Mathematics, Management, Marketing, Psychology, Reading Education, Safety Technology, Sociology, or other approved disciplines. Elective may be completed in any program area.

**Interdisciplinary Studies**

The Interdisciplinary Studies program involves a combination of courses from disciplines within the broad field of Adult and Technical Education. The program is designed to permit students to forge specific links among courses from various disciplines. Students can tailor the program to their particular interests and needs. The program differs from traditional graduate programs in that it promotes acquisition of knowledge that transcends traditional disciplinary boundaries.

- Minimum Requirements ..... 33-36 hours
  - Major Field (Thesis Option: 24 hours) ..... 24-27
  - Required:
    - ATE 675, 677 or equivalent
    - Elect 21-24 additional hours of ATE course credit
  - Minor Field and Elective ..... 9

\*\*Select courses for minor field from any discipline. Elective may come from any program area.

**Occupational Leadership**

The Occupational Leadership program prepares individuals to be more effective in roles requiring advanced competencies in the disciplines found in secondary and postsecondary workforce preparation programs (Agriculture Education, Business Education, Family and Consumer Sciences, Marketing Education, Technology Education, Technical Industrial Education). The program is based on the student's educational background, experience, and professional goals. It serves individuals who desire graduate study in teaching, coordinating, curriculum development, cooperative education and/or for teacher certification renewal.

- Minimum Requirements ..... 33-36 hours
  - Major Field (Thesis Option: 24 hours) ..... 24-27
  - Required:
    - ATE 601 Philosophy of Workforce Preparation
    - ATE 603 Introduction to Adult Education and Adult Learners
    - ATE 595 Historical Developments in Workforce Preparation
    - ATE 616 Community Relations in Adult/Technical Programs
    - ATE 640 Program Design in Occupational Education
    - ATE 675, 677 or equivalent
    - ATE 690-692 Seminar
    - Elect ATE 681 or 6 hours of additional ATE course credit
  - Minor Field and Elective ..... 9

\*\*Select any academic graduate courses for minor field from Adult and Technical Education, Counseling, Curriculum and Instruction, Educational Foundations, English, Family and Consumer Science, Mathematics, Psychology, Reading Education, Safety Technology, Sociology, Special Education, or other approved discipline. Elective may be taken in any program area.

**Training and Development**

The Training and Development program is designed to serve persons employed in business, industry, or other organizations involved in the advancement of knowledge, competencies, and skills of their

employees. Graduate students are drawn from areas such as management, marketing, personnel, training, and safety whose responsibilities include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

Minimum Requirements .....	33-36 hours
Major Field (Thesis Option: 24 hours) .....	24-27
Required:	
ATE 503 Introduction to Adult Learning Theory*	
ATE 600 Aspects of Training and Development	
ATE 609 Developing Training in Business and Industry*	
ATE 628 Adult Instruction: Environmental and Personal Aspects*	
ATE 652 Field Based Job Analysis and Curriculum Design*	
ATE 661 Practicum in Adult and Continuing Education	
ATE 675, ATE 677 or equivalent	
Elect ATE 681 or 6 hours from the following:	
ATE 585-588 Independent Study (with prior approval)	
ATE 591-594 Workshop (with prior approval)	
ATE 671 Evaluation of Adult and Technical Instruction	
ATE 690 Seminar (with prior approval)	
Minor Field and Elective or Thesis .....	9

\*\*Select any academic graduate courses for a minor field from Adult and Technical Education, Communications Studies, Counseling, Instructional Technology, Management, Marketing, Psychology, Safety Technology, or other approved disciplines. Elective may be completed in any program area.

\*Students may register for Internship after successful completion of: ATE 503, ATE 609, ATE 628, ATE 652,

## EDUCATION SPECIALIST DEGREE IN ADULT AND TECHNICAL EDUCATION

### Admission to the Program:

1. Admission to the Graduate College.
2. Master's degree in Adult Education, Adult and Technical Education, Business Education, Home Economics, Industrial Education, Marketing Education, or related area.
3. Acceptance by Adult and Technical Education.

### Program:

The program is designed to permit specialization in the field of Adult and Technical Education. Upon admission, the department will assign an advisor who will work with the student in developing an approved program. The program is considered approved when an agreement is signed by the student, advisor and one other member of the ATE program. All programs must be completed in seven years from admittance and conform to the following standards:

1. Completion of a minimum of 36 hours of planned, approved graduate study with a 3.25 GPA, including the following:

Core coursework .....	18-24
(credit will not be given for ATE courses used in a master's program)	
Minor field (approved area of specialization) .....	6-12
Research Component (ATE 675, 677 or equivalent course by approval) .....	3
Applied Research (Thesis, 6 hours) .....	6
<b>TOTAL HOURS .....</b>	<b>36</b>
2. Completion of a comprehensive oral examination covering the coursework and the research paper or thesis. The examination will be administered by three full-time ATE faculty members, as selected by the student.

### Plan of Study:

All students enrolled in the Ed.S. program must complete their Plans of Study following completion of the first eighteen hours of their approved coursework. The student may continue to register when the student's plan for completion of his/her program is approved by his/her advisor and one other ATE faculty member and it is verified that the student has maintained a 3.25 GPA.

### Application for Graduation:

Applications for Graduation must be filed in the Office of Graduate College not later than the date printed in the calendar of the final term or semester in which the degree requirements will be completed.

Forms for applying for graduation may be obtained from the Office of the Graduate College. A receipt for a diploma fee of \$30.00, payable at the Cashier's Office must be attached to the application before it will be accepted by the Graduate College Office. Students who fail to apply and to pay the diploma fee may not take the final comprehensive examination and will not be included on the graduation lists.

### **EDUCATION SPECIALIST DEGREE (ED.S.) IN COMMUNITY AND TECHNICAL COLLEGE STUDIES**

The Ed.S. Degree program in Community and Technical College Studies (CTCS) builds on learners' professional experience and the teaching and learning process. The program incorporates both theory and practical applications, helping learners become stronger, more effective classroom teachers in a community college setting.

The program is intended to serve persons who are employed on a full-time basis as Community and Technical College (CTC) teachers. It is also available to professionals who aspire to become teachers in community and technical colleges. Emphasis on classroom teaching and learning means community college faculty must not only have strong backgrounds in their fields of expertise, but also possess skills in effective instruction. Expectations and accountability in student learning are challenging community college faculty to strengthen their knowledge and skills in the teaching process. The focus of the Ed.S. degree in CTCS is on the teaching-learning process.

#### **Admission to the Program**

All students entering the Ed.S. Program must:

- Possess a master's degree from a regionally accredited college or university;
- Be admitted to the Graduate College;
- Be approved by CTCS faculty; and
- Interview with CTCS faculty.

#### **Program Requirements**

The program is designed to permit specialization in the field of Community and Technical College Studies. Upon admission, the department will assign an advisor who will work with the student in developing an approved program. The program is considered approved when an agreement is signed by the student, advisor, one other member of the CTCS program, and the Dean of the Graduate College. Completion of a minimum of 36 hours of planned, approved graduate courses with a 3.25 GPA is required. All programs must be completed in seven years and conform to the following standards:

1. Core Requirements .....	15 hrs.
CTCS 701    The Community and Technical College	
ATE 603    Introduction to Adult Education and Adult Learners	
CTCS 702    Analysis of Literature on Community and Technical Colleges	
CTCS 723    Perspectives and Strategies for Teaching Workforce Education	
CTCS 726    Funding, Planning, and Administrative Issues of Community and Technical Colleges	
2. Applied Research Component .....	3 hrs.
<i>(Required before further advancement in program)</i>	
CTCS 703    Interpretation and Utilization of Applied Research in Community and Technical Colleges	
3. Professional Seminars in Community and Technical College Studies .....	3 hrs.
CTCS 707-709 Professional Seminars	
4. Thesis .....	6 hrs.
CTCS 781    Thesis	
<i>(Students must have a written thesis proposal/prospectus approved by the thesis committee prior to enrolling for thesis credit. An oral defense of the completed thesis is required.)</i>	
5. Professional Support Courses .....	9 hrs.
CTCS 712    Classroom Assessment for Community and Technical College Students	
CTCS 714    Community and Technical College Curriculum Design	
CTCS 718    Education and Employment Preparation for Diverse Populations	
Total hours for Ed.S. Degree .....	36 hrs.

## Plan of Study

All students enrolled in the Ed.S. Program must prepare a Plan of Study following completion of the first 12 hours of their approved coursework. Admission may be granted by the Dean of the Graduate College when the student's plan for completion of his/her program is approved by his/her advisor and one other faculty member, and it is verified that the student has maintained a 3.25 GPA. The Plan of Study must be filed with the Dean of the Graduate College no later than the beginning of the semester in which the student completes his/her 18<sup>th</sup> credit hour.

## ART (ART)

Applicants for admission to the graduate program should have adequate preparation in art. A portfolio or slides of previous art work and an example of your writing, to be evaluated by the graduate Art Department faculty, is required. Applicants revealing deficiencies will be required to do preliminary work in areas of weakness and will be admitted conditionally. Remedial work required will be decided in conference with the Advisor in the major and the Chairperson. A review of work is required after the completion of nine hours. The quality of the student's work is reviewed for a second time when application for admission to candidacy is made. At least eighteen hours must be completed after passing the candidacy review. Transfer students must complete 30 hours in the Marshall Art Department and complete all other requirements.

The Graduate Record Exam (GRE) general test is required of all applicants to the graduate Art programs. The GRE scores must be sent by the Education Testing Service directly to Marshall University when the student applies for admission. The GRE must be taken prior to regular admission to graduate Art programs. Temporarily admitted students may initially enroll without the GRE but will be barred from subsequent registration until official GRE scores are reported to the university. To be admitted with regular status those students taking the GRE must achieve an undergraduate GPA of 2.5 plus a 1500 score on the GRE, (a total of the three sub-tests) or a GPA OF 3.0 and a 1200 score on the GRE. Students not meeting these standards may be academically provisionally admitted to graduate art programs. Academically provisional status requires obtaining a 3.0 in the first 18 hours of graduate work to be regularly admitted.

A thesis is optional in the M.A. Art program (except it is required in the Art Education Master's program). Students are required to complete three semesters of Art 500. A student is encouraged to include a drawing course in the program. Prior to graduation, the candidate shall exhibit creative work achieved during the program of study and pass a written comprehensive.

Minimum Course Requirements .....	36 Hours
Studio major in painting, sculpture, printmaking, ceramics, or weaving .....	15-21
Art history .....	6-9
Seminar .....	3
Electives in related courses selected with Advisor .....	6-9

## Art Education

The degree of Master of Arts in Art with a concentration in Art Education requires a minimum of 36 hours. General Graduate College admission requirements must be fulfilled. A student must demonstrate to the department his/her preparation for admission to the program by submitting a portfolio, slides, and/or examples of written work to be reviewed by a graduate faculty committee. For certification, state requirements must be met. Discuss with your advisor.

Minimum requirements .....	36 Hours
1. Education .....	6
2. Art Education Core Classes (ART 560, 566, 670).....	9
3. Electives: Additional Art Education, Studio Art courses, Art History .....	15
4. Thesis, ART 681 .....	6

A comprehensive examination is required. In addition, a student may elect to have an exhibition with department approval.

## BIOLOGICAL SCIENCES (BSC)

### Program Overview

The Department of Biological Sciences at Marshall University offers Master of Science (M.S.) and Master of Arts (M.A.) degrees with a major in Biological Sciences. The M.S. degree in Biological Sciences is

preparation for further study or employment requiring research experience in areas ranging from cellular and molecular to organismal and population biology. The M.S. degree requires the submission of an acceptable thesis. Potential M.S. students must be mentored by a faculty member and are encouraged to contact potential faculty advisors about research projects and graduate assistantships prior to application for admission. Information about faculty may be accessed through the Biological Sciences web site ([www.marshall.edu/biology](http://www.marshall.edu/biology)). The Master of Arts degree does not require a thesis and allows students to strengthen their education in Biological Sciences through the completion of advanced coursework.

### **Admission Requirements**

Participation in the graduate program in Biological Sciences requires admission to the Graduate College and acceptance by the department. Application deadlines are April 15 and November 15 for Fall and Spring admissions, respectively. A complete application includes 1) completed *Graduate Application for Admission Form*; 2) completed *Graduate College Information Sheet*; 3) official transcripts from all schools where undergraduate and/or graduate credits were earned; 4) three letters of recommendation; 5) a written statement of educational and professional goals (250-500 words); 6) general Graduate Record Exam (GRE) scores; and 7) GRE or Medical College Aptitude Test (MCAT) biology subject test scores. Applicants must specify that official test scores are to be sent directly to Marshall University. Students interested in applying for teaching assistantships must submit a completed *Application for Graduate Assistantship* by April 15 or November 15 for the Fall or Spring semester, respectively. The *Graduate Application for Admission Form* and *Graduate College Information Sheet* are available from the Graduate Admissions Office, 100 Angus E. Peyton Drive, South Charleston, WV 25303. The *Application for Graduate Assistantship Form* is available from the Department of Biological Sciences, One John Marshall Drive, Huntington, WV 25755.

A combination undergraduate GPA of 2.75 and 1100 GRE score (composite verbal and quantitative test scores) and 530 on the GRE subject test in biology (or MCAT score of 7 in biology) is required for regular admission status. Provisional admission is extended in some circumstances. Students who are admitted provisionally must complete assigned coursework and achieve a 3.3 GPA in the the first 18 hours of graduate work to remove the provisional admission status.

### **Degree Requirements**

Students selecting the M.S. option must complete at least 32 hours of graduate work, including the thesis. Theses must conform to the guidelines established by the Graduate College and the Department of Biological Sciences. The maximum amount of credit that may be earned for the thesis is 6 hours (BSC 681). It must be completed and submitted to the Department and to the Graduate College by the date specified by the Graduate College for a specific semester. In addition, candidates for the M.S. degree must complete 3 semester hours of credit in Graduate Seminar (BSC 661 and 662), and at least 18 hours in BSC electives at the graduate level (which may include BSC 661, 662, and 681). Not more than 4 semester hours credit in Independent Study (BSC 585-588) or Special Problems (BSC 650-652) may be used to complete the 32 hour requirement, and these may only be applied beyond the 18 hours in BSC graduate credits. Students may elect to take 6 hours of graduate work in a minor field. Successful completion of the program in Biological Sciences requires a GPA of 3.0 or higher, and no more than 6 credit hours of "C" grades may be applied to the total hours for graduation. Upon completion of course requirements and the thesis, M.S. candidates must pass a comprehensive oral examination.

Students who select the M.A. option must complete a minimum of 36 hours of graduate work. M.A. candidates do not conduct thesis research. The Graduate Seminar, BSC electives, Independent Study/Special Problems, GPA, "C" grades, and comprehensive oral exam requirements are as stated for the M.S. degree.

## **BIOMEDICAL SCIENCES**

### **Program Overview**

The basic science departments of the Joan C. Edwards School of Medicine offer an interdisciplinary program leading to the Master of Science and Doctor of Philosophy degrees in Biomedical Sciences. The primary aim of the Biomedical Sciences (BMS) Program is to graduate students who are broadly based in the biomedical sciences with definite interests and special in-depth training in one of the following areas of emphasis: anatomy, cell and neurobiology; biochemistry and molecular biology; microbiology, immunology, and molecular genetics; neuroscience; pharmacology; and physiology. These areas are designed to be flexible and research oriented in order to develop the interests, capabilities and potential of all students pursuing careers in academic or industrial biomedical sciences.

In addition, the BMS Program offers a non-thesis Master of Science degree in a medical sciences area of emphasis for students wishing to pursue non-research careers in the health profession or in biotechnology and pharmaceutical industries. This area of emphasis is also designed to improve the science foundation of students seeking admission into doctoral programs in medicine. Admission into this Program

does not guarantee admission into medical school. Students in this area of emphasis are required to pay a Health Professional Fee each semester while enrolled in the Program.

The Biomedical Sciences Doctor of Philosophy Degree Program accepts a very limited number of students to study concurrently with the Doctor of Medicine degree. Individuals must be admitted into each Program separately.

### **Admission Requirements**

Students who wish to enroll in the Biomedical Sciences graduate program must apply for admission through the Graduate Admissions Office and meet the admission requirements of the Graduate College and the Graduate Studies Committee of Marshall University's Joan C. Edwards School of Medicine. Interested persons should contact the Office of Research and Graduate Education, Marshall University School of Medicine, 1542 Spring Valley Drive, Huntington, WV 25704 or via the internet at [www.meb.marshall.edu/programs.htm](http://www.meb.marshall.edu/programs.htm).

### **Minimum Requirements for Admission into Master of Science and Doctor of Philosophy Program**

All applicants must have baccalaureate degrees in one of the sciences, with the following prerequisites: one year of general biology, physics, general chemistry, and organic chemistry, all with associated laboratories. Although calculus and physical chemistry are not requirements for admission, they may be required for certain areas of emphasis and are highly recommended. Applicants must also submit (a) Graduate Record Examination (General) scores (minimum of 1,500) or MCAT scores (medical science area of emphasis only, 6.5 average), (b) three letters of recommendation from references familiar with the applicant's relevant academic/professional performance and (c) a personal statement describing educational and career goals. International students are required to score 550 or better on the TOEFL examination.

### **Duration of Degree Programs**

Students generally complete the requirements for the Master of Science Degree within three years. Those who pursue the doctoral degree usually complete the requirements within five to six years. Students who possess a M.S. degree in Biomedical Sciences or the equivalent when admitted into the doctoral degree program, generally require three to four years to complete the Doctoral of Philosophy Degree.

## **MASTER OF SCIENCE DEGREE**

All students are required to meet the general requirements of the Graduate College for receipt of a master's degree. A minimum of thirty-six credit hours is required for a non-thesis degree, while a minimum of thirty-two credit hours is required for the thesis degree. No more than six hours of thesis (BMS 681) may be credited toward the thirty-two hour requirement. Each student will specialize in one of the seven areas of emphasis as defined in the program overview. All students are required to successfully complete Cellular and Molecular Biology (BMS 600, 3 hrs), Statistics/Biostatistics (PSY 517, EDF 517 or equivalent, 3 or 4 hrs), Biomedical Sciences Communication Skills (BMS 600/661, hr. each), Overview of Biomedical Sciences Research (BMS 684, 1 hr.), Introduction to Research (BMS 685, minimum of 3 hrs), and Seminar (BMS 680, minimum of 4 hrs). In addition, the student must successfully complete other courses required by his/her area of emphasis and advisory committee and pass a written and/or oral comprehensive examination.

## **DOCTOR OF PHILOSOPHY DEGREE**

The doctorate is a research or performance degree and does not depend solely on the accumulation of credit hours. The degree requirements are admission to candidacy, residency, and successful completion and defense of a dissertation. The degree signifies that the holder has the competence to function independently at the highest professional level.

### **Degree Requirements**

To qualify for the Doctor of Philosophy degree, the student must pass (C or better or CR) the following courses: Cellular and Molecular Biology (BMS 600, 3 hrs), Statistics/Biostatistics (PSY 517, EDF 517, or equivalent 3 or 4 hrs), Biomedical Sciences Communication Skills (BMS 600/661, hr. each), Overview of Biomedical Sciences Research (BMS 684, 1 hr.), Seminar (BMS 680, minimum of 6 hrs), Introduction to Research (BMS 685), and Research (BMS 882, maximum of 15 hrs). In addition, the student must successfully complete other courses required by his/her area of emphasis and advisory committee. All courses will be defined in the student's *Course of Study*.

### **Advisory Committee**

The advisory committee should be formed no later than the end of the first year of graduate education or upon completion of 18 semester hours of credit. As soon as the committee has been identified,

an *Approval for Dissertation Topic and Committee Membership* form is completed and submitted to the Associate Dean for Research and Graduate Education and the Dean of the Graduate College.

The committee will be selected by the student and research advisor and approved by the Associate Dean for Research and Graduate Education and the Dean of the Graduate College. The advisory committee will be composed of at least five faculty members with appropriate expertise. One of the members may be from another institution. The student's research advisor will act as the chairperson of the committee.

### **Approval of Course of Study**

It is essential for the student and advisory committee to carefully define a *Course of Study* by the end of the first year. This is considered a basic contract between the student and the program and includes 1) all transfer credits 2) required and elective courses to be taken at Marshall University and 3) all competencies to be achieved by the student during graduate study. These details must be recorded on a *Course of Study* form and submitted for approval by the Associate Dean for Research and Graduate Education and the Dean of the Graduate College.

### **Graduate Assistantships for the Doctor of Philosophy Program**

Research assistantships are available for students in the doctoral degree program on a competitive basis. Applications will be reviewed as soon as complete. Assistantships will be allocated by March 15 for fall semester and October 15 for spring semester. The base stipend is renewable annually for up to five years. Priority consideration for the Doctor of Philosophy graduate assistantships will be given to West Virginia residents.

### **Academic Performance**

The student must maintain a grade point average of 3.0 and any student who receives a grade of *C* in more than two courses will be subject to dismissal from the program.

If the GPA falls below 3.0, the student will be placed on academic probation. Following notification of probation, the student will be counseled by his/her advisor. At this time, the deficiency will be identified and a written plan will be prepared for removing it within the next nine semester hours. This plan, co-signed by the student and the advisor, must be approved by the Dean of the Graduate College before the student can register for additional coursework.

If probationary status is not removed within nine semester hours, the Dean of the Graduate College, in consultation with the Associate Dean for Research and Graduate Education and the Graduate Studies Committee will determine whether the student is retained or dismissed from the program. Retention must be recommended by the interim advisor or student's advisory committee and endorsed by the Graduate Studies Committee.

### **Transfer Credit**

The student may transfer credits completed at other regionally accredited graduate institutions. Approval of the Associate Dean for Research and Graduate Education and the Dean of the Graduate College is contingent on (1) the grades earned were *B*'s or better (2) the credits are appropriate to the student's program and acceptable to the advisory committee, and (3) the time limitations were not exceeded.

The number of transfer hours acceptable for the Ph.D. degree will be determined by the student's advisory committee. Both must receive approval of the Associate Dean for Research and Graduate Education and the Dean of the Graduate College. Transfer credit will not become part of the Marshall University Grade Point Average.

Transfer of credits should be accomplished as early as possible. This should be accomplished either when the student is admitted to candidacy or submits an approved Course of Study. Attempts to transfer credits during the last semester may delay graduation. Official transcripts must be on file in the Graduate College office by the date that grades are due in the Marshall University Registrar's Office.

### **Validation of Outdated Coursework**

The advisory committee has the option to require validation, by special examination, of courses which members deem to be outdated.

### **Time Limitations**

Students must meet all requirements for the Doctor of Philosophy degree within seven years from the date of enrollment in the first course to be used in the degree program. The Graduate Dean may grant an extension upon recommendation by the Graduate Studies Committee. Absence due to military obligations, long serious illness, or similar circumstances beyond the student's control may be considered valid reasons for an extension. It is the option of the advisory committee to require validation of outdated courses by special examination.

## Admission to Candidacy

Admission to graduate study and enrollment in graduate courses does not guarantee acceptance as a candidate for the Doctor of Philosophy degree. This is only accomplished by satisfactorily passing a comprehensive qualifying examination and meeting all other specified requirements.

The qualifying examination assesses whether the student has attained sufficient knowledge to undertake independent research. The examination will be given after most of the coursework has been completed and consists of written and oral components covering all areas specified in the *Course of Study*. The examination is prepared, administered and graded by the advisory committee. Oral and written examinations should be scheduled within one month of each other. Successful completion of this examination is based on approval of the committee. Only one dissenting vote is permitted. If necessary, a single portion of the examination may be repeated at the discretion of the advisory committee. If two or more members cast dissenting votes, the entire qualifying examination must be repeated. The student must have the approval of the advisory committee to repeat a qualifying examination. The committee assesses the deficiencies and determines the time required for the student to make corrections. A student may take the qualifying examination no more than three times. Failure to pass this examination on the third attempt will result in dismissal. The advisory committee must complete an *Admission to Candidacy for Ph.D.* after the student completes the examinations and submit it for approval of the Associate Dean for Research and Graduate Education and the Dean of the Graduate College.

## Dissertation

All candidates must successfully complete a biomedical research project and prepare, submit, and defend a dissertation. The dissertation must present the results of the candidate's individual investigation and make a definite contribution to the current state of knowledge. While conducting research and writing a dissertation, the student must register for Research (BMS 882) at the beginning of each semester or summer term for which progress is to be earned. No more than 15 hours of doctoral research may be credited toward the degree.

Candidates are to follow the general guidelines outlined in *Publishing Your Dissertation: How to Prepare Your Manuscript for Publication and General Information About Dissertations*. Copies of these documents are on file in the Office of Research and Graduate Education.

## Oral Defense of the Dissertation

The oral defense of the dissertation is held during the semester or summer session in which all other degree requirements have been met. The advisory committee must read and tentatively approve the dissertation before the examination can be scheduled. The committee chairperson will complete an *Approval to Schedule Dissertation Defense* form and submit it for approval of the Associate Dean for Research and Graduate Education and the Dean of the Graduate College before the examination can be given. **Such notification must occur at least three weeks before the proposed date of the defense.** A portion of the defense is an open examination and sufficient time is required for adequate public notice. The open examination usually takes the form of a one-hour seminar. This is followed by a thorough review of the dissertation by the advisory committee, and the candidate.

Successful completion of the defense requires the approval of all but one of the members of the advisory committee. **The results (pass/fail) must be recorded on a *Results of Dissertation Examination* form which is to be reported to the Office of Research and Graduate Education and forwarded to the Graduate College Office within 24 hours.** Should the candidate fail the defense, reexamination may not be scheduled without the approval of the advisory committee, Associate Dean for Research and Graduate Education and the Dean of the Graduate College.

All advisory committee members are to be present for the defense. If this is not possible, the Dean of the Graduate College, or designee, may permit one substitute for any member of the committee except the chairperson. A request for a substitute must be submitted in writing to, and approved by, the Associate Dean for Research and Graduate Education and the Dean of the Graduate College. The committee chairperson, the student, and both the original member of the committee to be replaced, and the substitute must sign this request. The substitute must have the same, or higher, graduate faculty status as the original member and represent the same academic discipline or area of emphasis.

## Acceptance of Dissertation

Acceptance of the dissertation is a requirement for the doctoral degree. An accepted dissertation must bear the original signatures of at least all but one member of the advisory committee. If more than one member cannot approve the dissertation, the doctoral degree cannot be recommended. If the substitute member attends and approves the dissertation defense, he or she signs the dissertation. **The dissertation must then be accepted by the Graduate College no later than one week before the end of the semester or summer session in which the degree is expected to be granted.**

### **Survey of Earned Doctorates**

A completed questionnaire entitled *Survey of Earned Doctorates* must be submitted to the Graduate College when the original and two copies of the dissertation are delivered.

### **Publication**

All doctoral dissertations and their abstracts will be microfilmed through University Microfilms, Ann Arbor, Michigan. This requirement cannot be satisfied by any other publication, but other publication of material in the dissertation is both permitted and encouraged.

### **Process Summary**

1. Inquiry from prospective student to the Office of Research and Graduate Education or Graduate Admissions Office.
2. Mailing of application from the Office of Research and Graduate Education or the Graduate Admissions Office.
3. Receipt of application materials and required fee by the Office of Research and Graduate Education or the Graduate Admissions Office.
4. Referral of application materials and required fee by the Office of Research and Graduate Education or the Graduate Admissions Office.
5. The Office of Research and Graduate Education notifies the Graduate Admissions Office and the prospective student of the admission decision of the Graduate Studies Committee.
6. The accepted student arrives, reports to the Office of Research and Graduate Education, is assigned an interim advisor, and registers for course work.
7. Selection of a department/advisor must be achieved by the end of the first year. After a permanent advisor has been selected, an advisory committee is formed. A *Course of Study* should be developed by the end of the first year.
8. The student completes requisite course work and other program requirements.
9. The student takes written and oral qualifying examinations for admission to candidacy to Ph.D. These examinations should be scheduled within one month of each other.
10. The student continues doctoral research under the guidance of his/her advisory committee. The dissertation phase begins with the approval of a dissertation prospectus by the advisory committee, the Office of Research and Graduate Education and the Graduate College Dean.
11. The student applies for graduation at the beginning of his or her last semester no later than the University deadline published in the printed Schedule of Classes. The diploma fee must be paid by this time.
12. A copy of the preliminary draft of the dissertation is given to each member of the advisory committee and the Graduate College Dean at least one month prior to the final defense of the dissertation.
13. The chair of the advisory committee requests clearance for the defense from the Office of Research and Graduate Education and the Graduate College for approval no later than three weeks before the scheduled date of the defense.
14. The time and place of the defense of the dissertation are announced.
15. The student defends the dissertation in an oral defense.
16. The student delivers the original and two copies of the approved dissertation, required completed questionnaires and fee to the Graduate College at least one week prior to the end of the term or semester.

## **BUSINESS**

### **Lewis College of Business Graduate School of Management**

The faculty of the Graduate School of Management is composed of individuals with educational backgrounds and experience in the functional fields of business administration, accounting, finance, management, marketing, economics, industrial relations, health care, organization communication, and law. The faculty, in conjunction with other faculties of the Graduate College, offers a variety of graduate educational opportunities for men and women preparing for administrative careers in business, industry, labor, government, hospitals, and nonprofit organizations.

## **LEWIS COLLEGE OF BUSINESS MISSION STATEMENT**

The mission of the LCOB is to be the leading state institution for the education of business students in the region. The college's principal focus will be undergraduate and graduate education for traditional and non-traditional students. The LCOB is committed to graduating individuals who possess the communication, critical thinking, and problem-solving skills necessary to meet the current needs and the changing demands of a global economy.

The college is dedicated to excellence, academic freedom, and shared governance. It will maintain high standards for student learning and performance. The college will attract and retain faculty who are effective instructors, caring mentors and productive researchers while making contributions to their disciplines and the community.

The mission of the college also includes initiatives for employees and individuals not pursuing degrees. The college will be an active partner in economic development through an emphasis on entrepreneurship and applied research. In achieving its mission, the LCOB will utilize a variety of technology and delivery systems.

## **ACCREDITATION**

The Lewis College of Business is accredited by AACSB: The International Association for Management Education (American Assembly of Collegiate Schools of Business) and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

## **CERTIFICATE PROGRAMS**

Certificate programs presently offered include the Graduate Certificate in Business Management Foundations. Please contact the Academic Advisor for information on future programs.

## **DEGREE PROGRAMS**

Degree programs presently offered include the following: Master of Business Administration (M.B.A.), Executive M.B.A. (M.B.A.), Master of Science in Industrial and Employee Relations (M.S.), and Master of Science in Health Care Administration (M.S.).

## **ENTRANCE REQUIREMENTS**

Persons desiring to pursue the degrees of M.S. in Industrial and Employee Relations or M.S. in Health Care Administration must follow the procedures and satisfy the conditions of the Marshall University Graduate College as specified in the following sections of this catalog. Persons desiring to pursue the degree of M.B.A. or Executive M.B.A. must follow the specialized procedures described in the following sections.

## **THE PLAN OF STUDY**

The student and his/her advisor shall prepare a Plan of Study which must be approved during the semester in which the student initially enrolls. A plan should be appropriate to meet the needs of the student in his/her chosen field. It shall include the specific courses the student is expected to complete; and shall also list all other requirements of the program or school. Courses listed on the Plan of Study shall be those judged appropriate by the faculty. Subsequent requests for changes in the plan must be formally approved by the M.B.A. Director or the Academic Advisor. Any deviation from the final Plan of Study and/or discrepancy between it and the student's official transcript will delay graduation. Any Plan of Study that may have been approved becomes void if a student is inactive for one year (unless on an official leave of absence).

## **GRADE POINT AVERAGE REQUIREMENT**

A student must have a 3.0 overall GPA in all coursework with no more than two C's. This standard must be met for the student to graduate. If the student falls below these standards, then that student shall be placed on academic probation.

## **COMPREHENSIVE ASSESSMENT**

Degree candidates are required to complete a comprehensive assessment prior to receipt of the master's degree. The timing and form of a student's comprehensive assessment shall be approved in advance by the Director of the Graduate School of Management. The comprehensive assessment is usually a written term paper required within the final, integrated capstone course, MGT 699, "Business Policy and Strategy."

## **COURSE ENROLLMENT POLICY**

In order to take any 600-level course in the Graduate School of Management (GSM), the student must be admitted to a GSM program. On an exception basis, a student not enrolled in the GSM may take

only one 600-level GSM course with the written approval of the GSM Academic Advisor or the GSM MBA Director. It is the responsibility of the student to obtain this approval before attempting to register. Additionally, the student must meet the specific course prerequisites. Students who violate this policy will be administratively withdrawn.

### BUSINESS ADMINISTRATION (M.B.A.)

Qualified candidates are given an opportunity to earn the Master of Business Administration degree. In keeping with its purpose of providing professional preparation and foundation, the M.B.A. program gives emphasis to building a strong fundamental framework and to developing skills in managerial problem-solving and decision-making.

**Program Design:** Business policies and procedures, reflecting rapid advancement in technology, are subject to change over time. Methods and practices in current use may be totally inadequate for coming decades. For this reason, greater emphasis is placed on sound general principles and decision-making techniques which provide a base for continuous learning.

To accomplish this purpose, the program involves:

1. A series of Business Foundation courses which enable the student to continue professional development. The foundation courses required will be determined in consultation with the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.
3. Elective subject matter areas to provide for each candidate's specific professional objectives. Within the framework of the basic program, each candidate has considerable choice in selecting an area of professional focus. Areas currently offered are: accounting, economics, finance, health care, industrial and employee relations, marketing, and management.

The program can be completed in 12-18 months, attending on a full-time basis, depending on the candidate's previous training.

The M.B.A. program includes:

	<i>Hours</i>
Business Foundation courses, required as determined by the M.B.A. Director and/or the GSM Academic Advisor .....	0-15
M.B.A. Functional Studies courses .....	30
Electives .....	6
<b>TOTAL</b> .....	<b>36-45</b>

The university reserves the right, even after the enrollment of students, to make individual curricular adjustments whenever serious deficiencies or needs are found. This may involve additional coursework in speech and/or English whenever necessary. Deficiencies will be determined by the M.B.A. program director. Students may be required to take such courses without credit toward the master's degree and at their own expense.

#### Admission to the M.B.A. Program

Application for admission to the MBA Program must be received before March 15 of the spring semester proceeding the fall in which the student desires to begin taking coursework.

Applicants who meet full admission requirements will be admitted to the program and allowed to immediately begin the 36 hour M.B.A. curriculum. Full admission to the M.B.A. Program requires:

- a bachelor's degree from a regionally accredited institution (note: that the university requires a 2.5 overall undergraduate grade point average for admission);
- a minimum Graduate Management Admissions Test (G.M.A.T.) score of 500; and
- completion of all foundation coursework, through either undergraduate or Foundation Program preparation, in the last seven years with a grade of **B** or better in each course.

Undergraduate students and students currently enrolled in the Foundations Program and likely to complete all foundation coursework before the fall semester may apply to the M.B.A. program. They may be accepted contingent on satisfactory completion of foundation coursework. Applicants who do not meet the requirements for admission due to incomplete foundation coursework will automatically be considered for Admission to the Foundations Program.

Applicants who have a bachelor's degree from an accredited institution and who have completed all foundation coursework, but who do not meet the full admission requirements, will be considered by the Admissions Committee. The Admissions Committee will base their admission decision in part on the following criteria:

- Undergraduate G.P.A. and G.M.A.T. score;
- Years of and Type of Work Experience; and
- Letters of Recommendation.

The Admissions Committee will notify all selected candidates by May 1 of the application year. The admissions committee will select students until a sustainable number of quality M.B.A. candidates are chosen.

Any M.B.A. student who does not take at least one course in the Fall or Spring of the same academic year will have to reapply to the M.B.A. Program and be readmitted by the Admissions Committee.

### **Admission to the Business Foundations Program**

Participation in the Foundations Program is intended to be used to meet the requirements for admission into the M.B.A. curriculum. Students may use Foundations Program courses to replace low grades obtained in undergraduate foundation coursework.

Application for admission to the Foundation Program must be received before March 15 of the spring semester preceding the fall in which the student desires to begin taking coursework.

To be considered by the Admissions Committee, an applicant must have a bachelor's degree from a regionally accredited institution. Note that the university requires a 2.5 overall undergraduate Grade Point Average for admission.

Undergraduate students likely to obtain their degree before the Fall semester may apply to the Foundations program. They may be accepted contingent on satisfactory completion of their undergraduate degree.

The Admissions Committee will base their admission decision in part on the following criteria:

- Undergraduate G.P.A.;
- Years of and Type of Work Experience; and
- Letters of Recommendation.

The admissions committee will select students until a sustainable number of quality Foundations Program candidates are chosen. The Admissions Committee will notify all selected candidates by June 1 of the application year. Selected candidates may immediately begin coursework in the Foundations Program.

Students in the Foundations Program do not automatically move into the M.B.A. Program. A student must apply to the M.B.A. Program before March 15 of the spring semester preceding the fall in which the student desires to begin taking coursework.

### **Courses in the Graduate School of Management Foundations Program**

<i>Graduate School of Management Courses</i>	<i>Undergraduate Equivalent</i>
Financial Accounting Accounting 510	Principles of Accounting 6 Hours
Economic Analysis Economics 501	Principles of Economics (Micro/Macro) 6 Hours
Finance Finance 510	Principles of Finance 3 Hours
Statistics/Calculus Management 500	Business Statistics 3 Hours
	Introductory Calculus 3 Hours
Marketing & Management Marketing 511	Principles of Management 3 Hours
	Principles of Marketing 3 Hours
Computer literacy	Computer literacy

*(continued)*

## Notes

1. No student will be admitted to the M.B.A. program who does not hold a degree from a regionally accredited institution.
2. GMAT scores must be less than five years old.
3. Applicants with doctoral degrees are not required to take the GMAT.
4. The required Business Foundation courses or their equivalents must have been completed within seven years of application.
5. Students may complete a required Business Foundation course by making a satisfactory score on the CLEP examination or on the MUGC course validation examination.
6. Students must meet all course prerequisite requirements to enroll in Business Foundation or M.B.A. courses.

### The 36-Hour M.B.A. Curriculum

All students are required to complete 30 hours of M.B.A. Functional Studies courses plus 6 hours of electives. These courses must be completed with a GPA of 3.0 (*B* or better) with no more than 2 *C*'s. In addition, each candidate must pass a comprehensive assessment, which is normally a required written term paper within the final, integrated capstone course, MGT 699, "Business Policy and Strategy."

### Courses in the M.B.A. Functional Studies

All students in the M.B.A. program must complete these courses:

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>
MGT 601	Quantitative Methods for Business	3
ACC 613	Profit Planning and Controls	3
FIN 620	Financial Management	3
MGT 672	Organizational Behavior	3
MKT 682	Advanced Marketing Management	3
LE 691	Government and Business Relationships	3
MIS 678	Management Information Systems	3
ECN 630	Managerial Economics	3
MGT 674	Production/Operations Management	3
MGT 699	Business Policy and Strategy	3

### Electives:

Six elective hours must be selected from any Business area or from some area outside the Graduate School of Management (with advisor approval).

### 3 + 2 Programs With Other Undergraduate Schools

The 3 + 2 Program is designed to allow an undergraduate student who plans to enroll in the Lewis College of Business M.B.A. program immediately following receipt of the baccalaureate degree an opportunity to complete both degrees in five academic years. Marshall University students and students at several other West Virginia undergraduate schools may apply.

Students may apply to the 3 + 2 Program when all eligibility requirements are met. Please see the M.B.A. Director for eligibility requirement details. A student accepted into the 3+2 Program may take up to three M.B.A. courses for which he or she has met the necessary prerequisites.

In the 3 + 2 Program, undergraduate accounting majors can take valuable graduate coursework and meet requirements for the M.B.A. while completing the 150 hours required by the State of West Virginia to sit for the Certified Public Accountant exam.

### Executive M.B.A.

The Executive M.B.A. is designed for the employed professional. The Executive M.B.A. is an off-campus program which is undertaken as a cohort program where students move through the courses as a group in a set sequence. While admission standards are the same as for the M.B.A., students in the Executive M.B.A. usually have a minimum of two years of work experience. Course requirements for the

Executive M.B.A. are identical to the M.B.A. except Executive M.B.A. students are required to complete a foreign study experience.

The Executive M.B.A. offers an intensive format with courses offered on Saturdays in five week blocks. Cohort groups are established at different times and in different locations throughout the state. Those interested in the Executive M.B.A. should contact the M.B.A. Director or the Graduate School of Management office for details about when and where cohorts are being formed.

### **GRADUATE CERTIFICATE IN BUSINESS MANAGEMENT FOUNDATIONS**

This certificate is designed for students with non-business undergraduate degrees. It is envisioned as a generalist overview of graduate business topics. Students desiring a fully developed masters degree in business should enroll in the MBA program. The Graduate Certificate in Business Management Foundations will help students to improve their depth of knowledge or skills, remain competitive in the job market, learn new skills, advance their careers, or pursue personal enrichment.

Admission to the Graduate Certificate in Business Management Foundations program is based on receipt of a baccalaureate degree from a regionally accredited college or university and the information provided on the Application for Admission form. A student must have a 3.0 GPA in all course work with no more than two C's. If the student falls below these standards, the student will be placed on academic probation. A student who successfully completes the series of courses will earn a certificate.

The Graduate Certificate in Business Management Foundations program consists of 15 credit hours. A student pursuing a certificate must complete the following courses:

- Accounting 510: Financial Accounting
- Economics 501: Economic Analysis
- Marketing 511: Marketing and Management
- Management 500: Statistics/ Calculus
- Finance 510: Finance

All five courses must be taken; no courses may be waived.

Anyone desiring to enroll in the Business Management Foundations Certificate Program is encouraged to contact the Graduate School of Management Academic Advisor for further information.

### **INDUSTRIAL AND EMPLOYEE RELATIONS (M.S.)**

The Master of Science in Industrial and Employee Relations degree program is designed to prepare graduates for research and administrative positions in both public and private sector human resource management offices, labor unions, other employee associations, and agencies concerned with employer-employee relations. Graduate instruction is provided in human resource management and development; in trade unionism and collective bargaining; and in legal and public policy issues which may relate to any of the preceding. These matters are examined academically within the contexts of social, economic, and political considerations; and are analyzed via the theoretical and empirical contributions of the social/behavioral sciences.

The study of industrial relations is based upon the knowledge and methods developed in a number of traditional areas of study. The major disciplines represented in the program are economics, psychology, sociology, management, and law. Coursework in related fields is available and encouraged.

#### **Admission to the M.S. Program**

Admission to the M.S. program requires:

- A bachelor's degree from an accredited institution with a minimum 2.5 GPA, and
- A minimum Graduate Management Admissions Test (GMAT) score of at least 450 or a minimum on the Graduate Record Examination (GRE) of 860 for tests taken after September 2002, and
- An index of 950 computed by multiplying the undergraduate Grade Point Average (GPA) by 200 and adding the GMAT score or 53% of the total GRE score
- Demonstrated computer literacy

#### **The Industrial and Employee Relations Program** ***CORE COURSES (Required of all students)***

Course Number	Course Title	Hours
MKT 511	Marketing and Management	3
ECN 501	Economic Analysis	3
MGT 672	Organizational Behavior	3

***(continued)***

MGT 620	Human Resource Management	3
IER 600	The Development of Labor Relations	3
IER 605	Human Resource Economics	3
IER 610	Collective Bargaining	3
IER 615	Arbitration & Grievance Procedure	3
IER 630	Labor Law	3
IER 660	Compensation and Benefits	3
MGT 699	Business Policy and Strategy	3
Total hours in required Core Courses		33
Electives*		3
<b>Total Hours</b>		<b>36</b>

**Electives:** Electives may be taken from any business area with the approval of the Academic Advisor.

### HEALTH CARE ADMINISTRATION (M.S.)

The Master of Science in Health Care Administration is designed to provide individuals with a comprehensive perspective of the health care environment. Emphasis is placed on a global view of health care rather than a targeted sector (such as hospitals, nursing homes, etc.) of the industry. Students completing the program frequently pursue employment opportunities in environments ranging from hospitals to medical practices to health insurers/buyers. While the program attracts individuals from all undergraduate disciplines, many of the students have strong clinical backgrounds and are interested in building their management skills with a focus toward their clinical expertise.

#### Admission to the Program

Admission to the M.S. program requires:

- A bachelor's degree from an accredited institution with a 2.5 GPA, and
- A minimum Graduate Management Admissions Test (GMAT) score of at least 450 or a minimum on the Graduate Record Examination (GRE) of 860 for tests taken after September 2002, and
- An index of 950 computed by multiplying the undergraduate Grade Point Average (GPA) by 200 and adding the GMAT score or 53% of the total GRE score
- Demonstrated computer literacy

#### Health Care Administration

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>
MKT 511	Marketing and Management	3
HCA 600	The Health Care System	3
HCA 610	Health Care Financial Management	3
HCA 615	Health Care Economics	3
HCA 653	Integrated Delivery Systems	3
HCA 630	Legal Issues in Health Care Management	3
HCA 656	Management of Health Care Technology and Information Systems	3
MGT 620	Human Resource Management	3
HCA 655	Health Care Marketing	3
MGT 672	Organizational Behavior	3
HCA 695	Field Research in Health Care Management	3
MGT 699	Business Policy and Strategy	3
<b>Total</b>		<b>36</b>

### CHEMISTRY (CHM)

#### Degrees Offered

**MASTER OF SCIENCE (CHEMISTRY):** This program is intended primarily for individuals interested in advanced training in chemistry and related disciplines in preparation for doctoral programs or for careers in industry, government, or post-secondary school education. Two routes to the degrees are available.

With Thesis (CHM 682): a minimum of thirty-two semester hours is required, of which no more than twelve may be in Chemistry 682 (Research). The candidate is required to present an acceptable thesis

based upon original research. The candidate must also give a public lecture based upon the results of the thesis and give a satisfactory oral defense of the thesis before his committee. All full-time students and students receiving department stipends must elect this route.

With Problem Report (CHM 679): a minimum of thirty-six hours is required, of which none may be in CHM 682 and three must be in Chemistry 679 (Problem Report). This route will be open to students authorized by the department, generally part-time students who are unable to enroll in CHM 682.

No more than six hours of Special Topics may be counted in the minimum hours required by either route; any exceptions require specific Departmental approval.

Students whose research is in the area of organic chemistry are required to take these courses: 565, 566, 548 (or 549 if credit was previously received for 548 or its equivalent), 540 or 542, 522 or 526, and additional courses needed to complete the 32 or 36 credit hour minimum. Students whose research is in the area of analytical, inorganic, and physical chemistry are required to take at least one graduate course in each of the four major areas (analytical, inorganic, organic, and physical); specific course requirements are to be determined in consultation with one's research advisor.

**PLAN OF STUDY:** After being admitted to the Graduate College, and prior to registration, the student will meet with his designated advisor to determine the specific program of studies necessary for the degree. Programs will be adjusted to reflect major interests and prior training of the student.

### **CLASSICAL STUDIES (CL)**

The Department of Classical Studies offers minor fields of study in Latin and in classics. These minors are appropriate for graduate programs in English and in history.

### **COMMUNICATION DISORDERS (CD)**

The graduate program of the Department of Communication Disorders is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association. The Department of Communication Disorders offers an M.A. degree. Communication Disorders majors at the graduate level follow a prescribed program leading to eligibility for national certification in Speech-Language Pathology by the American Speech-Language-Hearing Association and West Virginia licensure. Students wishing to be eligible for West Virginia certification as public school speech-language pathologists must also meet the requirements for such certification.

#### **Admission to the Program**

The minimum requirements to be considered for admission include the following:

1. An undergraduate degree from an accredited institution is required.
2. An undergraduate major or the equivalent in Communication Disorders is required. Students with deficits in undergraduate coursework or those wishing public school certification may need to complete additional requirements after admission.
3. An overall and communication disorders Grade Point Average of at least 3.0 is required for full-time admission. Students with Grade Point Averages above 2.5 may be considered for part-time enrollment if space permits. Students who are admitted full time may elect to attend full- or part-time.
4. A completed application for admission to the Graduate College must be received by the Graduate Admissions Office by the specified deadline and must include official GRE scores and official transcripts from all undergraduate schools attended.
5. A separate application form for the Graduate Program in Communication Disorders (available from the Communication Disorders department) must be submitted to the department by the specified deadline.
6. Students with undergraduate degrees from institutions other than Marshall University must submit three letters of recommendation (written on appropriate letterhead) from individuals who can comment on their academic and clinical performance and potential. All letters must be submitted to the Communication Disorders Department *with the program application*, and must be submitted in sealed envelopes with the recommender's signature across the flap. At least one letter must be from one of the applicant's classroom instructors in communication disorders. Additionally, if the undergraduate program included a clinical practicum, at least one letter must be from a clinical supervisor. ....
7. Students with undergraduate degrees from Marshall University must submit the names of three faculty who will serve as references.

The program admits students once per year. Generally, more students apply than can be accepted; therefore, the selection process is competitive. All completed applications are reviewed in the spring after the specified deadline for submission. Students who are accepted into the program may elect to begin in the next summer, fall, or the following spring semester. Students admitted to the program who fail to

enroll in the selected semester, as well as students already in the program who fail to enroll for a semester without prior permission from their academic advisor, are considered withdrawn from the program and not eligible for future enrollment. **NOTE: Applicants who are accepted for the graduate program will be simultaneously admitted as students in the Graduate College.**

### **Program Requirements**

A minimum of 33 graduate credit hours of academic coursework without the thesis (or 30 hours with the thesis) is required in addition to clinical practicum. All practicum necessary to complete certification requirements must be completed prior to graduation. Minimum practicum requirements include 8 graded academic hours plus 6 CR/NC hours (excluding CD 672/673). Students who apply for clinical practicum assignments are expected to fulfill the responsibilities of these assignments for the full semester. Students who fail to do so may not be assured of future assignments.

The Speech-Language Pathology specialty area exam of the ETS Praxis Series (NESPA) serves as the comprehensive examination required for all students. A score of 620 or better is considered passing. In addition to the comprehensive examination, a candidate who writes a thesis will be required to pass an oral examination on the thesis.

Students should consult the department chair, their Communication Disorders academic advisor, and the clinic handbook regarding all academic and clinical requirements and standards specific to the program.

### **COMMUNICATION STUDIES (CMM)**

The M.A. degree in Communication Studies provides an opportunity for students to develop individual programs of theory, research, and application among the areas of interpersonal, organizational, educational, and public communication. The program is designed for students who seek careers as communication professionals or who intend to pursue further graduate study in the field.

To be admitted to the program, students must meet the requirements for admission to the Graduate College. The Director of Graduate Studies in the department will serve as a student's initial advisor. During the first semester of graduate study, each student will form a committee of three graduate faculty members. At least one member of the committee must have full graduate faculty status.

With the approval of the committee, the student will plan a program of study which must include CMM 601 and 606. A total of 36 credit hours is required for graduation. Students who write a thesis may earn six of those credit hours for the thesis. A minor or cognate outside the department may be approved by a student's committee.

A written comprehensive exam, prepared and evaluated by the student's committee, is required. The exam will be prepared and evaluated by the student's committee. A candidate who writes a thesis is also required to pass an oral examination on the thesis.

### **COMPUTER SCIENCE AND SOFTWARE DEVELOPMENT (CSD)**

Marshall University does not have a master of science program in CSD. Please see Information Systems and Technology Management.

### **COUNSELING (COUN)**

#### **MASTER'S DEGREE**

The Master of Arts degree in Counseling is a 48 to 60 hour planned program of study designed to meet the necessary competencies of professional counselors, and satisfies the curricular requirements for counselor licensure. There are currently five distinct emphases offered within the Counseling Program. An emphasis may differ with respect to admissions, number of credit hours, format for comprehensive examinations, and other requisites. Curricular elements consist of core courses required of all counseling majors and emphasis courses specific to: mental health counseling, student affairs counseling, career counseling, community counseling, correctional counseling, elementary and secondary school counseling. While all core courses are offered on the Huntington and South Charleston campuses, some emphasis courses are not available in all locations.

Admission to the Counseling Program is selective and competitive. Admission decisions for all program applicants are rooted in the specific standards of the Marshall University Graduate College and the minimum standards of the Counseling Program. (See admission standards for each emphasis area). Students are admitted to an emphasis and must indicate their preferences during the admission process.

It is the responsibility of all admitted students to meet with their advisors prior to the beginning of course work. Each student must complete an advisor-approved Plan of Study prior to the completion of 18 semester hours. A minimum Grade Point Average of 3.0 in all degree courses is required prior to enrollment in the practicum, internship, and for graduation.

## Curriculum

The following 28 to 30 semester hours of core courses are required of all students:

	Course Title	Cr. Hrs.
COUN 600	Professional Orientation	3
COUN 602	Human Development & Psychopathology	3
COUN 603	Counseling Theories	3
COUN 604	Group Counseling and Theories	3
COUN 605	Theory & Practice of Human Appraisal	3
COUN 606	Career & Lifestyle Development	3
COUN 607	Counseling Techniques in Human Relationships	3
EDF 621 or 625	Research Writing	3
COUN 574	Social & Cultural Foundations	3
COUN 608	Practicum	3

\*All emphases (48 to 60 hours) satisfy the curricular requirements for professional counselor licensure in the State of West Virginia.

## Areas of Emphasis

***To be eligible for admission to the Mental Health Counseling and Student Affairs Counseling emphasis, students must satisfy four of the following six admission standards:***

1. GRE score of 800 (verbal and quantitative subtests)
2. Undergraduate GPA of 2.75
3. Undergraduate major or experience related to counseling
4. Three written references (2 from former or current professors)
5. Writing sample
6. Personal statement of the student's understanding of and interest in the counseling profession

*Students who satisfy four of the six preceding standards must participate in an on-campus interview as a final standard.* Admitted students must complete the required core courses and the following emphasis-specific courses:

### Mental Health Counseling

In addition to the core courses, students specializing in Mental Health Counseling must complete the following emphasis courses:

COUN 630	Introduction to Mental Health Counseling .....	3
COUN 631	Diagnosis and Treatment Planning.....	3
COUN 632	Introduction to Marriage, Couple & Family .....	3
COUN 575	Prevention & Treatment of Addictions .....	3
COUN 601	Counselors in Consulting Roles .....	2
COUN 691	Internship: Mental Health Counseling .....	9
	Advisor Approved Electives .....	9
	Emphasis total .....	32
	<b>Total credit hours (including core) .....</b>	<b>60</b>

### Student Affairs Counseling

In addition to the core courses, students specializing in Student Affairs Counseling must complete the following emphasis courses:

COUN 660	Introduction to Student Affairs .....	3
COUN TBA	College Student Development.....	3
COUN 662	Current Issues in Student Affairs .....	3
	Elective .....	3
COUN 697	Internship: Student Affairs Counseling.....	6
	Emphasis total .....	18
	<b>Total Credit Hours (including core) .....</b>	<b>48</b>

**To be eligible for admission to the School Counseling Program or the Community Counseling Program with emphases in Addiction Counseling, Career Counseling, Community Counseling, Correctional Counseling, Marriage, Couple & Family Counseling and Religious Settings Counseling, coordinated by the South Charleston campus, students must satisfy the following admission standards:**

1. GRE score of 800 (quantitative & verbal subtests) or MAT score of 40
2. Undergraduate GPA of 2.75
3. Three letters of reference
4. Writing sample
5. Personal statement of the student's understanding of and interest in the counseling profession

Admitted students must complete the required core courses and the following emphasis-specific courses:

**Community Counseling**

In addition to the core courses, students specializing in Community Counseling must complete the following emphasis courses:

COUN 611	Foundations of Community Counseling.....	3
COUN 631	Diagnosis and Treatment Planning.....	3
	Electives .....	6
COUN 692	Internship: Community Counseling.....	6
	Emphasis total .....	18
	<b>Total Credit Hours (including core) .....</b>	<b>48</b>

**Community Counseling with Addictions Emphasis**

In addition to the core courses, students specializing in Community Counseling with Addictions Emphasis must complete the following emphasis courses:

COUN 635	Core Functions of Addiction Counseling.....	3
COUN 617	Seminar in Addictions .....	3
	Electives .....	6
COUN 694	Internship: Addictions Counseling.....	6
	Emphasis total .....	18
	<b>Total Credit Hours (including core) .....</b>	<b>48</b>

**Community Counseling with Career Emphasis**

In addition to the core courses, students specializing in Community Counseling with Career emphasis must complete the following emphasis courses:

COUN 651	Seminar in Career Counseling.....	3
COUN 652	Career Counseling with Special Populations.....	3
COUN 653	Career Assessment and Report Writing .....	3
	Electives .....	3
COUN 696	Internship: Career Counseling .....	6
	Emphasis total .....	18
	<b>Total Credit Hours (including core) .....</b>	<b>48</b>

**Community Counseling with Corrections Emphasis**

In addition to the core courses, students specializing in Community Counseling with Correctional emphasis must complete the following emphasis courses:

COUN 641	Seminar in Correctional Counseling.....	3
COUN 695	Internship: Correctional Counseling.....	6
	Electives (9 hrs.) from the following:	
COUN 555	Crisis Intervention & Conflict Resolution .....	3
COUN 556	Death & Grief Counseling.....	3
COUN 575	Prevention & Treatment of Addictions .....	3
COUN 611	Foundations of Community Counseling.....	3

(continued)

COUN 632	Intro. To Marriage, Couple & Family Coun. ....	3
COUN 654	Ecological Approach to Domestic Violence ..... or other advisor approved electives	3
	Emphasis total .....	18
	Total credit hours (including core) .....	48

### Community Counseling with Marriage, Couple & Family Emphasis\*

In addition to the core courses, students specializing in Community Counseling with Marriage, Couple & Family Emphasis must complete the following emphasis courses:

COUN 622	Parent Education .....	3
COUN 632	Introduction To Marriage, Couple & Family Counseling .....	3
COUN 637	Adult Development & Transition .....	3
COUN 636	Couple Counseling .....	3
COUN 638	Practicum: Interventions: Marriage, Couple & Family Counseling .....	3
COUN 693	Internship: Marriage, Couple & Family Counseling .....	3
	Emphasis total .....	18
	Total credit hours (including core) .....	48

\*Student completing the Community Counseling with Marriage, Couple & Family emphasis will receive the certificate in Marriage, Couple, and Family Counseling (see page 87).

### Community Counseling with Religious Settings Emphasis

In addition to the core courses, students specializing in Community Counseling with Religious Settings Emphasis must complete the following emphasis courses:

COUN 639	Psychotheological Issues in Counseling .....	3
COUN 640	Seminar in Spirituality in Counseling .....	3
	Electives .....	6
COUN 699	Internship: Religious Settings Counseling .....	6
	Emphasis total .....	18
	Total Credit Hours (including core) .....	48

### School Counseling

The school counseling curriculum meets the State Department of Education certification standards. An alternative school counseling program is available for students without a teacher education background to qualify for West Virginia certification as school counselors. In addition to the core courses, students specializing in School Counseling must complete the following emphasis courses:

COUN 670	Interventions: Current Issues in School Counseling .....	3
COUN 672	Organization & Administration of School Counseling Programs .....	3
COUN 673	Counseling Children, Parents & Adolescents .....	3
	Electives .....	3
COUN 698	Internship: School Counseling .....	6
	Emphasis total .....	18
	Total Credit Hours (including core) .....	48

### Certification Requirements For School Counselors

Students in school counseling must meet certification requirements established by the West Virginia Department of Education. All students must pass the Praxis II: Specialty Area Test (formerly the National Teachers Examination) in School Counseling prior to applying for certification. Applications for certification are available in the central offices of the county school system. An alternative school counseling program certification is available for students without a teacher education background to qualify for West Virginia certification as elementary or secondary school counselors.

Students who do not hold a valid West Virginia teaching certificate (non-education majors) must submit passing scores on the Pre-Professional Skills Tests (PPST) prior to enrollment in courses leading to certification.

(continued)

Non-education majors must also complete 6 hours of additional coursework from the following:

*Alternative Certification Courses*

LS 532	Human Relations Skills in the Public Sector .....	3
C & I 521	Children with Exceptionalities .....	3
	Total Credit Hours with Alternative Certification (including core) .....	54

**ADDITIONAL ELECTIVE COURSE OPTIONS**  
**(Courses identified as TBA are new courses in the process of being developed.)**

	<b>Course Title</b>	<b>Cr. Hrs.</b>
COUN 555	Crisis Intervention and Conflict Resolution .....	3
COUN 579	Pharmacology in Counseling .....	3
COUN 611	Foundations of Community Counseling .....	3
COUN 556	Death and Grief Counseling .....	3
COUN TBA	Health and Wellness Counseling .....	3
COUN 577	Stress Management Counseling .....	3
COUN TBA	Counseling the Blended Family .....	3
COUN 616	Domestic Violence .....	3
COUN 617	Seminar in Counseling .....	1-6
COUN 545	Beginning Manual Communication .....	3
COUN 554	Advanced Manual Communication .....	3
COUN 620	Workshop in Counseling .....	1-6
COUN 621	Introduction to Child Abuse and Neglect.....	1-3
COUN 622	Parent Education .....	3
COUN TBA	Issues in Counseling Women .....	3
COUN 580-583	Special Topics .....	1-4
COUN 585-588	Independent Study .....	1-4

**CERTIFICATE PROGRAM IN DOMESTIC VIOLENCE COUNSELING**

The graduate certificate program in Domestic Violence Counseling can be completed in one of two ways. First, the student may apply and be accepted into the Community Counseling program and take the certificate courses in conjunction with the required degree courses and graduate with a Master of Arts degree in Counseling in addition to a graduate certificate denoting the area of specialty. Second, the certificate coursework may be taken as a stand-alone program to be complete in one year.

The program is currently the state’s only post-baccalaureate initiative providing a sequential, specialized professional development opportunity for mental health professionals and paraprofessionals who contribute to the identification of, and interventions in family/partner abuse situations.

**Admission Standards and Requirements**

It is expected that enrollees of this program will generally be engaged in clinical practice or some support aspect of direct client service and/or intervention where family violence has been identified or suspected. Admission requirements for the proposed certificate program include the following:

- a baccalaureate degree from a regionally accredited college or university with an undergraduate grade point average of 2.5 or higher, and current employment in a community mental health agency, private practice, or related/supporting role that provides direct client contact involving general mental health/psycho-educational interventions; or
- a master’s degree in counseling, social work, psychology; or
- departmental approval.

It should be noted that gaining admission to the certificate program will not guarantee admission to a graduate degree program.

**Course Requirements (12 hours)**

COUN 654, An Ecological Approach to Domestic Violence .....	3
COUN 655, Domestic Violence I: Working with Victims .....	3
COUN 656, Domestic Violence II: Working with Perpetrators .....	3
COUN 657, Domestic Violence III: Children as Victims and Witnesses .....	3

*(continued)*

### Professional Continuing Education

Coursework offered in the certificate program will be eligible for continuing education units by the Counseling Board of Examiners. Efforts are being made to facilitate receipt of continuing education units from the West Virginia Board of Social Work Examiners. Individuals must submit course information to the Psychology Board of Examiners for review. The coursework meets and exceeds the training requirements for facilitators of Batterer Intervention Programs. These requirements are set forth in Title 119 Legislative Rule Family Protection Services Board Standards.

### CERTIFICATE PROGRAM IN MARRIAGE, COUPLE AND FAMILY THERAPY

The Certificate Program in Marriage, Couple and Family Counseling may be taken either within the Community Agency Emphasis of the master's degree program in Counseling OR as a post-master's degree professional development program. **This certificate program is currently the state's only program focussing on the knowledge base and clinical skills in Marriage, Couple and Family Counseling.**

#### Admission Standards and Requirements

Admission requirements for the Certificate Program in Marriage, Couple and Family Therapy Program are:

- Admission to the master's degree program in counseling
- OR
- A master's degree in counseling, social work, psychology, or divinity

#### Course Requirements (18 hours)

COUN 622, Parent Education .....	3
COUN 632, Introduction to Marriage, Couple, and Family Therapy .....	3
COUN 637, Adult and Family Development and Transition .....	3
COUN 636, Couple Counseling.....	3
COUN 638, Practicum: Interventions in Marriage,Couple, and Family Counseling .....	3
COUN 693, Internship .....	3

#### Professional Continuing Education Credits

Coursework in Marriage, Couple and Family Therapy is eligible for continuing education units with the West Virginia Counseling Board of Examiners, as individual study with the West Virginia Board of Social Work Examiners, and can be submitted to the West Virginia Psychology Board of Examiners for review and approval.

### EDUCATION SPECIALIST (Ed.S.) - Counseling

The Education Specialist degree in Education (Ed.S.) is designed to accommodate those students who already possess a master's degree in counseling. The program promotes advanced knowledge and skills in the field of professional counseling with a focus on intervention and supervision skills.

A strong component of the program is the attainment of knowledge and skills in three areas: 1) supervision processes, 2) advanced theoretical applications, and 3) advanced internship experiences. A minimum of 27 semester hours beyond the master's degree must be earned for completion of the program.

#### Admission Requirements

All students entering the Ed.S. Program must possess a master's degree in counseling or closely related field, from a regionally accredited university or college, and be eligible for West Virginia certification as a school counselor or licensure as a Licensed Professional Counselor by the West Virginia Board of Examiners in Counseling, and a minimum 3.50 GPA. Students entering the program must have successfully completed coursework at the graduate level in the following areas:

- Human development
- Human relationships: listening and communication skills
- Individual counseling theories and techniques
- Group counseling theories and techniques
- Developmental guidance
- Career development
- Organization and development of counseling and guidance
- Legal and ethical issues in counseling
- Consultation
- Research methods
- Tests and measurements

Appropriate counseling and intervention skills evidenced by a portfolio of previously completed courses or professional experiences. Students who are deficient in any or all of the above requirements may be required to complete advisor-approved prerequisite courses or experiences in addition to the 27 hours in the Ed.S. Students will be admitted to the Ed.S. program in the Fall of each year, at which time an individualized plan of study will be developed based on the program requirements and the student's past academic and professional experiences.

### Program Requirements

The Ed.S. program consists of a minimum of 27 hours of prescribed coursework built around competencies considered crucial to the practice of a master professional counselor. Students in the Ed.S. program must earn a grade of at least a B in all coursework. The courses comprising the core curriculum are as follows:

Course Number	Course Title	Cr. Hrs.
COUN 740	Internship .....	6 - 12
COUN 742	Current Issues in Professional Counseling .....	3
COUN 746	Systems Intervention .....	3
COUN 747	Advanced Group Counseling .....	3
COUN 750	Seminar .....	3
COUN 755	Models of Counselor Supervision .....	3
COUN 756	Residency in Counselor Supervision .....	3
COUN 760	Special Topics .....	3 - 6
<b>Total for Ed.S. ....</b>		<b>27</b>

### CRIMINAL JUSTICE (CJ)

The Master of Science degree in Criminal Justice provides students with advanced theoretical, legal, and methodological training for research, teaching, and management careers in criminal justice. The program serves to educate criminal justice professionals and prepare students for further advanced graduate work, legal studies, and scholarship. The Criminal Justice Department is committed to:

- providing students with the conceptual and research skills needed to undertake advanced analyses of the criminal justice system;
- serving criminal justice professionals and others who are interested in pursuing professional careers in management and administration;
- furnishing law enforcement, corrections and court practitioners with knowledge of justice administration, theoretical perspectives of human behavior, policy analysis and criminal justice theory; and
- preparing social scientists to pursue careers in university and research settings.

### ADMISSION REQUIREMENTS

Students will be admitted to the Master of Science degree program in Criminal Justice in the fall or spring semesters, although fall admissions are strongly encouraged for full-time students. Applications to the Master of Science degree program in Criminal Justice are due by July 1 for the fall semester and by November 1 for the spring semester. However, students are strongly encouraged to apply early. After the due dates, students are invited to apply for provisional admission.

To apply, all students must first complete and return the Graduate Application for Admission to the Graduate Admissions Office (available at [www.marshall.edu/mugc/](http://www.marshall.edu/mugc/)). Moreover, students are encouraged to review the Graduate Catalog online at [www.marshall.edu/www/gradcat/](http://www.marshall.edu/www/gradcat/) for complete information on the graduate application process and university policies. To be considered by criminal justice faculty for admission to the M.S. program, all applicants must provide a complete application file that contains the following items:

- A Marshall University Graduate Application for Admission (obtained by the Graduate Admissions Office or online)
- All official undergraduate transcripts
- Graduate Record Examination (GRE) General Test or TOEFL scores
- Two letters of recommendation (college instructors preferred)
- A personal statement

Admission to the Master of Science degree program in Criminal Justice is based on an assessment by a faculty committee of the applicant's academic achievements and promise as indicated by transcripts,

scores on the Graduate Record Examination (GRE), the TOEFL for international students for whom English is not their primary language, two letters of recommendation (college instructors preferred), and a personal statement. Students may be admitted and awarded either a “clear” admission or “provisional” admission status. Students awarded a provisional status must maintain at least a 3.0 GPA in all coursework for up to 12 graduate credit hours in courses identified by the program faculty and approved by the appropriate dean. For provisional students, the first 12 graduate credit hours must include, at minimum, 6 core course hours. All provisional students are required to meet with the Graduate Director or Department Chair to devise an appropriate schedule for the first 12 hours.

For *clear* admission to the master’s degree program, the applicant should have:

- a baccalaureate degree (any major) from an accredited college or university;
- an undergraduate grade point average (GPA) of 3.0 or higher;
- a score in 50<sup>th</sup> percentile or higher in each assessment area of Graduate Record Examination;
- a score of 550 or higher on the TOEFL;
- a C or better in undergraduate statistics
- a C or better in undergraduate research methods or equivalent from an outside institution (documentation of course content may be required)
- two letters of recommendation (college instructors preferred); and
- a personal statement

In accordance with the Graduate Admissions office at Marshall University, the department may admit a student as provisional after submission of all required application materials when he or she possesses a baccalaureate degree and shows academic promise, but does not meet the criteria for clear or full admission. Thus, students with an undergraduate GPA between 2.75 and 2.99 may apply and be considered for conditional or provisional admission. In addition, all other requirements for clear or provisional admission may be waived based on additional evidence of academic promise or demonstrated competency.

Students who have previously taken graduate coursework at another institution must submit all transcripts and also meet undergraduate and examination requirements. Poor academic performance in prior graduate work may serve as a basis for the denial of admission to Marshall University Graduate College and/or the M.S. program in Criminal Justice.

## ASSISTANTSHIPS

The Criminal Justice Department has funds available in the form of assistantships to provide financial support for graduate students. Graduate assistantships are service-related appointments, requiring teaching, research, and administrative services. A full-time assistantship carries a workload of approximately 20 hours per week, while a half-time assistantship carries a workload of approximately 10 hours per week. Graduate assistants will normally carry a 9-hour graduate course load. Graduate assistantships are awarded on a competitive basis and the retention of an assistantship is contingent upon (1) funding availability and Department needs; (2) satisfactory academic progress; and (3) satisfactory work-performance as judged by the Criminal Justice faculty and/or his or her faculty supervisor. A Graduate Assistantship Application for the Marshall University Criminal Justice Department can be found at [www.marshall.edu/criminal-justice/](http://www.marshall.edu/criminal-justice/).

Assistantships may be categorized as follows:

- *Teaching Assistants (TA’s)* are assigned to a wide-range of teaching-related activities that may include (but are not limited to) the responsibility of teaching a self-contained class, directing and/or teaching a subsection of a self-contained class, tutoring, serving as a class monitor in a distance learning setting, and may work with a faculty member in developing syllabi, lesson plans, lectures, group projects, and examinations.
- *Research Assistants (RA’s)* are generally assigned to individual faculty members to assist with research projects. The activities/responsibilities may include (but are not limited to) the writing of grant proposals, library research, book preparations, article publications, and data analysis. Prior to being considered for a research assistantship, students must complete and earn a 3.0 GPA or higher in the two-course research and statistics sequence (CJ 655 & CJ 656) or provide evidence of competence in research methodologies or statistical applications.
- *Graduate Service Assistants (GA’s)* may be assigned to a variety of tasks related to the daily administration of the Department. These activities/responsibilities may include (but are not limited to) the organization and management of departmental databases, act as a “peer advisor” to undergraduate students, serve in recruitment and promotion activities for student organizations and the Department, and assist faculty in their daily course preparation.

In addition to graduate assistantships, there is a variety of other financial assistance opportunities available at Marshall for criminal justice students ([www.marshall.edu/criminal-justice/grad/](http://www.marshall.edu/criminal-justice/grad/)). Additional inquiries

regarding graduate fellowships, work-study opportunities, loans, and other forms of financial assistance graduate students may also be obtained from the Graduate College Office ([www.marshall.edu/mugc/](http://www.marshall.edu/mugc/)) or the Office of Student Financial Assistance ([www.marshall.edu/sfa/](http://www.marshall.edu/sfa/)).

## PROGRAM REQUIREMENTS

The Master of Science degree requires the completion of 32 hours of coursework and writing a thesis, or completion of 36 hours of coursework and the passing of written and oral comprehensive examinations. The curriculum is structured around a set of core requirements that provide a broad foundation in criminological theory, research and statistics, criminal law as well as aspects of criminal justice policy and practice.

All students are required to complete 18 hours of core courses:

- CJ 602, Law and Social Control
- CJ 603, Criminal Justice Planning
- CJ 604, Advanced Theory in Criminal Justice
- CJ 621, Advanced Criminal Law and Procedure
- CJ 655, Research Methods in Criminal Justice
- CJ 656, Applied Statistics in Criminal Justice

CJ 655, Research Methods in Criminal Justice, and CJ 656, Applied Statistics in Criminal Justice, are a two-course sequence that must be completed by all students during the first academic year in the graduate program (within the first 12 graduate credit hours for part-time students). Upon completion of the sequence, students can demonstrate “proficiency” by earning a *B* or better on a Graduate Research Project. The Graduate Research Project involves the writing of an empirical research report while applying a specific research methodology and conducting elementary statistical analysis. The Graduate Research Project may also form the basis for a student’s thesis or future publication.

An area of concentration and electives designed to meet the individual needs of graduate students supplements the core courses. Students are required to select one concentration from the following five topical areas:

- Applied Research and Evaluation
- Legal Issues
- Corrections Systems and Processes
- Theory of Criminal Behavior
- Law Enforcement

Each area of concentration consists of 12 graduate credit hours. Various elective and special topic courses are offered to supplement the core courses and area of concentration for each student. Elective courses should be chosen around a coherent theme that complements the student’s area of concentration. The Graduate Director or the Department Chair must approve all coursework that constitutes each student’s concentration. Enrollment in core and elective courses is subject to the completion of any prerequisite courses and/or any requirement for permission to enroll from an individual instructor and/or other department faculty member. In addition, all courses to be considered toward graduation require approval from the Graduate Director or the Department Chair.

The Criminal Justice Department maintains a “two C rule” whereby students cannot continue in a graduate program if they earn more than two grades of *C* or lower in any graduate courses. Criminal Justice students who earn a third *C* (or lower) will not be permitted to continue taking courses, or to work on a thesis.

No later than the completion of the 18<sup>th</sup> graduate credit hour, all graduate students must complete an official Plan of Study form to be approved by the Graduate Director and/or Department Chair and submitted to the Graduate College Office ([www.marshall.edu/cite/Pages/PlanOfStudy.pdf](http://www.marshall.edu/cite/Pages/PlanOfStudy.pdf)). A student with an approved Plan of Study may be granted the privilege of transferring credit earned in graduate coursework completed at another regionally accredited graduate institution, provided that the courses are related to criminal justice and the grades earned are *B* or better or equivalent and approved by the Graduate Director or Chair and Graduate Dean. However, transfer credit may only be used to fulfill elective or area of concentration credits. All 18 hours of core course requirements must be completed in the Criminal Justice Department at Marshall University. Transfer credits may not exceed 12 hours and all transfer credits must have been earned within a seven-year time limit, counted from the date of enrollment in the first graduate course.

## Thesis Option

For students planning to continue graduate studies, the thesis is the preferred option for receipt of the M.S. degree in Criminal Justice. Students electing the thesis option must complete 32 hours of graduate credit from the Criminal Justice Department.

Students selecting the thesis option must complete the core courses and area of concentration requirements and have a written thesis proposal/prospectus approved by the thesis committee prior to enrolling for thesis credit. The remaining credit hours may be granted for thesis research (up to 6 credit hours) or elective courses. The 6 thesis research hours are normally taken in three-hour increments over two successive semesters, immediately preceding graduation, and after course requirements are completed. Students must enroll in CJ 681, Thesis, for a maximum of 6 graduate credit hours. All students selecting the thesis option must pass an oral defense.

In cooperation with the Graduate Director, a student should form a thesis committee. The thesis committee assists in selecting and developing the research problem and evaluates the student's work on that problem. A student who selects the thesis option should outline the thesis option early in his or her studies in consultation with members of the graduate faculty. The student should also determine the graduate faculty member of the department who will serve as chair of the student's thesis committee.

### **Non-Thesis Option**

Students who select the M.S. degree without a thesis must complete 36 credit hours of graduate coursework with a GPA of at least 3.0 and meet all other requirements. The credit hours include the 18-hour core course requirement, and the 12-hour area of concentration requirement. The remaining credit hours may be completed using a variety of electives offered by the Criminal Justice Department. All students who select the non-thesis option must pass both written and oral comprehensive exams.

In order to sit for the comprehensive examination, students must select a committee as well as complete and return the Comprehensive Examinations form to the Graduate Office prior to the end of the second week of the semester they plan to graduate. The Comprehensive Examination form must be signed by all committee members and will remain valid only for the semester in which it is signed. The committee must consist of at least three readers/evaluators who hold Marshall University graduate faculty status. In addition, a majority of the committee must consist of full-time Criminal Justice department faculty, and the committee chair must be a faculty member in the Criminal Justice Department with graduate faculty status. This committee will be responsible for both writing and/or selecting the examination questions and evaluating the adequacy of the student's responses.

The comprehensive written examination consists of five questions. The five questions assess knowledge rooted in the program's core courses and the student's area of concentration. Students will be asked to answer one question in each of the following content areas: criminological theory; research and advanced statistics; advanced criminal law and procedures; criminal justice planning; and the student's area of concentration. The comprehensive oral examination will focus on areas deemed weak, incomplete, or inconsistent in the written portion of the test. However, the committee may ask students other related questions deemed appropriate. Both written and oral comprehensive examinations are administered once during the fall, spring, and summer semesters unless otherwise specified.

### **DIETETIC INTERNSHIP (DTS)**

A post-baccalaureate certificate program to qualify to take the registration exam to become a Registered Dietitian (RD) is available. Students who have an undergraduate major in Dietetics may be selected to enroll in the Accredited Dietetic Internship Program to receive the supervised practice component required before taking the exam. Enrollment is by a selective, competitive process. The internship has been granted full accreditation by the American Dietetic Association, Commission on Accreditation for Dietetics Education, 216 West Jackson Boulevard, Suite 800, Chicago, IL 60606-6995, telephone (312) 899-4876. Detailed internship information is available at [www.marshall.edu/dietetics](http://www.marshall.edu/dietetics).

## **EDUCATION**

### **Teacher Licensure in West Virginia**

With the exception of the Master of Arts in Teaching Program, the master's degree and professional development programs described herein **do not** result in **initial** licensure in West Virginia. Students seeking initial West Virginia licensure are advised to consult with their advisors regarding appropriate programs and courses.

### **EARLY CHILDHOOD, ELEMENTARY AND SECONDARY EDUCATION**

The goal of the Early Childhood, Elementary and Secondary Education programs is to provide a coordinated, sequential program of study in an identified area of education. Programs provide the student with a foundation in research, evaluation, instructional methods, technology, human development and learning. This foundation supports knowledge, skills, and understanding developed through concentrated study in a specialized area. These programs are designed to produce a trained teacher as a specialist.

## Admission Requirements

Individuals seeking admission to the Early Childhood, Elementary and Secondary Education program may apply as degree or professional development students.

**Degree:** Students requesting admission to the Master of Arts degree program in early childhood, elementary or secondary education must satisfy the following requirements:

1. Submission of a transcript verifying a baccalaureate degree from a regionally accredited college or university; and
2. Submission of Graduate Record Examinations (GRE) General Test or Miller Analogies Test (MAT) scores; applicants should score 800 or above on the verbal and quantitative sections of the GRE or at least 30 on the MAT.

Multiple criteria are used in arriving at decisions to admit students to the master's degree programs in Early Childhood, Elementary and Secondary Education. Each applicant is evaluated with reference to the following criteria: 1) undergraduate grade point average; 2) GRE or MAT scores; and 3) performance on any prior graduate courses. Flexibility is maintained in applying the criteria to individual cases. In practice, superior performance on one criterion may compensate for failing to meet the required standard on another. The applicant may be granted provisional enrollment and directed to complete selected courses. If a 3.00 grade point average is maintained in those courses, then the applicant will be admitted to the degree program.

**Professional Development:** For those students not seeking a master's degree there are professional development programs which require the completion of a specified sequence of courses. The early education, middle childhood education, and math through Algebra I professional development programs lead to endorsements on teaching certificates. Entrance requirements for professional development programs include the following:

1. A baccalaureate degree from a regionally accredited college or university; and
2. An undergraduate grade point average of 2.5 or a master's degree

## A. M.A. IN EARLY CHILDHOOD EDUCATION

The Master of Arts in Early Childhood Education consists of a set of core course requirements, area of emphasis requirements, and a capstone experience. All students must complete 15 hours of coursework in research, growth and development, technology, instructional methods and assessment. Each student must also select an area of emphasis consisting of 18 hours of required and elective coursework. The capstone experience is the program component through which students demonstrate their ability to synthesize and apply the problem solving, research and writing capabilities developed throughout the program. Students may meet the capstone experience requirement by either completing a research project (Final Symposium: CI 659 and CI 680) or satisfactorily completing a written comprehensive examination and six hours of coursework.

Two options for advanced studies in Early Childhood are available:

1. The Master's Degree in Early Childhood Education designed for those who are licensed Early Education (Pre K-K) teachers.
2. The Master's Degree in Early Childhood Education designed for those who are licensed Elementary teachers with no endorsement in Early Education.

Hours may vary, depending on the student's undergraduate program. For those earning an endorsement in Early Childhood (Pre K-K) under Option 2, a practicum and a passing grade on the Praxis II: Specialty Area Test in Early Education (Pre K-K) is required. Candidates with three or more years of teaching experience must consult the Director of Clinical Experiences to determine if they qualify for a performance assessment.

### Option 1: The Master's Degree in Early Childhood Education designed for those who are licensed Early Education (Pre K-K) teachers

<b>Core Subjects:</b> EDF 621 or 625; EDF 616; CIEC 530 or 534 or 600 or 660; CI 623 or 624 or approved methods course; EDF 612 or CI 609 or CI 501 .....	15
<b>Specialty:</b> CI 653, CI 631, CI 632, CI 633, CI 634, FCS 603 .....	18
Capstone Experience .....	6
<b>TOTAL</b> .....	<b>39</b>

**Option 2: The Master's Degree in Early Childhood Education designed for those who are licensed Elementary teachers with no endorsement in Early Education.**

<b>Core Subjects:</b> EDF 621 or 625; EDF 616; CIEC 530 or 534 or 600 or 660; CI 623 or 624 or approved methods course; EDF 612 or CI 609 or CI 501 .....	15
<b>Specialty:</b> CI 632, CI 633, CI 634, FCS 535, EDF 513, CI 630 .....	18
Capstone Experience .....	6
<b>TOTAL</b> .....	<b>39</b>

**B. M.A. IN ELEMENTARY EDUCATION**

The Master of Arts in Elementary Education consists of a set of core course requirements, area of emphasis requirements, and a capstone experience. All students must complete 15 hours of coursework in research, growth and development, technology, instructional methods and assessment. Each student must also select an area of emphasis consisting of 18 hours of required and elective coursework. The capstone experience is the program component through which students demonstrate their ability to synthesize and apply the problem solving, research and writing capabilities developed throughout the program. Students also will meet the comprehensive assessment requirement through the framework of the capstone experience.

<b>Core Subjects:</b> EDF 621 or 625; EDF 616; CIEC 530 or 534 or 600 or 660; EDF 612 or CI 609 or CI 501; CI 623 or 624 or approved methods course .....	15
Area of Emphasis .....	18
Capstone Experience .....	6
<b>TOTAL</b> .....	<b>39</b>

**Areas of Emphasis include (descriptions in Section J):**

1. Instructional Processes and Strategies
2. Math through Algebra I
3. Educational Computing
4. Middle Childhood Education
5. Elementary Science
6. Early Childhood Education
7. Literary, Language, and Learning
8. Teaching English as a Second Language (ESL)
9. Individualized Plan of Study

**Capstone Experience:**

Students may meet the capstone experience requirement by either completing a research project (Final Symposium: CI 659 and CI 680) or satisfactorily completing a written comprehensive examination and six hours of coursework.

**C. M.A. IN SECONDARY EDUCATION**

The Master of Arts in Secondary Education consists of a set of core course requirements, area of emphasis requirements, and a capstone experience. All students must complete 15 hours of coursework in research, growth and development, technology, instructional methods and assessment. Each student must also select an area of emphasis consisting of 18 hours of required and elective coursework. The capstone experience is the program component through which students demonstrate their ability to synthesize and apply the problem solving, research and writing capabilities developed throughout the program. Students also will meet the comprehensive assessment requirement through the framework of the capstone experience.

<b>Core Subjects:</b> EDF 621 or 625; EDF 616; CIEC 530 or 534 or 600 or 660; CI 623 or 624 or approved methods course; EDF 612 or CI 610 or CI 501 .....	15
Area of Emphasis .....	18
Capstone Experience .....	6
<b>TOTAL</b> .....	<b>39</b>

**Areas of Emphasis include (descriptions in Section J):**

1. Instructional Processes and Strategies
2. Math through Algebra I
3. Educational Computing

(continued)

4. Middle Childhood Education
5. Teaching English as a Second Language (ESL)
6. Individualized Plan of Study

**Capstone Experience:**

Students may meet the capstone experience requirement by either completing a research project (Final Symposium: CI 659 and CI 680) or satisfactorily completing a written comprehensive examination and six hours of coursework.

**D. M.A. IN SPECIAL EDUCATION**

**Admission Requirements - Special Education**

Students seeking admission as degree or professional development students must submit all official transcripts from all colleges and universities attended. All applicants must minimally have an overall undergraduate GPA of 2.5. In addition, for full admission to the program applicants must meet *one* of the following two requirements:

- A total of 800 on the verbal and quantitative sections of the Graduate Record Examinations (GRE) or
- A score of at least 30 on the Miller Analogies Test (MAT).

The GRE/MAT score requirement is waived for applicants holding a degree. IF for any reason the student is admitted provisionally, he/she must maintain a Grade Point Average of 3.25 for the first 12 hours of study.

A master's degree may be earned with a specialization in one of the areas of emphasis listed below. Students without a background in education must acquire certification in regular education prior to endorsement in Special Education, or they can enter the Alternative Certification Program (see Section 6). The Preschool Special Education endorsement is exempt from this requirement.

**Program of Study - M.A. in Special Education**

1. Master's Degree Requirements (Preschool Special Education, see #5)	
EDF 616 and EDF 621 or EDF 625 .....	6 hrs.
CISP 611 and CISP 615 .....	6 hrs.
CISP 627 or CISP 629 .....	3 hrs.
2. Special Education Core:	
CISP 520, CISP 535, and CISP 626	
(CISP 535 and CISP 626 are not required for the degree in gifted) .....	9 hrs.
3. Certification Area (select one) .....	9 hrs.
Behavioral Disorders (excluding Autism) CISP 524, 645, 649	
Behavioral Disorders (including Autism) CISP 524, 645, 649, 527, 662, 664	
Mentally Impaired CISP 533, 553, 651	
Specific Learning Disabilities CISP 523, 646, 647	
Gifted CISP 526, 601, 602, 603	
Vision Impaired (special education core not required) CIVI 500, 501, 502, 503, 504, 505, 506	
4. Electives .....	0 - 9 hrs.
<b>Total hours .....</b>	<b>36 hrs.</b>
5. Preschool Special Education	
General Education: EDF 621 or 625 and CISP 627 or 629 .....	6 hrs.
Early Childhood Education: CI 632 and 634 .....	6 hrs.
Special Education: CISP 520, 529, 554, 661, 663, 665, 666, 674 .....	27 hrs.
Due to the nature of a student's undergraduate program the total required in Preschool Special Education may only be 36.	
<b>Total hours for Preschool Special Education .....</b>	<b>36 - 39 hrs.</b>

**6. Alternative Certification Program**

The Alternative Certification Program is designed to allow candidates from non-education backgrounds to obtain West Virginia teacher licensure in Specific Learning Disabilities, Mental Impairments, and Behavior Disorders at the graduate level. The alternative program does **not** include a general education teaching endorsement.

Students must meet all Special Education Program admission requirements. In addition to the general Special Education Admission requirements, applicants must pass the Praxis I (Pre-Professional Skills Test) in Reading, Mathematics, and Writing within their first twelve hours of coursework. The Praxis I requirement is waived for applicants with an enhanced ACT score of 26 or higher, a re-centered SAT score of 1125 or higher or if the applicant holds a master's degree.

Current West Virginia Department of Education initial certification requirements also require a minimum overall GPA of 2.5, as well as a 2.5 GPA in the content specialization area. Candidates in the Alternative Certification program must also meet the WVDE Praxis II testing requirements including the Principles of Learning and Teaching (PLT) test at the K-6 level.

In addition to the Special Education Core and Certification Area course requirements, students in the Alternative Certification program must complete EDF 619, EDF 665, CISP 510, and CIRG 636 for certification. Additional master's degree requirements are the same as for all other Special Education master's degree programs.

**Additional Certification Requirements**

All Special Education majors must pass the Praxis II Test in the area(s) in which they seek endorsement. The Special Education Content Specialization Test is taken at or near the end of the certification coursework in Special Education. Students should contact the Special Education Program Area for additional information about these tests.

**E. READING EDUCATION**

**1. M.A. Degree Students**

Students seeking admission as degree students must meet the following criteria:

- Undergraduate grade point average of 2.5;
- Undergraduate course in human development and at least one course in reading; and
- Graduate Record Examinations (GRE) General Test verbal score of 400 and a total score of 800 (recommended) or an equivalent score on the Miller Analogies Test (MAT).

**Program of Study - M.A. in Reading Education**

For the master's degree, curriculum blocks must be completed in the following sequence:

<b>Block I:</b> Foundation Courses CIRG 653, CIRG 636, CIRG 644, EDF 621 (taken within first 12 hours), PSY 672 or EDF 619 .....	15
<b>Block II:</b> Clinical Preparation (PR: all of Block I) CIRG 637, CIRG 654, CIRG 613 or CIRG 614, CI 609 or CI 501 or CI 610 .....	12
<b>Block III:</b> Clinical Practice Capstone Courses CIRG 621, CIRG 642 CIRG 643 (PR: all of Block II) .....	9
<b>Total</b> .....	<b>36</b>

**2. Education Specialist Degree – Reading Education**

The goal of the Education Specialist (Ed.S.) program is to provide a unified sequence of graduate studies for school and related personnel who wish to achieve proficiency beyond the master's level in Reading Education. Successful completion of the program leads to an Ed.S. in Education degree. Please contact the Reading Education program faculty for additional information.

**3. Certificate in Family Literacy:**

*Admission Requirements*

A relevant baccalaureate degree, as determined by the Reading Program, from a regionally accredited college or university is needed for admission to the program.

*(continued)*

*Certificate Requirements*

This may be done either along with a master’s degree program or independently.

*Program of Studies*

CIRG 651, CIRG 652, CIRG 653, CI 634

**TOTAL ..... 12 hours**

**4. Professional Development Students**

A student who holds a master’s degree in education and seeks a Reading Specialist endorsement to the teaching certification completes 21 credit hours within the Reading program. Students should contact the Reading Education program area for information.

**F. MASTER OF ARTS IN TEACHING**

The Master of Arts in Teaching (MAT) degree program is an alternative and accelerated means for college graduates with degrees in liberal arts, fine arts, business, and professional fields to attain teacher certification. The program provides the professional education courses and clinical experiences, including student teaching, necessary to prepare individuals for teaching a specific content area in grades K-12, 5-12 or 9-12. Program completion results in the awarding of a Master of Arts in Teaching degree. Recommendation for certification typically takes place at the same time, unless there are West Virginia Department of Education requirements still pending. Please note that the MAT program does not offer certification in Elementary Education or Special Education. (An endorsement in Special Education may be added after the initial content certification is earned.)

**Admission Requirements**

1. Students must complete all admission requirements, which include: application, application fee, official transcripts, and the Graduate Record Examinations (GRE) or Miller Analogies Test.
2. Students must have a transcript analysis completed for the content specialization.
3. Students must have completed at least 50 percent of the content specialization prior to admission.
4. Students must take and pass the Praxis I (PPST) in reading, writing, and mathematics. This requirement may be waived for applicants who present an enhanced ACT score of 26 or higher, a re-centered SAT score of 1125 or higher, or a previously earned master’s degree or higher.
5. Students must have a 2.70 GPA overall and a 2.70 GPA in the content specialization.
6. Students must have completed at least 90 percent of the content specialization prior to student teaching.

**Program Options and Degree Requirements**

*1. Master of Arts in Teaching - Grades K-12*

- Art Education
- Physical Education
- Music Education

Foundation ..... 15 Hours

EDF 621 or 625, PE 670, or ATE 677, Research and Writing ..... 3

EDF 660, 665, or 615 - Social and Cultural Foundations ..... 3

EDF 616, Advanced Studies in Human Development ..... 3

EDF 537, Clinical I - Lab to accompany EDF 616 ..... 0

EDF 619, Educational Psychology ..... 3

CIEC 530, 534, 600, or 660, Instructional Technology ..... 3

Curriculum and Instruction ..... 24 Hours

CI 503, Methods and Materials of Teaching in the Middle Childhood Grades ..... 3

CISP 521, Children with Exceptionalities ..... 3

CI 515, Integrated Methods and Materials ..... 3

EDF 637, Clinical II - Lab to accompany CI 515 ..... 0

CI 624, Advanced Instructional Strategies ..... 3

CI 631, Current Influences on Early Childhood ..... 3

*(continued)*

CIRG 644, Teaching Content Reading ..... 3

\*EDF 677, Clinical III - Student Teaching ..... 6

In addition to the above courses, students also must complete all courses in their teaching specialization.

**TOTAL ..... 39 Hours**

\*Requires minimum, of 90% completion of content courses.

2. *Master of Arts in Teaching - Grades 5-12*

- Art Education
- Athletic Training
- French
- Health Education
- Consumer and Homemaking
- English
- Mathematics
- Oral Communications (Speech)
- Physical Education
- General Science
- Social Studies
- Spanish

Foundations of Education ..... 15 Hours

EDF 621 or 625, PE 670, or ATE 677, Research and Writing ..... 3

EDF 560, 565, or 615, Social and Cultural Foundations ..... 3

EDF 616, Advanced Studies in Human Development ..... 3

EDF 537, Clinical I - Lab to accompany EDF 616 ..... 0

EDF 619, Educational Psychology ..... 3

CIEC 530, 534, 600, or 660, Instructional Technology ..... 3

Curriculum and Instruction ..... 24 Hours

CI 501, Middle Childhood Curriculum ..... 3

CI 503, Methods and Materials of Teaching in the Middle Childhood Grades ..... 3

CISP 521, Children with Exceptionalities ..... 3

CI 515, Integrated Methods and Materials ..... 3

EDF 637, Clinical II - Lab to accompany CI 515 ..... 0

CI 624, Advanced Instructional Strategies ..... 3

CIRG 644, Teaching Content Reading ..... 3

\*EDF 677, Clinical III - Student Teaching ..... 6

In addition to the above courses, students also must complete all courses in their teaching specialization.

**TOTAL ..... 39 Hours**

\*Requires minimum of 90% completion of content courses.

3. *Master of Arts in Teaching - Grades 9-12*

- Biology
- Business
- Chemistry
- Journalism
- Latin
- Marketing
- Physics
- Safety

Foundations of Education ..... 15 Hours

EDF 621 or 625, PE 670, or ATE 677, Research and Writing ..... 3

EDF 660, 665 or 615, Social and Cultural Foundations ..... 3

(continued)

EDF 616, Advanced Studies in Human Development.....	3
EDF 537, Clinical I - Lab to accompany EDF 616 .....	0
EDF 619, Educational Psychology .....	3
CIEC 530, 534, 600, or 660, Instructional Technology .....	3
Curriculum and Instruction .....	24 Hours
CISP 521, Children with Exceptionalities .....	3
CI 515, Integrated Methods and Materials: Secondary Education .....	3
EDF 637, Clinical II, Lab to accompany CI 515 .....	0
CI 549, Instructional and Classroom Management in Secondary Education .....	3
CI 624, Advanced Instructional Strategies .....	3
CIRG 644, Teaching Content Reading.....	3
EDF 612, Education Evaluation, or EDF 535, Tests and Measurements .....	3
*EDF 677, Clinical III - Student Teaching.....	6
In addition to the above courses, students also must complete all courses in their teaching specialization.	
<b>TOTAL .....</b>	<b>39 Hours</b>

**G. EDUCATION SPECIALIST (Ed.S.) - Curriculum and Instruction**

**Introduction**

The Education Specialist Degree in Curriculum and Instruction is earned by completion of specified coursework and experiences with the recommendation of the student’s advisory committee.

**Objectives**

The following objectives may be met by the program of studies leading to the degree.

1. Give directed study for courses leading to salary classification M.A. + 15, M.A. + 30, and M.A. + 45.
2. Extend the applicant’s teaching and professional skills .
3. Provide additional endorsements (if directed in this way).
4. Prepare the applicant for additional roles such as department chairperson, curriculum planner and lead teacher.

**Entrance Requirements**

1. Possess M.A. in education.
2. Be admitted to the Marshall University Graduate College.

**Admission and Program Activities**

1. Following admission the student will:
  - a. Select an advisory committee to help plan and develop his/her program (minimum of three members).
  - b. The student’s advisory committee may include a member outside the department if the professional objectives call for such.
  - c. Submit a letter of intention, indicating the objectives for pursuing the program.
2. Work required for completion of the program shall be determined by the advisory committee in consultation with the student. Courses may be selected outside the field of education with the approval of the advisory committee. The number of hours to be completed beyond the M.A. will be 30-36. The program of studies adopted by the student and the committee shall be filed with the graduate dean and the chairman of the department.
3. Other departments may be consulted relative to courses that will be useful in helping the student meet his/her objectives.
4. Transfer of credit from other graduate schools to be applied toward the program shall be left to the discretion of the student’s advisory committee up to a maximum of 12 hours.
5. A thesis may be written by the student. The total number of hours may be reduced by the student’s committee up to a maximum of six hours.

6. The student shall be required to take either a written comprehensive examination or a general oral examination in keeping with planned objectives. These examinations will be given under the supervision of the advisory committee as the final step in completing the program.

Upon the completion of the program, the student will be awarded a Marshall University degree of Education Specialist.

#### H. Doctor of Education (Ed.D.) - Curriculum and Instruction

Through a cooperative arrangement between West Virginia University and Marshall University, a student may complete requirements for a Doctor of Education degree with a major in Curriculum and Instruction from West Virginia University. Coursework is offered on the South Charleston and Huntington campuses.

Students may make application, enroll, take courses in the major and the area of specialization, hold all committee meetings, complete comprehensive examinations, and write and defend their dissertations while living in southern West Virginia. Admission criteria and program requirements are given in more detail at [www.marshall.edu/coopdoc](http://www.marshall.edu/coopdoc). Information is also available from the Department of Curriculum and Instruction at West Virginia University, the Office of Doctoral Programs at Marshall University Graduate School of Education and Professional Development in South Charleston, and the office of the Dean of the College of Education and Human Services at Marshall University in Huntington.

#### J. ADDITIONAL CERTIFICATION FOR TEACHERS

Teachers who want to add another teaching endorsement may do so by completing the course requirements, a performance assessment at the appropriate grade level, and the appropriate Praxis II test.

##### PLANS OF STUDY FOR AREAS OF EMPHASIS/PROFESSIONAL DEVELOPMENT PROGRAMS

##### 1) Instructional Processes and Strategies:

EDF 610, CI 623, CI 624, CIEC 530 or 534, CI 539, CI 551, CI 657, and CI 671.

**TOTAL** ..... **24 hrs.**

- 2) **\*Math through Algebra I:** This concentration is available to teachers who hold a valid professional license in any area other than mathematics. Satisfactory completion of the required courses, and passing the Praxis II meets the requirements for certification.

CIME 555, CIME 556, CIME 557, CIME, 558, CIEC 600, CIME 570, CIME 575 or CIME 577

**TOTAL** ..... **21 hrs.**

- 3) **Educational Computing:** The program focuses on instructional applications and classroom utilization of computing.

CIEC 534 or CIEC 660, CIEC 600, CIEC 610, CIEC 620, CIEC 630, CIEC 699, and an approved elective.

**TOTAL** ..... **21 hrs.**

- 4) **\*Middle Childhood Education:** The concentration in middle childhood education provides a certificate endorsement program for elementary and secondary teachers who have met initial licensure requirements. The endorsement will allow teachers to provide instruction in grades 5-9 within their area(s) of specialization.

The coursework in this program may be used as an area of emphasis within the master's degree program in Elementary Education or Secondary Education or may be completed as a separate Professional Development program. Individuals who wish to take the endorsement program but not pursue a master's degree should apply to the Professional Development program in middle childhood education. Teachers selecting this option must have an initial content specialization or complete a new one. Elementary Education is not a content area for 5-9 or 5-12. Passing the Praxis II is required.

CI 501, CI 503, EDF 502, CI 672

**TOTAL** ..... **12 hrs.**

(continued)

- 5) **Elementary Science Education:** This concentration combines theory, research, and practical applications to enhance content knowledge and strategies and techniques of delivering instruction through the use of hands-on, discovery/inquiry teaching.  
CISE 571, CI 657, CIEC 600, CISE 576 or CISE 577, CISE 572 or CISE 573, CISE 570 or CISE 574 or CISE 575, and an approved elective.  
**TOTAL** ..... **21 hrs.**
- 6) **\*Early Childhood Education:** This concentration combines theory, research, and practical applications to child development and early childhood education. It is designed for teachers who wish to pursue a master's degree with an emphasis in early childhood education, as well as teachers who wish to add a Pre K-K endorsement to their professional licensure. Teachers who hold K-6 or K-8 certificates and wish to pursue a master's degree with an early childhood education emphasis will complete the following courses:  
CI 632, CI 633, CI 634, FCS 535, EDF 513, CI 630.  
**TOTAL** ..... **18 hrs.**
- 7) **Literacy, Language, and Learning:** This combines theory, research, and practical applications in the areas of speaking, listening, writing, and reading. It is designed to help teachers explore literacy within an interactive and student-centered framework.  
CI 550, CI 551, CI 539, CI 636, one additional reading course with advisor approval, two electives with advisor approval.  
**TOTAL** ..... **21 hrs.**
- 8) **School Library Media Specialist:** The program will prepare K-12 teachers to manage school library media centers, collaborate with faculty to support the school curriculum and facilitate information literacy.  
ITL 501, 502, 515, 520, 525, 530, 550, CIRG 613.  
**TOTAL** ..... **24 hrs.**
- 10) **Individualized Plan of Study:** Students selecting a planned program must complete the curriculum course CI 501, CI 609, or CI 610 appropriate for their certification.

**K. SCHOOL PSYCHOLOGY (see separate section on page 132)**

**ENGINEERING (M.S.E.)  
(See Information Technology and Engineering [CITE])**

**ENGLISH (ENG)**

Graduate courses in English provide detailed consideration of authors, literary types, and periods of literary history, as well as English language history and linguistics. Students are expected to acquire a broad acquaintance with the whole range of English and American literature and the English language and to become thoroughly familiar with the forms of literature, critical standards, and the materials and methods of literary research.

Each candidate for the Master of Arts in English must select an area of specialization. The areas include the literature of the following periods: Medieval; Renaissance and 17th Century; Restoration and 18th Century; Romantic and Victorian; 19th Century American; Modern British and Modern American. Other areas are: Language and Linguistics; Critical Approaches to Literature; Genre Study; Writing. The candidate may complete the specialization by taking three courses in an area or by taking two courses and writing a thesis in an area. In addition to this specialization each candidate must take at least one course in four other areas.

Students who major in English must have at least 15 undergraduate hours in English and American literature. Students taking English as a minor must have six hours' credit in literature on the undergraduate level. Students with deficiencies may enroll for graduate work but may be asked to take undergraduate courses suggested by the department before admission to candidacy for the degree. A minimum of six hours of college credit in a foreign language or demonstrated reading ability to the satisfaction of the English Department is required for admission to candidacy.

Students may be provisionally admitted to the M.A. in English program without having taken the GRE General Test, but to receive full admission, they must take the GRE during the first semester of study at Marshall.

English 630 is required for a major in English and is offered in the fall semester. This course should be scheduled among the first 12 hours of graduate study.

To complete the work for the master's degree in English the candidate must take 36 hours of coursework or, with a thesis, 32 hours, six of which may be earned by writing the thesis. The required grade average is 3.0 (B), and the candidate must pass a comprehensive examination upon the completion of the coursework.

Graduate students in English should discuss their programs frequently with the Director of Graduate Programs. Further and more particular information may be found in the document, "A Handbook for Graduate Students in English," available from the English Department.

**ENVIRONMENTAL ENGINEERING (ENVE)**  
**(See Information Technology and Engineering [CITE])**

**ENVIRONMENTAL SCIENCE (ES)**  
**(See Information Technology and Engineering [CITE])**

**FAMILY AND CONSUMER SCIENCE (FCS)**

Students are admitted to the Master of Arts in Family and Consumer Sciences (FCS) program by submitting the following:

- A transcript showing a completed undergraduate degree with a minimum 2.5 GPA;
- A letter of application outlining the student's goals for an M.A. in Family and Consumer Science;
- 12 hours of coursework in Family and Consumer Science or a closely related field (examples: nutrition, human development, family resource management, design in the near environment). Students who do not have sufficient background may fulfill this requirement by completing approved undergraduate Family and Consumer Science courses sufficient to assure success in Family and Consumer Sciences graduate studies;
- A minimum of 1000 (quantitative and verbal) on the GRE if undergraduate GPA is below 3.0, or a minimum of 800 (quantitative and verbal) on the GRE if undergraduate GPA is a 3.0 or above.

The Master of Arts in Family and Consumer Science requires 32 semester hours of graduate work, of which not more than 6 hours may be earned by a thesis. If a thesis is not submitted, a minimum of 36 hours of coursework must be completed. Each graduate is expected to conduct independent research through a special problem and problem report or thesis. Courses in statistics and/or research methods are required of all students. EDF 517 and EDF 621 or EDF 625 are often selected.

A minimum of 18 hours in Family and Consumer Science is required, including FCS 600. In addition a thesis, FCS 681, or a problem report, FCS 684 and 679, is required. One minor with a minimum of 9 hours is recommended. The remaining hours are planned to meet the individual student's professional needs. Prospective students should contact the Family and Consumer Science program coordinator for further information.

**FORENSIC SCIENCE (FSC)**

The Master of Science degree in Forensic Science is a two-year curriculum and requires the successful completion of 47-50 credit hours, for both the non-thesis and thesis track. The thesis track stresses a research component where students conduct original research and write a thesis based on their investigations. The non-thesis track, requires that electives be taken in lieu of thesis research hours. In addition to forensic science courses, all students are required to take Human Biochemistry, Cellular and Molecular Biology, and Statistics, which are offered through the Biomedical Sciences Program or other departments. Class attendance is mandatory. Students must pass a written, comprehensive examination at the end of their final semester.

Students who wish to enroll in the Forensic Science master's degree program must apply for admission through the Graduate College. They must meet the admission requirements of the Graduate College and the Graduate Studies Committee of the Joan C. Edwards School of Medicine at Marshall University. Interested persons should contact the Forensic Science Center, 1401 Forensic Science Drive, Huntington, WV 25701. Additional information is available on the World Wide Web site: [www.meb.marshall.edu/forensics/](http://www.meb.marshall.edu/forensics/).

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All applicants must have baccalaureate degrees in the sciences with the following basic coursework: one year each of general biology, physics, chemistry, and organic chemistry, all with the associated laboratories. Applicants must provide to the Office of Research and Graduate Education, as part of a formal application, the scores from the Graduate Record Examination for the General Aptitude with a total minimum score of 1,500. Three letters of reference from individuals familiar with the applicant's relevant academic/professional performance and character are also required.

An internship is a requirement of the program and is completed during the summer following the first year. The program does not guarantee a graduate stipend to defray expenses; therefore, it is the responsibility of the student to assume any additional expenses.

The Forensic Science master's degree program has program and laboratory fees that the student will be required to pay before taking particular classes.

### **FRENCH (FRN)**

The Department of Modern Languages offers courses which may be appropriate as a minor in some programs.

### **GEOGRAPHY (GEO)**

Students wishing to earn a master's degree in geography have the option of selecting either a Master of Arts or Master of Science degree. While the core requirements are the same for both degrees, the M.S. degree requires that the student obtain a minor in the College of Science. The M.S. option allows students to specialize in a more technical/science-based program leading to employment in environmental planning, computer cartography, GIS/remote sensing, conservation, or physical geography. Students pursuing an M.A. degree may choose an emphasis in planning, GIS, political geography, or general human geography. A minor in the College of Liberal Arts is strongly recommended for students pursuing the M.A. degree. The M.A. minor allows students to draw upon expertise in a related field and enrich their academic development. Both the M.S. and M.A. degree options prepare the graduate for advanced work at the doctoral level.

Since we tailor the program to the specific needs of the individual student, offer a flexible curriculum, and keep our offerings updated with changes in the field and the job market, many of our students secure employment as professional geographers before graduation. Graduates of the program include urban and regional planners, cartographers, environmental specialists, economic development consultants, city/county government workers, and international trade consultants, just to name a few.

The prerequisite for a graduate major is 12 semester hours of undergraduate coursework in geography or permission from the faculty.

#### **Degree Requirements**

The requirements for the master's degree consist of 1) meeting the general requirements for the Graduate College; 2) completing one of the following: thesis, applied project, or comprehensive exams; and 3) completing not fewer than 24 hours of graduate coursework in geography.

#### **Required Courses:**

GEO 521*	Concepts and Methods in Geography
GEO 540*	Quantitative Methods in Geography
GEO 609	Geographical Research
GEO 530 or 631	Intermediate or Advanced Geographic Information Systems

\* Requirement waived if course was taken at the 400 level as a Marshall undergraduate.

### **GEOLOGY (GLY)**

Marshall University does not offer a graduate degree in Geology, but students interested in this field may pursue a Master of Science in Physical Science. This degree program is offered in cooperation with the Departments of Chemistry, Mathematics and Physical Science and Physics. For the Geology concentration, the writing of a thesis is required.

### **HEALTH AND PHYSICAL EDUCATION (Division of Exercise Science, Sport and Recreation)**

The Division of ESSR offers graduate degrees in Health and Physical Education (M.S.) and Exercise Science (M.S.). Each of those degree programs has distinct areas of emphasis. The Health and Physical Education degree offers areas of emphasis in (1) Athletic Training, (2) Athletic Administration, (3) Park Resources and Leisure Services, and (4) Physical Education. The Exercise Science program has two areas of emphasis (1) Clinical Applied Area: Adult Fitness/Cardiac Rehabilitation and (2) Exercise Physiology.

Both programs require from 32 to 39 hours and successful completion of an oral comprehensive examination. Both thesis and non-thesis options are available.

Admission to the programs in good standing is different for both programs. However, students applying for all programs must have successfully completed an undergraduate course in either exercise physiology or human physiology. This requirement needs to be completed within the first 18 hours of graduate study. Also students are limited to six or fewer hours of transfer credit from other institutions, and limited to a maximum of three courses taught at the 400/500 level.

**A. Exercise Science, M.S. Degree**

Research clearly shows that seventy percent (70%) of all premature death and chronic disability could be prevented with appropriate life-style changes. This includes sensible nutrition, exercise, smoke cessation, and related behavioral changes. Such intervention and risk factor management can significantly reduce all-cause mortality and morbidity from cardiovascular disease, diabetes, osteoporosis, obesity, mental health disorders, and cancer. Our quality of life, as well, can be improved and our chances for longevity increased. Because of the awareness and the skyrocketing cost of contemporary treatment-oriented health care, allied health professionals are becoming major players in an alternative approach emphasizing health promotion, disease prevention, and rehabilitation.

The Division of Exercise Science, Sport and Recreation offers the Master of Science in Exercise Science to prepare students for allied health careers in the community, hospital and medical center, corporate wellness, cardiopulmonary rehabilitation settings, and related research positions. Preparation for such careers includes an emphasis on leadership roles and skills that permit one to work with individuals on a client/patient/subject continuum extending from the elite athlete to those with chronic disorder/disease to the cardiac transplantation patient as well as the in between - the recreational athlete and those simply wishing to stay healthy by living sensibly.

The course of study is a two-year program with a 39-hour requirement. Admission to the program requires a 2.75 GPA, an appropriate undergraduate/graduate background, completion of the GRE, a personal interview, three letters of reference, and admission to the Graduate College. The Clinical Applied area of emphasis requires completion of a clinical internship. The Exercise Physiology area of emphasis requires completion of a thesis or an exercise science internship.

**COURSE REQUIREMENTS**

<i>Clinical Applied Area: Adult Fitness/Cardiac Rehabilitation Emphasis</i>	Hours
Minimum requirements .....	39
Physical Education: 621, 670, 682, 683, 684, 685, 687 .....	21
Restricted Electives: FCS 508; COUN 577, PE 578, 586, 601 .....	9
Research Course: EDF 517, 621, 625, PSY 623, 624, MGT 500, MKT 683 .....	3
Clinical Internship (Physical Education 660) .....	6

*Exercise Physiology Emphasis Area*

Hours

Minimum requirements .....	39
Physical Education: 578, (585, 586, 587, 588; independent studies) 601, 621, 651, 670, 683, 684 .....	27
Research Course: EDF 517, 621, 625, PSY 623, 624 .....	3
Restricted Electives .....	3
Thesis (PE 681) .....	6

**B. Health and Physical Education, M.S. Degree**

The Health and Physical Education, M.S. degree is a program in the division of Exercise Science, Sport, and Recreation with areas of emphasis in Athletic Training; Athletic Administration; Park Resources and Leisure Services; and Physical Education. Graduates of this program are prepared to work in a variety of settings.

To receive full admission to the M.S. program in Health and Physical Education, a candidate must have a minimum 2.75 undergraduate Grade Point Average, a Graduate Record Examination score in the upper three quartiles, and a background in athletics of either participation, support services, or teaching/coaching. Applicants who meet two of the conditions may be conditionally accepted. However, admission to the program is limited and otherwise qualified candidates may be denied admission when the class is filled. Students who are admitted to the program must have successfully completed an undergraduate course in exercise physiology or human anatomy, or must complete the Marshall University course in exercise physiology within the first 18 hours of graduate work.

(continued)

If the thesis option is selected, the student must complete 32 hours, of which six hours are for the thesis. The non-thesis option requires the completion of 36 hours. However both options require the successful passing of an oral comprehensive examination. Programs illustrated below are the non-thesis option:

Athletic Training Emphasis .....	36
Physical education required: PE 621, 670 .....	6
Research Course: EDF 517, 621, 625, PSY 623 or 624 .....	3
Physical Education 522, 576, 578, 622, 636, 642, 646, 647 .....	24
FCS 540 .....	3
Athletic Administration Emphasis .....	36
Physical Education Required: PE 670, 652, and PE 621 or 642 .....	9
Research Course: EDF 517, 621, 625, HST 600, MGT 500 or MKT 683 .....	3
ESSR electives (select from among) PLS 511, HE 530, PE 501, 524, 525, 530, 540, 575, 576, 578, 580-583, 585-588, 615, 620, 624, 643, 660, 696 .....	18
External Minor .....	6
Park Resources and Leisure Services Emphasis .....	36
Physical Education Required: PE 621, 670 .....	6
Research Course: EDF 517, 621, 625, HSY 600, MGT 500 or MKT 683 .....	3
HPER Electives: PLS 501, 502, 510, 511, 521, 530, 531 .....	21
(Additional courses selected with advisor's approval)	
External Minor .....	6
Physical Education Emphasis .....	36
Physical Education Required: PE 621, 670 .....	6
Research Course: EDF 517, 621, PSY 623 or 624 .....	3
Physical Education Elective (Select courses with the approval of advisor) .....	21
External Minor .....	6

### **HISTORY (HST)**

Students who have not completed an undergraduate major in history must have at least 15 hours of undergraduate courses in history, including 12 hours in the World and American history surveys. Students with deficiencies may enroll for graduate work but may be asked to take undergraduate courses suggested by the Director of Graduate Studies before admission to the degree program.

A student pursuing the Master of Arts degree in history must submit a Plan of Study in the semester no later than the completion of 18 graduate credit hours. A student must earn a quality point average of at least 3.0 (B) on all graduate work applicable to the degree. The application, bearing a record of courses completed, must be made on a form secured from the Graduate Dean's Office.

A student who receives a second grade of C or below at any time while pursuing the Master of Arts degree in History must withdraw from the program. In addition, M.A. students in History must earn at least a 3.0 (B) grade point average in all History courses as a requirement for graduation.

A history student whose program requires a thesis must earn 32 hours of credit in graduate courses. Of these 32 hours, credit not to exceed 6 hours may be granted for the thesis. The student must enroll in History 681 Thesis 1-6 hours, for which he or she is allowed not more than 6 hours of credit. A history student whose program does not require a thesis must complete 36 hours of graduate course work.

A minimum of 30 hours must be earned in the major field and a minimum of 6 hours in a minor field. Students choosing a minor field must do so with the approval of the departmental Director of Graduate Studies. On recommendation of the Graduate Dean the requirement of a minor may be waived. History students are required to complete History 600 Methodology Seminar in Historical Methods. Students must earn credit hours in as many 600 level courses as in 500 level courses.

It is recommended that students earn credit hours in a wide distribution of historical areas and periods from a diversity of instructors.

The Graduate Record Examination (GRE) General Test is required of all applicants to the graduate program in History. The GRE scores must be sent by the Educational Testing Service directly to Marshall University when the student applies for admission.

### **HOME ECONOMICS (See Family and Consumer Sciences)**

## HUMANITIES

The Master of Arts in Humanities stresses an interdisciplinary approach, embracing a variety of fields, while allowing conventional disciplinary studies as an integral part of the program. Students consult with faculty advisors to determine individual plans of study. After completing a prescribed core of humanities courses, the student elects one of four areas of emphasis (Arts and Society; Cultural Studies; Historical Studies; Literary Studies). Although the student's plan may encompass courses from more than one area of emphasis, it will have strong intellectual coherence. The program enhances the student's ability to deal critically and flexibly with intellectual, social, political, historical, literary, or artistic issues with a broad humanistic perspective.

The Humanities Program strongly encourages students not concerned with pursuing the degree (such as teachers using classes for certification and those who want to take courses for their own continuing education) to enroll as non-degree students.

Students seeking a Master of Arts in Humanities should apply as degree students. Applicants to the degree program must meet the following requirements: (a) a score of 450 or above (40%) on the verbal section of the Graduate Record Examination (GRE) General Test or an equivalent score on the Miller Analogies Test (MAT); (b) an undergraduate major in the humanities, and (c) an overall undergraduate grade point average of 3.0 on a scale of 4, or a score in or above the 40th percentile in one of the following areas of the Graduate Record Examination Subject Tests: French, German, Spanish, history, literature in English, music, philosophy.

Applicants who do not meet these requirements may gain admission to the degree program by completing the following provisions: a grade of B or above in their first twelve hours of coursework in the humanities, the twelve hours to include the course in Expository Writing for Research (Humanities 604) and one other core course (Humn 600, 601, 602, 603, or 605).

Degree students have the options of a thesis or final project. Those electing the thesis complete a total of 36 hours, six of which are the thesis (HUMN 680 and 681). Students electing the project option complete a total of 39 hours, three of which are the project (HUMN 680). With both options, students must pass a comprehensive examination. All individual plans of study are organized according to the following general structure: I. Humanities Core (12 hours): Humn 600 and 604 and two others (Humn 601, 602, 603, or 605); II. Area of Emphasis (minimum of 15 hours); III. Program Electives (3-12 hours); IV. Independent Research Project (3 hours) or Thesis (6 hours). Within an area of emphasis, a student may select courses to develop personal interests. Note: Not all courses are offered at every teaching site. Students should understand that some plans of study may require travel to other teaching sites in West Virginia.

No more than twelve hours may be taken at the 500-level. A student nearing the completion of a plan of study may request an independent study course on a topic unavailable through regular courses. In such a case, the student will work under the direct supervision of a faculty member. The student's advisor and the program director must approve the independent study.

Degree students are expected to maintain a 3.0 grade point average in their courses. After a minimum of 24 hours of course credits and consultation with the advisor, a student is eligible to sit for the examination which is related to the core and to the individual plan of study. Note: Students may not enroll in Humanities 680 until they have passed the comprehensive examination.

For further information on the degree program (sample plans of study, comprehensive examination, and independent research options), students should consult the Humanities Program Guide, available from the program director in South Charleston. Because degree students in Humanities have individualized plans of study, they are cautioned to contact the program director when applying for graduate study and to meet regularly with their advisors.

*Note:* Course Listings for Humanities begin on page 186. Some courses in Art, Classics, Communication Studies, English, History, Journalism and Mass Communications, and Philosophy also may be appropriate for the plan of study in Humanities.

## INFORMATION TECHNOLOGY AND ENGINEERING (CITE)

The College of Information Technology and Engineering (CITE) has offices on both Huntington and South Charleston campuses. CITE offers master's degree programs and professional development short courses in Engineering, Information Technology, Environmental Science, Safety, and Technology Management. Courses are offered Huntington, South Charleston, and other locations by arrangement, at times convenient to working professionals. Following are the master's degree programs offered:

Engineering (M.S.E.) with Areas of Emphasis in:  
Chemical Engineering  
Engineering Management  
Environmental Engineering

*(continued)*

Environmental Science (M.S.)

Information Systems (M.S.)

Safety (M.S.) with Areas of Emphasis in:

- Ergonomics
- Industrial Hygiene
- Occupational Safety and Health
- Mine Safety
- Safety Management

Technology Management (M.S.) with Areas of Emphasis in:

- Environmental Management
- Information Technology
- Manufacturing Systems
- Transportation Systems and Technologies

Following are descriptions, admission requirements, and program requirements for each of the five CITE M.S. degree programs.

### ENGINEERING

The M.S. in Engineering (M.S.E.) program is an interdisciplinary engineering program designed to meet the specific needs of engineers employed in industry, government, and consulting. The program offers a broad core curriculum with opportunities for concentrated study in three areas of emphasis: Chemical Engineering, Engineering Management, and Environmental Engineering.

#### Admission Requirements

Each applicant for admission to the M. S. in Engineering program must have an undergraduate engineering degree from an ABET-accredited college or university, and must satisfy at least TWO of the following criteria:

- Score at the mean or above on the verbal GRE
- Score at the mean or above on the quantitative GRE
- Score at the mean or above on the analytical GRE
- Have an undergraduate GPA of 2.75 or above
- Have passed the FE exam and/or the P.E. exam

Also, foreign nationals must score at the mean or above on the TOEFL, and must have met all other admission criteria *prior to* registering for the first semester of courses.

#### Degree Requirements

Each degree candidate is required to complete at least 36 graduate credit hours, consisting of 15 credit hours of core courses plus 21 additional hours of required courses and electives in the applicable area of emphasis, with a cumulative Grade Point Average of 3.0 for the courses included in the student's Plan of Study. Each degree-seeking student must have an approved "Plan of Study," developed with a faculty advisor, that must be filed with the CITE dean no later than the semester in which the student completes the 9<sup>th</sup> credit hour. Please consult the Academic Regulations portion of the *Graduate Catalog* for other information.

The Engineering program culminates with the comprehensive graduate project. This project is not the traditional graduate thesis with a research orientation, but rather a real-life, industry-type project in which the student undertakes an assignment that requires synthesis of all of the coursework and its application to a typical problem from a relevant subject area.

#### Core courses:

EM 660	Project Management.....	3 hrs.
ENGR 610	Applied Statistics.....	3 hrs.
ENGR 620	Computer Applications (or approved equivalent) .....	3 hrs.
TE 698	Comprehensive Project Formulation .....	3 hrs.
TE 699	Comprehensive Project.....	3 hrs.

#### Requirements for areas of emphasis:

### *Chemical Engineering:*

CHE 675	Process Safety .....	3 hrs.
CHE 660	Process Synthesis & Conceptual Design .....	3 hrs.
CHE 630	Applied Engineering Mathematics .....	3 hrs.
	Four elective courses in chemical or environmental engineering.....	12 hrs.

### *Engineering Management:*

EM 620	Management of Technical Human Resources and Organizations.....	3 hrs.
EM 675	Engineering Economics (or TM equivalent) .....	3 hrs.
IE 670	Operations Management.....	3 hrs.
	Four approved CITE elective courses .....	12 hrs.

### *Environmental Engineering:*

ES 614	Environmental Risk Assessment .....	3 hrs.
ENVE 681	Environmental Engineering Design .....	3 hrs.
ENVE 615	Environmental Chemistry .....	3 hrs.
ES 660	Environmental Law I .....	3 hrs.
	One of the following courses: Air Pollution Design, Air Pollutant Dispersion Modeling, Environmental Geotechnology, Groundwater Principles .....	3 hrs.
	Two approved elective courses .....	6 hrs.

## **ENVIRONMENTAL SCIENCE**

### **Graduate Degree Program Description**

The environmental science program gives the student the broad multi-disciplinary subject matter and analytical tools necessary to be successful in such professions as consulting, industrial environmental management and environmental protection. Students from diverse science backgrounds apply their knowledge and skills to environmental problems, such as air pollution and control; water pollution and treatment; groundwater protection, contamination and remediation; solid and hazardous waste management.

### **Admission Requirements**

For regular admission, applicants to the Environmental Science program must complete General Admission and Program requirements **prior** to registering for the first semester of courses.

#### *1. General Admission Requirements*

Each applicant for admission must have an undergraduate degree from an accredited college or university, and must satisfy at least ONE of the following criteria:

- Score at the mean or above on the verbal GRE
- Score at the mean or above on the quantitative GRE
- Score at the mean or above on the analytical GRE
- Score at the mean or above on the Miller Analogies Test
- Have an undergraduate GPA of 2.50 or above
- Have passed the Fundamentals of Engineering exam and/or the Professional Engineering exam

#### *2. Program Requirements*

In addition to the general requirements all students entering the graduate Environmental Science program must have completed prior to admission the following courses OR their equivalent:

Chemistry 211 and Math 130 with a grade C or better, AND a minimum total of FIVE (5) courses/competencies, relevant to environmental science, from the following: Chemistry (200 level or above); Physics (200 level or above); Biology; Geology; Geography; Statistics; Soil Science; Law; Health and Economics; 10 years relevant work experience.

### **Degree Requirements**

Students must complete 36 graduate credit hours at the graduate level, including at least 24 credit hours at Marshall University. The degree consists of 12 credit hours of core courses; 12 credit hours of required courses; and 12 credit hours of electives.

### **Core Courses**

EM 660, Project Management (3 hrs.)

ENGR 610, Applied Statistics (3 hrs.)

*(continued)*

TE 698, Comprehensive Project Formulation - after completion of 18 hours (3 hrs.)

TE 699, Comprehensive Project - after completion of 27 hours (3 hrs.)

### **Additional Degree Requirements for Program**

#### *Required Courses*

ES 614, Environmental Risk Assessment (3 hrs.)

ENVE 615, Environmental Chemistry (or ES 646 or SFT 651) (3 hrs.)

ES 660, Environmental Law I (or ES 662 or ES 655) (3 hrs.)

ES 620, Environmental Management Systems (3 hrs.)

#### *Electives*

On completion of the MS Environmental Science degree program the student should have the requisite scope of knowledge and competency in specific environmental subject matter. Students are required to take 12 credit hours of elective courses and use them to satisfy proficiency courses: TWO Environmental Science program electives; ONE division elective (an approved course in the division); ONE CITE elective (an approved course in CITE). The required and elective courses should be outlined in the Plan of Study. The Plan of Study should be developed in cooperation with and signed by the student's advisor and should be completed prior to completing 18 credit hours.

### **INFORMATION SYSTEMS**

The Information Systems program prepares participants to be effective users, designers, and developers of information systems, people who can add value to processes and products in organizations. The program also helps participants to improve their professional writing, presentation, and teamwork abilities. Specific objectives expected of graduates include:

- The ability to describe a situation as a system, specifying components, boundaries, and interfaces
- Communication skills for effectively leading teams, collaborating with managers in defining needs and opportunities, and assisting colleagues
- Knowledge of the basic hardware and software components of computer systems and their configurations
- The ability to develop specifications for a software system in terms of functions, modules, and interfaces
- The ability to gather and use information needed by information systems professionals
- Mastery of the technical and human skills needed to successfully deploy information technologies in various organizational settings.

### **Admission Requirements**

Each applicant for admission to the M. S. in Information Systems program must have an undergraduate degree from an accredited college or university, and must satisfy at least TWO of the following criteria:

- Score at the mean or above on the verbal GRE
- Score at the mean or above on the quantitative GRE
- Score at the mean or above on the analytical writing portion of the GRE
- Score at the mean or above on the Miller Analogies Test
- Have an undergraduate GPA of 2.75 or above
- Have passed the FE exam and/or the P.E. exam

Also, foreign nationals must score at the mean or above on the TOEFL, and must have met all CITE admission criteria *prior* to registering for the first semester of courses.

Applicants with a wide variety of backgrounds are welcome. In addition to the admission requirements stated above, an applicant wishing to major in Information Systems must have the following credentials and abilities:

- Ability to write structured programs in a high level language and familiarity with batch and interactive computer systems
- A reasonable quantitative or mathematical maturity. College algebra and statistics with a grade of *B* would minimally meet this requirement
- Ability to use microcomputer systems for word processing, spreadsheet analysis, telecommunications, and data management

- Reasonable communication skills demonstrated by being able to write a coherent, grammatically correct, short theme that clearly communicates an idea.

**Prerequisites**

Prospective students without the skills outlined above should take the following courses or their equivalents before entering the degree program:

- Computer Systems and Programming: IS 500 and 510 - Computer Systems and Structured Programming I and II
- Mathematical Maturity: College algebra or IE 610 - Statistical Design
- Communication Skills: This need will normally be addressed by requirements within the program. In some cases, additional work may be required.

**Degree Requirements**

Students must complete 36 graduate credit hours at the graduate level, including at least 24 credit hours at Marshall University. The degree consists of 27 credit hours of required courses and 9 hours of approved elective courses.

**Required courses:**

IS 600	Management Information Systems
IS 605	Systems Analysis Techniques
IS 610	Systems Design
IS 621	Information Structures 1
IS 622	Information Structures 2
IS 623	Database Management
EM 660	Project Management
TE 698	Comprehensive Project Formulation – after completion of min. 18 hours
TE 699	Comprehensive Project – after completion of min. 27 hours

**Electives:**

Three or more elective courses approved by the student’s advisor complete the program. In addition to Information Systems courses, these may include courses offered by other majors and by other institutions.

**SAFETY TECHNOLOGY (SFT)**

**Graduate Degree Program Description**

No human endeavor or undertaking can be done without involving the field of safety technology. Safety professionals work in a variety of situations alongside management to ensure the health and safety of all employees. The graduate curriculum in Safety Technology is divided into several areas of emphasis: Ergonomics, Industrial Hygiene, Occupational Safety and Health, Safety Management. The Master of Science degree has a 36 semester credit-hour requirement. A thesis may be submitted which would require 32 credit hours of graduate coursework with no more than 6 credit-hours to be earned by the thesis. A final (written) comprehensive examination is administered to all candidates, thesis and non-thesis, by a committee of three members of the graduate faculty in the College of Information Technology and Engineering (CITE), including the student’s advisor.

**Admission Requirements**

For regular admission, applicants to the Environmental Science and Safety programs must complete General Admission and Program requirements *prior* to registering for the first semester of courses.

*1. General Admission Requirements*

Each applicant for admission must have an undergraduate degree from an accredited college or university, and must satisfy at least ONE of the following criteria:

- Score at the mean or above on the verbal GRE
- Score at the mean or above on the quantitative GRE
- Score at the mean or above on the analytical GRE
- Score at the mean or above on the Miller Analogies Test
- Have an undergraduate GPA of 2.50 or above
- Have passed the Fundamentals of Engineering exam and/or the Professional Engineering exam

*(continued)*

2. Program Requirements

In addition to the general requirements all students entering a program must have completed prior to admission the following courses or their equivalent:

SAFETY EMPHASIS:

- Occupational Safety and Health - CHM 211, PHY 201, and MTH 130 or equivalent
- Safety Management - CHM 211, PHY 201 and MTH 130 (or equivalent).
- Ergonomics - CHM 211, PHY 201 and MTH 130 or equivalent

SAFETY EMPHASIS: Industrial Hygiene

- CHM 211/217 AND CHM 204 or equivalent.
- PHY 201 or equivalent
- MTH 130 or equivalent
- A college level Anatomy or Physiology course.

Core Courses

- SFT 599 Occupational Safety and Health Program Management
- SFT 589 Process Safety Management (Note: SFT 565 is a prerequisite)
- SFT 660 Human Factors in Accident Prevention

Areas of Emphasis

Occupational Safety and Health

<i>Required Courses</i>	<i>Hours</i>
SFT 540, Industrial Fire Prevention .....	3
SFT 597, Occupational Safety and Health Programs .....	3
ES 660, Environmental Law I .....	3
SFT 610, Philosophical and Psychological Concepts of Occupational Safety and Health .....	3
SFT 630, Current Literature and Research in Occupational Safety and Health .....	3
SFT 647, Industrial Hygiene II .....	3
<i>Electives:</i> Selected with the permission of Advisor or Chair .....	9
<b>Total</b> .....	<b>36</b>

Safety Management

<i>Required Courses</i>	<i>Hours</i>
CMM 508, Leadership and Group Communication .....	3
SFT 597, Occupational Safety and Health Programs .....	3
ES 660, Environmental Law I .....	3
SFT 610, Philosophical and Psychological Concepts of Occupational Safety and Health .....	3
SFT 630, Current Literature and Research in Occupational Safety and Health .....	3
SFT 554, Industrial Hygiene I .....	3
EM 620, Management of Technical Human Resources and Organizations <i>OR</i>	
MGT 672, Organizational Behavior .....	3
<i>Electives:</i> Selected with the permission of Advisor or Chairman .....	6
<b>Total</b> .....	<b>36</b>

Industrial Hygiene

<i>Required Courses</i>	<i>Hours</i>
SFT 557, Biological Monitoring .....	3
SFT 647 - Industrial Hygiene II .....	3
SFT 647L - Quantitative Industrial Hygiene Laboratory .....	3
SFT 648 - Industrial Ventilation .....	3
SFT 649 - Physical and Biological Hazards .....	3
ES 673 - Applied Environmental toxicology .....	3
SFT 600 - Occupational Epidemiology .....	3
<i>Plus one of the following options:</i>	
<i>Option 1</i>	
SFT 679 Problem Report .....	3
Electives: (See below) .....	3
<b>Total for Option 1</b> .....	<b>36</b>

OR

Option 2:

SFT 681, Thesis ..... 6

**Total for Option 2 ..... 36**

*Electives:*

SFT 553, International Safety and Health

SFT 575, Systems Safety Engineering

SFT 630, Current Literature & Research in Occupational Safety and Health

Others as approved by advisor.

**Ergonomics**

*Required Courses*

*Hours*

SFT 560, Fundamentals of Ergonomics ..... 3

SFT 661, Advanced Occupational Ergonomics ..... 3

ES 660, Environmental Law I ..... 3

SFT 610, Philosophical and Psychological Concepts of Occupational Safety and Health ..... 3

SFT 630, Current Literature and Research in Occupational Safety and Health ..... 3

SFT 554, Industrial Hygiene I ..... 3

SFT 663, Work Environment Issues ..... 3

*Electives:* Selected with the permission of Advisor or Chair ..... 6

**Total ..... 36**

**Mine Safety (MSF)**

The Mine Safety graduate program is offered in cooperation with the National Mine Safety and Health Academy, Beckley, WV. The program is designed for underground and surface mining and is applicable to all aspects of the metallic and non-metallic mining industry. The Division Chair of Environmental Science and Safety Technology grants permission for admission to this area of emphasis. Please contact the Division Chair for further information prior to applying for admission to this program.

**TECHNOLOGY MANAGEMENT**

The M.S. in Technology Management degree program is designed primarily for working professionals with both technical and non-technical backgrounds who want a better understanding of technological change and its relevance to competitiveness and business strategy. Program course work has a practical emphasis, with real-world projects designed to develop skills that can be put to use on the job immediately. Courses are currently available in both Huntington and South Charleston. All courses necessary to complete the M.S. in Technology Management in any of the available emphases will be offered at both sites, and other locations upon demand.

**Program benefits:**

- Learn how to evaluate and use technology to meet changing customer needs and markets
- Learn how to weigh the costs/benefits of technology decisions
- Understand the effects of technological change on organizations and how to help people adapt to change
- Learn about technology life cycles and how to evaluate emerging technologies
- Explore common problems of management and organizations-and their relationships to technology
- Understand the interrelationships of quality, productivity, and technology
- Network with other professionals

**Degrees Awarded**

M.S. in Technology Management with emphasis in Environmental Management; M.S. in Technology Management with emphasis in Information Technology; M.S. in Technology Management with emphasis in Manufacturing Systems; M.S. in Technology Management with emphasis in Transportation Systems and Technologies.

## Admission Requirements

For regular admission, applicants to the program must complete the following *prior to* registering for the first semester of courses:

- 1) Have an undergraduate GPA of 2.5 or greater. There is no stipulation concerning the undergraduate major; however, the degree must be from an accredited college or university.
  - 2) Satisfy at least one of the following:
    - Score at the mean or above on the Analytical Writing portion of the GRE, and achieve a composite score on the Verbal and Quantitative portions of the GRE greater than or equal to the sum of the two individual means (Verbal mean + Quantitative mean).
    - Score at the mean or above on the Analytical Writing portion of the GMAT, and achieve a composite score on the Verbal and Quantitative portions of the GMAT greater than or equal to the sum of the two individual means (Verbal mean + Quantitative mean).
    - Have previously completed a master's degree from an accredited college or university.
    - Have 10 or more years of relevant professional work experience (documented in the written summary required in item 3, below).
- International students must satisfy either the GRE or GMAT requirement.
- 3) Submit a written summary (2 typewritten pages maximum) of education and professional experiences, and career goals related to the TM program including the Area of Emphasis the applicant is interested in pursuing.
  - 4) Complete an interview with the TM program director or designee, with part of the interview consisting of discussion of the written summary.

## Degree Requirements

Degree requirements consist of eight core courses (22 semester hours), four area-of-emphasis courses (12 semester hours), and a capstone project (3 semester hours), for a total of 37 semester hours. You must have the Technology Management advisor's approval to enroll in Technology Management degree program courses.

### Core Courses

TM 600 Program Introduction Seminar  
TM 610 Technology and Innovation Management  
TM 612 Economic and Financial Analysis for Technology Management  
TM 615 Information Technology Strategies  
TM 620 Technology Planning  
TM 630 Quality and Productivity Methods  
EM 620 Management of Technical Human Resources and Organizations  
EM 660 Project Management

Completion of these eight core courses will qualify a participant for a certificate in technology management, if he/she elects not to complete the degree.

Each student pursuing the degree selects an area of emphasis, consisting of four courses. Currently the following emphases are available:

#### *Environmental Management:*

Environmental Regulations  
Environmental Risk Assessment  
Environmental Management Systems

One course selected from among:

Hazardous Waste Management, Environmental Site Assessment,  
or Geographic Information Systems

#### *Information Technology:*

Computing and Information Systems Technologies  
Communication and Network Technologies  
Multimedia Production and Electronic Information Dissemination

One course selected from among:

Geographic Information Systems, Health Informatics, Software Engineering

### *Manufacturing Systems:*

Quantitative Methods for Business and Technology  
Operations Management for Business and Technology  
Applied Computer Integrated Manufacturing  
Modern Manufacturing Concepts

### *Transportation Systems and Technologies:*

This area of emphasis is offered in cooperation with the Nick J. Rahall II Appalachian Transportation Institute.

Intelligent Transport Systems - Three courses, selected with Technology Management Advisor approval. Possible choices include: Traffic Engineering, Safety in Transportation, Human Factors in Accident Prevention, Traffic Safety Management, Urban and Regional Planning, Engineering Law, Operations Research I, Operations Research II, Transportation Systems, Geographic Information Systems. Some of these courses have prerequisites; students taking the courses must meet prerequisites.

The capstone technology management project (TM 699) will be work-related, oriented toward the area of emphasis, and jointly directed by a workplace supervisor and an academic advisor.

## **INFORMATION SYSTEMS (IS) (See Information Technology and Engineering [CITE])**

### **JOURNALISM AND MASS COMMUNICATIONS (JMC)**

The W. Page Pitt School of Journalism and Mass Communications offers a flexible program designed to accommodate persons with or without an undergraduate degree in journalism and mass communications or professional media experience. Career interests should include one or more of the following: advertising, broadcast journalism, online journalism, print journalism, public relations, radio-television, and journalism education. Admission requirements for the M.A.J. degree are as follows:

1. Applicants must score a minimum of 1200 on the three sections of the GRE. Because the new writing section to be introduced in the fall of 2002 is being scored differently from the other two sections, a point conversion system will be used to make the 0-6 score on the writing exam carry the same weight as the two sections that carry a maximum score of 800. For example, a 5.0 on the writing section will convert to 667, a 4.5 will convert to 600, and a 4.0 will convert to 533. Each half point on the 0-6 scale represents 33 1/3 points on the 800-point scale.
2. International student applicants must have a minimum score of 525 on the paper Test of English as a Foreign Language (TOEFL) or 195 on the computer-based test.

During the first term of residence, students must plan with the graduate coordinator a detailed program of courses and discuss other requirements for the Master of Arts in Journalism degree. Students are responsible for learning and for meeting all requirements, guidelines and deadlines included in the Graduate Catalog. Students are required to complete EDF 517 (not required if student completed an acceptable statistics course before enrolling in the master's program); Journalism 601, Theory of Mass Communications, and Journalism 602, Mass Communications Research and Methodology. Some courses are not required of recent journalism and mass communications graduates who have taken the courses, but master's degree candidates who are not required to repeat these courses still must prepare themselves to pass the law, history, and ethics sections of the comprehensive examination. Otherwise, the other required courses are JMC 502, Law of Mass Communication; JMC 504, History of American Journalism & Mass Communications; and JMC 540, Mass Communications Ethics. International students are not required to take JMC 504.

The remainder of each student's program is determined in consultation with and approval from the graduate coordinator. Professional track students must complete a minimum of 36 graduate hours (plus any undergraduate courses deemed by the graduate coordinator to be necessary) and the comprehensive examination.

Thesis track students must complete a minimum of 27 graduate hours (plus any undergraduate courses deemed necessary by the graduate coordinator), a five-credit-hour thesis, and the comprehensive examination.

A minor consisting of a minimum of six hours in one subject area may be approved by the graduate coordinator. Students who enter the master's program without undergraduate preparation in journalism

and mass communications and also without any relevant professional experience may be permitted by the graduate coordinator to take all of their coursework in journalism and mass communications.

A comprehensive written examination is required. The examination is not based exclusively on the specific courses completed but affords the student an opportunity to demonstrate comprehensive knowledge of the major subject. The five-part examination covers mass communications theory, research, law, ethics, and journalism and mass communications history. International students may substitute another area of concentration (approved by the graduate coordinator) for history.

### LATIN (LAT)

The Department of Classical Studies offers minor fields of study in Latin and in Classics. These minors are appropriate for graduate programs in English and in history.

### LEADERSHIP STUDIES (LS)

The Master of Arts degree in Leadership Studies offers areas of emphasis in Educational Leadership, Justice Leadership, and Leadership Specialist. The Education Specialist program offers an Ed.S. with areas of emphasis in Superintendency, Supervisor of Instruction, and Higher Education Administration. The doctoral program offers an Ed.D. in Educational Leadership with areas of specialization in Public School Administration and Higher Education Administration.

### MASTER OF ARTS DEGREE

#### Admission Requirements

Each candidate must meet all admission requirements as a degree student. Scores from the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) must be on file in the Graduate Admissions Office. A GRE composite score of 800 (Verbal and Quantitative) or an MAT score of 40 is required for program admission. A student seeking certification as a school principal must have (1) a valid teaching certificate and (2) a minimum of one year of teaching experience at the time of admission to the program. All degree students follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0.

#### Education Leadership

The Leadership Studies M.A. degree offers an area of emphasis in Education Leadership including Professional Administrative Certification as a school principal. The Master of Arts degree in Leadership Studies is a portfolio-based program which requires a minimum of 39 semester hours. Courses may not be used if they are more than seven years old at the time of graduation. Students must complete all field-based experiences for courses that are transferred from other institutions or programs. LS 500 must be taken in the student's first semester.

#### Program of Studies

LS 500, LS 506, LS 510, LS 512, LS 515, LS 520,  
LS 530, LS 550, LS 600, LS 610, LS 630, LS 675, LS 685  
TOTAL .....39 hrs.

#### Justice Leadership

The Leadership Studies degree offers an area of emphasis in Justice Leadership.

#### Degree Requirements

All degree students follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0. Upon completion of required courses, master's degree students must participate in an externship experience which synthesizes the content of required courses in their program of studies.

A Master of Arts degree in Leadership Studies with a concentration in Justice Leadership Studies requires a minimum of 36 hours. A core of 15 hours in Leadership Studies is required. A block of Counseling courses consisting of 9 hours relating to the student's needs is also required. An elective block of 12 hours is individualized to meet the career needs and goals of the student.

#### Program of Studies

LS 532, LS 625, LS 645, LS 615, and LS 785 .....15 hours  
Select three from COUN 555, COUN 556, COUN 574, COUN 611,  
COUN 616, COUN 641 .....9 hours  
Electives .....12 hours  
TOTAL .....36 hours

## Leadership Specialist

This is a highly individualized program for those students wishing to complete the MA degree in Leadership Studies without certification. Through close academic advising, the program is individualized for each student. The program is ideally suited to the needs of students who wish to gain leadership skills and knowledge but do not wish to focus narrowly in one area. Please contact the Leadership Studies program faculty.

## EDUCATION SPECIALIST DEGREE (Ed.S.)

### Admission Requirements

All degree-seeking candidates must meet all admission requirements as a degree student and have earned a master's degree in Leadership Studies from a regionally accredited higher education institution.

### Degree Requirements

Education Specialist degree (Ed.S) students follow a planned program of study and must maintain a cumulative grade point average (GPA) of 3.0. Three concentrations are offered: Supervisor of Instruction, Superintendency, and Higher Education Administration.

All candidates completing the Education Specialist degree with an area of emphasis as Supervision of Instruction or Superintendent are required to pass the PRAXIS II (0410) Educational Leadership Administration and Supervision Test.

### Supervisor of Instruction

The Supervisor of Instruction concentration includes an Ed.S. program and West Virginia Professional Administrative Certification as a Supervisor of Instruction K- 12.

#### Program of Studies

LS 506, LS 512, LS 515, LS 520, LS 530, LS 535, LS 550,  
LS 600, LS 610, LS 661, LS 710, LS 780

TOTAL.....36 hrs.

### Superintendency

The Superintendency concentration includes an Ed.S. program and West Virginia Administrative Certification as a Superintendent.

#### Program of Studies

LS 512, LS 530, LS 550, LS 600, LS 630, LS 700, LS 710, LS 720, LS 730, LS 740,  
LS 760, and LS 772.

TOTAL.....36 hrs.

### Higher Education Administration

The Higher Education Administration concentration is an Ed.S. program.

#### Program of Studies

LS 530, LS 710, LS 714, LS 717, LS 725, LS 745, LS 755,  
LS 762, and Electives (12 hours; must have advisor's approval).

TOTAL.....36 hrs.

## DOCTORAL PROGRAM (Ed.D.)

Marshall University has been actively involved in a doctoral program in Educational Leadership Studies for over twenty years as a part of a cooperative arrangement with West Virginia University. Marshall has now assumed responsibility for this program as a Marshall University doctorate in education. The Ed.D. in Educational Leadership is offered with areas of study in Public School Administration and Higher Education Administration. Potential applicants may check for updates on the web site at [www.marshall.edu/gsepd/edd](http://www.marshall.edu/gsepd/edd), by calling the office of the Dean of the College of Education and Human Services at Marshall University in Huntington, or by calling the Office of Doctoral Programs at (304) 746-8949.

### Admission Requirements

Criteria considered for acceptance into the Ed.D. program include a 3.0 overall undergraduate Grade Point Average and 3.5 graduate Grade Point Average, a combined score of at least 1100 on the Graduate Record Examinations (GRE) General Test or a least a 50 on the Miller Analogies Test (MAT), and a strong commitment to a career in educational administration.

**Program Requirements**

Program requirements are given in more detail in public school and higher education program descriptions available from the Department of Leadership Studies at the Marshall University Graduate College or on the World Wide Web at *www.marshall.edu/gsepd/edd*.

**SOCIAL SERVICES AND ATTENDANCE CERTIFICATION**

**Admission Requirements**

Students seeking admission to this certification must meet the same admission requirements as degree-seeking students. Courses taken in this program will also be applicable as an area of emphasis in the Leadership Specialist master’s degree program in Leadership Studies.

**Certification Requirements**

Candidates who are not licensed educators must pass the PRAXIS I: Pre-Professional Skills Test (PPST).

**Program of Studies**

Coun 670, Coun 673, LS 550, LS 740, LS 691, LS 692.

TOTAL..... 18 hrs.

Students who are not licensed educators will also be required to take SPSY 601 and LS 532.

TOTAL.....24 hrs.

**MATHEMATICS (MTH)**

Course offerings in mathematics may be used to satisfy major requirements in three programs of the Graduate College, or to satisfy minor requirements in all programs.

The Master of Arts degree with a major in mathematics is offered by the Department of Mathematics. An area of emphasis in mathematics is offered in the Master of Arts (Secondary Education) degree. This degree program, offered by the Division of Teacher Education, is intended to meet the needs of public school teachers (1-12).

**Master of Arts Degree (Mathematics)**

The Mathematics Department offers an M.A. in Mathematics which can prepare students for positions in industry, government agencies, or business, for further graduate study at the doctoral level, and for teaching positions at the secondary or two-year college level.

To be admitted to the program, students must complete the Graduate Record Exam (GRE) and have the score sent to Marshall University. GRE scores are considered when awarding graduate assistantships and during initial advising.

A minimum of 36 hours is required; if the student decides to write a thesis, the minimum is 32 hours, including not more than 6 hours for the thesis. A minor of 6 hours in any related area is permitted, subject to approval by the student’s advisor and concurrence of the Math Department Chairperson. A final (oral) comprehensive exam is administered by a committee of 3-5 graduate faculty chosen by the student and his/her advisor.

The following are specific requirements for the program:

(1) at least 18 hours of 600 level courses offered by the Math Department; (2) at least 12 more hours of 500 or higher level courses offered by the Math Department, including MTH 528, 546, and 550 (or equivalents); (3) at least 6 more hours of 500 or higher level courses selected from another department at Marshall offering a graduate program or from the Math Department.

**MODERN LANGUAGES**

At present the Department of Modern Languages does not offer a graduate major. Courses in French and Spanish are taken as minors by students in other departments, such as History, Journalism, and English. Courses in Modern Languages are also taken by teachers in service who wish to enhance their competence in language and literature.

In cooperation with the Division of Teacher Education, the Department of Modern Languages offers a program leading to the master’s degree in secondary education and Spanish.

**MUSIC (MUS)**

**Mission Statement**

The mission of the Department of Music is to prepare students for careers in performance, education, and other music-related fields who will make a positive impact on their artistic discipline and on schools and communities. Additionally, the Department will provide enriching experiences for those who will

continue their musical activities as an avocation; and will cultivate within the region an increased awareness of the educational, cultural, and aesthetic aspects of music.

In fulfilling its mission, the department is committed to the following goals:

- To provide a nurturing environment for musical, academic and personal growth.
- To educate students to think critically, work creatively, communicate effectively, and become technologically literate.
- To function as a visible, responsible and responsive student-centered department dedicated to academic and performance excellence.
- To maintain a faculty of musicians/teachers who, through dedication to excellence, sound pedagogy and effective communication skills, present models that inspire students to achieve their full potential.
- To meet educational, research, and service needs of the region through collaboration with academic and technical institutions, businesses, government agencies, and cultural organizations.
- To contribute to the cultural life of the University and community by providing concerts, recitals, festivals, joint musical ventures and other services.
- To provide leadership within the University and the region in all matters pertaining to music.

To be admitted to the graduate program in music, a student must have received a bachelor's degree from an accredited institution with a major in music or the equivalent. A conference and audition with the Chairman of the Department of Music and with members of the department's graduate faculty are required as a part of the admission procedure. At the conference the conditions of admission are defined. The applicant may submit an audition tape if it is inconvenient to appear on campus.

Majors in all music programs are given an examination in basic skills and capacities in music not later than the time of completion of twelve semester hours of graduate work and before being admitted to candidacy. As part of these requirements the basic departmental piano proficiency examination must be passed. In addition, a placement examination in Music History (including Styles) and Music Theory must be taken to determine if deficiencies in these areas exist. Applicants must take these examinations prior to registering for graduate courses in music.

All graduate students, regardless of area of emphasis, must complete both a written and oral comprehensive examination. Requirements for performance levels in applied music as well as more detailed information on requisites in the individual options can be found in the Department of Music Handbook.

The Department of Music offers three areas of emphasis within the Master of Arts degree: 1) Applied Music Performance; 2) Music History and Literature; and 3) Music Theory and Composition. Students may select conducting under the Applied Music option.

The program requires 32 hours (including thesis). This program must include at least 26 hours in major, cognate, and elective areas of music. Normally not more than 3-4 hours may be earned by a thesis, which may be a written report, graduate recital, or musical composition of merit.

The degree Master of Arts in Secondary Education offers an area of emphasis in Education (option 4) that requires a minimum of 36 hours of coursework, and is available to students already possessing teacher certification in music. The program for the degree must include 14 hours of music education, 11 hours of cognate studies in music, 5 hours from other fields of music and 6 hours in professional education.

The degree Master of Arts in Teaching leading to K-12 certification in music is appropriate for students who have earned a bachelor's degree in music but are not certified in music education. Students wishing to pursue this degree should consult that section in this catalog and should contact the Department of Music for specific entrance and curricular requirements.

All full-time graduate students are required to participate in a music ensemble during the regular academic year as recommended by their major advisor. No graduate credit is given for this participation.

**1. APPLIED MUSIC PERFORMANCE**

*Hours*

Minimum requirements .....	32
1. Major Area .....	11
Applied music in Voice or Instrument, Music 681	

*(continued)*

2. Cognate Studies in Music .....	11
Music 621, 640A, One period course in Music History (chosen from one of the following): Music 526, 650, 651, 652, 653, 654, 655, one Music Literature course in major area.	
3. Music Electives .....	4
Pedagogy, Literature, Applied, Music Education, Theory, Problem Report or Special Topics.	
4. Minor Field .....	6
(Voice applied majors should select the study of foreign language. Instrumental applied should select from Literature, Physics [Acoustics], Mathematics, History or other allied areas.)	

## 2. MUSIC HISTORY AND LITERATURE

*Hours*

Minimum requirements .....	32
1. Major Area .....	12
Four period courses in Music History (chosen from the following): Music 526, 650, 651, 652, 653, 654, 655.	
Music 681 .....	3
2. Cognate Studies in Music .....	9
Music 621, 640A, Music Theory Elective	
3. Music Electives .....	2
(To be determined in consultation between the student and his advisor)	
4. Minor Field .....	6
(Recommend study of French or German for reading knowledge)	

## 3. MUSIC THEORY AND COMPOSITION

*Hours*

Minimum requirements .....	32
1. Major Area .....	18
Music 640A, 640B, Music 641, Music 645A, 645B, Music 646 or 648, Music 681	
2. Cognate Studies in Music .....	6
Music 621, 655, One music literature course in any major area	
3. Music Electives .....	2
(To be determined in consultation between the student and his advisor)	
4. Minor Field .....	6
(Departmental recommendations include areas of Literature, Mathematics, Physics or Philosophy)	

## 4. MUSIC EDUCATION (M.A. in Secondary Education)

### **Instrumental**

*Hours*

Minimum requirements .....	36
1. Education .....	6
Two courses in Curriculum and Instruction selected in consultation with the student's advisor	
2. Cognate Studies in Music .....	11
Music 621, 630A, 640A, Music History Elective	
3. Major Area: Music Education .....	14
Music 610, 615, 616, 617, 618A	
4. Music Electives .....	5

### **Vocal**

*Hours*

Minimum requirements .....	36
1. Education .....	6
Two courses in Curriculum and Instruction selected in consultation with the student's advisor.	

2. Cognate Studies in Music .....	11
Music 621, 629A, 640A, Music History Elective .....	
3. Major Area: Music Education .....	14
Music 610, 616, 617, 618B, 619A .....	
4. Music Electives .....	5

### **NURSING (NUR)**

The College of Nursing and Health Professions currently offers the Master of Science in Nursing degree with the area of emphasis in: Family Nurse Practitioner, Family Nurse Practitioner with School Nurse Practitioner Specialization, Nursing Administration, or Nursing Education. The College of Nursing and Health Professions also offers Post Master's Certificates in Family Nurse Practitioner and Nursing Administration.

#### **MASTER OF SCIENCE IN NURSING**

The purpose of the Master of Science in Nursing program is to prepare graduates for advanced practice nursing in a variety of practice settings, particularly in rural and/or underserved communities. The program also prepares nurses for leadership roles in the administration of clinical services in a variety of community based or acute care provider agencies.

Coursework in the Master of Science in Nursing program incorporates the classroom, laboratory, and clinical modes of instruction. All nursing students have experiences with rural and/or underserved populations as part of the state initiatives for primary health care. The Master of Science in Nursing program requires the completion of a minimum of 42 credit hours for the family nurse practitioner area of emphasis, and 36 credit hours for the nursing administration and nursing education areas of emphasis. Upon successful completion of the MSN-FNP program, and depending on area of emphasis, graduates are eligible to take the American Academy of Nurse Practitioners (AANP) Certification Examination for Adult and Family Nurse Practitioners and/or the American Nurses' Credentialing Center (ANCC) Certification for Family Nurse Practitioners and/or School Nurse Practitioners. Graduates of the Post Master's Certificate in Family Nurse Practitioner program are eligible to take the AANP Certification, for Adult and Family Nurse Practitioners and/or the ANCC Certification Examination for Family Nurse Practitioners. Graduates of the MSN-NUR ADM program are eligible to take the ANCC Certification Examination for Nursing Administration or Nursing Administration Advanced, depending on their experience and stage of professional development. The Master of Science in Nursing program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006. Phone (212) 363-5555, ext. 153, FAX (212) 989-8264. In addition, the NLNAC is a source for information regarding tuition, fees, and length of the program.

The program purpose is achieved through three program components. The core component (12 credits) focuses on knowledge and skills related to nursing theory, advanced nursing research, leadership, and health care issues.

The area of emphasis component(18 or 24 credits) allows the student to specialize in a particular area. The family nurse practitioner area of emphasis (24 credits) provides students with the opportunity to develop competency as a family nurse practitioner. Students in this area of emphasis may also opt to specialize as school nurse practitioners. The nursing administration area of emphasis (18 credits) provides students with the opportunity to acquire knowledge and skills necessary to administer/manage rural/underserved primary care agencies, home health care, and other health care agencies or units. The Nursing Education area of emphasis (18 credits) gives the student the opportunity to gain the knowledge and skills necessary to be a nurse educator.

The elective component (6 credits) allows students to choose one of four options: 1) thesis, 2) role development courses in teaching, 3) school nurse practitioner courses, or 4) elective courses related to the student's area of interest.

The MSN-FNP program can be completed in two academic years of full-time study or over a period not to exceed 7 calendar years from date of first class enrollment. The MSN-NUR ADM program can be completed in one calendar year of full-time study or over a period not to exceed 7 calendar years from date of first class enrollment. The MSN NUR-NE programs can be completed in 4 semesters of study. Graduate nursing courses are open only to those students admitted to the nursing program.

#### **Course Requirements: Family Nurse Practitioner**

Core Component Courses (12 credits)	<i>Hours</i>
NUR 602 Theoretical Foundations in Nursing.....	3
NUR 604 Leadership in Nursing .....	3

*(continued)*

NUR 606 Advanced Nursing Research .....	3
NUR 608 Issues in Health Care .....	3
<b>Area of Emphasis Component Courses (24 credits)</b>	
NUR 622 Advanced Family Nursing I .....	5
NUR 624 Advanced Family Nursing II .....	5
NUR 626 Advanced Family Nursing III .....	5
NUR 695 Internship: Advanced Family Nursing .....	6
NUR 662 Pharmacology for Nurses in Advanced Practice .....	3
<b>Elective Component Courses (Select 6 credits from the following offerings)</b>	
NUR 681 Thesis .....	6
NUR 616 Curriculum Development in Nursing .....	3
NUR 618 Teaching in Nursing .....	3
NUR 642 Organizational Dynamics in Nursing .....	3
NUR 644 Financial Strategies in Nursing Administration .....	3
or Other Electives .....	6
<b>TOTAL .....</b>	<b>42</b>

**Course Requirements: Family Nurse Practitioner with School Nurse Practitioner Specialization**

<b>Core Component Courses (12 credits)</b>	
NUR 602 Theoretical Foundations in Nursing .....	3
NUR 604 Leadership in Nursing .....	3
NUR 606 Advanced Nursing Research .....	3
NUR 608 Issues in Health Care .....	3
<b>Area of Emphasis Component Courses (24 credits)</b>	
NUR 622 Advanced Family Nursing I .....	5
NUR 624 Advanced Family Nursing II .....	5
NUR 626 Advanced Family Nursing III .....	5
NUR 695 Internship: Advanced Family Nursing .....	6
NUR 662 Pharmacology for Nurses in Advanced Practice .....	3
<b>Elective Component Courses (6 credits)</b>	
NUR 632 School Nurse Practitioner Role in School Health I .....	3
NUR 634 School Nurse Practitioner Role in School Health II .....	3
<b>TOTAL .....</b>	<b>42</b>

**Course Requirements: Nursing Administration**

<b>Core Component Courses (12 credits)</b>	
NUR 602 Theoretical Foundations in Nursing .....	3
NUR 604 Leadership in Nursing .....	3
NUR 606 Advanced Nursing Research .....	3
NUR 608 Issues in Health Care .....	3
<b>Area of Emphasis Component Courses (18 credits)</b>	
NUR 642 Organizational Dynamics in Nursing .....	3
NUR 644 Financial Strategies in Nursing Administration .....	3
NUR 646 Nursing Management in Health Care Settings I .....	6
NUR 648 Nursing Management in Health Care Settings II .....	6
<b>Elective Component Courses (Select 6 credits from the following offerings)</b>	
NUR 681 Thesis .....	6
NUR 616 Curriculum Development in Nursing .....	3
NUR 618 Teaching in Nursing .....	3
NUR 632 School Nurse Practitioner Role in School Health I .....	3

NUR 634 School Nurse Practitioner Role in School Health II .....	3
or Other Electives .....	6
<b>TOTAL .....</b>	<b>36</b>

### Course Requirements: Nursing Education

Core Component Courses (12 credits)	<i>Hours</i>
NUR 602, Theoretical Foundations in Nursing.....	3
NUR 604, Nursing Leadership in Health Care Settings .....	3
NUR 606, Advanced Nursing Research .....	3
NUR 608, Issues in Health Care .....	3
Area of Concentration Component Courses ( credits)	<i>Hours</i>
NUR 616, Curriculum Development in Nursing .....	3
NUR 618, Teaching in Nursing.....	3
NUR 619, Practicum: Teaching in Nursing.....	3
EDF 535, Tests and Measurements .....	3
CIEC 600, Computing and Instructional Design .....	3
EDF 619, Educational Psychology .....	3
Elective Course Options	<i>Hours</i>
NUR 681, Thesis .....	6
OR	
Electives .....	6

### Admission Requirements for MSN Applicants

All applicants must meet the admission requirements of the Marshall University Graduate College. The nursing program is available to a limited number of qualified applicants. Admission is determined on a competitive basis. To be eligible for regular admission to the program, applicants must meet the following admission requirements:

1. Baccalaureate degree with a major in nursing from an NLNAC accredited program.
2. Undergraduate course credit for 3 semester hours of basic statistics and 3 semester hours of basic research.
3. Scholastic achievement as evidenced by an overall undergraduate/graduate Grade Point Average and scores on the Graduate Record Examination as follows:  
*Before October 2002:* GPA 2.5 (4.0=A) and GRE 1500 (total of 3 subtests) *or* GPA 3.0 (4.0=A) and GRE 1200 (total of 3 subtests)  
*After October 2002:* GPA 2.5 (4.0=A) and GRE 800 (total of 2 subtests) and Analytical Writing score of 3 or greater
4. Evidence of a current unincumbered license as a registered nurse in a U.S. jurisdiction.
5. It is strongly recommended that all MSN students have two years of full-time nursing practice prior to application to the program. Those who do not meet this criterion will be considered on an individual basis.

An applicant who has a baccalaureate degree in nursing and a master's degree in any field is eligible for regular admission.

Registered nurse applicants with a Master of Science in Nursing degree from an NLNAC accredited program are eligible for regular admission to the MSN program to take any portion of the MSN program, provided space is available.

An applicant may be considered for provisional admission if the:

1. Baccalaureate degree does not meet the criteria for regular admission.
2. Undergraduate/graduate Grade Point Average and Graduate Record Examination (taken before October 2002) fall within the following range:  
 GPA 2.25 (4.0=A) and GRE 1500 (total of 3 subtests) or

*(continued)*

GPA 2.5 (4.0=A) and GRE 1400 (total of 3 subtests ) or

GPA 2.75 (4.0=A) and GRE 1300 (total of 3 subtests) or

GPA 3.5 (4.0=A) and GRE 1100 (total of 3 subtests)

*For GRE taken after October 2002:*

GPA 2.25 (4.0=A) and GRE 1000 (total of 2 subtests) and an Analytical Writing score of 3 or higher.

GPA 2.5 (4.0=A) and GRE 950 (total of 2 subtests ) and an Analytical Writing score of 3 or higher

GPA 2.75 (4.0=A) and GRE 850 (total of 2 subtests) and an Analytical Writing score of 3 or higher

GPA 3.5 (4.0=A) and GRE 750 (total of 2 subtests) and an Analytical Writing score of 3 or higher

3. Prerequisite coursework or records are incomplete. If a student is accepted for provisional admission, the terms for reclassification as a regular student will be stated in the letter of admission. The provision(s) and the time frame will be stated in the letter of admission. Under no circumstances will the provisional terms be extended beyond the 12th credit hour. The student must maintain a minimum grade point average of 3.0 in all graduate course work taken during the provisional period. The student who does not meet the provision(s) as stated will be dropped from the program.

### **Admission Process for MSN Applicants**

To apply for admission to the program, the applicant must submit a complete application to the Marshall University Admissions Office by March 1 for the Family Nurse Practitioner area of emphasis and July 1 for the nursing administration area of emphasis. Application must include:

1. Graduate application.
2. Official transcripts of all undergraduate and graduate coursework. These must be sent directly from the college/university to the Admissions Office.
3. Graduate Record Examination scores. Information regarding this examination may be obtained from the Graduate College or the Admissions Office.
4. Verification of a current unincumbered license as a registered nurse in a U.S. jurisdiction. Verification form may be obtained from the Graduate Nursing Office.

In addition, applicants must submit application and resume to the Graduate Nursing Office on form provided by the College of Nursing and Health Professions.

### **POST MASTER'S CERTIFICATE IN FAMILY NURSE PRACTITIONER PROGRAM**

The purpose of the Post Master's Certificate in Family Nurse Practitioner program is to prepare nurses, who have a Master of Science in Nursing degree, as family nurse practitioners. The graduates of this program are eligible to take the American Nurses' Credentialing Center Certification Examination for Family Nurse Practitioners.

#### **Course Requirements: Post Master's Certificate in Family Nurse Practitioner Program**

NUR 622 Advanced Family Nursing I .....	5
NUR 624 Advanced Family Nursing II .....	5
NUR 626 Advanced Family Nursing III .....	5
NUR 695 Internship: Advanced Family Nursing .....	6
NUR 662 Pharmacology for Nurses in Advanced Practice .....	3
<b>TOTAL .....</b>	<b>24</b>

Additional courses may be taken after consultation with the graduate faculty advisor for family nurse practitioners.

### **POST MASTER'S CERTIFICATE IN NURSING ADMINISTRATION PROGRAM**

The purpose of the Post Master's Certificate in Nursing Administration program is to prepare nurses who have Master of Science in Nursing degrees, as nurse administrators. The graduates of this program are eligible to take the American Nurses' Credentialing Center Certification Examination for Nursing Administration or Nursing Administration Advanced.

### Course Requirements: Post Master's Certificate in Nursing Administration Program

NUR 642 Organizational Dynamics .....	3
NUR 644 Financial Strategies .....	3
NUR 646 Nursing Management in Healthcare Settings I .....	6
NUR 648 Nursing Management in Healthcare Settings II .....	6
<b>TOTAL .....</b>	<b>18</b>

Additional courses may be taken after consultation with the graduate faculty advisor for nursing administration.

### Admission Requirements for a Post Master's Certificate Program in Family Nurse Practitioner or Nursing Administration

All applicants must meet the admission requirements of the Marshall University Graduate College. The Post Master's Certificate program is available to a limited number of qualified applicants. Admission is determined on a competitive basis. Applicants must meet the following minimum requirements.

1. Master of Science in Nursing from an NLNAC accredited program. Applicants who are graduates of programs outside the NLNAC jurisdiction will be evaluated on an individual basis.
2. Evidence of a current unincumbered license as a registered nurse in a U.S. jurisdiction.

### Admission Process for Post Master's Certificate program in Family Nurse Practitioner or Nursing Administration

To apply for admission to the Post Master's Certificate program, the applicant must submit the following to the Marshall University Admissions Office.

1. Graduate application.
2. Official transcript(s) of graduate coursework. Transcript(s) must be sent directly from the college/university to the Admissions Office.
3. Verification of a current unincumbered license as a registered nurse in a U.S. jurisdiction. Verification form may be obtained from the Graduate Nursing Office.

In addition, applicants must submit application and resume to the Graduate Nursing Office on form provided by the College of Nursing and Health Professions.

### POLICIES

Students in both the MSN and Post Master's Certificate programs are governed by policies stated in the **Marshall University Graduate College Catalog**. Policies specific to the nursing programs are as follows:  
Academic Policies:

1. The College of Nursing and Health Professions reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory.
2. Students who earn more than 6 hours of C may be subject to dismissal from the program.
3. Students may repeat one required course in which they have earned less than a C.
4. Students whose grade point average falls below 3.0 may not progress in nursing courses with a clinical component until a grade point average of 3.0 is attained, and only when space is available.
5. No more than 12 course hours may be accepted as transfer credit.
6. Only 1 re-examination of the comprehensive examination may be taken.
7. Students enrolled in the Post Master's Certificate program must complete the program with a 3.0 Grade Point Average or better on a 4.0 scale.

### Other Policies

1. Each student must submit a satisfactory health record prior to registering for his/her first nursing course with a clinical component.
2. Each student is required to have an annual PPD screening test for Tuberculosis.
3. Each student must show evidence of the following prior to registering for any nursing course with a clinical component: Current unincumbered professional nurse licensure in Ohio and West Virginia (both state licenses are required).
4. Current certification in cardiopulmonary resuscitation.

(continued)

5. Students are responsible for own transportation to and from all clinical assignments.
6. Students are required to be in professional attire for all clinical practicums and to wear a name pin. In addition, selected clinical agencies require a white lab coat.
7. For additional policies, see Graduate Nursing Student Handbook.

### **PHILOSOPHY (PHL)**

The Philosophy Department offers a minor at the graduate level.

### **PHYSICAL EDUCATION (See Health and Physical Education)**

### **PHYSICAL SCIENCE (PS) (Physics and Physical Science Department)**

The Master of Science in Physical Science, offered in cooperation with the Departments of Chemistry, Geology, Integrated Science and Technology, and Mathematics, is intended to provide the opportunity for students with diverse qualifications to improve the depth and breadth of their knowledge in the Physical Sciences. The degree offered is a M.S. in Physical Science, with an Area of Emphasis in one of the following: Chemistry, Geobiophysical Modeling, Geology, Mathematics, Physics.

The area of emphasis in Geobiophysical Modeling is interdisciplinary, with core courses in Remote Sensing and GIS Modeling. Thereafter, students may chose from areas of concentration in Aquatic, Terrestrial or Biophysical Systems and Models.

Programs will be designed to meet individual needs. Students must consult with their advisor for specific requirements. The writing of a thesis is required in the Geology area of emphasis (see section on geology), but is optional in the other areas. If the thesis option is chosen, a minimum of 32 hours is required, including not more than 6 hours for the thesis. Without the thesis, 36 hours are required.

NOTE: These are general guidelines. Individual departments may have their own requirements.

	<i>Hours</i>
Minimum requirements .....	32-36
Area of Emphasis (Chemistry, Geobiophysical Modeling, Geology, Mathematics, Physics) .....	12-18
Minor area (Chemistry, Geobiophysical Modeling, Geology, Mathematics, Physics ) .....	6
Electives .....	12-18

The Department of Physics and Physical Science also offers minor fields in physical science and in physics.

### **POLITICAL SCIENCE (PSC)**

The Master of Arts in political science provides a wide range of opportunities for students of various interests or goals. The M.A. program affords both concentration and flexibility so that majors may acquire in-depth knowledge in selected aspects of politics as well as appropriate skills in political analysis. Majors may arrange a program to prepare themselves for such endeavors as law school, further graduate work, teaching, or government service. The curriculum also serves interested students in other majors, such as business, education, economics, English, geography, history, journalism, psychology, social studies or sociology, who wish to enhance their backgrounds by taking a minor or specific coursework.

Completion of the master's degree in political science entails fulfillment of both the general Graduate College requirements, and the specific departmental requirements listed below. A major may select either the thesis, or coursework only option. Once an option has been selected, any change in the option must be approved by the department.

The graduate curriculum in political science is divided into six fields of specialization. The student who elects to write a thesis must take at least nine course hours in one of these, and the topic must be within the field. Under the non-thesis options, at least twelve course hours must be taken within a single field.

Under the non-thesis options the candidate must take a comprehensive written examination. All candidates must take a general oral examination.

**General Departmental Requirements**

Admission to the graduate program requires GRE Exam and completion of 12 hours undergraduate political science coursework with a GPA of 2.5. Each student works closely with a graduate advisor throughout his or her program. Before completion of 18 hours of graduate coursework with at least a 3.0 GPA, the student must file a Plan of Study with the Graduate College. At this time, a specific program for the student is projected which will lead to the M.A. degree.

*Hours*

Minimum requirements .....	32-36
1. Political Science 600 and 604 (required of all majors) .....	6
2. Field of Concentration (minimum) .....	9-12
3. Second field .....	6
4. Minor or cognate .....	6
5. Thesis .....	6
6. Electives .....	6

**GRADUATE FIELD CONCENTRATIONS**

American State, Local and Urban Politics: 536, 540, 561, 606, 611, 612, 621, 648, 675.  
 American National Politics: 523, 533, 536, 540, 560, 584, 606, 611, 612, 652.  
 Comparative Politics: 507, 508, 509, 510, 511, 522, 524, 529, 614, 652.  
 International Politics: 505, 506, 515, 520, 523, 524, 529, 609.  
 Political Theory: 521, 525, 526, 528, 529, 531, 556, 629.  
 Public Administration and Public Policy: 531, 533, 550, 552, 553, 554, 618, 660.  
 Courses numbered Political Science 580 through 583, 601, 650, and 651 may be counted in an appropriate area of specialization upon the approval of the advisor.

**PSYCHOLOGY (PSY)**

The Department of Psychology offers the Master of Arts (M.A.) degree with majors available in three distinct programs: Clinical Psychology, Industrial-Organizational Psychology, and General Psychology. The department also offers the Psy.D. degree in Clinical Psychology (see page 129).

The training objectives, curricula and admissions procedures are distinct for each master’s degree program, so prospective students should be familiar with the nature of each program prior to submitting applications. **Essential information is detailed below; please read both the general information, which affects students in all programs, as well as the information about the specific program(s) in which you may be interested.** Contact the psychology department for further information or to request application materials.

**General Information for M.A. Programs**

- 1) Information on financial aid is available from the Financial Aid office. The psychology department has a limited number of graduate assistantships available each year. These are typically awarded to advanced graduate students who have completed an elective seminar in the Teaching of Psychology, and who then apply to assist with the teaching of our undergraduate General Psychology course. Other graduate assistantships may be available on campus for full-time students. A limited number of graduate fee waivers are granted each semester to students based on the following priorities: faculty and staff, degree-seeking students who provide service to the department, interns who incur a salary penalty, minority students, academically talented students. Application deadlines apply.
- 2) Admissions:
  - a) All M.A. programs review admission applications as they are received. It is the applicant’s responsibility to make sure that all application materials are received; only complete files will be reviewed.
  - b) For all programs, the following application materials are required:
    - a completed application form and any required application fees.
    - a written statement of educational and professional goals.
    - original transcripts from all schools where previous undergraduate and/or graduate credit was earned.
    - scores on the general portions of the Graduate Record Exam, or the Miller Analogies Test. These must be original reports sent by the testing service.

*(continued)*

- three letters of reference from professionals who know your academic work.

ALL APPLICATION MATERIALS MUST BE SENT TO THE GRADUATE ADMISSIONS OFFICE IN SOUTH CHARLESTON (not to the department)

- Prerequisite coursework: see the description of each program for a listing of prerequisite requirements. Completion of prerequisite courses is necessary before the admissions committee will consider an applicant for admission into any of the graduate programs. Applicants should recognize that completion of prerequisite course work does not guarantee admission into a graduate program.
- Two-“C” rule: The department maintains a policy whereby students cannot continue in a graduate program if they earn more than one grade of “C” or lower in any graduate course. Psychology students who earn a second “C” (or lower) will not be permitted to continue taking courses, or to work on a thesis.
- Clinical and general students must complete either a thesis or the research seminar. Students who intend to do a thesis must complete the prerequisite statistics coursework and have a written thesis proposal/prospectus approved by the thesis committee prior to enrolling for thesis credit. An oral defense of the completed thesis is required. Three copies of the approved thesis must be submitted to the Graduate College office prior to graduation. There is a fee for binding which must be paid prior to graduation.
- Passing the comprehensive examination is required for M.A. students in psychology. The examination, consisting of multiple choice questions, is weighted to reflect the content of the degree program but may include questions from the field of psychology not covered in specific coursework. Students are advised to discuss with their advisors how best to prepare for the exam, well in advance of the semester in which they plan to take it. Exams are administered once each semester.

### M.A. PROGRAM IN CLINICAL PSYCHOLOGY

Students intending to qualify for employment as master’s level clinical psychologists complete a curriculum of 50 credit hours (minimum). This curriculum is highly structured, and is designed to maximize the development of professional skills while also developing the student’s understanding of fundamental areas in the discipline of psychology. Coursework is completed in the core discipline of psychology, and in the clinical areas of psychological assessment, psychotherapy and ethics. Students complete a series of practicum experiences and a 400 clock hour internship, and are required to pass a written comprehensive examination.

The clinical M.A. program, which is based in South Charleston, accepts students into a three year cycle of courses. Courses for this program are offered on the South Charleston campus, as well as at other sites around the state. Please check with the Psychology Department office in South Charleston for information about course offering locations for current and upcoming semesters. Courses are typically scheduled in the evenings and on weekends to accommodate the schedules of students who may be working or have other responsibilities during the typical work week.

#### Prerequisites

Before an applicant will be considered for admission into the clinical program, the following coursework must be completed, at either the undergraduate or graduate level:

- Statistics, experimental psychology, personality, abnormal psychology, psychometrics.

### M.A. Program in Clinical Psychology - Curriculum

General/Theoretical Core

1. <i>Biological bases of behavior</i> .....	3 cr.
PSY 674, Biological Bases of Behavior	
2. <i>Acquired or learned bases of behavior</i> .....	3 cr.
One of these:	
PSY 616, Human Memory & Info. Processing	
PSY 672, Cognitive Psychology	
3. <i>Social/cultural/systemic bases of behavior</i> .....	3 cr.
One of these:	
PSY 502, Advanced Social Psychology	
PSY 503, Applied Social Psychology	
PSY 526, Cross Cultural Psychology	

4.	<i>Individual/unique bases of behavior</i> .....	3 cr.
	One of these:	
	PSY 615, Advanced Developmental Psychology	
	PSY 617, Applied Developmental Psychology	
5.	<i>Research/Statistics</i> .....	3 cr.
	One of these:	
	PSY 517, Intermediate Behavioral Statistics	
	PSY 623, Experimental Design	
	PSY 691, Seminar in Psychological Research	
	PSY 681, Thesis (PR: PSY 517 or equivalent)	
<i>Applied Techniques: Therapy</i>		
6.	PSY 533, Current Models of Psychotherapy .....	3 cr.
7.	PSY 633, Interviewing & Individual Therapy .....	3 cr.
8.	PSY 608, Differential Diagnosis & Treatment Planning .....	3 cr.
9.	PSY 634, Group Therapy .....	3 cr.
10.	PSY 619, Psychotherapy with Children <i>or</i> .....	3 cr.
	PSY 635, Child & Family Diagnosis & Therapy <i>or</i>	
	PSY 630, Adult Diagnosis & Therapy	
<i>Applied Techniques: Assessment</i>		
11.	PSY 610, Assessment of Adults .....	3 cr.
12.	PSY 620, Practicum in Adult Assessment .....	1 cr.
13.	PSY 611, Assessment of Children .....	3 cr.
14.	PSY 621, Practicum in Child Assessment .....	1 cr.
<i>Supervised Experience</i>		
15.	PSY 670, Clinical Practicum I .....	3 cr.
16.	PSY 671, Clinical Practicum II .....	3 cr.
17.	PSY 680, Internship (400 clock hours) .....	3 cr.
<i>Ethics &amp; Professional Standards</i>		
18.	PSY 605, Ethical, Legal, and Professional Issues in Professional Psychology .....	3 cr.
<b>TOTAL</b>	.....	<b>50 cr.</b>

### **M.A. PROGRAM in INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY**

The Industrial/Organizational Psychology major is designed to prepare students in psychology and related fields to work as master's level industrial/organizational practitioners in the public, quasi-public, and private sectors. Preparation includes a broad exposure to the discipline of psychology with specific emphasis on behavior within organizational settings. The program follows the guidelines for master's-level programs as specified by the Society for Industrial-Organizational Psychology. The major focuses on preparing students for employment in areas such as interviewing and testing, employee assistance, statistical behavioral analyses, human factors, human relations, wellness, and substance abuse, and organizational research. Each student chooses a three-credit-hour, career-oriented emphasis within the degree to further the student's interests and career goals. An internship provides an experiential base for the student's preparation while a final project provides a final comprehensive focus.

#### **Admission Requirements:**

Students seeking the Master of Arts degree in Industrial/Organizational Psychology should apply as degree students. In addition to the general admission materials required of all applicants, Industrial/Organizational applicants should be aware of the following requirements:

- Official transcripts from all colleges or universities demonstrating a minimum undergraduate GPA of 3.0 out of 4.
- Evidence of preparation in psychology consisting of Experimental Psychology and Intermediate Statistics, plus an additional 12 semester hours of undergraduate or graduate psychology coursework.
- Scores on the Graduate Record Examinations (GRE) which shall not be less than 1250 for the total score (verbal + quantitative + analytic)

*(continued)*

- All degree students must complete a statistics competency examination before entering the program. The student will be placed into the appropriate statistics course based on performance on this examination. Students may be required to take additional statistics preparation courses, even if they have completed prior statistics courses at the undergraduate or graduate level.

**INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY (M.A. Program)**  
**Three-Year Course Cycle**

Course Course Sequence Requirements:

**Fall Courses**

PSY 520 Industrial/Organizational Psychology (3) cr.	None
PSY 650 Seminar in Performance Appraisal (3) cr.	PSY 518
PSY 683 Internship in Industrial Organization (3) cr.	All previous I/O courses

**Spring Courses**

PSY 518 Psychology of Personnel (3) cr.	PSY 520
PSY 624 Multivariate Statistics (3) cr.	PSY 623 or 652
PSY 691 Seminar: Final Project (3) cr. (See advisor for details)	Internship in I/O

**Each Third Semester:**

PSY 627 Social Psychological Bases of Groups (3) cr. *or*  
PSY 690 Seminar: Organizational Behavior

**Additional Courses Required for the Degree:**

PSY 506 Psychometrics (3) cr. *or*  
PSY 679 Testing in I/O Psychology (3) cr.  
PSY 605 Ethical, Legal and Professional Issues (3) cr.  
PSY 623 Experimental Design (3) cr.  
PSY 672 Cognitive Psychology (3) cr.  
PSY 674 Biological Bases of Behavior (3) cr.

**TOTAL CREDIT HOURS** ..... **42**

**M.A. in GENERAL PSYCHOLOGY**

**Program Description**

The graduate program in General Psychology is designed to be flexible to meet the needs of a variety of students interested in a graduate degree in psychology. While completing a core sequence of courses within the psychology department, in consultation with their advisor students are free to select a variety of courses both from within and outside the department to meet their specific objectives. This program is not designed for students whose ultimate goal is a career in clinical or I/O psychology, but is intended for students with any other interests in psychology. For example, some of the students in this program want to earn a master's degree in psychology before applying for a Ph.D. program, while others want to upgrade their skills for career advancement. This degree can also be used as a dual major for the Ed.S. program in school psychology (please see the catalog section on "School Psychology" for a description of this program).

Students who wish to apply for the clinical or I/O programs, but need one or more prerequisite classes and prefer to take them at the graduate level, may apply for admission into the general program for the purpose of completing the needed classes. However, successful completion of prerequisites does not imply or guarantee admission into any other program. Rather, the student must then apply for admission into the new program, and his or her application will be reviewed based on the criteria and procedures used for review of applications into that program.

**Prerequisite Coursework**

Admission to the general psychology program requires a minimum of 15 undergraduate credits in psychology including courses in general (or introductory) psychology, behavioral statistics, experimental psychology, social psychology and one additional psychology course.

## General Psychology Program Requirements

Students will complete a program consisting of a minimum of 36 credits distributed as follows:

- 1) a 12-credit core of graduate-level coursework and 6 credits of electives in psychology (a minimum of 18 graduate credits in psychology)
- 2) an additional 15 credits selected from psychology or other departments' graduate course offerings in accord with the student's professional/career interests and agreed to by the student's advisor.
- 3) completion of the research seminar (PSY 690, "Research Seminar in Psychology") or completion of a research thesis (PSY 681) for a minimum of 3 credit hours. PSY 517, "Intermediate Statistics," and a proposal/prospectus approved by the student's thesis chair are prerequisites for enrolling in thesis credits. The students must pass an oral defense of the completed thesis.

### Required:

Advanced Social (PSY 502) or Advanced Developmental Psychology (PSY 615)

Learning and Cognition (PSY 516, PSY 616, or PSY 672)

Statistics (PSY 517, 623, 624, or 652)

Physiological Psychology (PSY 540) or Biological Basis of Behavior (PSY 674)

### Elective:

Advanced Developmental - PSY 615

Cross Cultural Psychology - PSY 526

Applied Developmental - PSY 617

Health Psychology - PSY 543

Advanced Social - PSY 502

Applied Social Psychology - PSY 503

History and Systems - PSY 560

Psychology of Personnel - PSY 518

Multivariate Analysis - PSY 624

Physiological Psychology - PSY 540

Abnormal Psychology - PSY 508

Experimental Design - PSY 623

Psychometrics - PSY 506

Child Psychology - PSY 515

Differential Diagnosis and Treatment Planning - PSY 608

Current Models of Psychotherapy - PSY 533

Child and Family Diagnosis and Therapy - (PSY 635)

Students may choose elective courses in other departments such as Sociology, Communications Studies, Safety, Management, etc. Elective coursework for all students will be approved by the student's advisor no later than the end of the first 18 hours of completed graduate work.

## DOCTOR OF PSYCHOLOGY (PSY.D.) PROGRAM

### Program goals and description

The primary objective of this program is to prepare doctoral level professional psychologists to develop, provide, supervise, and evaluate high quality mental health services in rural and underserved areas. The program follows a scholar-practitioner model of training, meaning that graduates of the program are trained as practitioners of clinical psychology as an empirically informed field. Through coursework, extensive field training and research experience, our goal is to prepare highly skilled generalists in professional psychology who are sensitive to the psychological and health related issues that confront rural areas and who are prepared to serve communities in Appalachia and other rural regions. The program will lead to the Doctor of Psychology (Psy.D.) degree.

The program will provide advanced training in such core psychological areas as psychological assessment, individual, group, and family psychotherapy. However, it will also provide training in needs assessment and program evaluation, psychological education, mental health supervision, consultation, and primary prevention. The social, contextual issues and challenges facing mental health professionals in rural areas in general and Appalachia in particular will be addressed throughout the curriculum. Practicum and internship placements will emphasize work in rural settings and, whenever appropriate, syllabi in other courses will highlight applications to rural, Appalachian areas.

### Applying to the Psy. D. Program

*Prerequisite Coursework:* Applicants must have completed a minimum of 18 undergraduate semester hours of psychology, including statistics, experimental psychology, personality, abnormal psychology, and

psychometrics in order to be considered for admission.

*Application Deadline and Materials:* Students are admitted to the Psy. D. program once per year for classes starting in the Fall semester. Applicants are required to submit the completed application form with all requested supplemental materials, official transcripts of all previous coursework, official report of the Graduate Record Examination general test, and three letters of recommendation. Completed applications, along with all supporting materials must be received by the January 15 application deadline. Application materials and current program information can be obtained by contacting the Marshall University Psychology Department, the Marshall University Graduate College Admissions office, or by consulting the Psychology Department web site at [www.marshall.edu/psych](http://www.marshall.edu/psych).

*Applicant review process:* Applicants are divided into two groups as follows:

1. Post-B.A.: This track is designed for students who either possess no graduate degree or whose graduate degree is in an area other than psychology. Students who have completed some graduate work towards a masters degree in psychology but will not have completed the degree prior to admission to the Psy. D. program would also apply in this track. Students accepted into this track are expected to enroll as full-time students throughout the program.
2. Post-M.A.: This is the track designed for students who possess a graduate degree in psychology. We expect that most students in this track will enroll on a part-time basis (except for the residency year), though full-time enrollment may be possible in certain cases. In order to apply to this track, students must have completed at least two semesters of supervised practicum work in clinical psychology and a 400 clock-hour, faculty supervised MA level internship (or its equivalent) in clinical psychology. In addition, coursework within the psychology M.A. must be generally consistent with the first two years of the Psy. D. curriculum and include coursework in basic assessment and psychotherapy. Students who are admitted to this track and whose coursework is less than seven years old may receive credit for foundational coursework deemed comparable by the faculty who teach those courses. For coursework that is older than seven years, students may be asked to provide a portfolio of work and/or pass examinations pertaining to the area covered in equivalent foundational courses in order to have the courses waived.

Preference will be given to applicants who demonstrate a commitment to delivering services in West Virginia and other rural areas as evidenced by current practice in, or other meaningful connection to, such areas. Some special consideration will be given to strong candidates who are West Virginia residents; however, the department anticipates admitting students who represent a wide range of geographic backgrounds and interests.

*Residency Requirement:* Students in both tracks are required to enroll as full time students for a one year “residency” period. For most students, this will be the 4th year, when students focus on their doctoral research and their rural practicum placements.

*Rural Practicum Placement:* A key component of our program is training in and supervised delivery of psychological services in rural settings. All students will spend at least one academic year (two sequential full semesters) placed in an approved rural training site. This placement will require driving to the site and may require an overnight stay each week. More information about this part of the program is available from the Psy. D. program coordinator and/or the Practicum Coordinator.

*Internship Requirement:* All students are required to complete a one year, full time (or two year, half time) internship in psychology at an approved internship training site. More information about the internship is available from the Psy. D. program coordinator.

*Scheduling of Coursework:* Courses are offered during Fall, Spring and Summer terms, with most courses offered no more than once per year. Students must plan to take courses during each term to make appropriate progress through the curriculum.

Other information about program (e.g. comprehensive exams, specific procedures for requesting evaluation of prior graduate coursework, graduate assistantships and other student funding opportunities) are available from the psychology department; please contact the Psy. D. Program Coordinator.

### **Tentative Course Requirements**

#### *Year 1*

- PSY 610 Adult Assessment (3 cr.)
- PSY 620 Adult Assessment Practicum (1 cr.)
- PSY 633 Individual Interviewing and Psychotherapy (3 cr.)
- PSY 617 Applied Developmental Psychology (3 cr.)
- PSY 503 Applied Social Psychology (3 cr.)
- PSY 611 Child Assessment (3 cr.)

PSY 621 Child Assessment Practicum (1 cr.)  
PSY 605 Ethics, Legal, and Professional Issues (3 cr.)  
PSY 674 Biological Bases of Behavior (3 cr.)  
PSY 600 Teaching Seminar (optional) (3 cr.)  
PSY 672 Cognitive Psychology (3 cr.)  
PSY 560 History and Systems (3 cr.)

#### *Year 2*

PSY 608 Differential Diagnosis and Treatment Planning (3 cr.)  
PSY 732 Behavior Therapy (2 cr.)  
PSY 670 Clinical Practicum I (3 cr.)  
PSY 764 Advanced Studies in Human Sexuality (3 cr.)  
PSY 731 Psychodynamic Psychotherapy (2 cr.)  
PSY 671 Clinical Practicum II (3 cr.)  
PSY 517 Intermediate Behavioral Statistics (3 cr.)  
PSY 712 Geropsychology (3 cr.)  
PSY 755 Rural Psychology (3 cr.)  
PSY 733 Cognitive Psychotherapy (2 cr.)  
PSY 790 Clinical Seminar I (1 cr.)

#### *Year 3*

PSY 619 Psychotherapy with Children (3 cr.)  
PSY 791 Clinical Seminar II (1 cr.)  
PSY 770 Clinical Practicum III (3 cr.)  
PSY 723 Clinical Research Methods (3 cr.)  
PSY 634 Group Therapy (3 cr.)  
PSY 792 Clinical Seminar III (1 cr.)  
PSY 771 Clinical Practicum IV (3 cr.)  
PSY 752 Community Psychology (3 cr.)  
PSY 7xx Marital, Family and Systems Psychotherapy (3 cr.)  
PSY 793 Clinical Seminar IV (1 cr.)  
PSY 618 Psychopharmacology (1 cr.)  
PSY 750 Behavioral Health Psychology (2 cr.)  
Choice of one of the following: PSY 652 Advanced Regression, PSY 624 Multivariate Statistics, EDF 625 Qualitative Methods, or another approved research course. (3 cr.)

#### *Year 4*

PSY 710 Advanced Assessment (3 cr.)  
PSY 7XX Consultation and Supervision (3 cr.)  
PSY 794 Clinical Seminar V (1 cr.)  
PSY 795 Clinical Seminar VI (1 cr.)  
PSY 7XX Clinical Practicum V (3 cr.)  
PSY 7XX Clinical Practicum VI (3 cr.)  
PSY 799 Doctoral Dissertation (3-9 cr. per semester)

#### *Year 5*

PSY 7XX Pre-Doctoral Clinical Internship (3-9 cr. per semester)

(NOTE: As of the publication date of this catalog, courses numbered PSY 7XX had not yet been assigned official numbers by the university)

### **GRADUATE CERTIFICATE IN BEHAVIORAL STATISTICS**

Psychology and behavioral research are based, in part, upon the assumption of an orderly analysis of empirical data. Within psychology, behavioral statistics offer the foundation for discovery and advancement of the profession and provide the support for the demonstrability of treatment programs and other forms of psychological intervention.

The Graduate Certificate in Behavioral Statistics offers a comprehensive array of statistical tools and analyses that will enable those who complete the certificate both private and public sector opportunity. The certificate represents a balance between the large sample parametric statistics of experimental design [ANOVA] and regression and the areas of non-parametric and small or single subject design.

Certificate holders will be able to create, design, and implement real-world statistical paradigms. Employers will benefit from the breadth of the program in the graduates' ability to apply behavioral statistical paradigms to their knowledge base.

*(continued)*

**Requirements: ..... 12 hours**

PSY 517, Intermediate Behavioral Statistics ..... 3 hours

PSY 623, Experimental Design ..... 3 hours

PSY 624, Multivariate Analysis ..... 3 hours

And *one* of the following:

PSY 651, Advanced Nonparametric Statistics ..... 3 hours

PSY 654, Single Subject Analysis ..... 3 hours

**Admission Standards:**

Admission standards are the same as for the master's degree. All credits earned in the Graduate Certificate Program in Behavioral Statistics may be applied to a master's degree. PSY 517 is a current requirement for General and Clinical Psychology masters degrees. PSY 623 and PSY 624 are required for the Industrial/Organizational Psychology master's degree. Credits earned may be applied in part to the degrees in Clinical and Industrial/Organizational Psychology and in total to the degree in General Psychology.

**RELIGIOUS STUDIES (RST)**

The Department of Religious Studies offers a minor field of study which is open to all majors in all fields.

**SAFETY TECHNOLOGY (SFT)**

**(See Information Technology and Engineering [CITE])**

**SCHOOL PSYCHOLOGY (Ed.S.)**

School psychology is a profession and science that spans the disciplines of psychology and education. The school psychologist works as a specialist within school settings. The school psychologist is a data-based problem solver with a broad understanding of educational and psychological foundations. The goal of school psychological services is optimal development of the individual. School psychology in diverse populations demands multifaceted practice in a variety of settings, a commitment to quality comprehensive service delivery to students, families, schools and communities, and a strong understanding and respect for individual differences.

The purpose of the School Psychology Program at Marshall University Graduate College is to prepare professional school psychologists to work within the schools as social systems to meet the following goals:

1. Apply their knowledge of psychology and education in order to prevent or remove the barriers to optimal growth and development at the community, school, classroom, and individual child level
2. Apply the problem-solving process within a collaborative consultation model that embraces both direct and indirect service delivery
3. Ensure professional competence based on a solid foundation of ethical, legal, and responsible practice that respects human diversity and individual differences
4. Apply knowledge and skills in conducting and interpreting research applied to practice
5. Apply knowledge and understanding of the multiple systems that influence growth and development
6. Ensure a broad range of quality services in primary, secondary, and tertiary prevention to serve universal, targeted, and selected populations
7. Apply skills in program evaluation to improve service to individuals, families, schools, and communities
8. Integrate technological applications to facilitate all the above goals

The Ed.S. program in school psychology is designed to prepare students to meet the Department of Education requirements for certification in West Virginia and other states. The program consists of 73 hours of required coursework and field experiences. Students who possess graduate degrees in psychology or education are encouraged to apply and enter with advanced standing. The program faculty will review such students' transcripts and determine the extent of credit to be awarded for previous coursework.

Students are admitted to the Ed.S. program as part of a cohort who are expected to graduate by completing their internship in a specific academic year. There are three cohorts: the fast track, the part-

time track, and the satellite track (or offsite group). The fast track is expected to complete their internship in the third year after their admission. The part-time track and the satellite track are expected to complete their internship in the fifth year after admission. A maximum of twelve students may be admitted to each of these groups each year. Applications are due in January and decisions are announced by April for the next academic year, which begins with the fall session for the South Charleston-based tracks and the summer session for the satellite track.

Students are expected to have previous coursework in abnormal psychology, tests & measurements, and statistics. Any prerequisite courses must be completed prior to fall enrollment. In addition, students are required to have a school psychologist mentor (a practicing school psychologist who has volunteered to serve as a mentor for a school psychology graduate student in their geographic area) and an adopting school (the adoptive school is a public school that has agreed to serve as a "home" for the student during their years in the program as they become socialized to the role of the school psychologist) at the time of admission. Program faculty will help potential students connect with a potential mentor in their own area if needed.

Students are expected to be enrolled in all three semesters. Failure to make the expected amount of progress may result in reassignment to another cohort or dismissal from the program. Students who enter the Ed.S. program with credit for prior coursework will be assigned to the appropriate cohort based on the expected date of graduation or to the next cohort where space is available.

Admission is competitive, since each cohort is limited in size. Applicants to the Ed.S. program must have minimum undergraduate and/or graduate GPA of 3.0 and must submit a sample of professional writing (a scholarly paper on any subject) and a statement of professional goals (1000 words or less). Creating a diverse cohort is a priority and minority applicants are encouraged to apply. Graduate assistantships are available.

The program consists of 61 hours of coursework followed by a year-long internship earning 12 hours of graduate credit. This paid internship must occur within a school setting and meet stringent criteria specified by the program and the National Association of School Psychologists. In addition, students must pass written comprehensive examinations, complete a thesis, and earn a passing score on the Praxis II Specialty Area Test in School Psychology before graduation.

**Plan of Study: Ed.S. in School Psychology**

*Requirements:*

<i>Course Number/Course Title</i>	<i>Hours</i>
SPSY 616, Psy Foundations I: Typical & Atypical Child Development .....	3
SPSY 618, Direct Service Delivery I: Instruction & Behavior Mod .....	3
SPSY 601, Professional Competence I: Schools as Systems .....	3
CISP 535, Educational Foundations I: General Special Ed Programming.....	3
PSY 517, Research I: Statistics .....	3
SPSY 621, Data-Based Decision Making I .....	3
PSY 674, Psy Foundations II: Biological Bases of Behavior .....	3
SPSY 675, Psy Foundations III: Psych Foundations of School Psych .....	3
PSY 623, Research II: Experimental Design .....	3
PSY 526, Psy Foundations IV: Cross Cultural Psychology .....	3
SPSY 603, Professional Competence II: Professional School Psych .....	3
SPSY 622, Data-Based Decision Making II .....	3
SPSY 738, Practicum I .....	2
SPSY 617, Indirect Service Delivery I: Consultation .....	3
CIRG 636, Educational Foundations II: Developmental Reading .....	3

*Take Comprehensive Written Examination*

SPSY 624, Data-Based Decision Making III .....	3
SPSY 739, Practicum II .....	2
SPSY 619, Direct Service Delivery II: Individual & Group Counseling .....	3
SPSY 620, Indirect Service Delivery II: Primary Prevention .....	3
SPSY 740, Practicum III .....	3
SPSY 750, Research III: Thesis .....	3

*Defend Thesis*

SPSY 745, Internship .....	6
SPSY 745, Internship .....	6

(continued)

**Total of 73 hours required**

**SOCIOLOGY (SOC)**

The Department of Sociology focuses on applied sociology and anthropology, especially the analysis of social and cultural issues, policies and trends in Appalachia. We also offer courses in social theory, with an emphasis on inequality.

Applicants for admission to the graduate program are expected to present a minimum of twelve hours of undergraduate sociology courses and Graduate Record Examination. A student must file a Plan of Study with the advisor and the Graduate College office no later than the completion of 12 credit hours, including Sociology 503 and 505.

To complete the requirements for the master's degree, graduate students must select either the thesis or the non-thesis option. The thesis option requires completion of 32 hours of work, including 1-6 hours of thesis in Sociology 681 and a minor of 6 hours. The non-thesis option requires completion of 36 hours, including Sociology 679 and a minor of 6 hours. Sociology 503, 521, 545, and 601 are required for either option.

**SPANISH (SPN)**

The Department of Modern Languages offers a minor field of study in Spanish. These courses can also be used in conjunction with a major in Secondary Education.

**SPECIAL EDUCATION  
(See Curriculum and Instruction)**

**SPEECH  
(See Communication Studies)**

**SPEECH PATHOLOGY  
(See Communication Disorders)**

**TEACHING  
(See Education)**

**TECHNOLOGY MANAGEMENT (TM)  
(See Information Technology and Engineering [CITE])**

**THEATRE (THE)**

At present the Department of Theatre does not offer a graduate major. Courses in theatre are taken as minors by students in other departments, such as Music, Communication Studies, History, and English. Courses in theatre are also taken by teachers in service who wish to enhance their competence in theatre and to qualify for a higher salary.