

# Graduate School

A. JERALD AINSWORTH., Dean

## INITIAL STATEMENT OF PURPOSE

The Graduate School promotes the professional competency of persons in schools, industry, and business, and prepares individuals to pursue further graduate education. Graduate degree programs are offered in the Colleges of Arts & Sciences, Business & Technology, Education & Human Development, and the College of Nursing & Health Sciences. The Dean of the Graduate School has overall administrative authority for graduate degree programs. Graduate studies provide opportunities for students to:

1. Develop methods of scholarly research.
2. Improve competency in certain areas of specialization.
3. Develop a broader understanding of human knowledge.
4. Provide professional services and leadership for communities, school systems, and other organizations.
5. Prepare for advanced graduate studies.

## DEGREES

The Master of Arts is granted in English, Health and Kinesiology, History, Organizational Communication, and Psychology.

The Master of Arts in Teaching is granted in Teaching.

The Master of Business Administration is granted in Business.

The Master of Education is granted in Counselor Education, Curriculum and Instruction, Educational Leadership, and Special Education.

The Master of Music is granted in Music.

The Master of Science is granted in Biology, Communication Sciences and Disorders, Integrated Science and Technology, and Applied Sociology.

The Master of Science in Nursing is granted in Nursing.

The Doctor of Education is offered in Educational Leadership.

## INTERCOLLEGIATE CONSORTIUM FOR A MASTER OF SCIENCE IN NURSING

An intercollegiate consortium exists among Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette, and Southern University - Baton Rouge for the awarding of a Master of Science in Nursing degree.

An intercollegiate consortium exists between Southeastern Louisiana University and University of Louisiana at Lafayette for the awarding of a Doctor of Education in Educational Leadership degree.

## ADMISSION TO GRADUATE SCHOOL

An applicant for admission into Graduate School must submit a completed application, completed immunization form, a non-refundable fee, official copies of all transcripts, official copies of the required standardized test scores, and all other required paperwork, to the Graduate Admissions Office prior to the established deadlines.

*Individual departments have their own deadline dates and standards for admission. These standards incorporate both qualitative and quantitative criteria more specific than those established by the University. Admission into Graduate School at Southeastern, therefore, does not guarantee admission into specific degree programs. Only individual program graduate coordinators/directors or graduate faculty advisors may recommend the admission of applicants into specific graduate degree programs to the Dean of the Graduate School, who makes the final decisions on admissions.*

The categories of admission to Graduate School are Degree Status and Non-Degree Status.

These criteria do not apply to students seeking the Doctorate of Education degree. Students seeking the Doctor of Education degree must comply with all admissions criteria listed under that degree in the catalogue and on the web site of the department of Educational Leadership and Technology and in the "Doctoral Student Handbook".

## DEGREE STATUS

Degree Status includes all graduate students intending to pursue a graduate degree.

### Regular Admission

Applicants for Regular Admission into degree programs must meet the following requirements, *in addition to those of the individual departments.*

Students in Regular Admission status must:

1. Have earned a bachelor's degree from an accredited U.S. institution or its foreign equivalent.
2. Have earned a minimum 2.5 Grade Point Average (GPA) on all undergraduate work attempted, *or* have earned a minimum 2.75 GPA on all undergraduate upper-level work attempted.
3. Have earned satisfactory scores on the standardized tests required by the individual degree programs.
4. Have met all other requirements for Regular Admission into individual degree programs.
5. Have satisfactory academic standing at the last institution attended.
6. Be recommended in writing by the graduate coordinator/director or graduate faculty advisor for the individual degree programs.
7. Be approved by the Graduate Dean.

### Conditional Admission

To be considered for admission into Graduate School, a student must have achieved a minimum cumulative undergraduate GPA of 2.0.

Students desiring to pursue a graduate degree who have not met all the criteria for Regular Admission status, but who have met the individual departmental criteria for Conditional Admission status, will be placed in this category. Graduate coordinators/directors or graduate faculty advisors will recommend to the Graduate Dean whether students will be placed in Conditional Admission status and whether students qualify to advance from Conditional to Regular Admission status.

Students in Conditional Admission status may not receive credit for more than a total of 12 hours of graduate course work that will count toward completing their graduate degree.

To remain in Conditional Admission status, a student must maintain a minimum cumulative graduate GPA of 3.0, with no grade below "C" and not more than one "C" grade.

After the student completes 12 semester hours of graduate course work in which grades other than "P" are awarded, that student's Conditional status will be terminated.

If the appropriate graduate coordinator/director recommends to the Graduate Dean that a student's status be upgraded from Conditional to Regular Admission, the Dean will check the student's record and if the student has maintained a minimum 3.0 cumulative grade point average, with no grade below "C" and with no more than one "C" grade, the Dean will upgrade that student's status.

If the appropriate graduate coordinator/director or graduate faculty advisor notifies the Graduate Dean that after having completed 12 hours of graduate course work, a student in Conditional Admission status does not qualify for Regular Admission status, the Dean will change the student's status to Non-Degree.

#### **Temporary Admission**

All students intending to pursue a graduate degree are placed in Temporary Admission status.

If the appropriate graduate coordinator/director notifies the Graduate Dean that, after having completed 12 hours of graduate course work, a student in Temporary Admission status does not qualify for Regular or Conditional Admission status, the Dean will change that student's status to Non-Degree seeking.

### **NON-DEGREE STATUS**

Non-Degree Status includes graduate students not intending to pursue a graduate degree.

1. *Extended Studies Admission.* For students seeking graduate credit, but who do not initially intend to pursue a graduate degree.
2. *Transient Admission.* For students admitted to a graduate program at another institution who wish to take courses at Southeastern for transfer credit.
3. *Master's Plus 30 Admission.* For students who already have a master's degree. These students may receive credit for a maximum of 30 hours of graduate course work. These students are not admitted into any particular degree program.
4. *Alternate Certification Admission.* For students in the Alternate Certification programs.

**No more than 12 hours earned by a student in Conditional, Temporary, or Non-Degree Status may be counted towards a graduate degree, provided the credit is recommended for approval to the Graduate Dean by the appropriate graduate coordinator/director or graduate faculty advisor.**

### **CHANGE OF STATUS**

Students must notify the graduate coordinators/directors or graduate faculty advisors when they wish to have their request for Regular Admission status considered by the Graduate Dean.

### **APPLICATION PROCEDURES**

#### **NEW STUDENTS**

The completed application form, payment of required fees, official transcripts, and official results of standardized tests should be submitted to the Graduate Admissions Office before **July 15** for the Fall semester, **December 1** for the Spring semester, and **May 1** for the Summer term. Applications must be accompanied by the payment of the non-refundable application fee.

*Late applications may delay consideration until the following semester.*

*Individual departments may have earlier deadline dates for consideration of applications.*

#### **Readmission**

Students previously registered at Southeastern who wish to resume their graduate studies after an absence of more than 12 months must submit an application for readmission together with official transcripts of all graduate work taken at other institutions to the Graduate Admissions Office. A student who does not attend Southeastern Louisiana University for one calendar year or longer must meet the requirements of the catalogue in effect at the time of reentry.

#### **International Students**

Admission of international students is considered on an individual basis by the Graduate Admissions Office and by the appropriate graduate coordinator/director or graduate faculty advisor, with final determination made by the Graduate Dean. International students must meet all University and departmental requirements for Degree Status. In addition, international students must submit to the Graduate Admissions Office the following documents:

1. An application and payment of the application fee prior to the following deadlines: **June 1** for the Fall semester; **October 1** for the Spring semester; **March 1** for the Summer term.
2. Official, certified transcripts, certificates of degrees, etc., depicting all undergraduate and graduate courses taken and all grades received. A certified translation must accompany these documents if the language used is other than English.
3. A score of at least 500 on the Test of English as a Foreign Language (TOEFL), or a score of at least 173 on the computer-based TOEFL, for applicants whose native language is other than English. Some departments may have more stringent criteria.

4. Certification of the availability of funds to meet all the costs while the student is enrolled at Southeastern, according to INS regulations.
5. Official scores on all standardized tests as required by the individual departments.

**Southeastern Louisiana University reserves the exclusive right to determine whether the documentation provided meets the minimum criteria necessary for the admission of international students to Graduate School.**

**International students are responsible for complying with all regulations of the Immigration and Naturalization Service (INS). Failure to do so will jeopardize their status as students.**

### **GENERAL REGULATIONS**

**Graduate students are responsible for being fully acquainted and complying with all requirements for Graduate School and for the respective degree programs. When a particular situation is not covered in this Graduate School section of the catalogue, graduate students should refer to the General University Regulations.**

**Students seeking the Doctorate of Education degree must comply with the following regulations unless they conflict with the regulations listed under that degree in the catalogue, on the web site of the department of Educational Leadership and Technology and in the "Doctoral Students Handbook".**

### **GRADUATE DEAN**

The Graduate Dean serves as the chief administrative officer for graduate programs in the university. The Graduate Dean makes final decisions on admissions, changes in degree status, admission to candidacy for the degree, certifying candidates for graduation, and all other aspects of graduate studies.

### **GRADE POINT AVERAGE**

All references to grade point averages (GPA) regarding admission to graduate credit in degree programs refer to the *cumulative grade point average* as defined by the student's degree program and computed on all hours attempted.

### **GRADUATE CREDIT**

A student may receive graduate credit only for work taken while enrolled as a graduate student or as a qualified senior undergraduate.

### **GRADUATE CREDIT FOR SOUTHEASTERN SENIORS**

A Southeastern senior may register for graduate credit if he/she has at least a 3.2 cumulative GPA on previous undergraduate work attempted and lacks no more than 21 hours to complete the baccalaureate degree requirements. The student may earn no more than 12 graduate credit hours while completing baccalaureate degree requirements. Courses taken for graduate credit cannot be used to satisfy undergraduate requirements. The student retains undergraduate status until awarded the baccalaureate degree. The student shall maintain a minimum cumulative graduate GPA of 3.0 while in the concurrent program. In a regular semester, the student may register for no more than 15 hours, six of which may be graduate. In a summer session, the student may register for no more than 10 hours, four of which may be graduate.

### **TRANSFER CREDIT**

After having earned a minimum of twelve (12) hours of graduate credit at Southeastern, a student may appeal to the graduate coordinator/director or graduate faculty advisor for approval to apply for transfer credit from another university. That university must be an accredited institution that regularly grants the master's degree or an equivalent foreign institution. The student must be eligible for readmission to the institution from which credits are to be transferred and must have earned a minimum grade of "B" in each course to be transferred. No transfer credits may be used to remove a student from probation. No transfer credit may be earned for courses taken more than six years prior to the date of graduation. No more than one-third of the hours required for graduation may be transferred. The graduate coordinator/director or the graduate faculty advisor will recommend to the Graduate Dean the courses to be transferred, and the Dean will make the final determination as to whether any or all of the recommended courses will be accepted for transfer credit.

### **OFF-CAMPUS CREDIT**

There is no limit to the number of graduate hours a student may earn in off-campus courses. The graduate coordinator/director or graduate faculty advisor will recommend to the Graduate Dean the number of graduate hours earned in off-campus courses that will count towards a graduate degree.

### **CORRESPONDENCE STUDY**

No graduate credit is allowed for courses completed by correspondence study with any college or university.

### **STANDARDIZED TEST FOR ADMISSION**

The appropriate standardized tests should be taken no later than April for Fall semester admission, October for Spring semester admission, and February for Summer admission. Scores are to be submitted to the Graduate Admissions Office. Information about the Graduate Record Examination, the Graduate Management Admission Test, and the Test of English as a Foreign Language is available from the Southeastern Office of Testing or from Educational Testing Service, P.O. Box 955, Princeton, NJ 08540. Applications to take any of these tests should be completed and forwarded to Educational Testing Service along with the examination fee at least one month in advance of the testing date.

### **TIME LIMITATIONS**

A student must complete all degree requirements in the graduate degree program within six (6) years immediately preceding the date on which the degree requirements are completed.

## **ELIGIBILITY OF FACULTY AND STAFF FOR GRADUATE DEGREE**

To be admitted to a degree program (any level) at Southeastern, an unclassified employee must secure the approval of his/her supervisor. All faculty members may become candidates for graduate degrees at Southeastern, provided the degrees are offered in a department other than the one in which the faculty member is employed. "Unclassified employees" includes all full-time faculty members holding rank and all twelve-month, unclassified personnel serving on the administrative staff.

## **GRADUATE ASSISTANTSHIPS**

A limited number of Graduate Assistantships are available to qualified graduate students and to students enrolled in the Alternate Certification Program. Assistantships are awarded at the discretion of the individual department heads, and assignments are made according to the needs of the University. Qualified graduate students may also be eligible for a limited number of graduate teaching fellowships. Graduate Assistants are appointed in accordance with the University of Louisiana System, Department of Civil Service, and Southeastern policies. Applications and information about the requirements and the availability of assistantships and fellowships are available in the Office of the Dean of the Graduate School.

## **FULL-TIME STATUS**

**For All Graduate Students**, full-time status is defined as enrollment in at least 9 hours of course work or the equivalent during the Fall and Spring semesters, and at least 3 hours during the Summer term.

## **COURSE LOADS**

### **Graduate Students Not Holding Assistantships or Fellowships**

**Maximum** course load registration is 16 hours of course work during the Fall and Spring semesters, and 9 hours during the Summer term.

### **Graduate Assistants and Graduate Teaching Fellows**

**Maximum** course load registration is a combined total of 12 hours of graduate course work and/or undergraduate prerequisite course work during the Fall and Spring semesters and 9 hours during the Summer term.

**Minimum** course load registration is a combined total of 6 hours of graduate course work and/or undergraduate prerequisite course work during the Fall and Spring semesters and 3 hours during the Summer term.

### **All Graduate Students**

Course load registration must be approved by the student's graduate coordinator/director or graduate faculty advisor. Appeals for increasing or decreasing the course load requirements should be made to the Graduate Dean, whose decision is final.

## **ADDING AND DROPPING COURSES**

A course may be added or dropped only in accordance with the dates indicated in the University Calendar. After the drop/add and late registration period is over, a student may withdraw from a class or resign from the University by completing the proper form(s) and obtaining the required signatures. Withdrawal/Resignation forms are available in the Records and Registration Office.

## **COMBINED COURSES**

Courses combining instruction of undergraduate and graduate students clearly differentiate the course requirements for both groups and require the graduate student to perform work at a substantially higher level of complexity and maturity.

## **THE GRADUATE FACULTY ADVISORY COMMITTEE**

All Graduate Faculty in each degree-granting program will serve as members of the Graduate Faculty Advisory Committee. This Committee will have an opportunity to review the progress of all graduate students during meetings to be held at least once per year. Students deemed to be making insufficient progress toward their degrees will be notified of the problems identified by the committee, and will be given up to one semester to make improvements. How these problems are rectified will determine whether or not the student is permitted to continue in the program. Additional progress guidelines and degree requirements may be added by the Graduate Faculty.

## **THE GRADUATE GRADING SYSTEM**

A = 4 quality points per semester hour  
B = 3 quality points per semester hour  
C = 2 quality points per semester hour  
D = 1 quality point per semester hour  
F = No quality point value  
P = Passing (See Pass-fail Option)  
I = Incomplete (See Incomplete Grades)  
IP = In Progress (Thesis Courses Only)  
W = Officially withdrawn as stipulated in catalogue

## **"D" AND "F" GRADES**

No grade of "D" or "F" may be counted toward a degree.

A grade of "D" means unacceptable work, and all courses to be counted toward a degree in which a "D" is earned must be repeated with a grade of at least "C".

A grade of "F" means failure, and all courses to be counted toward the degree in which an "F" is earned must be repeated with a grade of at least "C".

No more than 6 hours of "C" grades may be counted toward a degree.

## INCOMPLETE GRADES

A grade of "I" means incomplete and is given *only* for courses in which, *because of circumstances beyond the student's control*, cannot be completed during the semester in which the course is taken.

**AN "I" GRADE MUST BE REMOVED FROM A GRADUATE STUDENT'S TRANSCRIPT BY THE END OF THE NEXT SEMESTER, INCLUDING SUMMERS, UNLESS EXTENDED BY THE GRADUATE DEAN. IF THE "I" GRADE IS NOT REMOVED, IT WILL AUTOMATICALLY BE CHANGED TO AN "F."**

## PASS-FAIL OPTION

### All Courses

Graduate students have the option of registering for graduate courses with a P (Pass) - F (Fail) option. *Except for thesis courses and certain internships, Pass grades may not be counted toward a graduate degree.* Graduate students may change from regular letter grading to Pass - Fail, or vice versa, up to the last day for adding courses. Students must notify the instructor in writing of this decision. For graduate credit courses, only "C" quality or better work will earn the grade of "P."

### Thesis Courses

The grade of "P," with a maximum credit of 6 hours, shall be assigned to all Thesis courses, upon final approval of the Thesis by the faculty and by the appropriate authorities, and upon receipt of the final approved copy of the thesis in the office of the Graduate Dean.

## GOOD STANDING — GRADE REQUIREMENT

A graduate student is in good standing and is considered to be making satisfactory progress if a 3.0 semester and 3.0 cumulative GPA is earned in all graduate courses.

## APPEALS OF GRADES

Appeals of grades must first be made to the instructor within 45 days of grade reports. If the instructor's decision is not satisfactory, the student may appeal, in writing, to the instructor's department head (or the graduate director for Nursing students), with a copy to the instructor, and the instructor's academic dean. The department head (or the graduate director for Nursing students) will render a decision within ten working days. If the decision of the department head (or the graduate director for Nursing students) is not satisfactory, the student may appeal, in writing, to the instructor's academic dean, with copies to the instructor and department head (or the graduate director for Nursing students). The dean will render a decision within ten working days. The decision of the dean is final.

## PROBATION, SUSPENSION, READMISSION, AND DISMISSAL

*Probation.* Graduate students whose semester or term GPA and/or cumulative GPA in graduate courses falls below 3.0 shall be placed on probation. During their next semester or term of enrollment in Graduate School, students on probation *must* achieve a minimum 3.0 GPA for that semester/term and may not register for any courses on a Pass-Fail basis.

**Students will remain in Probation status as long as their cumulative GPA remains below 3.0.**

*Suspension.* Students whose semester or term GPA falls below 3.0 for two semesters of enrollment, including summers, will be suspended from Graduate School. Semester/Term does not need to be consecutive.

**Students suspended for the first time may not enroll in Graduate School for at least one semester following notification of Suspension status.**

*Readmission.* After an absence of at least one semester, suspended students may apply for readmission by submitting a completed appeal form to the graduate coordinator/director or graduate faculty advisor. The graduate coordinator/director or graduate faculty advisor will submit the form, with a recommendation to readmit or not to readmit, to the Graduate Dean. The decision of the dean is final.

Upon a second suspension, students seeking readmission must follow the same procedure, except that the student will have been suspended from Graduate School for a minimum of one calendar year.

*Dismissal.* Graduate students with two suspensions must maintain a minimum 3.0 GPA each semester for the remainder of their graduate career, or be dismissed from Graduate School. This dismissal is final.

## GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE GRADUATE FACULTY ADVISORY COMMITTEE

All Graduate Faculty in each degree-granting program will serve as members of the Graduate Faculty Advisory Committee. This Committee will have an opportunity to review the progress of all graduate students during meetings to be held at least once per year. Students deemed to be making insufficient progress toward their degrees will be notified of the problems identified by the committee, and will be given up to one semester to make improvements. How these problems are rectified will determine whether or not the student is permitted to continue in the program.

## HOURS REQUIRED

The minimum requirement for a master's degree is 30 graduate semester hours, at least 24 hours of which must be in course work. No more than 6 hours of graduate credit for a Thesis may be counted toward the master's degree. Each individual degree program has its own specific course requirements which students must follow.

## COURSE LEVEL

A student must earn at least one half of the coursework in graduate courses for which there are no advanced undergraduate companion courses.

## STUDENT ADVISING

Each department has a graduate coordinator/director or assigned member of the graduate faculty who serves as advisor for all graduate students in the department. In some departments, additional graduate faculty members are used in advising graduate students. The graduate coordinator/director or graduate faculty advisor advises students about course selection, determines each student's specific degree plan, and may select the student's major professor and graduate faculty committee, schedule and administer comprehensive examinations, and supervise other matters related to graduate studies.

*All graduate students must consult with the departmental graduate coordinator/director or assigned graduate faculty advisor before scheduling and registering for courses.*

## DEGREE PLAN

The departmental graduate coordinator/director or graduate faculty advisor will determine the degree plan for each graduate student in the respective departments. The degree plan *must* be finalized prior to a graduate student's registering for more than 12 hours of graduate credit. The degree plan will be formulated in accordance with the general regulations of the University, as well as those of the student's college and department. The degree plan will be filed in the office of the Graduate School.

## EFFECTIVE CATALOGUE

The degree plan shall be formulated according to the requirements published in the catalogue in effect at the time of the student's admission to Degree Status or at any subsequent time during the six-year limit for completing the degree. A student may adopt a subsequent catalogue only with the approval of the graduate coordinator/director or graduate faculty advisor, and of the Graduate Dean. A student who does not attend Southeastern Louisiana University for one calendar year or longer must meet the requirements of the catalogue in effect at the time of reentry.

## GRADUATION REQUIREMENTS

To be eligible to receive a master's degree, students must:

1. Complete all requirements in their degree plans.
2. Have filed a completed Admission to Candidacy for the Degree.
3. Have earned a cumulative 3.0 GPA in all graduate work pursued, including their majors.
4. Have earned no more than 6 semester hours of "C" grades in courses that count toward their degree.
5. Pass the comprehensive examination, except MBA students, who must earn a grade of "B" or better in Management 683 and CSD students who must receive a grade of "P" in CSD 770 or for MSN students, have earned a grade of "B" or better in all coursework and earned a grade of "P" in NURS 699 or a grade of "B" or better in NURS 695.
6. Be recommended for the degree by the faculty committee, department head (or graduate director for Nursing students), and Graduate Dean.
7. Have filed the application for graduation.
8. Be approved for the degree by the Graduate Dean.
9. Have settled all University accounts.

**INDIVIDUAL DEGREE PROGRAMS HAVE GRADUATION REQUIREMENTS MORE STRINGENT THAN THESE GENERAL REQUIREMENTS LISTED ABOVE. ADDITIONALLY, STUDENTS MUST MEET ALL INDIVIDUAL DEGREE PROGRAM REQUIREMENTS TO BE ELIGIBLE FOR GRADUATION.**

## ADMISSION TO CANDIDACY FOR THE MASTER'S DEGREE

All students seeking a master's degree *must* be admitted to candidacy for the degree. This entails the following:

1. Admission to candidacy for the master's degree provides official recognition that the student has attained a stage in advancement toward the degree.
2. Prior to admission to candidacy for the master's degree, students' satisfactory progress toward the degree will be attested by their:
  - a. Having achieved Regular Admission status.
  - b. Having completed 12 hours of graduate degree credit at Southeastern with a cumulative GPA of at least 3.0.
  - c. Having a degree plan approved by their graduate coordinator/director or graduate faculty advisor.
3. The application for admission for candidacy for the master's degree must be completed and signed by the student and by the graduate coordinator/director or graduate faculty advisor and submitted to the office of the Graduate Dean *no later than* 15 days after the first day of class of the next semester or term in which the student is enrolled.
4. The Graduate Dean will verify the accuracy of all information in the application and sign the form, thus officially certifying the admission of the student to candidacy for the master's degree.
5. The completed, signed, and approved admission to candidacy form must be on file in the offices of the graduate coordinator/director or graduate faculty advisor and Graduate School *at least* two semesters prior to graduation.

## APPLYING FOR GRADUATION

Students shall apply for graduation in the semester preceding the anticipated semester of graduation, according to the published deadlines.

Students who do not graduate in the anticipated semester of graduation must reapply for graduation and pay an additional application fee for each succeeding semester of application.

Students applying for graduation must:

1. Secure and complete the appropriate forms in the departmental office.
2. Pay the application fee.

3. Complete the on-line application procedure, including the exit survey.

## THESIS

### General Statement

A master's thesis should demonstrate the student's ability to conduct independent research and to present the results of that research in a scholarly format. It should provide a significant contribution to knowledge in the discipline and reflect independent research of high quality.

### Format

The thesis format, style requirements, and other technical matters shall conform to the regulations of the department in which the student is majoring.

### Defense

All students shall defend their theses in an oral examination held before the Thesis Committee and other persons invited by the committee.

### Thesis Committee

A Thesis Committee consisting of at least three members shall supervise the research for and writing of the thesis. This committee shall be appointed by the graduate coordinator/director or graduate faculty advisor.

### Final Approval

The Thesis Committee shall approve or reject the thesis. Students must make all corrections and changes in the thesis recommended by the committee prior to final approval.

### Continuous Registration

The student must register for departmental Thesis courses *for each semester the thesis is in progress and for each semester or term in which the student receives faculty assistance and/or uses University facilities and resources.*

### Grades

At the end of each semester in which a thesis is in progress, a grade of "IP" (In Progress) shall be assigned to the student.

After final approval of the thesis by the Thesis Committee and by the appropriate authorities, and after the Thesis Committee certifies that the student has passed the defense, and after all copies of the thesis have been approved by the Graduate School office, a final grade of "P," carrying a maximum credit of 6 semester hours, shall be given.

### Binding

Students must pay the University fee for thesis binding for the minimum number of copies required by their department. Valid receipts for these copies and for any additional copies the student wishes to have bound (maximum of seven) shall be presented at the time the final copy of the thesis is submitted to the Thesis Committee for approval. After obtaining the appropriate signatures, the student will submit the required number of copies of the thesis, together with the receipts for binding, to the Graduate School office for submission to the library for binding.

Two copies of the thesis, for the Library's use, shall be printed on 20-pound weight paper of at least 50 percent cotton fiber content. All other copies shall be printed according to departmental regulations.

When the final bound copies of the thesis are returned to the Library, the Graduate School Office shall pick them up and distribute them to the appropriate offices.

## LEAVE OF ABSENCE FROM THESIS

In certain circumstances, such as illness, pregnancy, or compelling economic pressures, a student may not be able to enroll in a thesis course on a continuous basis. The University will allow leaves of absence on an individual, non-discriminatory basis, provided the student receives written permission from the appropriate graduate coordinator/director or graduate faculty advisor and the Graduate Dean.

The leave of absence policy does not affect in any manner the six year time limit for completion of the degree.

## COMPREHENSIVE EXAMINATION

All students must pass a comprehensive exam or its equivalent. Students should speak with their graduate coordinators about their comprehensive exam or equivalency policies.

## REQUIREMENTS FOR SECOND MASTER'S DEGREE

A student pursuing a second master's degree at Southeastern may, with approval of the degree committee, use credit from a previous master's Degree for up to a maximum of one-third of the total credit hours specified in the new degree plan. Credit will be given only for grades of "B" or better and must be approved by the new department head and academic dean.

## CHECK-LIST FOR GRADUATE STUDENTS

The following represent the *minimum* steps required of all graduate students. Additional steps may be required by individual departments.

### ALL STUDENTS

- Take GRE or GMAT prior to admission or during first semester of graduate work.
- Submit completed application, transcripts, fee payments, test scores, and any other required documentation, such as valid teaching certificate, TOEFL scores, etc., prior to published deadlines.
- Meet with graduate coordinator/director or graduate faculty advisor for admission status, degree plan, course scheduling, etc.
- Be admitted to candidacy for the degree.
- Pass comprehensive examination or the equivalent.
- Apply for graduation within posted deadlines.

- Settle all financial accounts with the University.

#### **THESIS STUDENTS**

- Secure approval of thesis topic.
- Pass thesis defense.
- Secure final approval of thesis.

### **GRADUATE FACULTY ADVISORY COMMITTEE**

All Graduate Faculty in the Department of Biological Sciences will serve as members of the Graduate Faculty Advisory Committee. This Committee will have an opportunity to review the progress of all graduate students during meetings to be held at least once per year. Students deemed to be making insufficient progress toward their degree will be notified of the problems identified by the committee, and will be given up to one semester to make improvements. How these problems are rectified will determine whether or not the student shall be permitted to continue in the M.S. program. Additional progress guidelines and degree requirements may be added by the Graduate Faculty. This information will appear in the graduate Student Handbook, which is posted on the department's web page.

## **MASTER OF ARTS (M.A.)**

### **ENGLISH**

#### **PURPOSES**

The purposes of the Department of English are to:

1. Provide training in research techniques and critical writing.
2. Provide intensive study in certain areas of specialization.
3. Prepare the student for teaching and/or doctoral study.
4. Encourage and support advanced study of the humanities.

### **ADMISSION REQUIREMENTS**

#### **REGULAR ADMISSION:**

1. A bachelor's degree or equivalent from an accredited college or university.
2. Completion of twenty-four (24) semester hours of undergraduate English courses, at least twelve (12) of which must be at the Jr./Sr. level. Students may be required to make up particular deficiencies in their background.
3. A minimum cumulative grade point average (GPA) of 2.5 (4.0 scale) on all undergraduate work attempted or a minimum cumulative GPA of 2.75 on all upper division undergraduate coursework attempted.
4. A score of 850 or above on the General Test of the GRE (Verbal and Quantitative).

#### **CONDITIONAL ADMISSION:**

1. A bachelor's degree or equivalent.
2. A minimum cumulative GPA of 2.0 on all undergraduate work attempted.
3. A score of 750 or above on the General Test of the GRE (Verbal and Quantitative).

Students meeting these criteria may be admitted with the approval of the Department Head. Students in Conditional Admission will be upgraded to Regular Admission status by the Dean of the Graduate School when they fulfill the following requirements:

1. Make up all undergraduate coursework deficiencies to meet the standards of regular admission.
2. Maintain a cumulative graduate GPA of 3.0 in graduate coursework.
3. Receive no more than one grade of C during Conditional status.
4. Receive no grade below a C during Conditional status.

#### **TEMPORARY ADMISSION:**

Students intending to pursue a graduate degree who do not qualify for Regular or Conditional Admission status will be placed in Temporary Admission status. Students in this status will be placed in Non-Degree status if they do not qualify for Regular Admission status, as outlined above, after completing 12 hours of graduate coursework in English.

#### **NON-DEGREE STATUS**

Graduate students not intending to pursue a graduate degree will be placed in Non-Degree status. This status includes students in Extended Studies, Alternate Certification, Master's Plus 30, and transient programs (intended for transfer credit at another institution).

**No more than 12 graduate hours earned by a student in Conditional, Temporary, or Non-Degree status may be counted toward the M.A. in English.**

### **REQUIREMENTS FOR DEGREE**

The M.A. in English consists of a core of literary studies with choices for professional development in all areas of English Studies, including concentrations in Creative Writing, Language and Literacy, and Professional Writing. Students may choose between Thesis- and Non-Thesis options:

**NON-THESIS OPTION** – Complete at least thirty-six (36) hours of English in an individually-designed curriculum. With the approval of the advisory committee, the student may take a maximum of six (6) graduate hours in a related field. All students choosing the non-thesis option must complete the following coursework:

1. One advanced writing course: ENGL 447/518, ENGL 448/548, or ENGL 467/567.
2. One theory and methods course: ENGL 475/575, ENGL 477/577, or ENGL 485/585.
3. At least eighteen (18) hours of coursework at the 600 level.

**THESIS OPTION** – Complete at least thirty-six (36) graduate hours of English, including six (6) hours of graduate credit from ENGL 770. The thesis must demonstrate the student's ability to do research and must

show acceptable literary workmanship in organization, style, and content. With the approval of the advisory committee, students may take a maximum of six graduate hours in a related field. All students choosing the thesis option must complete the following coursework:

1. One advanced writing course: ENGL 447/518, ENGL 448/548, or ENGL 467/567.
2. One theory and methods course: ENGL 475/575, ENGL 477/577, or ENGL 485/585.
3. ENGL 770 Z(6hrs) Thesis
4. At least fifteen (15) hours of coursework at the 600 level.

**CONCENTRATIONS** – Students choosing the thesis option may write a thesis as a required part of a concentration in one area of English studies. Students must also complete courses in advanced writing and methods for their area. With the approval of the advisory committee, students may take a maximum of six (6) graduate hours in a related field. Three concentrations are offered:

**Concentration in Creative Writing** – Requires the permission of the Coordinator of Creative Writing. All students choosing this concentration must complete the following coursework:

1. ENGL 475/575 Introduction to Contemporary Criticism
2. ENGL 482/582 Intermediate Poetry Workshop
3. ENGL 483/583 Intermediate Fiction Workshop
4. ENGL 645 Creative Writing
5. ENGL 770 (6hrs) Thesis in Creative Writing

**Concentration in Language & Literacy** – Requires the permission of the Coordinator of Language & Literacy. All students choosing this concentration must complete the following coursework:

1. ENGL 477/577 Foundations in Language and Literacy
2. Two courses from the following: ENGL 467/567, ENGL 476/576, ENGL 646, ENGL 647, ENGL 413/508, ENGL 414/524, ENGL 642.
3. ENGL 770 (6 hours) Internship and Thesis in Language and Literacy

**Concentration in Professional Writing** – Requires the permission of the Coordinator of Professional Writing. All students choosing this concentration must complete the following coursework:

1. ENGL 448/548 Advanced Technical and Professional Design
2. ENGL 485/585 Foundations in Professional Writing
3. ENGL 486/586 Document Production and Design
4. ENGL 770 (6 hrs) Internship and Thesis in Professional Writing

**ALL CANDIDATES FOR AN M.A. IN ENGLISH MUST:**

1. Demonstrate knowledge of a foreign language either through twelve (12) hours of undergraduate coursework in one language or through passing the Princeton examination. The foreign language requirement is waived for international students whose native language is not English.
2. Complete nine (9) hours of graduate coursework in three broad literary periods: (1) ancient, medieval, and early modern literatures (2) Eighteenth- and Nineteenth-Century literatures (3) Twentieth-Century and Contemporary literatures.
3. Pass all three parts of the M.A. comprehensive examination in English.

## HEALTH AND KINESIOLOGY

### PURPOSES

The purposes of the Department of Kinesiology and Health Studies are to:

1. Develop and enhance teaching skills, knowledge, and attitudes to enable students to become better teachers, supervisors, and administrators of health and kinesiology programs.
2. Develop and enhance scholarship and professional interest in health studies and kinesiology.
3. Promote the use of research by stimulating interest and developing skill in research techniques.
4. Provide an academic environment that will enable the gifted student to pursue more advanced study.
5. Provide opportunities for developing the skills necessary for working with students from varied backgrounds with diverse value systems.

### ADMISSION REQUIREMENTS

To be considered for admission to the Master of Arts degree program in Health and Kinesiology, an applicant must meet the following criteria:

1. Meet all University admission requirements.
2. Submit a score of 800 on the General Test of the GRE (Verbal and Quantitative) for regular.
3. A student not eligible for regular admission may be admitted with conditional status in two ways:
  - a) A GRE Score of 700 to 799
  - b) A score of 1250 or better based on a formula 200 times the last sixty hours or cumulative undergraduate grade point average plus the General Test (Verbal and Quantitative) score on the Graduate Record Examination.
4. Applicants for the Master of Arts in Health and Kinesiology who wish to pursue a Concentration in Health Studies or in Health Promotion and Exercise Science must hold a baccalaureate degree with thirty (30) undergraduate hours in health studies and kinesiology in an approved combination or a baccalaureate degree in related fields, (e.g., biology, medical technology, nursing, sociology) and approval of the department head.
5. Applicants for the Master of Arts in Health and Kinesiology who wish to pursue a Concentration in Kinesiology must hold a baccalaureate degree with thirty (30) undergraduate hours in health and kinesiology in an approved combination. An applicant for the Master of Arts in Health and Kinesiology with a Concentration in Exercise Science is required to have a baccalaureate degree in health, kinesiology or related fields approved by the department head, such as biology, psychology, nursing, chemistry, and have completed specified undergraduate courses or the equivalent in biomechanics, exercise physiology, motor behavior and nutrition.

6. All applicants are required to have taken an undergraduate human anatomy and physiology course (lecture and lab).
7. Graduate students enrolled in the Kinesiology concentration may not transfer in more than 6 semester hours from another university and/or program.
8. Graduate students enrolled in the other three concentrations (Exercise Science, Health Studies, and Health Promotion & Exercise Science) may not transfer in more than 9 semester hours from another university and/or program.

### **REQUIREMENTS FOR DEGREE EXERCISE SCIENCE CONCENTRATION**

THESIS PROGRAM—Complete thirty (30) hours in an approved combination of Kinesiology courses that include Kinesiology 601, 606, 612, 621, 623 or 624, 625, 638, 644, 770.

NON-THESIS PROGRAM—Complete thirty-six (36) hours in an approved combination of Kinesiology courses to include 601, 606, 612, 621, 623, 624, 625, 638, 644, and nine (9) hours of Kinesiology electives.

All candidates for a degree must complete a thesis or a satisfactory score on the comprehensive examination.

### **HEALTH STUDIES CONCENTRATION**

THESIS PROGRAM—Complete thirty (30) hours in an approved combination of health studies courses including six (6) hours of thesis. Health studies courses must include Health Studies 601, 606, 610, 637, 638 and 770.

NON-THESIS PROGRAM—Complete a minimum of twenty-seven (27) hours in an approved combination of health studies courses and up to nine (9) hours in an approved related field. Health Studies courses must include Health Studies 601 and 606, 610, 637, and 638.

### **HEALTH PROMOTION AND EXERCISE SCIENCE CONCENTRATION**

THESIS PROGRAM—Complete thirty (30) hours of an approved combination of health and kinesiology courses, including six (6) hours of thesis. These courses must include Health Studies 601, 606, 624, 636, 637 and 770; Kinesiology 625, 644 and 638.

NON-THESIS PROGRAM—Complete thirty-six (36) hours of an approved combination of health studies and kinesiology courses that include Health Studies 601, 606, 624, 635, 636 and 637; Kinesiology 625, 644 and 638.

### **KINESIOLOGY CONCENTRATION**

THESIS PROGRAM—Complete thirty (30) hours in an approved combination of kinesiology courses including six (6) hours of thesis. Courses must include Kinesiology 601, 606, and 770 and three courses in one interest area selected from Adapted Physical Education, Exercise Physiology, Exercise and Sport Psychology, Sport Management, or Motor Behavior and at least two courses from each of two other interest areas listed above.

NON-THESIS PROGRAM—Complete thirty-six (36) hours with a minimum of twenty-seven (27) hours in an approved combination of kinesiology courses and up to nine (9) hours in a related field. Kinesiology courses must include Kinesiology 601, 606, three courses in one interest area selected from Adapted Physical Education, Exercise Physiology, Exercise and Sport Psychology, Sport Management, or Motor Behavior, and at least two courses from each of two other interest areas listed above.

Courses linked to interest areas are: Adapted Physical Education-Kinesiology 591, 592, 593, 594; Exercise Physiology-Kinesiology 625, 638, 644; Motor Behavior-Kinesiology 612, 621; Exercise and Sport Psychology-Kinesiology 623, 624. students requiring a third course in Motor Behavior or Exercise and Sport Psychology will select from Kinesiology 628, 629, 632, 634; Sport Management – Kinesiology 693, 695, 697.

## **HISTORY**

### **PURPOSES**

The purposes of the Department of History and Political Science are to:

1. Increase the students' knowledge, train them in proper scholarly methods of research and writing, and prepare them for more effective teaching and for further graduate study.
2. Instruct students in the study of the past.

The purposes of the Master of Arts (M.A.) in History program are to:

1. Train students for careers in school teaching, government service, and business.
2. Prepare students for doctoral studies in History.

### **REQUIREMENTS FOR ADMISSION**

To be accepted for admission into the M.A. in History program, a student must:

1. Meet all University admission requirements.
2. Have satisfactorily completed at least 30 undergraduate hours of History.
3. Have a minimum cumulative grade point average (GPA) of 2.5 (4.0 scale) for all undergraduate coursework attempted or a minimum cumulative GPA of 2.75 on all upper division undergraduate coursework attempted.
4. Score a minimum of 900 (combined verbal and quantitative scores) on the General Test of the Graduate Record Examination (GRE).

To be accepted for conditional admission into the M.A. in History program, students must:

1. Meet all University admission requirements.
2. Have satisfactorily completed at least 21 undergraduate hours of History.

3. Have a minimum cumulative grade point average (GPA) of 2.0 (4.0 scale) for all undergraduate coursework attempted.

Students accepted for conditional admission into the program must make up any undergraduate deficiencies during their first semester in the program. Students must also take the GRE during the first semester and score a minimum of 750 (combined verbal and quantitative scores on the General Test) to remain in the program.

Applicants for admission and for graduate assistantships should submit completed application forms, transcripts, and GRE scores by April 1. Applicants received after that date will be accepted, but priority in awarding assistantships and in scheduling graduate classes will be given to those who meet the April 1 deadline.

### **DEGREE/PLAN/CANDIDATE STATUS/APPLICATION FOR GRADUATION**

To remain in good standing in the M.A. in History program, all students must:

1. Obtain the Graduate Coordinator's approval for an individual degree plan prior to registering for their first semester of graduate coursework. Changes in the degree plan may be made only with the Graduate Coordinator's approval.
2. Apply for status as a Candidate for the M.A. in History degree prior to completing 12 hours of graduate coursework.
3. Apply for graduation by the appropriate deadline for the semester in which they will graduate.

### **REQUIREMENTS FOR REGISTERING FOR COURSES**

To register for courses in the M.A. in History curriculum, students must:

1. Have an approved up-to-date degree plan on file with the Department of History and Political Science.
2. Obtain the Graduate Coordinator's written authorization prior to registration each semester. Advising for all graduate courses is mandatory. After receiving authorization, students will then be registered in the department office.
3. Register during the early registration period for each semester. All 600-level courses in the M.A. in History curriculum have waiting lists. Students who do not register during the early registration period will have their names removed from the waiting lists for these courses.

### **REQUIREMENTS FOR THE HISTORY DEGREE**

To receive the Master of Arts (M.A.) in History degree, students in the Thesis Option must:

1. Satisfactorily complete 36 hours of graduate coursework in the Thesis Option, as detailed below.
2. Maintain a cumulative GPA of 3.0 on all coursework.
3. Satisfactorily complete the written and oral portions of the Comprehensive Examination.
4. Write a thesis, have it approved by the Major Professor and Thesis Committee, satisfactorily defend the M.A. thesis before the Graduate Faculty, and submit at least 4 copies of the approved final version of the M.A. thesis to the Graduate Coordinator for binding by the Sims Memorial Library.
5. Be recommended for the degree by the Graduate Faculty.
6. Meet all requirements for the M.A. in History degree within 6 years of enrolling in the M.A. in History program.

To receive the Master of Arts (M.A.) in History degree, students in the Non-Thesis Option must:

1. Satisfactorily complete 36 hours of graduate coursework in the Non-Thesis Option, as detailed below.
2. Maintain a cumulative GPA of 3.0 on all coursework.
3. Satisfactorily complete the written and oral portions of the Comprehensive Examination.
4. Be recommended for the degree by the Graduate Faculty.
5. Meet all requirements for the M.A. in History degree within 6 years of enrolling in the M.A. in History program.

To receive the Master of Arts (M.A.) in History degree, students in the Public History Option must:

1. Satisfactorily complete 36 hours of graduate coursework in the Public History Option, as detailed below.
2. Maintain a cumulative GPA of 3.0 on all coursework.
3. Satisfactorily complete the written and oral portions of the Comprehensive Examination.
4. Complete 6 hours of History 637: Public History Internship

OR

Complete 3 hours of History 637: Public History Internship AND write a thesis, have it approved by the Major Professor and Thesis Committee, satisfactorily defend the M.A. thesis before the Graduate Faculty, and submit at least 4 copies of the approved final version of the M.A. thesis to the Graduate Coordinator for binding by the Sims Memorial Library.

5. Be recommended for the degree by the Graduate Faculty.
6. Meet all requirements for the M.A. in History degree within 6 years of enrolling in the M.A. in History program.

### **Thesis Option**

Required Courses (9 hours)

History 600:	Historical Research.....	3 hours
History 770:	Thesis.....	6 hours

American History (9-15 hours)

History 605:	America to 1800 .....	3 hours
History 606:	America 1800-1900.....	3 hours
History 607:	America since 1900 .....	3 hours
History 610:	Southern History.....	3 hours

History 611:	Louisiana History .....	3 hours
European History (9-15 hours)		
History 630:	Western Thought .....	3 hours
History 641:	Britain to 1485 .....	3 hours
History 642:	Britain since 1485 .....	3 hours
History 643:	Europe to 500 .....	3 hours
History 644:	Europe 500-1500 .....	3 hours
History 645:	Europe 1500-1815 .....	3 hours
History 646:	Europe since 1815 .....	3 hours
Public History (3-9 hours)		
History 632:	Introduction to Public History .....	3 hours
History 633:	Public History Seminar .....	3 hours
History 634:	Historic Preservation Seminar .....	3 hours
History 635:	Historical Editing .....	3 hours
History 636:	Introduction to Archival Practice .....	3 hours
<i>Elective (0-6 hours)</i>		
History 602:	Readings .....	3 hours
History 621:	Independent Study .....	3 hours
History 698:	Special Topics .....	3 hours
Minor Field (Optional <sup>6</sup> ) .....		6 hours
Total .....		36 hours

### Non-Thesis Option

Required Course (3 hours)		
History 600:	Historical Research .....	3 hours
American History (9-15 hours)		
History 605:	America to 1800 .....	3 hours
History 606:	America 1800-1900 .....	3 hours
History 607:	America since 1900 .....	3 hours
History 610:	Southern History .....	3 hours
History 611:	Louisiana .....	3 hours
European History (9-21 hours)		
History 630:	Western Thought .....	3 hours
History 641:	Britain to 1485 .....	3 hours
History 642:	Britain since 1485 .....	3 hours
History 643:	Europe to 500 .....	3 hours
History 644:	Europe 500-1500 .....	3 hours
History 645:	Europe 1500-1815 .....	3 hours
History 646:	Europe since 1815 .....	3 hours
Public History (3-15 hours)		
History 632:	Introduction to Public History .....	3 hours
History 633:	Public History Seminar .....	3 hours
History 634:	Historic Preservation Seminar .....	3 hours
History 635:	Historical Editing .....	3 hours
History 636:	Introduction to Archival Practice .....	3 hours
<i>Elective (0-12 hours)</i>		
History 602:	Readings .....	3 hours
History 621:	Independent Study .....	3 hours
History 698:	Special Topics .....	3 hours
History 655:	Seminar for Teachers .....	3 hours
History 698:	Special Topics .....	3 hours
Minor Field (Optional <sup>1</sup> ) .....		6 hours
Total .....		36 hours

### Public History Option

Required Courses (18-21 hours)		
History 600:	Historical Research .....	3 hours
History 605:	America to 1800 .....	3 hours
History 606:	America 1800-1900 .....	3 hours
History 607:	America since 1900 .....	3 hours
History 632:	Introduction to Public History .....	3 hours
History 637:	Public History Internship .....	3-6 hours <sup>2</sup>
<i>Elective Courses Group I (6-18 hours)</i>		
Comm 569:	Video Documentary Production .....	3 hours
Comm 631:	New Tech and Organizational Comm .....	3 hours
History 633:	Public History Seminar .....	3 hours
History 634:	Historic Preservation Seminar .....	3 hours

History 635:	Historical Editing .....	3 hours
History 636:	Introduction to Archival Practice .....	3 hours
History 637:	Public History Internship .....	3 hours <sup>2</sup>
History 770:	Thesis .....	6 hours <sup>2</sup>

*Elective courses Group II (0-6 hours)*

History 563:	Local/Regional History .....	3 hours
History 566:	Family History .....	3 hours
History 567:	Introduction to Museum Practice .....	3 hours
History 583:	Heritage Tourism .....	3 hours
History 584:	Audience and media .....	3 hours
History 588:	Oral History .....	3 hours

*Elective courses Group III (0-6 hours)*

History 610:	Southern History .....	3 hours
History 611:	Louisiana History .....	3 hours
History 625:	British History .....	3 hours
History 626:	Europe to 1500 .....	3 hours
History 627:	Europe since 1500 .....	3 hours
History 630:	Western Thought .....	3 hours
History 698:	Special Topics .....	3 hours

<sup>1</sup>Elective courses may include a 6 hour minor in Philosophy or Political Science with approval of the Graduate Coordinator. Only students with a minor field may take Non-History courses for degree credit.

<sup>2</sup>Students in the Public History Option who do not write a thesis must take 6 hours of History 637. Students who write a thesis must take 3 hours of History 637 and may elect to take 6 hours.

**Thesis Option.** The Thesis Option is required for most students who plan to pursue study beyond the M.A. degree, though in some cases it may be taken by students who do not plan to pursue study beyond the M.A. degree. Students will be allowed to enter the Thesis Option only with the Graduate Coordinator's consent. The thesis is a major work of independent research into primary sources on an original topic, supervised by the student's Major Professor and Thesis Committee.

**Non-Thesis Option.** The Non-Thesis Option may be taken only by students who do not plan to pursue study beyond the M.A. degree. The Department of History and Political Science considers an M.A. in the Non-Thesis Option to be a terminal degree and will not recommend students in the Non-Thesis Option to doctoral programs.

**Public History Option.** The Public History Option is for students who plan to pursue a career in Public History. Students in the Public History Option who plan to pursue study beyond the M.A. degree must complete a Master's thesis.

**Minor Field.** Students may choose a minor field in either Political Science or Philosophy. The minor requires 6 hours in either discipline and must be approved by the Graduate Coordinator.

**Works-in-Progress Seminar.** All students enrolled in the M.A. in History program attend a monthly Works-in-Progress Seminar at which faculty, graduate students, and visiting scholars present the results of ongoing research for books, articles, or M.A. theses. This promotes a greater sense of community among faculty and students, allows participants to present their own work in a congenial atmosphere and benefit from their colleagues' constructive criticism, and gives students experience with the scholarly give-and-take that occurs at professional conferences and in thesis defenses.

**Comprehensive Examination.** After they have completed their graduate coursework, students must satisfactorily complete a written and oral Comprehensive Examination, based on all graduate coursework completed. The written portion of the exam will consist of mandatory questions from all faculty with whom the students have done coursework. The oral portion of the exam will be held only after students have passed the written portion. The panel of examiners for the oral portion will include all faculty with whom the students have taken Graduate courses. Students who fail any part of the Comprehensive Examination must retake that part within one year of the original exam and satisfactorily complete it or face dismissal from the program. Students who fail the Comprehensive Examination a second time will be dismissed from the program.

**Thesis Defense.** Prior to graduation students in the Thesis Option must defend their theses. Before being recommended for graduation, students must receive approval for their theses from the Department Head, Graduate Coordinator, Major Professor, and Thesis Committee members, who may solicit advice from other members of the graduate faculty.

**Thesis Style and Binding.** The thesis must conform to the format of the most recent edition of The Chicago Manual of Style. Students must submit at least 4 copies of the final approved version of the thesis to the Graduate Coordinator for binding by the Sims Memorial Library.

## GRADUATE FACULTY

All faculty in the Department of History and Political Science (including Philosophy faculty) who are members of the University Graduate Faculty are members of the department's graduate faculty. They are eligible to teach graduate courses, supervise theses, serve on Thesis Committees, and participate in Comprehensive Examinations. The University Graduate Council must renew member status for graduate faculty every six years. Temporary graduate faculty status must be renewed annually; adjunct faculty must be renewed each semester.

## GRADUATE COORDINATOR

The Graduate Coordinator serves as academic advisor for all graduate students, supervises their progress toward the M.A. degree, approves all graduate degree plans, and authorizes all students for registration in courses in the M.A. curriculum. The Graduate Coordinator supervises the work of all departmental graduate assistants. The Graduate Coordinator serves as the department's representative on the College of Arts, Humanities, and Social Sciences Graduate Committee and on the University Graduate Council.

## **MAJOR PROFESSOR**

Students in the Thesis Option will be assigned a Major Professor to supervise the research and writing of their theses. The Graduate Coordinator will assign the Major Professor, with the latter's consent, on the basis of his/her expertise in the field in which a particular student chooses to write the thesis. The Graduate Coordinator serves as Major Professor for all students in the Non-Thesis Option.

## **THESIS COMMITTEE**

Students in the Thesis Option will have a Thesis Committee consisting of the Major Professor and two additional members of the graduate faculty. The Graduate Coordinator and Major Professor will choose the committee members, with the consent of the latter, on the basis of their expertise in the field in which the particular student wishes to write the thesis.

## **GRADUATE FACULTY ADVISORY COMMITTEE**

All graduate faculty in the Department of History and Political Science shall serve as members of the Graduate Faculty Advisory Committee. This committee must approve any changes in the M.A. curriculum, must approve the awarding of all graduate assistantships, and after each semester shall determine whether or not each student will be permitted to continue in the M.A. program.

## **GRADUATE ASSISTANTS**

Graduate assistantships are awarded by the Graduate Faculty Advisory Committee on the basis of merit, with faculty recommendations, undergraduate GPA, History GPA, and GRE scores the primary factors considered. Graduate assistants are contractual employees who work under the supervision of the Graduate Coordinator. Applicants should submit all application materials (see "Requirements for Admission") by April 1.

## **ORGANIZATIONAL COMMUNICATION**

### **PURPOSES**

The purposes of the Department of Communication are:

1. To prepare students for the modern workplace or doctoral study.
2. To provide training in communication theory and skills.
3. To acquaint students with the latest communication technologies.
4. To provide students with training in interpersonal communication skills.
5. To provide students with knowledge about how communication works within an organizational context.

The Master of Arts in Organizational Communication with concentrations in health communication, public relations, news media, sociology, and marketing is designed to give communications students insights into communication problems and issues as they exist in those organizational settings and provide the knowledge, skills and tools to allow such to be addressed.

### **ADMISSION REQUIREMENTS**

In addition to meeting all University requirements for admission into Graduate School, students must meet the following Department regulations:

#### **REGULAR ADMISSION**

1. GRE general test score of 800 minimum (Verbal & Quantitative) on file in the Graduate School by no later than the final day of the student's first semester of enrollment; no students will be allowed to register for any courses for their second or any subsequent semester if the minimum GRE score has not been attained.
2. Minimum cumulative undergraduate grade point average of 3.0.
3. Bachelor's Degree in Communication or approved related field (see prerequisites below) from an accredited college or university.
4. Approval of Department Head and Graduate Coordinator.

#### **CONDITIONAL ADMISSION**

1. GRE general test score of 700 minimum (Verbal & Quantitative) on file in the Graduate School by no later than the final day of the student's first semester of enrollment; no students will be allowed to register for any courses for their second or any subsequent semester if the minimum GRE score has not been attained.
2. Minimum cumulative undergraduate grade point average of 2.5.
3. Bachelor's degree in Communication or approved related field from an accredited college or university.
4. Approval of Department Head and Graduate Coordinator.

### **REQUIREMENTS FOR REGISTERING FOR COURSES**

Organizational Communication M.A. students will adhere to the following registration policies:

1. All students must have an approved degree plan on file with the Department of Communication.
2. All Organizational Communication M.A. students must have completed the GRE by the end of their first semester of enrollment.
3. All students must obtain the Graduate Coordinator's written authorization for each course prior to registration each semester. Advising for all graduate courses is mandatory.
4. All students can substitute other courses to replace curriculum requirements or electives only with the department head's approval.

5. All students who have earned 12 cumulative hours must have earned regular admission status. Students who early registered for courses with the intent of gaining regular admission status after completing 12 cumulative hours but who did not earn regular admission status will be removed from the rolls of their courses.
6. All students who enroll in courses beyond the 12-hour limit must be admitted to candidacy for the master's degree.

### **REQUIREMENTS FOR DEGREE**

The Master of Organizational Communication is a non-thesis degree, requiring a total of 36 semester hours of graduate credit. Twenty-seven hours make up Department of Communication core requirements and nine additional hours are to be taken as electives. The variety of courses included will allow the student to focus on a single area of interest. On the other hand, some students might wish to take a more general approach, spreading the electives over several areas.

All students must pass a written comprehensive examination. Successful completion of the exam will require that the student pull together in a meaningful way the major theories, knowledge base, technologies, and practices covered in the required courses. A committee of graduate faculty members will determine whether the student passes or fails the exam.

#### **COMMUNICATION CORE REQUIREMENTS**

(27 SEMESTER HOURS)

Communication 616. Organizational Comm Training, Assessment, and Development .....	3 hours
Communication 619. Advanced Interpersonal Communication .....	3 hours
Communication 620. Organizational Culture and Diversity Issues.....	3 hours
Communication 621. Organizational Communication Campaigns .....	3 hours
Communication 625. Ethical and Legal Issues in Organizational Communication .....	3 hours
Communication 631. New Technologies and Organizational Communication .....	3 hours
Communication 648. Writing for Special Interest and New Media.....	3 hours
Communication 671. Theories of Organizational Communication .....	3 hours
Communication 691. Research Methods in Organizational Communication.....	3 hours
<b>Total</b>	<b>27 hours</b>

#### **ELECTIVES**

Students must take 9 semester hours, chosen from the following courses. The student may elect to take 9 hours in one of the concentrations listed below, or to spread the 9 hours over two or three areas. Credit will not be accepted toward graduation if a student has completed a similar or companion 400 level course for any elective.

Communication 501 Scholastic Journalism .....	3 hours
Communication 510 Intercultural Communication.....	3 hours
Communication 513 Business and Professional Speaking.....	3 hours
Communication 518 Small Group Communication .....	3 hours
Communication 551 Media Management and Economics.....	3 hours
Communication 558 International Communication and Media.....	3 hours
Communication 561 Media Criticism .....	3 hours
Communication 563 Writing for Public Relations.....	3 hours
Communication 569 Video Documentary Production .....	3 hours
Communication 633 Communicating Leadership.....	3 hours
Communication 665 Strategic Public Relations.....	3 hours
Communication 667 Public Relations Theory and Practice.....	3 hours
Communication 669 Public Relations Issue and Crisis Management .....	3 hours
Communication 699 Special Topics in Communication.....	3 hours
English 548 Advanced Professional and Technical Writing.....	3 hours
English 647 Writing for a Professional Audience.....	3 hours
Health Studies 622 Stress Management Programming.....	3 hours
Health Studies 635 Worksite Health Promotion .....	3 hours
Health Studies 638 Program Planning and Evaluation .....	3 hours
Marketing 575 Current Marketing Issues.....	3 hours
Marketing 623 Marketing Communication .....	3 hours
Marketing 673 Marketing Administration.....	3 hours
Nursing 528 Management of Health Service Organizations.....	3 hours
Psychology 575 Industrial/Organizational Psychology .....	3 hours
Sociology 601 Complex Organizations.....	3 hours
Sociology 602 Social Stratification/Structured Inequality.....	3 hours
Sociology 607 Social Policy I.....	3 hours
Sociology 608 Social Policy II .....	3 hours
Sociology 698 Special Topics in Applied Sociology.....	3 hours

#### **CONCENTRATIONS**

##### HEALTH COMMUNICATION

Health Studies 622 Stress Management Programming.....	3 hours
Health Studies 635 Work-site Health Promotion .....	3 hours
Health Studies 638 Programming Planning and Evaluation .....	3 hours
Nursing 528 Management of Health Service Organization .....	3 hours

##### MARKETING

Marketing 575 Current Marketing Issues.....	3 hours
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Marketing 623	Marketing Communication .....	3 hours
Marketing 673	Marketing Administration.....	3 hours

#### NEWS MEDIA

Communication 501	Scholastic Journalism .....	3 hours
Communication 513	Business and Professional Speaking.....	3 hours
Communication 551	Media Management and Economics .....	3 hours
Communication 558	International Communication and Media.....	3 hours
Communication 561	Media Criticism .....	3 hours
Communication 569	Video Documentary Production .....	3 hours

#### PUBLIC RELATIONS

Communication 563	Writing for Public Relations.....	3 hours
Communication 665	Strategic Public Relations.....	3 hours
Communication 667	Public Relations Theory and Practice.....	3 hours
Communication 669	Public Relations Issue and Crisis Management .....	3 hours

#### SOCIOLOGY

Sociology 601	Complex Organizations .....	3 hours
Sociology 602	Social Stratification/Structured Inequality .....	3 hours
Sociology 607	Social Policy I.....	3 hours
Sociology 608	Social Policy II .....	3 hours
Sociology 698	Special Topics in Applied Sociology .....	3 hours

## PSYCHOLOGY

### PURPOSES

The purposes of offering graduate study in the Department of Psychology are:

1. To prepare the student for a Ph.D. program in Psychology through a Master of Arts degree program providing knowledge and research skills.
2. To provide students not intending to pursue a Ph.D. degree with a variety of courses that will help prepare them for paraprofessional positions.

### REQUIREMENTS FOR ADMISSION—MASTER OF ARTS DEGREE

Applicants should apply by April 1 for Fall Admission and December 1 for Spring admission. To be eligible for admission, the applicant must:

1. Apply to enter the Master of Arts degree program.
2. Complete at least 18 semester hours of undergraduate credit in psychology and/or educational psychology, including at least three semester hours each in a statistics course and in a general experimental (laboratory) course.
3. Have an undergraduate cumulative average of at least 3.00 on a 4.00 point scale (2.50 for conditional status) in all psychology and/or educational psychology courses pursued.
4. Obtain a combined score of at least 950 on the combined Verbal and Quantitative sections of the Graduate Record Examination (850 for conditional status); or a score of at least 550 on the psychology subject test of the Graduate Record Examination (450 for conditional status).
5. Supply at least three appropriate, satisfactory letters of reference.
6. Satisfy all applicable University admission requirements.
7. Satisfy any other admission requirements, which may be established for the Consortium as a whole (Consortium applicants only).

### REQUIREMENTS FOR DEGREE

To receive the Master of Arts degree in Psychology, the student must:

1. Pass 38 hours of graduate courses, including 6 hours of thesis approved by student's thesis committee.
2. Maintain a 3.0 cumulative GPA with no more than two grades of "C" for the entire program. A grade of at least "B" is required for satisfactory completion of Psychology 635 and Psychology 636.
3. Pass comprehensive examinations administered by the Department. This requirement is satisfied by grades of B or better in core courses.

### COURSE REQUIREMENTS

#### Required Core Courses (26 hours)

- Psychology 635—Experimental Design and Analysis (4)
- Psychology 636—Nonexperimental Design and Analysis (4)
- Psychology 612—Learning, Memory, and Cognition (3)
- Psychology 613—Physiological Psychology (3)
- Psychology 614—Social Psychology (3)
- Psychology 660—Special Topics in Psychology (3)
- Psychology 770—Thesis (6)

#### Elective Courses (12 hours)

- Psychology 521—History and Systems of Psychology (3)
- Psychology 549—Individual Research in Psychology (3)
- Psychology 575—Industrial/Organizational Psychology (3)
- Psychology 615—Psychometry (3)
- Psychology 616—Theories of Personality (3)
- Psychology 620—Developmental Psychology (3)

Psychology 679—Psychotherapy Techniques (3)  
 Psychology 668—Independent Readings in Psychology (3)  
 Psychology 683—Practicum (3)  
 Psychology 685—Practicum III (3)  
 Psychology 692—Psychopharmacology (3)  
 Psychology 660—Special Topics in Psychology (up to 9)

## CONCENTRATION IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

### FIRST YEAR

#### First Semester

Psychology 635; Experimental Design & Analysis .....	4 hours
Psychology 614; Social Psychology.....	3 hours
Psychology 612; Learning, Memory & Cognition.....	<u>3 hours</u>
	10 hours

#### Second Semester

Psychology 636; Nonexperimental Design & Analysis.....	4 hours
Psychology 613; Physiological Psychology.....	3 hours
Psychology 660; Special Topics in Performance Measurement.....	<u>3 hours</u>
	10 hours

### SECOND YEAR

#### First Semester

Psychology 575; Industrial/Organizational Psychology .....	3 hours
Psychology 770; Thesis .....	3 hours
Psychology 683; Industrial/Organizational Practicum; Performance Improvement.....	<u>3 hours</u>
	9 hours

#### Second Semester

Psychology 770; Thesis .....	3 hours
Psychology 683; Industrial/Organizational Practicum; Performance Pay.....	3 hours
Psychology 615; Assessment .....	<u>3 hours</u>
	9 hours

### THESIS REQUIREMENTS

A complete description of the thesis requirements (as well as other departmental policies) can be found in the *Guide to Graduate Study in Psychology at Southeastern Louisiana University* given to all students when they first enter the program.

### THESIS COMMITTEE

The student will be supervised by a thesis committee consisting of the major professor and a minimum of two other members from the Psychology faculty. Committees may include one member from outside the Department in addition to the required three members from the department. The committee should be chosen by the student in consultation with the major professor. Faculty chosen for the committee should not be asked to serve until the student and major professor have agreed on the exact topic for the thesis as well as the methodology to be used.

### MAJOR PROFESSOR

The major professor who directs the thesis project must be a member of the Psychology Department faculty and a member of the Graduate Faculty. A faculty member is limited to chairing three thesis committees at a time, with no more than two in the pre-proposal stage.

After 2 semesters, if the thesis proposal has not been accepted, the major professor's commitment to the project ends. In addition if the entire thesis project has not been completed in 2 years, the major professor's commitment to the project ends. In the event that a student goes past one of the thesis deadlines, it may be necessary to change major professors and possibly thesis topic (this applies even to students who have thesis proposals approved).

## MASTER OF ARTS IN TEACHING

### PURPOSE

The purpose of the Master of Arts in Teaching (MAT) is to offer an alternative teacher certification pathway in elementary education Grades 1-5.

### REQUIREMENTS FOR ADMISSIONS

To be considered for admission to the Master of Arts in Teaching degree program, an applicant must:

- Meet all university admission requirements.
- Possess a Bachelor's degree with a 2.75 cumulative GPA or a master's degree with a cumulative GPA of 3.0 from a regionally accredited university.
- Achieve passing scores on the Praxis I PPST (Reading, Writing, and Mathematics). If the student scored 22 or higher on the ACT or earned a master's degree from an accredited university, these tests are waived.
- Achieve a passing score on the Praxis II elementary specialty examination.

- Have at least 1,350 points based on the formula of 200 times the undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record examination for regular admission status.
- Verify a minimum of three years of successful work experience in an area related to the initial degree or in the field of education or in another service related area.
- Participate in a mandatory admissions interview.

**SELECTIVE ADMISSION AND RETENTION IN TEACHER EDUCATION (SARTE) POLICIES  
AND  
PROCEDURES APPLICABLE TO THE MASTER OF ARTS IN TEACHING DEGREE**

A person desiring to become a teacher must maintain academic standards and demonstrate qualifications for successful teaching including satisfactory performance in field experiences. Therefore, the College of Education and Human Development at Southeastern Louisiana University reserves the right to recruit, admit and retain in the Professional Program in Teacher Education only those students who show evidence of being capable of performing in an acceptable professional manner. Enrollment in the professional program does not guarantee that a student will receive the degree or certification sought simply because he/she completes a number of courses or is in the field the required number of hours.

**Certification requirements are specified by the State Legislature and/or the Board of Elementary and Secondary Education and coordinated by the State Department of Education. These requirements are subject to periodic modification, which may not occur at times appropriate for inclusion in the annual publication of the University catalogue. It is the responsibility of the students to make periodic checks for such changes with their academic advisers and/or department head.**

**SARTE STATUS**

To be considered for Full SARTE status to the Master of Arts in Teaching degree program, an applicant must:

- Meet all requirements for admission to the Graduate School and to the Master of Arts in Teaching degree program.
- Apply for Selective Admission and Retention in Teacher Education (SARTE) in the first course (MAT 610).
- Achieve a grade of B or better in MAT 610 (Fundamentals I: Teaching and Learning for General Education). MAT 610 must be repeated if the grade is lower than a B.
- Not have been convicted of a felony.
- Maintain a cumulative 3.0 graduate GPA with no grade below “C” and not more than one “C” grade.

On going screening of each student utilizing the standards of the Professional Program in Teacher Education will occur each semester of a student’s enrollment.

- Students will be permitted to repeat only two MAT courses.
- Students will be permitted to enroll in any course only twice.

Students demonstrating behaviors or characteristics that make it questionable whether they can succeed in the teaching profession will be referred for a Professional Performance Review. A review may result in:

- No action being taken but further observations.
- Recommendation of a Professional Improvement Plan (PIP) monitored by the Coordinator of the Teacher Development Program.
- Referral to the SARTE Committee which may recommend:
  - a) Probation with specified conditions
  - b) Temporary suspension from the MAT and the Teacher Education Program with specified conditions.
  - c) Expulsion from the MAT Degree and the Teacher Education Program.

**COURSES IN THE MAT PROGRAM**

Candidates participating in the MAT program are admitted as a cohort each summer and must commit to attending full time for one academic year (Summer I: 12 hours; Fall I: 9 hours; Spring I: 9 hours); Summer II will be the completion of the research project and Fall II will be student teaching or the 1<sup>st</sup> semester of the internship. The courses are delivered on campus with field experienced during the day. Candidates who are unable to remain with their cohort may be eligible to re-enter with a new cohort group.

**Summer I (12 hours)**

MAT 610 Fundamentals I: Teaching and Learning for General Education	3 hrs.
MAT 615 Fundamentals II: Teaching and Learning for Special Education	3 hrs.
MAT 620 Learning and Behavior Theories in General and Mild/Moderate Special Education	3 hrs.
MAT 630 Assessment I: General and Mild/Moderate Special Education	3 hrs.

**FALL I (9 hours)**

MAT 622 Cllsrm Mgmt & Organization for Elementary & M/M Special Education	3 hrs
MAT 631 Assessment II: Elementary and Mild/Moderate Special Education	3 hrs.
MAT 640 Intro to Reading and Language Arts for Elementary & M/M Special Education	3 hrs

**Spring I (9 hours)**

MAT 650 Integrated Learning Methods: Math, Physical Science, and Info Literacy	3 hrs.
MAT 651 Integrated Learning Methods: Life Sciences, Health and P.E., and Info Literacy	3 hrs.
MAT 652 Integrated Learning Methods: Social Studies, Arts, Music, and Info Literacy	3 hrs.

**Summer II (3 hours)**

MAT 670 Research Design for General and Mild/Moderate Special Education	3 hrs.
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<b>Fall II (3-6 hours)</b>	
MAT 689 Student Teaching in Elementary Education	6 hrs.
<b>OR</b>	
MAT 688 Internship in Elementary Education (2 consecutive semesters – 3 hours each semester)	6 hrs
<b>TOTAL</b>	<b>39 hours</b>

### PORTFOLIOS

As part of the College of Education and Human Development focus on performance-based outcomes, portfolios will be incorporated into the assessment system for students enrolled in an approved Teacher Education Program.

The portfolio will allow the students to demonstrate, through reflections, their understanding of how the artifacts contained in the portfolio meet the program outcomes; provide a process by which a student can become a reflective practitioner to foster continuous improvement; and document a student's growth in the program. The portfolio will consist of artifacts, documents, and evidence which demonstrate that the knowledge, skills, and dispositions as indicated in the *Louisiana Components of Effective Teaching* and the program's *Conceptual Framework* have been met. Students will submit an Introductory Level Portfolio after successful completion of MAT 610, MAT 615, MAT 620, and MAT 630. The Developing Level Portfolio will be submitted as a prerequisite for student teaching or internship. The Competency level Portfolio and oral defense are required for graduation.

### STUDENT TEACHING

Student teaching is an all day (approximately eight hours), all semester activity. The student teacher will be required to spend the full public school day, plus any additional conference or seminar time in this experience. The Director of Student Teaching will make the assignments for each student teacher. All possible considerations will be given, but it is the responsibility of the student teacher to make arrangements to meet the conditions of the assignment that is made. Student teaching must be completed in Southeastern's teacher education service region. Those districts include the following: Ascension Parish, City of Bogalusa, East Baton Rouge Parish, Jefferson Parish (Kenner and Metairie area), Livingston Parish, St. Charles Parish, St. John Parish, St. Tammany Parish, Tangipahoa Parish, and Washington Parish.

### REQUIREMENTS FOR STUDENT TEACHING

The State Department of Education regulations for certification of teachers require that students do their student teaching under the control and supervision of the institution from which they expect to be graduated. To be eligible for student teaching, students must:

- Make application for student teaching one semester prior to the semester during which they plan to do their student teaching. The Director of Student Teaching will assign the grade or subject, and the supervising teachers under whom the student will work.
- Pass all required Praxis examinations: PPST, Content Specialty Area(s) and PLT.
- Pass the Introductory Level and Developing Level of the Portfolio.
- Complete all required MAT coursework with a cumulative 3.0 average with no grade below "C" and not more than one "C" grade on graduate work.
- Have approval of the Director of Student Teaching

### INTERNSHIP YEAR

An internship may be approved in lieu of student teaching. An internship consists of two consecutive semesters of teaching at an approved school site at the appropriate grade level and in the area of certification. Students may qualify for a year long internship in Southeastern's teacher education service region.

To qualify for an internship, a student must provide:

- Verification that all pre-requisites have been met the semester prior to the Internship
- Verification that all required parts of the Praxis have been successfully passed
- Written recommendation from all of the candidates' methods instructors and a rating using the *Professional Attributes and Characteristics Scale*
- Completed application for MAT internship
- Verification that the school has a state approved classification
- Verification that the school is accredited by the regional accrediting agency
- Verification that the principal/assistant principal has certification in principalship and training in supervision
- Verification that the principal/assistant principal has served in this role for a minimum of three years
- Signed Principal/Assistant Principal Internship Agreement form
- Verification that a mentor teacher, who has taught a minimum of three years in the area of the intern's certification, will be assigned by the principal/assistant principal to assist the intern
- Verification of minimum class size in the area of certification
- Evidence of cultural diversity within the school population
- A copy of the Signed Internship Agreement form
- A copy of the contract or employment agreement after the internship has been approved
- A copy of the teaching schedule (Grades 1-5) signed by the principal/assistant principal.

NOTE: The candidate is responsible for submitting the above documents the semester prior to beginning the internship. A complete packet should be submitted rather than item by item. Authorization to register for an internship will not be granted until all documents have been submitted.

### REQUIREMENTS TO RECEIVE THE MAT DEGREE

To receive the Master of Arts in Teaching degree, a student must:

- Maintain a cumulative 3.0 GPA with no grade below ‘C’ and not more than one “C” grade on graduate work
- Students will be permitted to enroll in and/or withdraw from any MAT course only twice.
- Students will be permitted to repeat only two MAT courses.
- Be recommended for the degree by the department’s graduate coordinator upon completion of all requirements stated in the degree plan.
- Satisfactorily complete 39 semester hours of graduate work for the concentration in elementary education for Grades 1-5.
- Satisfactorily complete an oral defense.
- Pass all required PRAXIS examinations.

## **MASTER OF BUSINESS ADMINISTRATION DEGREE (M.B.A.)**

### **OBJECTIVES**

The Master of Business Administration is offered as an interdisciplinary program by the various departments in the College of Business. The overall objective of the MBA is to prepare students to assume positions of leadership and responsibility in administrative positions in a globally competitive marketplace. The curriculum is designed to enhance the skills, knowledge, and analytical ability of our MBA students.

Specific objectives of the MBA program are as follows:

1. To provide students with a common body of knowledge that is applicable to the management of private, public, and nonprofit organizations.
2. To enhance student skills in the ability to identify problems, obtain relevant information, analyze alternatives, and implement appropriate solutions.
3. To provide students with experience in integrating the concepts and techniques from the various functional areas of business and applying them to organization-wide problems.
4. To promote student understanding of the problems and opportunities afforded by the various environmental forces confronting management in all types and sizes of organizations.

### **ADMISSION REQUIREMENTS**

Only those students whose past academic performance and aptitude indicate promise of success will be admitted to the Master of Business Administration Program. Applicants to the Master of Business Administration program must meet the following:

#### **REGULAR ADMISSION**

Regular admission will be granted to students who have met each of the following conditions:

1. A bachelor’s degree or equivalent from an accredited college or university; and
2. A minimum cumulative grade point average (GPA) of 2.5 (4.0 scale) for all undergraduate work attempted or a minimum cumulative GPA of 2.75 on all upper division undergraduate coursework attempted; and
3. A minimum score of 400 on the Graduate Management Admission Test (GMAT); and
4. A total of at least 950 points based on the formula of 200 times the undergraduate cumulative GPA plus the GMAT score; or  
A total of at least 1000 points based on the formula of 200 times the junior/senior cumulative GPA plus the GMAT score.
5. A minimum TOEFL score of 525 or a minimum computer-based TOEFL score of 195. (international students only).

#### **CONDITIONAL ADMISSION**

A student whose cumulative undergraduate GPA is 2.00 to 2.49 will be granted Conditional Admission if the student has met requirements 1, 3, 4, and 5, of “Regular Admission” (Master of Business Administration Degree). Students who are granted Conditional Admission to the Master of Business Administration program will not receive credit for more than a total of 12 hours of graduate course work toward completion of the MBA degree. While in Conditional Admission status, a student must maintain a minimum cumulative graduate GPA of 3.0, with no grade below “C” and not more than one “C” on graduate work.

### **REQUIREMENTS FOR DEGREE**

In addition to meeting the requirements for admission into the MBA program, students must have credit for, or will be required to take, the following undergraduate core courses with a minimum grade of “C” in each course:

Introduction to Financial Accounting .....	3 hours
Principles of Economics .....	6 hours
Business Finance .....	3 hours
The Legal Environment of Business .....	3 hours
Business Statistics .....	3 hours
Production and Operations Management .....	3 hours
Management of Organizations.....	3 hours
Principles of Marketing .....	3 hours
Management Information Systems .....	3 hours
Total	30 hours

Full-time students lacking no more than six (6) semester hours of the above courses may enroll in graduate-level courses for one semester only while satisfying the remainder of these prerequisites. No further graduate courses may be scheduled until these prerequisites have been completed satisfactorily. Additionally, no student

will be permitted to schedule graduate courses in any one of these subject areas until the appropriate prerequisite course(s) have been completed.

Graduate level requirements for the MBA program include:

1. Completion of 30 semester hours of graduate work with a cumulative “B” average; and
2. A grade of “B” or better in Management 683.

Degree candidates may not have earned more than six (6) semester hours of graduate work with a grade of “C”. Further, no grade below “C” will be accepted for graduate credit. Where a grade below “C” has been obtained, the student must repeat the course (in the case of a required course) or, in the case of an elective course, either repeats that course or choose a new elective to study. In all cases, the course in which the grade below “C” has been obtained will remain on the student’s transcript and will be computed in the student’s cumulative GPA.

### **SPECIFIC MBA GRADUATE COURSE REQUIREMENTS:**

#### **REQUIRED COURSES (21 HOURS)**

Accounting 625 — Accounting for Business Decisions .....	3 hours
Economics 613 — Managerial Economics .....	3 hours
Finance 653 — Financial Policies I .....	3 hours
Management 645 — Statistical Methods in Business and Economics .....	3 hours
Management 663 — Organizational Theory and Behavior .....	3 hours
Management 683 — Business Policy and Strategy (must be taken during last 12 hours) .....	3 hours
Marketing 673 — Marketing Administration .....	3 hours
Elective Courses (12 hours to be selected from the following):	
Accounting 500, 506, 542, 607, 620, 695	
Economics 501, 502, 550, 641, 695, 697, 699	
Finance 551, 654, 657, 695	
Management 585, 620, 630, 635, 640, 690, 691, 694, 695	
Marketing 542, 575, 623, 650, 695	
Business Technology 510, 618, 635, 651, 681, 695 .....	12 hours
Total Hours	33 hours

A minimum of nine (9) hours of electives must be earned in 600 level courses. A student may select three hours of electives from several 500-level courses, provided the student has not taken the undergraduate equivalent of a particular 500-level course. **No more than six (6) hours of electives may be taken in a single discipline except for those disciplines that have approved concentrations.**

### **CONCENTRATION IN ACCOUNTING**

Students can complete the Master of Business Administration program while pursuing a concentration in accounting. This concentration in accounting will enable students to meet the Louisiana State Board of Certified Public Accountants requirement that at least 150 hours of college credit be completed in order to sit for the Uniform Certified Public Accountant Examination. (For further information regarding this issue, please contact the Accounting Department Head and/or see “CPA Examination 150-Hour Education Requirement” in the Department of Accounting, College of Business and Technology section of this catalogue.)

Students who pursue a concentration in accounting will select their electives from the following set of courses:

Accounting 500, 506 or 542	Govt/Not for Profit, Theory, Adv Tax
Accounting 607	Advanced Auditing
Accounting 620	Advanced Accounting Information Systems
Accounting 695	Special Topics in Accounting

Students wishing to enroll in any of these courses should ensure that they have the appropriate prerequisite(s) listed in the course description.

### **EDUCATIONAL OBJECTIVES FOR THE GRADUATE ACCOUNTING PROGRAM (MBA WITH CONCENTRATION IN ACCOUNTING)**

The overall educational objective of the Master of Business Administration degree program with the concentration in accounting is to provide students with advanced competencies, which are necessary for succeeding in higher-level positions in the profession or further graduate education.

Specific educational objectives of the program include:

1. The program will recruit and retain students with a high potential for success primarily from undergraduate accounting programs in Southeast Louisiana, particularly the undergraduate accounting program at Southeastern Louisiana University.
2. Students will be able to demonstrate advanced knowledge of the development, measurement, analysis, validation, and communication of financial and other information.
3. Students will develop a high level of oral and written communication skills and critical thinking skills.
4. Students will be exposed to research methodologies and will be able to use technology as a research tool.
5. Students will have significant opportunities to expand their knowledge of global business and accounting issues.
6. Students will develop skills that enable them to integrate functional business disciplines for strategic analysis.
7. Students will develop significant team-building skills that enable them to work effectively in groups.
8. Students will continue to develop an expanded sense of “professional citizenship”.
9. Students completing the program will have the 150 credit hours necessary to sit for the CPA examination, as well as a robust foundation for the examination.

10. Graduates of the program generally will secure placement and experience expeditious advancement in local, regional, and national CPA firms; industry; and not-for-profit and government entities located primarily in Southeast Louisiana.

### **CONCENTRATION IN HEALTH CARE MANAGEMENT**

Students can complete the Master of Business Administration program while pursuing a concentration in health care management. This concentration will prepare students to manage and lead in the health care environment by pursuing more specialized health-related interest through a range of elective opportunities.

Students who pursue a concentration in health care management will take the following courses:

Management 650	Health Care Law
Management 653	Health Care Financial Management
Management 656	Advanced Health Care Management
Management 695	Special Topics in Management

### **CONCENTRATION IN MANAGEMENT INFORMATION SYSTEMS**

Students can complete the Master of Business Administration program while pursuing a concentration in management information systems. Students who pursue a concentration in management information systems will select their electives from the following set of courses:

Management 690	Information Systems Analysis and Design
Management 635	Database Modeling and Design
Management 691	Technology Applications in Management
Management 694	Information Technology Project Management

### **CONCENTRATION IN MARKETING**

Students can complete the Master of Business Administration program while pursuing a concentration in marketing. Students who pursue a concentration in marketing will select their electives from the following set of courses:

Marketing 542	Advanced Advertising
Marketing 575	Current Marketing Issues
Marketing 623	Marketing Communications
Marketing 650	Business Research
Marketing 695	Special Topics in Marketing

### **EXECUTIVE MBA PROGRAM**

The Executive MBA program is a 17-month general management program leading to the MBA degree. The program is designed to equip practicing managers and businesspersons with the knowledge and executive skills that will lead to professional success in the new millennium.

The curriculum covers the general business subjects required for the MBA degree; however, it is not restricted by traditional academic delivery. Instead, topics are presented in modules.

The sequence of eleven EMBA graduate courses begins each January, and degree completion is scheduled approximately seventeen months later. The EMBA class will have an opportunity to determine the electives to be offered.

The curriculum incorporates varied instructional methods to achieve an optimal blend of theory and real-world application. Additionally, classes are delivered in class and online to create a balanced program that allows participants to continue their careers while they study to master a broad range of functional and managerial skills.

Admission to the EMBA program is selective and is awarded based on several criteria. Factors considered for acceptance into the program include:

- Bachelor's degree or equivalent from an accredited college or university
- Score on the GMAT
- Professional experience (Five years or more of continuous, full-time, successful experience is preferred)
- Recommendation by the Graduate Business Programs Faculty Advisory Committee

### **CONCENTRATION IN HEALTH CARE MANAGEMENT**

Students can complete the EMBA program while pursuing a concentration in health care management. This concentration will prepare students to manage and lead in the health care environment by pursuing more specialized health-related interest through a range of elective opportunities.

Students who pursue a concentration in health care management will take the following courses:

Management 650	Health Care Law
Management 653	Health Care Financial Management
Management 656	Advanced Health Care Management
Management 695	Special Topics in Management

### **GRADUATE BUSINESS PROGRAMS FACULTY ADVISORY COMMITTEE**

The Graduate Business Programs Faculty Advisory Committee consists of department and graduate faculty representatives. The committee approves graduate admission standards and changes in the MBA-EMBA curriculum (with appropriate input from departmental curriculum committees where specialized concentrations are concerned). After each semester, the committee shall determine whether or not each student will be permitted to continue in the MBA/EMBA program.

## **MASTER OF EDUCATION (M. ED.)**

### **COUNSELOR EDUCATION COUNSELING PROGRAM OVERVIEW**

Counselor training programs at Southeastern Louisiana University are designed to prepare graduates for professional practice in the field of counseling. There are four program track curricula in the counseling program: School Counseling, Community Counseling, Community Counseling and Substance Abuse Treatment, and Marriage and Family Therapy. All programs are nationally accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Graduates of All Tracks meet the current academic requirements for state licensure as a Licensed Professional Counselor (LPC) in the State of Louisiana as well as most other states. Graduates of the Marriage and Family Therapy track meet the current academic requirements for state licensure as a Licensed Marriage and Family Therapist (LMFT) in Louisiana, as well as most other states.

### **ADMISSION REQUIREMENTS**

Students are allowed to enroll in CED, MFT, SAC, or HD courses ONLY after formal admission to the program following an admissions interview. However, certified school counselors, LPCs, and LMFTs may be allowed to take selected courses without formal admission to the program. In addition, graduates of the Southeastern counseling program may be eligible to take selected courses with permission of the department head.

To be considered for admission to a master's degree program in Counselor Education in Community Counseling, School Counseling, or Marriage and Family Therapy, an applicant must:

1. Initially satisfy all Southeastern Louisiana University graduate admission requirements (Consult the Southeastern General Catalog for admission requirements).
2. Complete nine (9) hours of undergraduate study in behavioral studies (psychology, sociology, social work, etc.) and three (3) hours in statistics.
3. Obtain a score of at least 1,250 points based on the formula of 200 times the last sixty undergraduate hours grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination.
4. Submit a completed application portfolio to the Counseling Program Admissions Committee by the specified due date which includes the following:
  - a. A letter requesting consideration for program admission to a Counselor Education Program track (School Counseling, Community Counseling, or Marriage and Family Therapy), including the applicant's reasons for selecting that particular program track.
  - b. Curriculum Vitae including full name, address, phone numbers, e-mail address, social security number, academic experiences, prior related work experiences, degrees held, honors, awards, special interests, and other appropriate information.
  - c. Three (3) letters of recommendation from individuals familiar with the applicant's academic abilities and potential for success as a professional counselor or marriage and family therapist.
  - d. An autobiographical narrative showing evidence of life experiences and personal maturity consistent with program expectations for entry into a professional training program.
5. Upon evaluation of program application portfolios, qualified applicants will be invited to participate in a mandatory one-day Admissions interview. (At the discretion of the Counseling Program Admissions Committee, international students, or individuals residing in distant states may be afforded a telephone interview in lieu of participation in the one-day on-campus interview.)

### **PROGRAM APPLICATION ADMISSION DEADLINES**

The application portfolio submission due date for consideration for admission to the counseling program in the summer or fall semester of each year is April 1. The submission due date for the application portfolio for fall admission is June 30. The submission due date for the application portfolio for program admission in the spring semester of each year is November 1. All materials must be received by the Graduate Coordinator by these dates in order for the applicant to attend the admissions interview.

### **ADMISSION NOTIFICATION**

Admission to the counseling program and each program track is selective and requires a favorable evaluation by the Counseling Program Admissions Committee. Within two weeks after participation in the program admission interview, applicants will be notified that they are either accepted for admission or not accepted for admission.

### **REQUIREMENTS FOR COMPLETION OF THE MASTER OF EDUCATION DEGREE IN COUNSELOR EDUCATION (ALL COUNSELING PROGRAM TRACKS)**

To receive the Master of education degree in counseling, a student must:

1. Complete all course work and requirements stated in the degree plan, including practicum and internship. Students in all tracks must complete a 600-hour internship with at least 240 face-to-face client contact hours. These internships must be taken over 2 semesters, and students must register for 3 hours each semester.
2. Participate in a pre-internship screening interview and receive endorsement from the Counseling Faculty Supervision Committee to enroll in internship.
3. Demonstrate knowledge and mastery of appropriate skills, ethical issues, and professional behavior throughout the program.
4. Participate in an exit interview during the last semester of internship.

## COUNSELING PROGRAM TRACK CURRICULA

**Community Counseling** -- Complete sixty (60) hours with an emphasis in Community Counseling as follows:

Human Development 600 .....	3 hours
Human Development 601 .....	3 hours
Counselor Education 603 .....	3 hours
Counselor Education 605 <sup>+</sup> .....	3 hours
Counselor Education 607 .....	3 hours
Counselor Education 609 .....	3 hours
Counselor Education 610 .....	3 hours
Counselor Education 613 .....	3 hours
Substance Abuse Counseling 619 .....	3 hours
Marriage and Family Therapy 621 .....	3 hours
Human Development 604 .....	3 hours
Human Development 608 .....	3 hours
Human Development 625 .....	3 hours
Approved Elective .....	3 hours
Approved Elective .....	3 hours
Approved Elective .....	3 hours
Counselor Education 620 .....	3 hours
Counselor Education 683 .....	3 hours
Counselor Education 693 <sup>1</sup> .....	6 hours
<b>Total</b> .....	<b>60 hours</b>

<sup>+</sup>A grade of "B" or better required.

<sup>1</sup>Only 1 course per semester can be taken with Internship.

**Community Counseling** -- Complete sixty (60) hours with an emphasis in Community Counseling and Substance Abuse Treatment as follows:

Human Development 600 .....	3 hours
Human Development 601 .....	3 hours
Counselor Education 603 .....	3 hours
Counselor Education 605 <sup>+</sup> .....	3 hours
Counselor Education 607 .....	3 hours
Counselor Education 609 .....	3 hours
Counselor Education 610 .....	3 hours
Counselor Education 613 .....	3 hours
Substance Abuse Counseling 619 .....	3 hours
Marriage and Family Therapy 621 .....	3 hours
Marriage and Family Therapy 632 .....	3 hours
Human Development 604 .....	3 hours
Human Development 608 .....	3 hours
Human Development 625 .....	3 hours
Approved Elective .....	3 hours
Substance Abuse Counseling 630 .....	3 hours
Substance Abuse Counseling 634 .....	3 hours
Counselor Education 683 .....	3 hours
Counselor Education 693 <sup>1</sup> .....	6 hours
<b>Total</b> .....	<b>60 hours</b>

<sup>+</sup>A grade of "B" or better required.

<sup>1</sup>Only 1 course per semester can be taken with Internship.

**Marriage and Family Therapy** -- Complete sixty (60) hours with an emphasis in Marriage and Family Therapy as follows:

Human Development 600 .....	3 hours
Human Development 601 .....	3 hours
Counselor Education 603 .....	3 hours
Counselor Education 605 <sup>+</sup> .....	3 hours
Human Development 604 .....	3 hours
Human Development 608 .....	3 hours
Human Development 625 .....	3 hours
Counselor Education 607 .....	3 hours
Counselor Education 609 .....	3 hours
Counselor Education 610 .....	3 hours
Substance Abuse Counseling 619 .....	3 hours
Marriage and Family Therapy 610 .....	3 hours
Marriage and Family Therapy 621 .....	3 hours
Marriage and Family Therapy 622 .....	3 hours
Marriage and Family Therapy 626 .....	3 hours
Marriage and Family Therapy 632 .....	3 hours
Marriage and Family Therapy 672 .....	3 hours
Marriage and Family Therapy 683 .....	3 hours
Marriage and Family Therapy 693 <sup>1</sup> .....	6 hours
<b>Total</b> .....	<b>60 hours</b>

<sup>+</sup>A grade of "B" or better required.

<sup>1</sup>Only 1 course per semester can be taken with Internship.

**School Counseling** -- Complete sixty (60) hours with an emphasis in School Counseling as follows:

Human Development 600.....	3 hours
Human Development 601.....	3 hours
Counselor Education 603.....	3 hours
Counselor Education 605 <sup>+</sup> .....	3 hours
Human Development 604.....	3 hours
Human Development 608.....	3 hours
Human Development 625.....	3 hours
Counselor Education 607.....	3 hours
Counselor Education 609.....	3 hours
Counselor Education 610.....	3 hours
Counselor Education 611.....	3 hours
Counselor Education 617.....	3 hours
Substance Abuse Counseling 619.....	3 hours
Marriage and Family Therapy 621.....	3 hours
Counselor Education 620.....	3 hours
Approved Elective.....	3 hours
Approved Elective.....	3 hours
Counselor Education 683.....	3 hours
Counselor Education 690 <sup>1</sup> .....	6 hours
Total.....	60 hours

<sup>1</sup>Only 1 course per semester can be taken with Internship.

+ A grade of "B" or better required.

## **MASTER OF EDUCATION (M.ED.)**

### **CURRICULUM AND INSTRUCTION**

#### **PURPOSES**

The purposes of the Master of Education in Curriculum and Instruction are to:

1. Prepare highly qualified and effective teachers for Louisiana's PK-12 schools.
2. Provide candidates with opportunities to develop pedagogical content knowledge, content knowledge in their area(s) of certification, and competencies reflecting the knowledge skills and dispositions to reach their full potential.
3. Develop candidates' capabilities to provide professional services and leadership in schools, school districts, and professional organizations.
4. Offer curriculum and instruction for earning a master's degree that is guided by the high standards of the College of Education and Human Development (COEHD) Conceptual Framework and other state and national standards.
5. Provide intensive study in candidates' selected areas of concentration.
6. Enhance the candidates' potential for serving students, parents, colleagues, and others in the educational community.

#### **ADMISSION REQUIREMENTS**

To be considered for admission to the Master of Education degree program, an applicant must:

1. Meet all University admission requirements that include:
  - a. an application for admission,
  - b. official transcripts from all colleges and universities attended,
  - c. documentation of graduation with a baccalaureate degree (or its equivalent) from an accredited university,
  - d. documentation of a minimum cumulative grade point average (GPA) of 2.5 (4.0 scale) for all undergraduate work attempted or a minimum GPA of 2.75 on all upper division undergraduate work attempted,
  - e. documentation of satisfactory standing at the last institution attended, and
  - f. a non-refundable fee to the Graduate Admissions Office prior to the established deadlines.
2. Hold a valid teaching certificate.
3. Have at least 1,350 points based on the formula of 200 times the undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination for regular admission status. A student not eligible for regular admission may be admitted with conditional status if the student has 1,250 points based on the formula of 200 times the last 60 hours undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination.
4. Be accepted by the Department of Teaching and Learning. To be accepted into the Curriculum and Instruction graduate program, applicants must satisfactorily complete a screening process. Applicants must:
  - a. submit a letter of application that includes the applicant's rationale and qualifications for pursuing the graduate degree in his or her area of concentration.
  - b. submit three letters of recommendation from persons with knowledge of the applicant's potential for success.
  - c. submit a curriculum vitae delineating academic and related work experiences, degrees held, honors and awards, and special interests.
  - d. complete the Prospective Education Candidate (PEC) self-assessment survey.

- e. demonstrate competency on a technology performance assessment in education. If a passing score is not achieved, the applicant will be required to complete a three-hour graduate level technology course (ETEC 610/EDUC 643).
- f. participate in an orientation seminar and complete a professional development plan.

### REQUIREMENTS FOR DEGREE

To receive the Master of Education degree, a student must:

1. Complete all requirements stated in the catalogue and the candidate's degree plan.
2. Satisfactorily complete a portfolios on PASS-PORT.
3. Satisfactorily complete all graduate work with a cumulative "B" average. Degree candidates must earn an average of "B" or better, both cumulative and in the major area of concentration, with not more than six (6) semester hours with a grade of "C" counted toward a degree. No credit below "C" will be accepted for graduate degree credit.
4. Satisfactorily complete a comprehensive examination or its approved equivalent.
5. Be recommended for the degree by the student's major professor.

### CURRICULUM

#### CURRICULUM & INSTRUCTION COURSES

Core Courses .....	15 hours
Concentration Area Courses .....	9-18 hours
Support Courses .....	3-12 hours
<b>CORE COURSES FOR CURRICULUM AND INSTRUCTION (15 GRADUATE HOURS)</b>	
EDF 600 .....	3 hours
EDUC 660 .....	3 hours
SPED 667 .....	3 hours
EDUC 693 .....	3 hours
EDUC 695 .....	3 hours
Total	15 hours

#### CONCENTRATION COURSES AND SUPPORT COURSES FOR CURRICULUM & INSTRUCTION

Twenty-one hours of Concentration Courses and Support Courses that meet the educational goals of candidates will be jointly determined by the faculty advisors and candidates. For candidates selecting a Secondary Education concentration, 12 hours must be taken in courses outside the College of Education and Human Development. For candidates selecting the Middle School concentration, 12 hours must be taken in courses outside the College of Education and Human Development.

#### CONCENTRATION IN EARLY CHILDHOOD EDUCATION (GRADES PK-3)

##### CONCENTRATION AREA COURSES

EDUC 677 .....	3 hours
ECE 603 .....	3 hours
ECE 630 .....	3 hours
ECE 602 .....	3 hours
ECE 601 .....	3 hours
ECE 632 .....	3 hours

SUPPORT COURSES ..... 3 hours

One of the following: EDUC 699, EDUC 678, or another approved course

#### CONCENTRATION IN ELEMENTARY EDUCATION

##### CONCENTRATION AREA COURSES

Two of the following:

EDUC 650, EDUC 651, EDUC 652, EDUC 654, or EDUC 655 ..... 6 hours

One of the following:

EDUC 657 or EDUC 678 ..... 3 hours

##### SUPPORT COURSES

One of the following:

EDF 607, EDF 615, or EDF 616 ..... 3 hours

One of the following:

EPSY 601 or EPSY 605 ..... 3 hours

EDUC 6913 hours

EPSY 603 ..... 3 hours

#### CONCENTRATION IN MIDDLE SCHOOL EDUCATION (GRADES 4-8)

##### CONCENTRATION AREA COURSES

EDUC 696 .....
 3 hours |

Two of the following:

EDUC 650, EDUC 651, EDUC 652, EDUC 654 6 hours

SUPPORT COURSES ..... 12 hours

Choose two courses in Content Area #1 and two courses in Content Area #2

**Content Area #1:** Choose two approved three-hour courses in a first content area: Mathematics, Social Studies, Science, or Language Arts. A list of approved course numbers/titles will be provided.

**Content Area #2:** Choose two approved three-hour courses in a second content area: Mathematics, Social Studies, Science, or Language Arts. A list of approved course numbers/titles will be provided.

#### CONCENTRATION IN LITERACY EDUCATION (ELEMENTARY/SECONDARY)

##### CONCENTRATION AREA COURSES

EDUC 657/658 .....	3 hours
EDUC 661.....	3 hours
EDUC 664.....	3 hours
EDUC 678.....	3 hours
EDUC 665/666 .....	3 hours
<b>SUPPORT COURSES</b>	
EDUC 516.....	3 hours
One of the following:	
EDUC 654, EDUC 677, EPSY 601, EDUC 648, EDUC 699, or another course related to literacy as approved.	

**CONCENTRATION IN SECONDARY MATHEMATICS EDUCATION (GRADES 6-12)**

<b>CONCENTRATION AREA COURSES</b>	
EDUC 692.....	3 hours
One of the following:	
EDF 607, EDF 615, EDF 616, SPED 600.....	3 hours
One of the following:	
EPSY 602, EPSY 603, EPSY 605 .....	3 hours
<b>SUPPORT COURSES</b> .....	12 hours
Two of the following:	
MATH 510, MATH 514, MATH 517, MATH 544, MATH 550, MATH 587, MATH 605	
Two of the following:	
MTED 622, MTED 623, MTED 625, MTED 626	

**CONCENTRATION IN SECONDARY ENGLISH EDUCATION (GRADES 6-12)**

<b>CONCENTRATION AREA COURSES</b>	
EDUC 692.....	3 hours
One of the following:	
EDF 607, EDF 615, EDF 616.....	3 hours
One of the following:	
EPSY 602, EPSY 603, EPSY 605 .....	3 hours
<b>SUPPORT COURSES</b>	
ENGL 567.....	3 hours
ENGL 630.....	3 hours
ENGL 616.....	3 hours
ENGL 645.....	3 hours

**CONCENTRATION IN SECONDARY SOCIAL STUDIES EDUCATION (GRADES 6-12)**

<b>CONCENTRATION AREA COURSES</b>	
One of the following:	
EDUC 692 .....	3 hours
EPSY 602, EPSY 603, EPSY 605 .....	3 hours
One of the following:	
EDF 607, EDF 615, EDF 616, SPED 600.....	3 hours
<b>SUPPORT COURSES</b> .....	12 hours
Choose 4 courses from among the following:	
HIST 600, HIST 602, HIST 621, HIST 655, HIST 605, HIST 606, HIST 607, HIST 610, HIST 611, HIST 625, HIST 626, HIST 627, HIST 630 (HIST courses may not be taken more than once for credit in this program.)	

**CONCENTRATION IN SECONDARY BIOLOGY EDUCATION (GRADES 6-12)**

<b>CONCENTRATION AREA COURSES</b>	
EDUC 692.....	3 hours
One of the following:	
EDF 607, EDF 615, EDF 616, SPED 600.....	3 hours
One of the following:	
EPSY 602, EPSY 603, EPSY 605 .....	3 hours
<b>SUPPORT COURSES</b> .....	12 hours
Choose four 600 Level Courses from the Concentration Area of Science-Biology Curriculum. (Refer to the Secondary Science Curriculum.)	

**CONCENTRATION IN SECONDARY CHEMISTRY/PHYSICS EDUCATION (GRADES 6-12)**

<b>CONCENTRATION AREA COURSES</b>	
EDUC 692.....	3 hours
One of the following:	
EDF 607, EDF 615, EDF 616, SPED 600.....	3 hours
One of the following:	
EPSY 602, EPSY 603, EPSY 605 .....	3 hours
<b>SUPPORT COURSES</b> .....	12 hours
Choose four 600 Level Courses from the list Concentration Area of Science-Chemistry and Physics Curricula. (Refer to the Secondary Science Curriculum.)	

**CONCENTRATION IN SECONDARY FOREIGN LANGUAGE EDUCATION (GRADES 6-12)**

CONCENTRATION AREA COURSES

EDUC 692.....	3 hours
One of the following:	
EPSY 602, EPSY 603, EPSY 605.....	3 hours
One of the following:	
EDF 607, EDF 615, EDF 616.....	3 hours
SUPPORT COURSES.....	12 hours
Choose four graduate courses in a single foreign language	

**CONCENTRATION IN ENGLISH AS A SECOND LANGUAGE EDUCATION**

CONCENTRATION AREA COURSES

EDUC 528.....	3 hours
EDUC 516.....	3 hours
EDUC 550.....	3 hours
FLAN 501.....	3 hours

SUPPORT COURSES

ENGL 524.....	3 hours
ENGL 646.....	3 hours
EDUC 664.....	3 hours
COMM 510.....	3 hours

**EDUCATIONAL LEADERSHIP AND TECHNOLOGY**

**PURPOSES**

The purposes of the Department of Educational Leadership and Technology are:

1. To provide the best possible curricula and instruction to enable students to complete requirements for the degree(s) and/or certifications they are seeking at the University.
2. To develop the knowledge base of students in order to prepare them for leadership roles in the schools and communities.
3. To provide opportunities for personal achievement and the development of professional competence, technological expertise, integrity, intellectual curiosity, self-discipline and ethical conscientiousness.
4. To help the student come to an understanding of the place of the individual in a pluralistic society.

**NOTE:** The Master of Education Degree in School Administration and Supervision has been redesigned. Please contact the Department of Educational Leadership and Technology for current information. Certification deadline: December 2008.

**PROGRAM DESCRIPTION**

**PROGRAM OVERVIEW**

The Southeastern Louisiana University Master's degree in Educational Leadership is designed to provide the essential foundation for school administrators to assume the role of instructional leaders for effective school improvement. The program will be submitted for accreditation to the National Policy Board for Educational Administration (NPBEA) and will meet the School Leader certification requirements of the Louisiana State Department of Education.

Admission to the Educational Leadership Program is highly selective and prospective students must meet all admissions criteria prior to admittance. Students will be allowed to enroll in courses in this degree curriculum only after formal admission to the program, following the admissions interview.

**PROGRAM ADMISSION REQUIREMENTS**

The students, including both potential master's degree applicants as well as those students seeking the Teacher Leader Endorsement, must apply for and be admitted for study in the University, and satisfy all other Southeastern Louisiana University graduate admission requirements. A copy of the applicant's letter of acceptance from the Southeastern Louisiana University Office of Graduate Admissions must be submitted to the ELT Graduate Coordinator. All students will be granted temporary admission status until successful completion of the six credit hours of coursework for the Teacher Leader Endorsement.

During the first semester of study, while taking the first six credits hours of the degree program coursework, applicants for the Master's degree program will undertake the admission and selection process which consists of the following steps.

Applicants must submit to the ELT Graduate Coordinator, a portfolio containing the following:

1. A letter of application that includes the applicant's reasons for selecting this particular career option;
2. A curriculum vita (resume) including applicant's full name, address, telephone number(s), email address, student identification number (W#), academic preparation, prior related work and leadership experiences, degrees held, honors, awards, special interests, and other appropriate information;
3. A completed Recommendation Form from a school official who can attest to the applicant's leadership potential and likelihood of success in the program.
4. Verification of a minimum 2.5 undergraduate grade point average;
5. Scores from Verbal and Quantitative portions of the Graduate Record Exam (Note: a formula will be used to evaluate the candidate's GRE scores and Undergraduate GPA. The formula, to be used as a guideline, is  $(200 * U \text{ GPA}) + \text{GRE Verbal} + \text{GRE Quant} \geq 1350$ ). The student's graduate degree may be taken into consideration.
6. A valid teaching certificate;
7. Verification of a minimum of three successful years of teaching experience in either public or private schools;
8. A Memorandum of Understanding form completed by the designated school officials;
9. Upon completion of steps 1-8 listed above, candidates will be invited to campus for interviews and to produce a writing sample.

## REQUIREMENTS FOR COMPLETION OF THE MASTER OF EDUCATION DEGREE IN EDUCATIONAL LEADERSHIP

To receive the Master of Education degree in Educational Leadership, a student must:  
successfully complete all requirements stated in the degree plan with grades of "B" or better in all course work;  
No grade below "B" will be accepted for graduate degree credit.

1. successfully complete all field-based experiences and internship;
2. during the last semester of study, satisfactorily complete a comprehensive examination, to take the form of completion and defense before the Leadership Faculty of an electronic portfolio; A student whose portfolio and/or defense is deemed unsatisfactory will be required to perform remediation activities or coursework before requesting a second examination. No candidate will be permitted a third attempt;
3. successfully complete the School Leaders' Licensure Examination;
4. receive a favorable recommendation for the degree from the student's major professor, degree committee, and the Graduate Coordinator.

### EDUCATIONAL TECHNOLOGY LEADERSHIP ADMISSION REQUIREMENTS

To be considered for admission to the Master of Education Degree with a concentration in Educational Technology Leadership, an applicant must satisfy all University admission requirements, have a graduate GPA of at least 3.0 and hold a standard teaching certificate. The applicant must obtain a score of at least 1,300 points based on the formula of 200 times the undergraduate grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination. The GRE must be taken prior to or during the first semester of coursework in the student's degree plan.

For admission to candidacy for the concentration in **Educational Technology Leadership**, the student is expected to have a general theoretical understanding of how computers work, along with basic computer competence on either Macintosh or WinTel computer systems in the following areas: operating systems, word processing, graphics, Internet navigation and electronic mail. **Prior to being admitted to the first class in the program**, applicants for admission will be required to demonstrate competency in these areas. If deficiencies are detected, the students will be required to develop the necessary skills or complete additional course work before entry to the program is granted.

For formal admission to the **Educational Technology Leadership** program, with the completion of the first twelve (12) hours of the degree plan, the student will be expected to:

1. Meet all requirements listed above under Admission Requirements.
2. File a degree plan with the departmental Graduate Coordinator in accordance with the General Requirements for the Master's Degree in the Graduate School section of the General Catalogue.
3. Submit a formal letter of introduction that identifies the student and his/her purpose in applying for the program;
4. Participate in a formal interview with the Educational Technology faculty.

### EDUCATIONAL LEADERSHIP CURRICULUM

EDL 600	Research Methods for Administrators I .....	2 hours
ETEC 616	Technology Studies for Administrators I .....	2 hours
EDL 660	Seminar I: Facilitating a High Quality Community .....	2 hours
EDL 661	Seminar II: Organizational Mgmt & Legal Issues .....	6 hours
EDL 662	Seminar II: Human Resources & Interpersonal Relation .....	6 hours
EDL 663	Seminar IV: School Leader as Instructional Facilitator .....	6 hours
EDL 664	Seminar V: School Leader as Change Agent .....	6 hours
ETEC 617	Technology Studies for Administrators II .....	1 hour
EDL 665	Seminar VI: Internship .....	5 hours
<hr style="width: 10%; margin-left: 0;"/>		
Total		36 hours

#### Additional Requirements

Portal 1	Entrance to Program
Portal 2	At Conclusion of Seminar II
Portal 3	At Conclusion of Seminar V
Portal 4	Completion of Internship and Defense of Portfolio

#### Educational Technology Leadership Curricula

Non-thesis option:

Educational Foundations 600 .....		3 hours
Educational Foundations 607 .....		3 hours
Educational Technology 630 .....		3 hours
Educational Technology 644 .....		3 hours
Educational Technology 645 .....		3 hours
Educational Technology 650 .....		3 hours
Educational Technology 660 .....		3 hours
Educational Technology 665 .....		3 hours
Educational Technology 680 .....		3 hours
Educational Technology 695 .....		3 hours

Specified electives: (choose six (6) hours from the following:

Library Science 618 .....		3 hours
Educational Technology 620 .....		3 hours
Educational Technology 635 .....		3 hours
Educational Technology 641 .....		3 hours
Educational Technology 646 .....		3 hours

Total	36 hours
Thesis option:	
Educational Foundations 600 .....	3 hours
Educational Foundations 607 .....	3 hours
Educational Technology 630 .....	3 hours
Educational Technology 644 .....	3 hours
Educational Technology 645 .....	3 hours
Educational Technology 650 .....	3 hours
Educational Technology 660 .....	3 hours
Educational Technology 665 .....	3 hours
Educational Technology 680 .....	3 hours
Educational Technology 695 .....	3 hours
Educational Foundations 701 .....	3 hours
Educational Technology 770 .....	3 hours
Total :	36 hours

### **REQUIREMENTS FOR DEGREE**

To receive the Master of Education degree in Administration/Supervision, a student must:

1. complete, with a “B” or better average, all requirements stated in the degree plan within the curriculum appropriate to the Administration/Supervision or Educational Technology Leadership concentration chosen by the student;
2. be recommended for the degree by the student’s graduate coordinator;
3. satisfactorily complete a comprehensive examination. The format of the examination will be determined by the student’s committee.

The Department of Education Leadership and Technology establishes the specific date, time and procedures for administering the examination. The comprehensive examination may not be administered prior to the semester in which the student is scheduled to complete all course work in the degree plan. A candidate who fails the examination may be required to complete one or more courses or other activities to make up deficiencies as determined by the student’s graduate committee before requesting a second examination. No candidate will be permitted a third attempt of the comprehensive examination.

### **MASTER OF EDUCATION, SPECIAL EDUCATION**

To be considered for admission to the Master of Education Degree in Special Education an applicant must:

1. Meet all University admission requirements.
2. Have at least 1350 points based on the formula of 200 times the undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination for regular status. A student not eligible for regular admission may be admitted with conditional status if the student has 1250 points based on the formula of 200 times the last 60 hours undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Exam.

This program does not lead to initial certification.

### **MASTER OF EDUCATION, PROFESSIONAL SPECIAL EDUCATION**

To be considered for admission to the Master of Education Degree in Professional Special Education, an applicant must:

1. Meet all University admission requirements.
2. Have at least a 2.5 undergraduate GPA.
3. Have at least 1350 points based on the formula of 200 times the undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination for regular status. A student not eligible for regular admission may be admitted with conditional status if the student has 1250 points based on the formula of 200 times the last 60 hours undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Exam.
4. Hold a baccalaureate degree in special education (or equivalent) from an accredited university.
5. Possess a valid teaching certificate in special education.
6. Provide a letter of application delineating the applicant's rationale for pursuing the graduate degree to the Graduate Coordinator, Department of Teaching and Learning.
7. Provide two letters of recommendation from persons with knowledge of the applicant's potential for success to the Graduate Coordinator, Department of Teaching and Learning.
8. Submit curriculum vitae delineating academic and related work experiences, degrees held, honors and awards, and special interests to the Graduate Coordinator, Department of Teaching and Learning.
9. Complete the PEC survey, a self-assessment to identify Knowledge, Skills, and Dispositions consistent with the COEHD Conceptual Framework, and a special education self-assessment.

### **MASTER OF ARTS IN TEACHING, EARLY INTERVENTION (ALTERNATIVE CERTIFICATION)**

To be considered for admission to the Master of Arts in Teaching, Early Intervention (Alternative Certification) program, an applicant must:

1. You must have satisfactorily completed a baccalaureate degree with a 2.5 GPA.
2. Achieve a passing score on PRAXIS I.

3. Have at least 1350 points based on the formula of 200 times the undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination for regular status. A student not eligible for regular admission may be admitted with conditional status if the student has 1250 points based on the formula of 200 times the last 60 hours undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Exam.

## CURRICULUM

### MASTER OF EDUCATION, SPECIAL EDUCATION

#### Core Courses (Mild/Moderate)

EDF 600 .....	3 hours
SPED 612 .....	3 hours
SPED 767 .....	3 hours
SPED 602 .....	3 hours
ETEC 620 .....	3 hours
Total .....	15 hours

#### Concentration Courses (Mild/Moderate)

SPED 664 .....	3 hours
SPED 608 .....	3 hours
SPED 663 .....	3 hours
SPED 641 .....	3 hours
SPED 603 .....	3 hours
Total .....	15 hours
Electives, 2 courses .....	6 hours

**Program Total, Mild/Moderate** ..... 36 hours

### MASTER OF EDUCATION, SPECIAL EDUCATION

#### Core Courses (Early Intervention)

EDF 600 .....	3 hours
SPED 767 .....	3 hours
SPED 602 .....	3 hours
Total .....	9 hours

#### Concentration Courses (Early Intervention)

SPED 682 .....	3 hours
SPED 689 .....	3 hours
SPED 685 .....	3 hours
SPED 688 .....	3 hours
SPED 683 .....	3 hours
ECE 601 .....	3 hours
EDUC 617 .....	3 hours
EDUC 678 .....	3 hours
EDUC 661 .....	3 hours
Total .....	27 hours

**Program Total, Early Intervention** ..... 36 hours

### MASTER OF EDUCATION, SPECIAL EDUCATION

#### Core Courses (Gifted)

EDF 600 .....	3 hours
EDUC 660 .....	3 hours
EDUC 693 .....	3 hours
EDUC 695 .....	3 hours
SPED 667 .....	3 hours
Total .....	15 hours

#### Concentration Courses (Gifted)

EDUC 648 .....	3 hours
EDUC 649 .....	3 hours
EDUC 618 .....	3 hours
EDUC 647 .....	3 hours
EDUC 646 .....	3 hours
ETEC 620 .....	3 hours
Total .....	18 hours
Electives, 1 course .....	3 hours

**Program Total** ..... 36 hours

### MASTER OF EDUCATION, PROFESSIONAL SPECIAL EDUCATION

#### Core Courses (Inclusive Practices, Educational Diagnostician, Instructional/Assistive Technology)

EDF 600 .....	3 hours
SPED 686 .....	3 hours
SPED 708 .....	3 hours
SPED 763 .....	3 hours
SPED 767 .....	3 hours
SPED 770 .....	3 hours
Total .....	18 hours

**Concentration Courses (Inclusive Practices)**

SPED 741.....	3 hours
SPED 703.....	3 hours
SPED 765.....	3 hours
SPED 667.....	3 hours
Total.....	12 hours
<b>Electives, 2 courses.....</b>	<b>6 hours</b>
<b>Program Total.....</b>	<b>36 hours</b>

**Concentration Courses (Educational Diagnostician)**

SPED 612.....	3 hours
SPED 613.....	3 hours
SPED 614.....	3 hours
SPED 716.....	3 hours
SPED 710.....	3 hours
EDUC 661.....	3 hours
<b>Total.....</b>	<b>18 hours</b>
<b>Program Total.....</b>	<b>36 hours</b>

**Concentration Courses (Instructional and Assistive Technology)**

SPED 670.....	3 hours
SPED 704.....	3 hours
SPED 705.....	3 hours
SPED 706.....	3 hours
Total.....	12 hours
<b>Electives, 2 courses.....</b>	<b>6 hours</b>
<b>Program Total.....</b>	<b>36 hours</b>

**MASTER OF ARTS IN TEACHING, EARLY INTERVENTION (ALTERNATIVE CERTIFICATION)****Knowledge of the Learner and Learning Environment**

ECE 601.....	3 hours
SPED 682.....	3 hours
SPED 689.....	3 hours
SPED 767.....	3 hours
EDUC 677.....	3 hours
Total.....	15 hours

**Methodology and Teaching**

SPED 683.....	3 hours
SPED 688.....	3 hours
EDUC 678.....	3 hours
SPED 685.....	3 hours
Total.....	12 hours

**Student Teaching or Internship**

SPED 694.....	6 hours
Other Courses	
EDF 600.....	3 hours
EDUC 661.....	3 hours
<b>Program Total.....</b>	<b>39 hours</b>

**Requirements for Degree (Special Education, Professional Special Education)**

1. Satisfactory completion of all course work.
2. Completion of all portfolio requirements as set forth by the special education program and/or COEHD.

**TEACHER CERTIFICATION**

Requirements beyond the Master's Degree may be necessary if the student is deficient in certification requisites. Students may elect to focus coursework toward State of Louisiana Certification in the following areas:

- Teachers of Mild/Moderate Disabilities (Generic)
- Early Intervention
- Educational Diagnostician
- Supervisor/Director of Special Education
- Academic Gifted (Academically Gifted)

Students desiring to pursue any of the above should consult with their faculty advisor or Department Head for requirements.

**MASTER OF MUSIC (M.MUS.)****PURPOSES**

The purposes of the Department of Music are to:

1. Provide professional preparation in music and teaching.
2. Provide a center of art, scholarship, and research.

## **ADMISSION REQUIREMENTS**

For admission to the Master of Music degree program, an applicant must:

1. Meet all University admission requirements.
2. Demonstrate, by examination, skills and capacities in the following fields:
  - a. Theory-written, aural, and keyboard skills, including proficiency in sight singing and in melodic, harmonic, and rhythmic dictation.
  - b. The history and literature of music and the study of musical form.
  - c. The ability to play piano accompaniments and scores as needed in the work to be pursued.
  - d. Evidence of sufficient technical preparation and musicianship to satisfy demands of graduate study in the fields of applied music. For singers, technical preparation includes diction.
3. Have a Bachelor of Music, Bachelor of Music Education, Bachelor of Arts in Music, or a Bachelor of Science in Music degree.
4. Have performed a Senior Recital to be admitted to the Master of Music in Performance degree program.

To be considered for conditional admission into the Master of Music degree program, a student must:

1. Meet all University admission requirements.
2. Have satisfactorily completed 16 hours of undergraduate music theory and 6 hours of undergraduate music history courses.
3. Complete a successful performance audition.
4. Have performed a Senior Recital for eventual admission into the Master of Music in Performance degree program.

## **REQUIREMENTS FOR DEGREE**

The Master of Music degree is granted with concentration in music theory and in performance.

**MUSIC THEORY**—Complete thirty-three (33) hours in Music as follows: Eighteen (18) hours of theory (to include Music 661 and 770), six (6) hours of music history and literature (to include Music 641), Music 555, three (3) hours of ensembles (to include Music 643), and three (3) hours of electives.

**PERFORMANCE**—Complete thirty-six (36) hours of Music as follows: six (6) hours of music theory (to include Music 661), six (6) hours of music history and literature (to include Music 641), Music 555, nine (9) hours of 600-level applied music, Music 642 (a major project and paper related to the graduate recital), three (3) hours of ensembles (to include one [1] hour of Music 643), Music 650, and three (3) hours of Music electives.

Each graduate student is required to enroll in a major ensemble during each semester of full-time registration, and each graduate performance major is required to enroll in the appropriate applied music course during each semester of full-time registration, as per the “Ensemble Experience Requirements” policy detailed in the College of Arts, Humanities, and Social Sciences section of the Catalog (Department of Music and Dramatic Arts). No more than three (3) hours of Music 643 and/or ensemble will be considered within the degree plan, though more may be accumulated as a full-time student.

The candidate’s committee(e) may require additional coursework.

## **MASTER OF SCIENCE (M.S.)**

### **BIOLOGICAL SCIENCES**

#### **PURPOSES**

The purposes of the Department of Biological Sciences are to:

1. Provide a broad academic program on both the undergraduate and graduate levels for students of diverse biological interests.
2. Render varied services to the community, schools, educational groups, business organizations, and all other interested groups within the geographical locale of Southeastern Louisiana University.

#### **ADMISSION REQUIREMENTS**

To be considered for regular admission to the Master of Science Degree program in Biological Sciences, an applicant must:

1. Meet all University admission requirements.
2. Satisfactorily complete at least thirty (30) semester hours of undergraduate biology courses.
3. Submit at least a 1000 score on the General Test of the GRE. (Verbal and Quantitative)
4. Submit transcripts documenting a 3.0 undergraduate grade point average.
5. Submit two letters of recommendation, a curriculum vita, and a letter of intent to the Biological Sciences Graduate Coordinator, following procedures outlined on the Department’s web page.
6. Students who do not meet the requirements for Regular Admission may be granted Conditional Admission upon approval by the Graduate Faculty and the Dean of the Graduate School. Students with Conditional status must maintain at least a 3.0 grade point average during each term of enrollment or they will be terminated from the program. Other requirements may also be necessary as deemed appropriate by the Graduate Faculty. Conditional students may apply for regular admission at the end of each semester of enrollment. No more than 12 semester hours earned during Conditional status (and/or Non-Degree status) may be used in meeting degree requirements.

Up to 12 credits may be applied to the degree for a Conditional student who moves into Regular status. All courses will appear on the graduate transcript and in the GPA calculation. The Graduate Coordinator determines which courses will apply to the Degree Plan.

#### **REQUIREMENTS FOR DEGREE-THESIS OPTION**

1. All thesis students must pass the written biology entrance exam with a score of 70% or higher in the first semester of enrollment. Students have two chances to pass the exam. If a student does not pass the exam in the second attempt, he/she must switch to the non-thesis masters degree option.

2. All thesis students must have a thesis advisor.
3. All thesis students must choose a thesis committee consisting of the thesis advisor and two faculty members from the department. Additional committee members from other departments or institutions may sit on the committee with approval of the thesis advisor and/or graduate coordinator.
4. All thesis students must pass an oral exam in front of a committee consisting of the thesis committee and one or more additional faculty members from the department by the end of the second semester. Students have two chances to pass the exam. If the student does not pass the exam in the second try, he/she must switch to the non-thesis masters degree option.
5. All thesis students must complete thirty hours of approved courses in Biological Sciences, including six hours of Thesis (GBIO 770), Professional Aspects of Biology (691), and up to three additional hours of Seminar (GBIO 691) with grades of B or better, at least 12 hours in courses numbered 600 or higher (or 50% of the total course work), not more than 10 hours of transfer credit, and not more than two hours of Research Problems (GBIO 660). All credits earned in the graduate degree program must be completed within six years with a cumulative grade point average of 3.0 in all graduate work pursued and not more than 6 hours with grades of C in the degree plan (grades below C are not acceptable for graduate credit). All coursework must be approved by the thesis advisor and graduate coordinator.
6. All thesis students are required to serve as a teaching assistant at least once for an introductory biology laboratory.
7. All thesis students are required to present an oral defense of their thesis that demonstrates independent research and competency in scholarly activity. The thesis must be approved by the student's thesis committee.
8. Requirements for awarding of the degree include the recommendation of the student's thesis committee, the Graduate Coordinator, the Department Head, and the Graduate Dean, and completion of necessary paperwork including, but not limited to, the Degree Plan, the Application for Candidacy, and the Application for Graduation.

More detailed information on all of these requirements is listed on the Departmental webpage.

#### **REQUIREMENTS FOR DEGREE THESIS-NON-OPTION**

1. All non-thesis students must complete thirty-six hours of approved courses in Biological Sciences, including four hours of Non-Thesis Research Problems (GBIO 661) and two hours of Seminar (GBIO 691) with grades of B or better, at least one-half of total graduate credit in 600-level courses (i.e., no more than 50% of total course load can be in 500-level courses), and no more than 10 hours of transfer credit. Students may take up to eight hours of approved courses from other departments at Southeastern. All credits earned in the graduate degree program must be completed within six years. A cumulative grade point average of 3.0 in all graduate courses and not more than six hours with grades of C in the degree plan (grades below C are not acceptable for graduate credit). All coursework must be approved by the Non-Thesis Coordinator and Graduate Coordinator.
2. All non-thesis students must arrange with a graduate faculty advisor to conduct a research project in conjunction with GBIO 661 (Non-Thesis Research Problems). The student must submit a brief research proposal for the project and the Non-Thesis Research Agreement form to the Non-Thesis Advisory Committee for approval before beginning the project. The research project must be completed no later than one semester before graduation.
3. All non-thesis students must submit a research paper based on the non-thesis research project conducted in GBIO 661. The graduate faculty advisor and the Non-Thesis Advisory Committee must approve the completed project and research paper before the departmental seminar can be scheduled.
4. All non-thesis students must present a seminar to the Department describing the non-thesis research project. Students must contact the Non-Thesis Advisory Committee to arrange a seminar date and the seminar must be approved by the Non-Thesis Advisory Committee. Students have one opportunity to repeat the seminar in the event of an unsatisfactory performance prior to dismissal from the program.
5. All non-thesis students must pass a comprehensive oral or written exam based on their graduate coursework after completing 30 credit hours or in their last semester. The exam is administered by three to four faculty members from whom the student has taken courses. To pass the exam, students must receive an overall average of 'satisfactory'. Students have two chances to pass the exam. Students not passing the exam on the second attempt will be dismissed from the program. Thesis students who have completed the written and oral entrance exams prior to switching degree plans to the non-thesis option are also required to pass the non-thesis comprehensive exam, i.e., prior oral and written exams do not exempt students from taking and passing the non-thesis comprehensive exam.
6. Requirements for awarding of the degree include the recommendation of the student's thesis committee, the Graduate Coordinator, the Department Head, and the Graduate Dean, and completion of necessary paperwork including, but not limited to, the Degree Plan, the Application for Candidacy, and the Application for Graduation.

More detailed information on all of these requirements is listed on the Departmental webpage.

### **COMMUNICATION SCIENCES & DISORDERS (CSD)**

#### **PURPOSES**

The purposes of the Department of Communication Sciences & Disorders are:

1. To provide a curriculum to develop professional competencies in communication sciences and disorders.

2. To develop students' awareness of the problems and needs of individuals with communication disorders.
3. To motivate the student toward scholarly research.
4. To prepare the student for further study in the field of communication sciences and disorders.
5. To provide those students majoring in Communication Sciences and Disorders with academic and clinical training required for the Certificate of Clinical Competency in Speech-Language Pathology (CCC-SLP) granted by the American Speech-Language-Hearing Association..

## **COMMUNICATION SCIENCES & DISORDERS PROGRAM ADMISSION REQUIREMENTS**

**ADMISSION TO THE GRADUATE PROGRAM IN COMMUNICATION SCIENCES & DISORDERS (CSD) IS COMPETITIVE AND ENROLLMENT IS LIMITED.** Meeting the minimum admission requirements listed below or the successful completion of twelve hours of graduate transfer credit does not guarantee admission to the program. To be considered for regular admission to the Master of Science program in Communication Sciences & Disorders, an applicant must:

1. Meet all University admission requirements.
2. Grade Point and Graduation Record Examination (GRE) requirements:
  - a) Cumulative Grade Point Average of last 60 undergraduate academic hours multiplied by 200(i.e., last 60 hrs. GPA x 200);
  - b) Verbal and Quantitative scores on the Graduate Record Examination (GRE) (i.e., last 60 hrs. GPA x 200 + V + Q = 1,350 minimum)
  - c) The Analytical Writing Score from the Graduate Record Examination (CSD) will be considered separately.

**\*1350 POINTS IS THE MINIMUM TOTAL FOR CONSIDERATION; HOWEVER, A TOTAL OF 1350 POINTS DOES NOT GUARANTEE ADMISSION.**

3. Must submit three Letters of Reference by individuals who are familiar with the student's potential for completing a graduate program in communication disorders. (Forms are available from the Graduate School, Graduate Admissions, Department of Communication Sciences & Disorders, and the CSD web page.)
4. All application materials must be completed and on file by March 1<sup>st</sup> for fall admission and by October 1<sup>st</sup> for spring admission. The Program's Graduate Admissions Committee determines admission to the CSD program.
5. Students who have not completed an undergraduate program in speech, language and hearing must complete CSD 201, 205, 212, 213, 309, 327, 328, and 415. Nine hours of undergraduate prerequisite CSD course work must be completed prior to enrollment in graduate CSD course work.

### **REQUIREMENTS FOR DEGREE**

The Department of Communication Sciences & Disorders offers the academic course work and clinical practica experiences to meet both state licensure and the American Speech-Language-Hearing Association's requirements for the Certificate of Clinical Competence in speech-language pathology (ASHA CCC-SLP). Students pursuing State of Louisiana Ancillary Certification as a Speech Therapist should consult with a faculty advisor for specific requirements.

To receive the Master of Science degree the student must:

1. Complete thirty-six (36) hours in CSD course work including CSD 602, 604, 606, 607, 613, 614, 615, 617, 622, 624, 629, and 687. Clinical practica courses may not be used to satisfy degree requirements; however, practica courses are required for students seeking licensure and/or certification as speech-language pathologists.
2. Complete six (6) hours of CSD electives with no thesis or six (6) hours of thesis credit with thesis option. **THESIS OPTION:** Students will be allowed to enter the thesis option only with the consent of the Graduate faculty. The thesis is a major work of independent research of primary topics and will be supervised by the student's major professor and thesis committee.
3. Have no more than two (6 hours) of "Cs" in core classes. A student who has earned a grade of "C" or lower in a core course may not repeat the course in order to earn a higher grade. A student is in good standing and is considered to be making satisfactory progress if a 3.0 semester and a 3.0 cumulative GPA are earned in all graduate courses. In addition, good standing is a prerequisite for enrollment in clinical practicum courses.
4. Complete one semester as a full-time student excluding summer.
5. Satisfactorily complete a comprehensive examination or complete at least six (6) hours of CSD 770 with a grade of "P". The department considers the thesis as an appropriate substitute for the comprehensive examination.

### **TEMPORARY ADMISSION**

Students intending to pursue a graduate degree, but who do not qualify for Regular Admission status, will be placed in Temporary Admission status. No more than 12 hours earned by a student in Temporary Admission status may be counted towards the graduate degree, provided the student earned a minimum grade of "B" in each course and the credit is recommended for approval to the Graduate Dean by the graduate coordinator.

Please refer to the Graduate School section of the University catalogue for additional information about admission and degree status.

## **INTEGRATED SCIENCE AND TECHNOLOGY**

### **PURPOSE**

The Masters in Integrated Science and Technology (ISAT) is an interdisciplinary program that emphasizes applications of chemistry, computer science, industrial technology, mathematics, and physics in a career enhancement degree. This degree has been devised to meet the specific needs of students attending regional

universities and desiring technical employment. This degree will prepare students for the workplace by giving them experience in applying their knowledge of mathematics and science to projects of interest to business and industry. Individuals with experience and training in technology will gain a deeper understanding of the science and mathematics used in their fields. Students will learn these problem-solving skills through a core of interdisciplinary project-oriented courses that will extend and broaden training in each of the academic areas.

**Objectives of the Program:** Students who complete the ISAT degree at Southeastern Louisiana University will be able to:

- Integrate information and concepts across different scientific and technical disciplines.
- Apply specialized knowledge from chemistry, computer science, industrial technology, mathematics or physics to solve problems that are critical to future growth of local business and industry.
- Work effectively with people who possess various educational and experiential backgrounds.
- Use appropriate technology in communication, information and knowledge management, modeling, forecasting, and decision making.

Students in the ISAT program will take a core of interdisciplinary, project-oriented courses that will extend and broaden their training in science and technology. In the course of their studies, these students will learn to use current problem-solving approaches from mathematics, chemistry, physics, computer science and industrial technology to solve problems from a wide variety of business and industrial settings.

### REQUIREMENTS FOR ADMISSION

Applicants to the ISAT program must have completed an undergraduate degree program and have earned at least 30 semester hours in any combination of chemistry, computer science, industrial technology, mathematics, or physics to enter the program. Applicants must have a cumulative undergraduate GPA of at least 2.75, and a combined Verbal and Quantitative Score on the Graduate Record Exam of at least 850. In addition to GRE score, applicants must submit a letter of application (two), letters of recommendation and transcripts of previous undergraduate or graduate work.

Students who fail to meet any of the above criteria could still be granted conditional admission into the ISAT program. Conditional admission may be granted with fewer than 30 semester hours in Chemistry, Computer Science, Industrial Technology, Mathematics, and/or Physics. Candidates for conditional admission will have a minimum cumulative grade point average of 2.5 on a 4.0 scale for all undergraduate work attempted or a minimum cumulative grade point average of 3.00 on all upper division undergraduate coursework attempted, and will submit a letter of application (two), letters of recommendation, and transcripts of previous undergraduate and graduate work. Students admitted under conditional status must maintain a minimum cumulative graduate GPA of 3.0 during their first 12 hours to remain in the program.

### ACADEMIC STANDARDS POLICY

1. Any student in the ISAT program who earns a grade less than a "C" in any course in the ISAT curriculum or who earns more than one (1) "C" in the curriculum must present a written appeal to the Program Coordinator no later than 10 working days prior to the beginning of the next full semester. An Academic Standards Committee will review these appeals. This appeal should address the student's perception of the reasons for this grade and the reasons why he/she should be allowed to repeat the course and remain in the ISAT program. Failure to submit the written appeal according to the above timelines will be interpreted by the Committee as a declaration that the student does not wish to continue in the program.
2. The Committee will meet with the student and respond to the student's appeal in writing before the beginning of the next full semester.
3. The Committee may invite the instructor(s) of the course and/or any other personnel who may have supervised components of class work to attend the appeal for information purposes. There will be no other counsel present for the discussion.
4. The Committee will make one of the following recommendations to the students and submit a copy to the Dean of the Graduate School.
  - a) The student may repeat the coursework with no ancillary conditions or restraints.
  - b) The student may repeat the coursework but under certain specified conditions i.e. restricted course load, tutor or mentor help, etc.
  - c) The student will no longer be allowed to continue in the ISAT program.

### DEGREE REQUIREMENTS

The generalist track ISAT degree requires a total of 33 semester hours consisting of 6 applied science seminars, 12 hours from the core courses, 6 hours in their area of concentration, 3 hours in courses that are cross-listed with their area of concentration, and 6 hours of research project or thesis work.

The specialist track ISAT degree requires a total of 36 semester hours consisting of 3 hours of the first applied seminar course, 9 hours from the second applied seminar course and the core course, 18 hours in their area of concentration, and 6 hours of thesis work.

**Proficiencies:** One of the most positive characteristics of the ISAT program is the diversity of the students. So that all students in the program can succeed, there will be provided for the students a web-based review of introductory material in each of calculus, chemistry, computer science, industrial technology, and physics. All students admitted to the program will be asked to demonstrate proficiency in calculus, chemistry, computer science, industrial technology, and physics during their first year in the program. Proficiency will be comparable to the level of knowledge of having passed an introductory undergraduate course or courses in the area.

### CURRICULUM FOR THE MASTER OF SCIENCE IN INTEGRATED SCIENCE AND TECHNOLOGY GENERALIST TRACK

Core Courses: Credit Hours  
\*ISAT 600. Applied Science Seminar, I ..... 3 hours

*ISAT 601. Applied Science Seminar, II .....	3 hours
<u>Four</u> of the following five courses:	
*ISAT 615. Technology in Industry and Society .....	3 hours
*ISAT 625. Applications of Computing in Science & Technology .....	3 hours
*ISAT 635. Industrial Chemistry .....	3 hours
*ISAT 645. Modeling for Science and Industry .....	3 hours
*ISAT 655. Error and Risk Analysis .....	3 hours
	18 hours
Discipline Specific Courses:	
2 courses in chosen discipline .....	6 hours
Electives:	
1 course cross-listed with chosen discipline.....	3 hours
	9 hours
Thesis/Research Project:	
One of the following:	
*ISAT 770. Thesis or *ISAT 771. Research Project .....	6 hours
TOTAL	33 hours

**CURRICULUM FOR THE MASTER OF SCIENCE IN  
INTEGRATED SCIENCE AND TECHNOLOGY  
SPECIALIST TRACK**

Core Courses:	Credit Hours
ISAT 600. Applied Science Seminar, I .....	3 hours
<sup>1</sup> <u>Three</u> of the following six courses	
ISAT 601. Applied Science Seminar, II .....	3 hours
ISAT 615. Technology in Industry and Society .....	3 hours
ISAT 625. Applications of Computing in Science and Technology .....	3 hours
ISAT 635. Industrial Chemistry .....	3 hours
ISAT 645. Modeling for Science and Industry .....	3 hours
ISAT 655. Error and Risk Analysis .....	3 hours
	9 hours
Electives:	
<sup>2</sup> Six courses in chosen discipline.....	18 hours
*ISAT 770. Thesis or *ISAT 771. Research Project .....	6 hours
TOTAL	36 hours

<sup>1</sup>You must choose three courses that are not in your discipline.  
<sup>2</sup>At least four out of the six courses have to be at 600 level

**Core Courses:** The core courses meet the dual challenge of broadening and extending training in the individual areas as well as providing experience in applying these individual disciplines to the design and development of products and processes within business and industry. The core courses introduce elements that will pervade the entire program and unify, or connect, the components of the program of study. A unique aspect of the ISAT degree program is the seamless integration of the social context of science and technology throughout the program's curriculum. Students in this program will study all aspects of real systems regardless of their nature, including scientific, technical, social, informational and political characteristics.

**Concentrations:** Students will select as an area of concentration one of Chemistry, Computer Science, Industrial Technology, Mathematics, or Physics. All students are required to complete 6 hours of graduate courses from their area of concentration and 3 hours of courses cross-listed with their area of concentration. In addition, the program requires (18) hours of core courses and 6 hours of thesis or research project, ISAT 770 or 771.

**Thesis/Research Project:** Students are required to complete a thesis or research project that investigates a significant interdisciplinary, applications-oriented topic centered in the area of concentration. The degree program requires a total of 6 hours of credit in either ISAT 770 or ISAT 771. The topic for a thesis or research project is to be chosen at the completion of ISAT 601. The student will be directed by his or her Degree Committee in the choice of topic as well as choosing whether to do a thesis or a research project. The students must register for the departmental Thesis or Research Project courses for each semester the thesis or research project is in progress.

**Degree Committee:** Each candidate for the ISAT degree will have a Degree Committee that will work with the student to select his or her course of study and the project or thesis for the research component of the degree. Each Degree Committee will consist of two faculty members from the student's major area, one faculty member from an area also involved in the degree, and a representative from business or industry. A student's Degree Committee will be selected during the student's first semester in the program. Research project topics will be chosen during the student's first year in the program, but after completion of the Applied Science Seminars. Students deemed to be making insufficient progress toward their degrees will be notified of the problems identified by the committee, and will be given up to one semester to make improvements.

## **SOCIOLOGY**

### **APPLIED SOCIOLOGY**

#### **PURPOSE**

Applied sociology is a growing academic area as social research and theory are increasingly used for planning, development, evaluation and problem solving by organizations and agencies. The purpose of the Southeastern's Masters of Science program in Applied Sociology is to:

1. teach students how to use the theories and research methods of sociology to solve real world problems;
2. train students to utilize the sociological perspective to research, analyze and develop strategies for the effective and efficient functioning of community institutions, organizations and groups of individuals;
3. prepare students to deal with contemporary issues of multiculturalism and globalization that condition the problems and solutions with which such professionals will deal;
4. prepare students to be able to work with diverse populations and develop a clear understanding of the extent, causes, consequences and potential solutions to the problems of inequality, prejudice and discrimination.

#### **ADMISSION REQUIREMENTS**

Applicants for admission to the Master of Science Degree Program in Applied Sociology must meet the following criteria:

1. a Bachelor's degree from an accredited institution in Sociology, Criminal Justice, Social Work or a related social science field;
2. satisfactory completion of prerequisite courses: sociological theory, social research methods and elementary social statistics;
3. 1,200 or more points based on the formula of 150 times the last 60 hours undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination for regular admission status. A student not eligible for regular admission may be admitted with conditional status if the student has 1,250 points based on the formula of 200 times the last 60 hours undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination;
4. completed application for admission and payment of application fee on file in the Graduate Admissions office.

To apply to the Master of Science Degree Program in Applied Sociology students should submit: a letter of intent, an autobiographical essay, a resume or curriculum vita, unofficial copies of all academic work, GRE scores and two letters of recommendation addressed to the Applied Sociology Graduate Coordinator by the deadline indicated on the Department of Sociology and Criminal Justice's web page.

#### **REQUIREMENTS FOR REGISTERING FOR CLASSES**

To register for courses in the M.S. in Applied Sociology curriculum, students must:

1. obtain the Graduate Coordinator's written authorization prior to registration each semester. Advising for all graduate courses is mandatory. Only after being advised by the Graduate Coordinator will students be allowed to register in the departmental office;
2. have an approved up-to-date degree plan on file with the Department of Sociology and Criminal Justice;
3. be in 'good-standing' (have and maintain a cumulative GPA of 3.0 on all coursework).

#### **DEGREE PLAN**

To remain in good standing in the Master of Science in Applied Sociology Program, students must:

1. obtain the Graduate Coordinator's written approval for an individual degree plan prior to registering for their second semester of graduate coursework;
2. obtain the Graduate Coordinator's written approval for all changes to the degree plan.

#### **ADMISSION TO CANDIDACY**

In order to file for Admission to candidacy for the master's degree, students must:

1. have achieved regular admission status;
2. completed 12 hours of graduate degree credit at SLU with a cumulative GPA of at least 3.0;
3. have a degree plan approved by the Graduate Coordinator.
4. have the application for admission to candidacy for the master's degree completed and signed by the student and by the Graduate Coordinator and submitted to the Office of the Graduate Dean **no later than** 15 days after the first day of class of the next semester or term in which the student is enrolled.

#### **REQUIREMENTS FOR THE APPLIED SOCIOLOGY DEGREE**

To receive the Master of Science (M.S.) in Applied Sociology Degree, students must:

1. satisfactorily complete 36 of graduate coursework as outlined below.
  - a.) No more than 6 hours of 500 level coursework may be counted toward a degree;
2. maintain a cumulative GPA of 3.0 on all coursework;
  - a.) No grade of "D" or "F" may be counted toward a degree. Any course to be counted toward a degree in which a "D" or "F" is earned must be repeated with a grade of at least "C."
  - b.) No more than 6 hours of "C" grades may be counted toward a degree.
3. complete either an Internship or Thesis option as discussed below;
4. be recommended for the degree by the Graduate Faculty Committee;
5. meet all requirements for the M.S. in Applied Sociology degree within 6 years of enrolling in the M.S. in Applied Sociology program:

SOC 601 Complex Organizations .....	3 hours
SOC 602 Social Stratification and Structured Inequality .....	3 hours
SOC 603 Applied Social Theory .....	3 hours
SOC 604 Applied Research Design and Methodology .....	3 hours
SOC 605 Advanced Statistics for Applied Sociology.....	3 hours
SOC 606 Evaluation and Assessment .....	3 hours
Concentration Electives* .....	12hours
SOC 701 Field Internship or Soc 770 Thesis Research and Thesis.....	6hours
<b>Total</b>	<b>36 hours</b>

\* Electives must be selected from one area of concentration.

## AREAS OF CONCENTRATION

### CRIMINAL JUSTICE

SOC 620 Applied Criminological Theory  
 SOC 630 Race, Gender, Class and The Criminal Justice System  
 SOC 635 Applied Mapping in the Social Sciences  
 SOC 640 Forensic Anthropology  
 SOC 645 Dimensions of Homicide

### GLOBALIZATION AND SOCIAL DIVERSITY

SOC 501 Population  
 SOC 555 Urban Sociology  
 SOC 625 Population Policy  
 SOC 650 Applied Study Abroad  
 SOC 565 Social Change and Globalization

### PUBLIC POLICY

SOC 607 Social Policy I  
 SOC 608 Social Policy II  
 SOC 655 Applied Environmental Sociology  
 SOC 660 Participatory Research and Popular Education

The following may be used in any concentration when appropriate and approved by the Graduate Coordinator in the Applied Sociology program:

SOC 500 Independent Study  
 SOC 595 Special Topics Seminar  
 SOC 690 Independent Study in Applied Sociology  
 SOC 698 Special Topics in Applied Sociology

### Internship Option

The internship involves application of sociological principles to work within an organization, agency, institution, or business setting, depending upon the student's areas of interest. The work is supervised by an Agency Supervisor, the student's Major Professor and an Internship Committee.

### Internship Defense

Prior to graduation students choosing the Internship Option must report on their work before a forum of graduate faculty and graduate students. Before being recommended for graduation students must receive approval for their internship work from the Major Professor, Internship Committee members, Graduate Coordinator and the Department Chair.

### Thesis Option

The thesis is a major work of independent research on an original topic, supervised by the student's Major Professor and Thesis Committee.

### Thesis Proposal Defense

Prior to beginning their research students choosing the Thesis Option must defend their research proposal before a forum consisting of the Major Professor and Thesis Committee. Once approved, students may begin their thesis research.

### Thesis Defense

Prior to graduation students choosing the Thesis Option must defend their thesis before a forum of graduate faculty and graduate students. Before being recommended for graduation students must receive approval for their thesis from the Major Professor, Thesis Committee members, Graduate Coordinator and the Department Chair.

### Thesis Style and Binding

The thesis must conform to the format of the most recent edition of The American Sociological Association Manual of Style. Students must submit at least 4 copies of the final approved version of the thesis to the Graduate Coordinator for binding by the Sims Memorial Library.

## GRADUATE FACULTY

All faculty members in the Department of Sociology and Criminal Justice who are members of the University Graduate Faculty are members of the department's graduate faculty. They are eligible to teach graduate courses, supervises internships and theses, and serve on Internship and Theses Committees. The University Graduate Council must renew member status for graduate faculty every six years. Temporary graduate faculty status must be renewed annually; adjunct faculty must be renewed each semester.

## **GRADUATE COORDINATOR**

The Graduate Coordinator is responsible for processing all applicants' application materials and presenting them to the Graduate Faculty Advisory Committee for approval. The Graduate Coordinator serves as the academic advisor for all graduate students, supervises their progress toward the M.S. degree, approves all graduate degree plans, and authorizes all students for registration in courses in the M.S. curriculum. The Graduate Coordinator assigns and supervises the work of all departmental graduate assistants. The Graduate Coordinator serves as the department's representative on the College of Arts and Sciences Graduate Committee and on the University Graduate Council.

## **GRADUATE FACULTY ADVISORY COMMITTEE**

All graduate faculty members in the Department of Sociology and Criminal Justice shall serve as members of the Graduate Faculty Advisory Committee. The committee must approve all applicants to the program, must approve the awarding of all graduate assistantships, shall determine, after each semester, whether or not each student will be permitted to continue in the M.S. program, and must authorize any changes to the M.S. curriculum.

## **MAJOR PROFESSOR**

Students in either the Internship or Thesis Option must choose a Major Professor, with the latter's consent, to supervise their work or research and the written products of both. The Major Professor is responsible for supervising the student's work or research activities, coordinating the work of the Internship or Thesis Committee, scheduling and facilitating defenses, and editing and approving the final written product. The Major Professor is also responsible for reporting to the Graduate Coordinator on the student's progress.

## **INTERNSHIP/THESIS COMMITTEE**

Students in either the Internship or Thesis Option will form a Committee consisting of the Major Professor and two additional members of the graduate faculty. The committee members should be chosen on the basis of their expertise in the field in which the particular student wishes to work or conduct research and must be approved of by the Major Professor and the Graduate Coordinator.

## **GRADUATE ASSISTANTS**

The Graduate Faculty Advisory Committee on the basis of merit awards graduate assistantships. Graduate assistants are contractual employees who work under the supervision of the Graduate Coordinator and the professor(s) to whom they are assigned.

## **MASTER OF SCIENCE IN NURSING (M.S.N.)**

### **INTERCOLLEGIATE CONSORTIUM FOR A MASTER OF SCIENCE IN NURSING**

#### **DESCRIPTION OF THE PROGRAM**

The Intercollegiate Consortium for a Master of Science in Nursing program (ICMSN) is a cooperative venture among the nursing units at Southeastern Louisiana University, McNeese State University, and the University of Louisiana, Lafayette. The ICMSN is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York 10006, Telephone (212) 363-5555 ext. 153.

The consortium structure allows students to enroll in courses at any one of the participating universities and receive credit toward their master's degree. Students can select the campus they wish to attend based on the major(s) and specialty tracks offered and the campus most convenient to their living and working arrangements. Southeastern Louisiana University, McNeese State University, the University of Louisiana, Lafayette offers a major in Adult Health Nursing, Nursing Education, Nursing Administration, and Adult Psychiatric/Mental Health Nursing. The advanced nursing role concentrations offered through the consortium are nursing administration, nursing education, clinical nurse specialist, and nurse practitioner.

Students successfully completing the MSN curriculum at Southeastern Louisiana University meet educational requirements to take the following national certification examinations:

- Clinical Nurse Specialist Role: Clinical Nurse Specialist Adult Health Nursing or Adult Psychiatric/Mental Health Nursing
- Nurse Practitioner Role: Adult Health Nurse Practitioner, or Adult Psychiatric/Mental Health Nurse Practitioner
- Nursing Administration Role: Nursing Administration Advanced
- Nursing Educator Role: Nursing Education

#### **PURPOSE**

The purposes of the Master of Science in Nursing program are to:

1. Provide a base in nursing theory, nursing research, and issues relative to advanced nursing practice.
2. Provide for advanced clinical specialization in Adult Health Nursing or Adult Psychiatric/Mental Health Nursing, and to
3. Provide for advanced role preparation as a clinical nurse specialist, or nurse practitioner, or nurse administrator, or nurse educator.

#### **ADMISSION REQUIREMENTS**

- A. Regular Admission:
  1. Submit evidence of a baccalaureate degree in nursing.
  2. Submit all transcripts from undergraduate school and any work attempted at the graduate level. Submit documentation of satisfactory standing in graduate nursing program at last institution attended, (if applicable).

3. Submit a curriculum vita (resume) including the applicant's full name, address, telephone number(s), email address(s), academic preparations, degrees held, honors, awards, special interest, work history, and other relevant information.
  4. Obtain a minimum cumulative grade point average of 2.7 on 4.0 scale for all undergraduate work including course repeated and all courses counted toward the student's baccalaureate degree, as indicted by a transcript.
  5. Complete and submit an application to the Graduate Nursing Program at the same time as applying for admission to the University.
  6. Submit GRE scores prior to beginning coursework toward MSN degree.
  7. File a degree plan with the departmental Graduate coordinator in accordance with the General Requirements for the Master's Degree in the Graduate School section of the General Catalogue.
  8. Obtain a minimum formula score of 1,200 (150 x cumulative GPA on last 60 undergraduate hours + GRE Verbal and Quantitative Test score).
  9. Submit evidence of a valid, unencumbered Louisiana Registered Nurse license, prior to beginning course work.
  10. Have evidence of two years of clinical practice experience in an area appropriate to the specialty track as a R.N. prior to beginning practicum courses. Evaluation of appropriate work experience will be determined at the time of application.
  11. Completed a course in introductory statistics with a minimum grade of "C" or equivalent.
  12. Have evidence of physical assessment skills.
  13. Submit a complete history and physical examination prior to beginning coursework toward a MSN degree. Submit current certification in CPR (every 2 years), submit annual TB results, and obtain immunizations determined appropriate by the Graduate Nursing Program.
  14. Have a negative drug screen on admit.
  15. Have an acceptable background check on admit.
- A.1. Admissions to Nurse Practitioner Concentration. Students will be eligible to apply for admission to the nurse practitioner concentration following completion of 19 prerequisite credit hours. Students who are interested in the nurse practitioner concentration, will complete the Request to Enroll in Nurse Practitioner Concentration form prior to beginning the concentration.
- B. Conditional Admission
- An applicant who meets all requirements for admission to the master's degree program except the cumulative grade point average of 2.7 on all undergraduate work attempted or a formula score of 1200 may seek conditional admission status. For acceptance to conditional status the student must have a minimum of at least 1100 on the formula score, with a minimum of 2.5 cumulative GPA on the last 60 hours of undergraduate work attempted. To be removed from conditional status the student must make a "B" or better in each graduate-level course in the first 12 hours. If a "C" or less is made, the conditional student will be dismissed from the program. A request to repeat a course will be taken under advisement and considered on an individual basis.
- An applicant not having a minimum of 2.5 cumulative GPA on upper division baccalaureate work will be requested to take additional undergraduate nursing courses as a non-degree student to enable the applicant to be considered for conditional admission.

### **RETENTION AND PROGRESSION REQUIREMENTS**

- A. A student must earn a "B" in each course in the program to be eligible for progression.
- B. A student who earns a grade below a "B" will be placed on probation and must repeat the course within two regular semesters and earn at least a "B". If a grade below "B" is earned in the subsequent course, the student will be dismissed from the program.
- C. A graduate student who makes a grade of "F" in any course taken for graduate credit will be ineligible to register for further graduate work. A student who receives an "F" because of extenuating, non-academic reasons may appeal for readmission.
- D. The School of Nursing reserves the right to investigate situations which may affect the student's ability to function. In addition, a physician's release may be required. Students who have health conditions that may prevent their meeting the objectives of the program or a course in the program or that may cause potential injury to that student or to the clients for whom they care, will be required to have a personal interview with the Department Head or Dean or with an appropriate School of Nursing Committee.
- E. Drug testing will be required.
- F. Students enrolled in clinical graduate courses are required to maintain current certification in CPR.

### **ADMISSION PROCEDURES**

- A. Students entering the Consortium must apply to the University and to Southeastern Graduate Nursing Program at the same time.
- B. See the Admission to the University section for application deadlines and fees.

### **REGISTRATION PROCEDURES**

- A. Registration for core and role courses will be held at each consortium institution according to their published dates and procedures. An advisor will be at each institution to assist students.
- B. Student who register and enroll in courses at another university (including consortium schools) will have to request transfer of credit to Southeastern.
- C. The fees assessed a student will be those in effect at the institution offering the course(s) for which the student is registering.
- D. All courses offered are subject to resources available and sufficient student enrollment.

## GRADUATION REQUIREMENTS

Graduation from any of the member institutions is based on the satisfactory completion of an approved program of studies. In addition, students must meet all requirements of the institution from which specialty courses are taken.

## RESIDENCE REQUIREMENTS

All credit hours earned at any of the consortium institutions are applicable to residency requirements at each member school.

## REQUIREMENTS FOR DEGREE

To receive the Master of Science in Nursing (MSN) degree with a role concentration, the student must:

1. Complete all requirements of the degree plan, including:
  - a. A minimum of 34 credit hours for the Nurse Education role.
  - b. A minimum of 36-39 credit hours for the Nurse Administrator role.
  - c. A minimum of 39-42 credit hours for the Clinical Nurse Specialist role.
  - d. A minimum of 39-42 credit hours for the Adult Health or Adult Psychiatric/Mental Health Nurse Practitioner role.
2. Complete a Focused Scholarly Project or a Thesis, and
3. Achieve a grade of "B" or better in each course.

**Role: Nurse Educator**—Complete (34) credit hours. The required courses are:

Core Courses:	
NURS 600 .....	3 hours
NURS 602 .....	3 hours
Role Courses:	
NURS 633 .....	3 hours
NURS 634 .....	3 hours
NURS 635 .....	3 hours
NURS 636 .....	3 hours
NURS 637 .....	3 hours
NURS 638 .....	3 hours
NURS 639 .....	4 hours
Thesis: NURS 699 .....	6 hours
<u>OR</u> Focused Scholarly Project and Elective	
NURS 695 .....	3 hours
Elective: .....	3 hours
Approved graduate courses or courses in a related area of studies.	
TOTAL	34 hours

**Role: Nursing Leadership and Administration in Healthcare**—Complete (39-42) credit hours. Required courses are:

Semester 1:	
NURS 600 Theoretical Foundations of Advanced Nursing .....	3 hours
NURS 602 Design & Methodology of Nursing Research .....	3 hours
NURS 609 Population Based Primary Care .....	3 hours
	9 hours
Semester 2	
NURS 646 Policy, Organization, and Structure in Health Care Systems .....	3 hours
NURS 648 Nurse Leadership/Management in Hlth Care Organizations .....	3 hours
NURS 649 Health Care Workforce Management .....	3 hours
NURS 654 Nurse Leadership and Administration Field Study I .....	2 hours
	11 hours
Semester 3	
NURS 656 Legal and Regulatory Issues in Nursing Administration .....	3 hours
NURS 658 Fiscal and Economic Principles for Nurse Leaders .....	4 hours
NURS 655 Nurse Leadership and Administration Field Study II .....	2 hours
	9 hours
Semester 4	
NURS 659 Nurse Leadership and Administration Internship .....	3 hours
NURS 695 Focused Scholarly Project or 699 Thesis .....	3 or 6 hours
	6 or 9 hours
TOTAL CREDIT HOURS	39-42 hours
TOTAL CLINICAL/CLOCK HOURS.	300 hours

**Role: Adult Health Clinical Nurse Specialist**—Complete (39-42) credit hours. The required courses are:

Core Courses:	
NURS 600 .....	3 hours
NURS 602 .....	3 hours
NURS 604 .....	3 hours
Advanced Core Courses:	
NURS 606 .....	1 hours
NURS 609 .....	3 hours
NURS 616 .....	3 hours
NURS 617 .....	3 hours

NURS 618 .....	3 hours
Role Courses:	
NURS 608 .....	3 hours
NURS 642 OR 676 .....	4 hours
NURS 643 OR 677 .....	4 hours
NURS 678 .....	6 hours
Focused Scholarly Project <u>OR</u> Thesis:	
NURS 695 .....	3 hours
NURS 699 .....	6 hours
TOTAL	39-42 hours

**Role: Adult Health Nurse Practitioner**—Complete (39-42) credit hours. The required courses are:

Core Courses:	
NURS 600 .....	3 hours
NURS 602 .....	3 hours
NURS 604 .....	3 hours
Advanced Core Courses:	
NURS 606 .....	1 hours
NURS 609 .....	3 hours
NURS 616 .....	3 hours
NURS 617 .....	3 hours
NURS 618 .....	3 hours
Role Courses:	
NURS 608 .....	3 hours
NURS 642 OR 676 .....	4 hours
NURS 643 OR 677 .....	4 hours
NURS 678 .....	6 hours
Focused Scholarly Project <u>OR</u> Thesis:	
NURS 695 .....	3 hours
NURS 699 .....	6 hours
TOTAL	39-42 hours

**Adult Psychiatric/Mental Health Curriculum; Nurse Practitioner & Clinical Nurse Specialist**

(Complete 39-42) credit hours. The required courses are:

Semester 1	
NURS 600 Theoretical Foundations of Advanced Nursing .....	3 hours
NURS 604 Issues in Advanced Nursing .....	3 hours
NURS 618 Pathophysiology for Advanced Nursing Practice .....	3 hours
	9 hours
Semester 2	
NURS 602 Design & Methodology of Nursing Research .....	3 hours
NURS 606 Hlth Assessment & Diagnostic Reason Adv Nurs Prac Practicum.....	1 hour
NURS 616 Hlth Assess & Diagnostic Reason Adv Nurs Practice .....	3 hours
NURS 617 Pharmacotherapeutics for Advanced Practice .....	3 hours
	10 hours
Semester 3	
NURS 608 Biological Treatments for Psychiatric Disorders .....	3 hours
NURS 609 Population-Based Care .....	3 hours
NURS 642 Advanced Practice Nursing:Adult Psychiatric/Mental Hlth I .....	4 hours
	10 hours
Semester 4	
NURS 643 Advanced Practice Nursing:Psychiatric/Mental Hlth II .....	5 hours
NURS 695 Focused Scholarly Project OR 599/699 Thesis .....	3 hours
	8 hours
Semester 5	
NURS 678 Advanced Practice Nursing Practicum .....	5 hours
NURS 699 Thesis .....	3 hours
	8 hours
TOTAL CREDIT HOURS	39-42 hours
TOTAL CLINICAL /CLOCK HOURS	600 hours

\*All students must complete either Thesis (N699) OR Focused Scholarly Project (N695). Students who elect to enroll in Thesis will earn a total of 6 credits. Students who elect to enroll in Focused Scholarly Project will earn a total of 3 credits.

Admission to the Adult Health OR Adult Psychiatric/Mental Health Nurse Practitioner role concentration at Southeastern means that the MSN degree-seeking student is eligible to progress to the NP practicum courses when the following courses have been completed in the program of study. Applications for admission to the *NP role concentration* occur during the semester in which the student is scheduled to complete the courses below.<sup>1</sup>

- Nursing 600—Theoretical Foundations of Advanced Nursing Practice (3 credit hours)
- Nursing 602—Design and Methodology of Nursing Research (3 credit hours)
- Nursing 604—Issues in Advanced Nursing Practice (3 credit hours)
- Nursing 606—Health Assessment and Diagnostic Reasoning (1 credit hour)
- Nursing 616—Health Assessment for Advanced Nursing Practice (3 credit hours)
- Nursing 617—Pharmacotherapeutics for Advanced Nursing Practice (3 credit hours)

Nursing 618—Pathophysiology for Advanced Nursing Practice (3 credit hours)

**The following criteria will be considered for admission to the NP role:**

Meet admission criteria to the MSN program (formula score is considered),

Two years of clinical practice as a BSN-prepared registered nurse,

Cumulative Grade Point Average (GPA) rank in the MSN program,

Cumulative GPA in the core courses for advanced practice: N606, N616, N617, and N618

(calculated after semester of completion),

Apply to the NP role concentration by **March 15 or October 15** in year of met requirements, and

written commitment to a full-time or part-time degree plan, as established by the Southeastern MSN program. For limited practicum slots, preference will be given to full-time students.

Compliance with current health records.

The Coordinator of Graduate Nursing will notify students of the status of their application at the close of the semester in which they have applied, following calculation of final GPA. Once admitted to the NP role concentration, the student is expected to follow a suggested full-time or part-time degree plan, which then becomes a part of their record. Students who do not follow their degree plan may lose a practicum slot and have to reapply to the role concentration.

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<sup>1</sup>Application and acceptance to the MSN program of studies must have been completed.

<sup>2</sup>Full-time degree plans require from 7-10 credit hours per semester; part-time degree plans require from 6-7 credit hours per semester.